

parents and family handbook 2014-2015





calendar

2014 - 2015

Academic Year 2014/2015

Fall 2014

Spring 2015

New Students Arrive	Aug. 19	Jan. 15
Orientation	Aug. 19-24	Jan. 15-18
Returning Students Arrive	Aug. 22 (noon)	Jan. 16 (noon)
New Student Registration	Aug. 23	Jan. 17
Classes Begin	Aug. 25 (Mon)	Jan. 19 (Mon)
Deadline for Schedule Changes Drop/Add/Audit	Aug. 29 (noon)	Jan. 23 (noon)
February Break	NA	Feb. 20 (Fri)
Academic Travel	Oct. 18 - Nov. 1	Mar. 7 - 22
Advising & Registration	Nov. 3 - 14	Mar. 24 - Apr. 3
Easter Break	NA	Apr. 6 (Mon)
SpringForward! <small>Classes will not be held as students are expected to participate in scheduled events</small>	NA	Apr. 16 (Wed)
Withdrawal Deadline	Nov. 21	Apr. 24
Thanksgiving Break	Nov. 28 (Fri)	NA
Last Day of Classes	Dec. 5	May 8
Reading Days	Dec. 6 - 7	May 9 - 10
Final Exams <small>Make up exams will be held on the last day of the exam period through 18:00</small>	Dec. 8 - 12	May 11 - 15
Graduation	NA	May 17 (Sun)
Offices Closed	Dec. 22 2014 – Jan. 2, 2015	NA

*Calendar is subject to change. Updates will be posted at www.fus.edu/academics/academic-calendar/2014-2015

Cover Photo: Sachint Goel and Family, Graduation 2014

greetings

FROM THE PRESIDENT
AND THE DEAN OF STUDENT LIFE
AND ENGAGEMENT

Dear Parents,

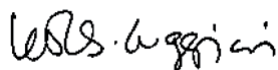
On behalf of everyone at Franklin University Switzerland, we wish to welcome you as parents of either new or returning students. We are pleased that you and your son or daughter have chosen to be a part of the Franklin University community. This is an invaluable and crucial period in the lives of both students and their families. We all are committed to helping our students grow and achieve their goals while enjoying rewarding and life-changing relationships and experiences.

We hope you will find this handbook helpful. It contains important information to support your efforts when counseling your son or daughter throughout the entire college experience. It has been created to provide you a better understanding of Franklin University, studying abroad and living in a foreign culture. Education is a lifelong endeavor. We are certain that the skills your son or daughter will develop at Franklin will provide a strong base for future growth and continued learning both professionally and personally. The education and well-being of your child are extremely important to us. In this handbook you will find the contact information for all members of key departments at Franklin. Please feel free to get in touch with us should you have any concerns or questions. We also encourage you to urge your child to seek our advice and help whenever needed to ensure a successful experience at Franklin.

With best regards,



Greg Warden
President



Leslie Guggiari
Dean of Student Life and Engagement

greetings

FROM THE FRANKLIN
FAMILY ASSOCIATION

Dear Fellow Franklin Parents,

As the Chairman of the Franklin Family Association (FFA), Franklin's parent volunteer organization, I wish you a warm welcome to the 2014-15 academic year at Franklin University. The Franklin experience is one of the most amazing opportunities in higher education. It brings to your son or daughter a range of experiences and opportunities that will excite them, challenge them, and prepare them for a rewarding future.

Such a fascinating experience prompts a whole host of questions, whether you are brand new or a seasoned veteran to having a college bound student. To help you find answers the Office of Advancement and the FFA volunteers compiled the information in this handbook. We hope you find it to be a valuable resource as you prepare for the year ahead.

As the parents of three children who have attended and graduated from Franklin, my wife, Sue and I are deeply committed to the University and the education provided, both inside and outside the classroom. We appreciate the opportunities that Steven '06 and Ryan '09 enjoyed and Curran '15 is currently enjoying at Franklin and decided to pay it forward by becoming parent volunteers in the FFA.

The FFA complements the work of the University in order to enrich and enhance the lives of students and improve the well-being of the Franklin community. Committees are involved in activities that range from providing support and a friendly face during the orientation process to assisting with career counseling and networking. They also help with communicating the Franklin story and all that is happening on campus as well as assisting with fund-raising efforts. The FFA supports the Franklin experience now and into the future.

Please join us in our efforts to help the students and Franklin University. It is incredible how the investment of a few hours a month can pay huge dividends in the lives of a very special and important group of people.

There are many volunteer opportunities available and they are described in further detail in the following pages. When you see a volunteer opportunity that interests you or if you have specific questions please contact Laura Marsala Peterson '06, Director of Alumni and Parent Relations (lpeterson@fus.edu).

Welcome to Franklin!



Stanley M. Ellis P'06, P'09, P'15
Chairman, Franklin Family Association

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contacting FRANKLIN



Helpful Numbers

Reception
+41 91 985 2260

Campus Emergency
+41 79 211 4687

Office of Student Life

Dean of Student Life and Engagement
Leslie Guggiari
lguggiari@fus.edu
+41 91 985 2272

**Assistant Dean of Student Life and
Director of Career Services**
Ebonie Rayford
erayford@fus.edu
+41 91 985 2279

Coordinator of Student Services
(Coordinator of Swiss residents
permits and health insurance)
Sabina Macchi
smacchi@fus.edu
+41 91 985 2271

Assistant for Student Services
Elena Sartori
esartori@fus.edu
+41 91 985 2289

**Director of Student Leadership
and Development**
Damian Medina
dmedina@fus.edu
+41 91 985 2270

**Coordinator of Residence Life
and Housing**
Benjamin Marks
bmarks@fus.edu
+41 91 985 2285

College Nurse
Christina Schmid
cschmid@fus.edu
+41 91 986 5311

University Counselor
Corbin Moro
cmoro@fus.edu
+41 91 986 5311

contacting FRANKLIN

Office of the President

President's Office
Gregory Warden
gwarden@fus.edu
+41 91 985 22 66

Office of Academic Affairs

Dean of Academic Affairs
Sara Steinert Borella
ssteinertborella@fus.edu
+41 91 986 3652 +41 91 985 2291

Registrar
Carole Wellington
registrar@fus.edu
+41 91 986 3666

Director of IT Services
Sean Essue
sessue@fus.edu
+41 91 986 3617

Administrative Offices

Vice President for Advancement
Robert Pallone
rpallone@fus.edu
+41 91 986 5325

**Vice President for Finance
and Administration**
Tomaso Rizzi
trizzi@fus.edu
+41 91 986 3624

Director of Admissions
Peter Dorthe
pdorthe@fus.edu
+41 91 986 3612

Director of Public Relations
Consuelo Grieco '02
cgrieco@fus.edu
+41 91 986 3609

Instructional Services Librarian
Madeline Mundt
mmundt@fus.edu
+41 91 985 2274

Director of Writing and Learning Center
Ann Gardiner
agardiner@fus.edu
+41 91 985 2291

**Director of Alumni and Parent
Relations**
*Laura Marsala Peterson '06
lpeterson@fus.edu
+1 507 947 3795

Bursar
Neela Raffaelli
bursar@fus.edu
+41 91 986 3623

**Director of Marketing and
Communications**
Andrea Bardelli Danieli
abardellidanieli@fus.edu
+ 41 91 986 3603

Marketing Communications Manager
Heather Turnbach
hturnbach@fus.edu
+41 91 986 3605

being INVOLVED

PARENT VOLUNTEER OPPORTUNITIES

Franklin University Switzerland offers a number of parent volunteer opportunities. These opportunities allow volunteers to meet new friends and support the University and its mission in a variety of meaningful ways. If you are interested in volunteering please contact Laura Marsala Peterson '06, Director of Alumni and Parent Relations (lpeterson@fus.edu).

Franklin Family Association

The Franklin Family Association was founded in 2009 by a group of current Franklin parents who were interested in becoming actively involved in the life of Franklin and its students. The mission of the Franklin Family Association is to “involve Franklin parents and guardians in programs and activities to enrich the lives of their students as well as contribute to the overall well being of the University”.

All parents of a current Franklin student are members of the Franklin Family Association and are encouraged to serve on one of the Association's four active committees. The Franklin Family Association is led by the Franklin Family Association Chairman and the Director of Alumni and Parent Relations.

The committees and chairs for the 2014-2015 Academic Year are as follows:

Chairman: Stan Ellis P'06, P'09, P'15

Welcome Committee: Robbie Kiermayr P'16

Career Networking Committee: Bob Schonefeld P'15

Funds Committee: Kamali Chandler P'14, P'16

Communication Committee: Colette Kraatz P'16

Franklin University Switzerland Mentoring Program

One of the ways Franklin alumni, parents and friends are able to make a difference in the life of a Franklin student is by participating in the Franklin University Mentoring Program and serving as a mentor. Mentors offer mentees career related advice and provide a supportive community for soon-to-be alumni.

Franklin Alumni and Parent Admissions Ambassador Program

Alumni and Parent Admissions Ambassadors play an important role in helping Franklin enroll the best and brightest students from around the world. Admissions Ambassadors attend University Fairs, accepted student receptions and summer send-offs as well as answer questions of prospective students and parents.

Other Opportunities

-Guest Lecture

-Round Table Discussion with Students

being INVOLVED

EVENTS FOR ALUMNI, PARENTS & FRIENDS



Alumni and Parent Events

Each year Franklin organizes Alumni and Parent Events in cities around the world. These events are a great opportunity for alumni, parents and friends to meet each other as well as members of the University's faculty and staff. Please visit: www.fus.edu/parents/parent-events for more details.

Special Events on Campus

New Student/Parent Orientation: Franklin University's Parent Program is held on August 20, 2014. The New Student Orientation program is from August 19-24 and is an important opportunity for new students to make friends and begin their life at Franklin. The schedule provides both informative and social sessions, allowing students and parents an essential first-year experience on multiple levels. Participants will meet the administration, faculty, staff and students; tour the campus and the surrounding area; and share their first meals with new friends and classmates. We hope that Orientation will provide a memorable introduction to the exciting, multicultural world we have at Franklin.

Commencement: May 17, 2015

This is a very important time in the lives of graduating students and their families. The week of graduation, the University is bustling with activities such as the annual Alumni Council-Sponsored Boat Cruise, the Awards Ceremony, the Monte San Salvatore Graduates' Dinner, and Commencement rehearsal, all of which make this an unforgettable weekend. All family and friends of the graduates are welcome to attend the Commencement Ceremony. A detailed schedule of the weekend's events will be posted on the University website each spring.

visiting CAMPUS

Campus Visits

All Franklin parents and family members are welcome to visit the University during the year. The Office of Advancement will gladly schedule a campus tour, visits with faculty, or meetings with members of the administrative staff for current/past parents as well as other family members. Our Offices in Sorengo, Switzerland are open from 8:30 am to 5:00 pm, Monday through Friday. To arrange a campus visit, please contact Robert Pallone, Vice President for Advancement, rpallone@fus.edu.

How to Get to Lugano

You can fly directly to the Lugano Airport, located in Agno, about 15 minutes from the University. From the airport, shuttle buses and taxis run regularly to Lugano. The airport is served by Swiss International Airlines, Etihad-Regional Air with flights to Lugano connecting via Zurich, Geneva, Rome and other European cities. Since many international flights arrive in Zurich and Milan, you can also make bus or train connections from either of the two cities to Lugano. From Zurich, trains run directly from the airport to Lugano, and the duration of the trip is about 3 hours. From Milan, there is a bus shuttle service that arrives in Lugano in just over one hour.

Shuttle bus transportation from Milan-Malpensa Airport to Lugano

Malpensa Express and JetBus are shuttle bus companies that provide transfers from/to Milano-Malpensa and Lugano. Advance reservations are mandatory. You pay the bus driver upon boarding in either Swiss francs or Euros.

Both services pick you up from the Milano-Malpensa Airport and drop you off near the Lugano Train Station.

For latest schedule information and pricing, consult the Malpensa Express (www.malpensaexpress.ch/orari.asp) and JetBus (www.jetbus.ch/) websites.

Malpensa Fares as of June, 2014*:

One-way adult: CHF 25 EUR 20 Round-trip adult: CHF 40 EUR 34

*Check websites for supplemental charges and/or children

Jet Bus Fares as of June, 2014*

One-way adult: CHF 30 EUR 25 Round-trip adult: CHF 50 EUR 40

*Check websites for supplemental charges and/or children

Lugano Servizi is another shuttle bus that provides service between Milano-Malpensa and Lugano. Advance reservations are recommended. Lugano Servizi picks you up from the Milano-Malpensa Airport and drop you off near the Lugano Train Station. For latest schedule information and pricing, consult the Lugano Servizi website (www.luganoservices.ch).

Lugano Servizi Fares as of June, 2014*:

One-way adult: CHF 30 EUR 25 Round-trip adult: CHF 45 EUR 38

*Check websites for supplemental charges and/or children

visiting CAMPUS



Limo Service from Milan to Lugano

Limo service can be arranged from anywhere in Milan to anywhere in Lugano. For more information please visit EC Limousine Service's website (www.eclimousineservice.com).

Train Travel

Train travel is extremely comfortable and convenient in Switzerland. For more information about traveling by train in Switzerland, visit the SBB website (www.sbb.ch/en).

Accommodations

Below is a partial list of accommodations in Lugano and the surrounding areas. The following hotels offer special rates for visitors and guests of Franklin University Switzerland. To receive these rates, be sure to inform the hotel that you are a Franklin University Switzerland guest.

Villa Principe Leopoldo ★★★★★

www.leopoldohotel.com

Email: info@leopoldohotel.com

+41 91 985 8855

Grand Hotel Villa Castagnola ★★★★★

www.villacastagnola.com

Email: info@villacastagnola.com

+41 91 973 2555

Splendide Royal ★★★★★

www.splendide.ch

Email: welcome@splendide.ch

+41 91 985 7711

Grand Hotel Eden ★★★★★

www.edenlugano.ch

Email: welcome@edenlugano.ch

+41 91 985 9200

Hotel Lugano Dante Center ★★★★★

www.hotel-luganodante.com

Tel: +41 91 910 57 00

Hotel de la Paix ★★★★★

www.delapaix.ch

Email: booking@delapaix.ch

+41 91 960 6060

Hotel Colorado ★★★

www.colorado.ch

Email: hotel@colorado.ch

+41 91 994 1631

Hotel Federale ★★★

www.hotel-federale.ch

Email: info@hotel-federale.ch

+41 91 910 0808

Art Hotel Stella Lugano ★★★

www.hotel-stella.ch/

Email: info@arthotelstella.ch

+41 91 966 3370

Hotel Besso ★★

www.hotelbesso.ch

Email: info@hotelbesso.ch

+41 91 967 2312

visiting CAMPUS

Dining

If you are looking for a distinctive restaurant to take your son or daughter to during your next visit to campus or maybe a special place to celebrate your graduate's success, Lugano and the surrounding area's wide array of restaurants will certainly not disappoint. The restaurants listed below, which cover a wide price range, are recommended by Franklin University Switzerland. Reservations are advisable.

Antica Osteria del Porto

Via Foce 9
6900 Lugano
+41 91 971 4200
Closed Tuesday

Grotto Grillo

Via Ronchetto 6
6900 Lugano
+41 91 970 1818
Closed Sunday

Cantina & Grotto Riviera

Via Pezza 6
6982 Agno
+41 91 605 2155

Locanda del Boschetto

Via al Boschetto 8
6900 Lugano
+41 91 994 2493
Closed Monday

Osteria Gallo d'Oro

Strada Cantonale 3a
6964 Davesco-Soragno
+41 91 941 1943
Closed Sunday and Monday

Principe Leopoldo Restaurant

Via Montalbano 5
6900 Lugano
+41 91 985 8855

Ristorante al Portone

Viale Cassarate 3
6900 Lugano
+41 91 923 5511
Closed Sunday and Monday

Ristorante Arté

Piazza Emilio Bossi 7
6900 Lugano
+41 91 973 4800
Closed Sunday and Monday

Ristorante da Candida

Viale Marco da Campione 4
6911 Campione d'Italia
+41 91 649 7541
Closed Monday all day,
Tuesday closed at lunchtime

Ristorante Motto del Gallo

Via Bicentenario 16
6807 Taverna
+41 91 945 2871
Closed Sunday all day,
Monday closed at lunchtime

Ristorante Piccolo Vigneto

Via al Roccolo 19
6962 Vignanello - Albonago
+41 (0)91 972 39 85
Closed Monday and
Tuesday

Grotto della Salute

Via Sindacatori 4
6900 Massagno
+41 91 966 0476
Closed Saturday and Sunday

Ristorante ai Giardini di Sassa

Villa Sassa Hotel, Residence
& SPA
Via Tesserete 10
6900 Lugano
Tel. +41 (0)91 911 41 11

visiting CAMPUS

Shopping/Personal Items

Lugano and the surrounding area offer shops for every taste. In the famous Via Nassa and Via Pessina, two of the most historical streets in the old town of Lugano, you will find many stores carrying a wide variety of Swiss, Italian and French luxury brands such as Hermes, Versace, Gucci, Issey Miyake, Armani, Rolex and Cartier. Numerous Swatch, Tissot, grocery stores and other department stores can also be found in the city center.

Most shops and department stores are open between the hours of 8:00 and 6:30 p.m., Monday – Friday. On Thursdays some stores stay open until 9:00 p.m. On Saturdays most stores close around 5:00 p.m. and on Sundays all stores in general remain closed, in accordance with the cantonal law of Ticino.

For a complete shopping guide to Lugano, please visit the Lugano Tourism website at: www.lugano-tourism.ch/en/335/shopping-guide.aspx

Manor Centro

Piazza Dante 2
6900 Lugano
+41 91 912 76 99
www.manor.ch

Migros

Via Pretorio 15
6900 Lugano
+41 91 923 7213
www.migros.ch

Gabbani

Via Pessina 12
6900 Lugano
+41 91 911 3090
www.gabbani.com
contact@gabbani.com

Coop City Lugano

Via Nassa 22
6900 Lugano
+41 91 913 7333
www.coop.ch

Piccobello

Piazza della Stazione
6900 Lugano
+41 91 923 5818
Note: Piccobello is located at the Lugano train station and is open daily from 6:00 am – 10:00 pm, including Sunday.

Centro Lugano Sud

Via Cantonale
6916 Grancia
+41 91 985 2872
www.centrosud.ch
Note: Some of the stores found at Centro Lugano Sud include: Ikea (furniture and household goods), Media Markt (electronics store), H&M, Vögele Shoes, Ochner Sport (sporting goods store), Coop (supermarket) and a variety of others.

Farmacia Bianchi

Via Nassa 2
6900 Lugano
+41 91 923 2266

Farmacia Sorengo

Via Paradiso 24
6924 Sorengo
+41 91 980 9115
www.farmaciamalcantonese.com/farmaciasorengo.html
Note: If you are in need of a pharmacy outside normal opening hours, please go to the nearest pharmacy to find out which pharmacy is on special late-night duty. This information will be posted on the entry door of any pharmacy. Callers within Switzerland may also call 144 for the same information.

visiting CAMPUS



Car Rentals

Avis

Via C. Maraini
6900 Lugano
+41 91 913 4151
www.avis.com

Europcar

Via Monte Boglia 24
6900 Lugano
+41 91 971 0101
www.europcar.com

Hertz

Via San Gottardo 13
6900 Lugano
+41 91 923 4675
www.hertz.com

Smart Rent

Riva Paradiso 26
6900 Lugano-Paradiso
+41 91 993 1313
www.smartrent.ch/

Storage Facilities

The University recommends the use of Bolliger & Tanzi, a local shipping and storage company for students wishing to store personal belongings in Lugano in between academic years (i.e. during the summer break) or for an extended period of time. Bolliger & Tanzi can be contacted privately for personal arrangements at any point during the year. However, the University normally arranges a pick up at the end of the academic year. Boxes and labels are available in the Office of Student Life prior to pick up.

Bolliger & Tanzi

Via al Lido 6
6962 Viganello-Lugano
+41 91 973 3535
Email: info@bolliger.org
www.bolliger.org

Places of Worship

Members of the Franklin University community come from every corner of the globe and identify with virtually every cultural, spiritual, racial and international background. Diversity is part of our life, every day. Franklin students practice many faiths. Local places of worship represent a large number of faith traditions: Adventist, Anglican, Baptist, Buddhist, Christian Science, Jehovah's Witness, Jewish, Muslim, Orthodox, Pentecostal, Roman Catholic.

For specific information about locations, addresses and times of services please visit the Franklin website at: www.fus.edu/life-at-franklin/global-community

staying CONNECTED

HOW TO KEEP IN TOUCH

Contacting your Student

Telephone

The University receptionist can be reached Monday through Friday from 8:30 a.m. to 5:00 p.m. (CET) at +41 91 985 2260. In case of emergency after regular opening hours, the on-duty staff person can be reached at: +41 79 211 4689. The phone number of the Office of the Dean of Student Life and Engagement is: +41 91 985 2272.

There are no land line telephones in any of the rooms/apartments on campus, with the exception of the rooms belonging to the Resident Assistants. All residence facilities have network access via wi-fi. Most students typically purchase a mobile phone and Swiss SIM card in Lugano (this is handled during the new-student orientation) and use this as their main way of communicating with their parents.

To call a number in Switzerland, dial your local international access code (i.e., 011 if you are calling from the United States), then 41, and then rest of the number.

Postal Mail

Every student, whether living on or off campus, is assigned a mailbox number at the University. Student mail is distributed directly from Reception to each student's personal mailbox (located in the Main Villa, Kaletsch Campus). All mail or packages should be addressed as follows:

[Student's Name]
Franklin University Switzerland
Via Ponte Tresa 29
6924 Sorengo, Switzerland

staying CONNECTED

HOW TO KEEP IN TOUCH



Thoughtful Touches

To send something for a special occasion, to celebrate a job well done or just because:

Florist

DAHRA
Via Ferruccio Pelli 14
6900 Lugano
+41 91 922 2320
Email: info@dahra.ch
www.dahra.ch
Italian, German, French,
English spoken

Patisserie/Bakery

Grand Café Al Porto
Via Pessina 3
6900 Lugano
+41 91 910 5131
Email: info@grand-cafe-lugano.ch
www.grand-cafe-lugano.ch
Italian, German, French,
English spoken

Gift Baskets

Via Pessina 13
6900 Lugano
+41 91 911 3081
Email: contact@gabbani.com
www.gabbani.com
Italian, German, French,
English spoken

Keeping Current

We encourage you to keep up with the University through its publications and website, www.fus.edu. If you are not receiving the University's mailings and/or emails, please send your updated contact information to: advancement@fus.edu

The Franklin Gazette

Our University magazine includes interesting and informative profiles, stories and columns about Franklin and Franklinites. All Franklin parents are sent the *Franklin Gazette* and other signature publications.

Suggested Readings

Don't Tell Me what to Do, Just Send Money: The Essential Parenting Guide to the College Years By Helen E. Johnson and Christine Schelhas-Miller (St. Martin's Press, 2000)

Letting Go: A Parent's Guide to Today's College Experience

By Karen Levin Coburn and Madge Lawrence Treeger (HarperCollins, 2003)

You're on Your Own (But I'm Here if You Need Me): Mentoring Your Child during the College Years By Marjorie Savage (Simon and Schuster, 2003)

academic LIFE

ACADEMIC LIFE AT FRANKLIN

Core Requirements

Core requirements at Franklin provide a common academic experience for all Franklin students regardless of their major fields of study. The Franklin Core Curriculum gives students the opportunity for a breadth of exposure to different fields of study in the spirit of the liberal arts while allowing sufficient flexibility for its students, who come from a wide range of backgrounds and interests, to complete an undergraduate education that compliments more specialized knowledge and skills acquired in majors. For complete details please see the Academic Catalog. (www.fus.edu/about-franklin/publications)

Graduation Requirements

Degrees are conferred in December, May and August. In order to participate in the Commencement Ceremony in May, students must complete a Graduation Application Form, available in the Registrar's Office, by October 15 of the preceding year. Students who have completed all requirements for the degrees of Associate of Arts and/or Bachelor of Arts may participate in the Commencement Ceremony. Candidates for the Associate of Arts degree may not participate in the Commencement Ceremony in May until all degree requirements have been completed. Candidates for the Bachelor of Arts degree may participate in the Commencement Ceremony in May if they have three courses (9 credits) or fewer to finish toward the completion of the degree and will complete all requirements by August 31 of the same year. These outstanding courses must be rostered for completion prior to the fall semester (either through summer course registration and/or planned transfer credit officially approved by the University).

Students who have completed their studies as well as those with credit outstanding will be robed in commencement regalia and walk across the platform to receive the diploma cover. Actual diplomas for students will be issued upon verification of completion of all degree requirements.

Academic Honors

A student who achieves a grade point average of 3.5 or above will be named on the Dean's List. In order to qualify, a student must have completed a minimum of five courses of 3 credits each (15 credits). The student will be informed of the honor by letter and it will also be recorded on his/her transcript. Dean's List students are given priority in registration for courses, Academic Travel and housing placement requests.

Graduation with Distinction

Students who complete their degree requirements in the range of cumulative grade point averages will receive their diploma noting the distinguished achievement.

Summa Cum Laude	3.900 – 4.000
Magna Cum Laude	3.700 – 3.899
Cum Laude	3.500 – 3.699

Honors Program

The Franklin University Switzerland Honors Program is designed to expand the academic engagement of Franklin's best and brightest students even more. This exciting program offers interested students the opportunity to pursue cross-disciplinary research and scholarship while working closely with faculty mentors and other academically gifted students.

academic LIFE

GRADES



The faculty of the University assesses student academic performance by assigning the following grades: A,B,C,D, plus and minus for each, and F. Grades are described in greater detail in the Academic Catalog.

The grade point average is calculated on a scale from 4 to 0, with equivalent letter grades (“A” to “F”) being recorded on the student’s permanent record.

Mid-Term Grades

Following the Academic Travel period, students at academic risk (i.e., mid-semester course progress is below average scholarship: “C-“or below) are issued a mid-term grade report. Mid-term grades are unofficial and reflect only the student’s progress in a course at the middle of the semester. They serve to alert the student and his/her advisor to potential problems. These grades do not necessarily represent half of the final grade and are not calculated into the semester grade point average. In order to determine how specific requirements are weighed in calculating the final grade, students should consult the course syllabus or ask their professor.

Final Grades

A final grade report is issued to each student following the end of the semester. The Registrar will also notify the student and parents or guardians when the student has exhibited exceptional academic performance and has been named to the Dean’s List or if a student has demonstrated academic difficulty and is placed on probation or academic warning. Final grade reports are also sent to parents or guardians (see Student Privacy Policy in the Academic Catalog).

For more information about academics at Franklin, please consult the Academic Catalog or the Franklin website at: www.fus.edu/about-franklin/publications

academic LIFE

STUDENT PRIVACY

Franklin University Switzerland complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The policy adopted by the University permits students to review their educational records and prohibits the disclosure of those records to a third party without the written consent of the student with the exception of parents or guardians of dependent students, with whom the University reserves the right to communicate. All information belongs to the student and cannot be released without the permission of the student except in specific cases such as legally binding court orders.

As a small private university, Franklin relies on a close relationship with the parents and guardians of enrolled students. Therefore, the University routinely corresponds with parents and designated individuals regarding the progress of students. This relationship is forged by students when they accept admission to Franklin University Switzerland and accept financial support when parents or guardians sign either the Financial Responsibility form, effectively claiming students as financial dependents during the admissions process, and/or the Declaration form issued by Student Life when students apply for a Swiss visa.

Franklin University Switzerland may also distribute the following information in appropriate situations without the student’s permission under the definition of Directory Information: student’s name, photograph, address, telephone number, email address, date and place of birth, class level, major, minor, enrollment status, class rosters, dates of attendance, degrees and awards received, previous educational agencies or institutions attended by the student and participation in officially recognized campus activities.



academic LIFE

LEARNING RESOURCES

The Writing and Learning Center

The Writing and Learning Center provides students with personalized, academic support and leadership opportunities regarding all forms of writing, communication and learning. It also assist students in writing towards career and graduate school goals. One-on-one sessions with peer editors and tutors promote self-reliance, critical thinking skills, good writing and research skills, and academic integrity.

Location

The Writing and Learning Center is located at the North Campus Lowerre Academic Center.

Hours

Monday - Thursday: 9:00am - 5:30pm

Friday: 9:00am - 3:30pm

Ann Gardiner (agardiner@fus.edu) serves as the Director of the Writing and Learning Center. She earned her Ph.D. in Comparative Literature from New York University in 2002 and has been active in Writing and Learning Centers in the US and Germany. At Franklin, she teaches courses in Writing, Communication, and Comparative Literature and Cultural Studies.

To schedule an appointment, students should contact Ann Gardiner via email.



code of CONDUCT

Franklin University Switzerland is a community of individuals dedicated to the pursuit of an international education in an environment conducive to learning. The University fully recognizes the rights and responsibilities of its students, faculty and staff, as well as their obligations to maintain high standards of social and personal conduct. Enrollment at Franklin, therefore, constitutes an agreement between the student and the University to respect the rights of the University and all the members of the University community. Failure to adhere to the rules and regulations of the University places the student in violation of the Code of Conduct and subject to disciplinary action.

Because of its unique location in Switzerland, Franklin University Switzerland must require students to conduct themselves in a manner which reflects credit upon themselves, the University and their home countries, and which shows respect for and adherence to the cultural mores of Swiss society. Consequently, Franklin may require standards of behavior of a higher order than those of society at large. Upon registration at the University, students retain all of their rights guaranteed by law; however, student status confers no immunity from the laws of the Swiss community, nor do sanctions for the breaking of Swiss law exempt them from further disciplinary action by the University. The Code of Conduct is established to provide a system for dealing fairly and responsibly with students whose behavior fails to meet the standards of the University or which infringes upon the rights of others. Students are subject to the Code of Conduct at all times during the academic term, between terms, during Academic Travel, on or off campus.

Source: Franklin University Switzerland Student Life Handbook

Franklin University Switzerland considers student residence life an integral part of the educational experience. Our residences give students the opportunity to experience the challenges and rewards of being on their own. In order to cultivate and promote individual growth and maturity, the University offers fully furnished apartments – complete with their own bathrooms and kitchenettes – in addition to traditional-style residence hall rooms. These apartments provide students with privacy and a sense of personal responsibility.

The residences are located in ten different buildings on or near campus. Each residence is supported by a trained Resident Assistant who helps students obtain the most from their residential experience. All students living in Franklin residences are covered by an insurance policy for their personal possessions.

Housing Guidelines

Any Franklin student who is registered for a full 12-hour course load is eligible to live in the University residences. Franklin University Switzerland requires all single, new, incoming students who are not residing with their parents or legal guardians to live in a University residence. However, if a student has over 60 credit hours (or is over the age of 20), has a cumulative GPA of 2.8 or higher, is in good standing and has parental permission, he or she can apply to live off campus. Once a student receives approval from the University, he or she may lease an apartment in the local community. Students applying to live off-campus need to do so through the Office of Student Life.

The University's residential life program is designed to foster independent and community living as well as academic focus during a student's time at Franklin. All students living on campus must sign the Franklin University Housing Agreement which details the policies and procedures of the residences.

Resident Assistants

A Resident Assistant (RA) is a full-time Franklin student who is trained to be a resource for students within their residence. RAs are trained to provide peer support, organize programs for community development and enforce residence hall policies. Your student's Resident Assistant is also the person who will help with checking in and out of the residences at the beginning and end of the year. RAs lead a monthly hall meeting for their residents during which they provide updates on campus events, community happenings, and convey important information about logistics on campus (such as health & safety updates during travel, check out procedures, etc.). Additionally, students can go to their Resident Assistant if they need to check out a broom or mop or have their laundry card recharged.

Housing Selection for Returning Students

Each spring semester, the housing selection for the following academic year occurs. The dates, location and order of return housing registration will be announced by the Office of Student Life. The housing deposit must be paid in full before a student is allowed to participate in this process. This deposit will later be deducted from the total semester residence fees. This fee is nonrefundable if the student fails to attend Franklin in the fall.

Room/Apartment Changes

A student room/apartment is rented for the full academic year (with the exception of pre-established semester abroad students) and cannot be changed in most circumstances due to requirements of the local authorities concerning the student's residence permit. However, in the case of emergencies and with the permission of the Coordinator of Residence Life, a student may change rooms provided that there is other space available. Room/apartment and roommate changes will not be granted during the first two weeks of the semester, except in extreme cases. The reason for this is to give residents the opportunity to work out their problems and find an acceptable living arrangement.

Room/Apartment Damage

Students will be fined for missing inventory and any room damages that occurred while they were occupying a room/apartment. Any extra items left in rooms will be removed and disposed of. Removal fees will be assessed for any furniture or items left in student rooms that are not part of the room inventory. Additionally, cleaning and plumbing charges will be assessed for rooms left in a messy or unclean condition. Students who violate the smoking policy will be charged for repainting the room and replacing the mattress and the curtains. If you have questions regarding your student's dorm damage charges, please contact the Coordinator of Residence Life and Housing at: bmarks@fus.edu

Smoking Policy

All Franklin Residences are completely smoke-free indoors. In Airone, Girasole, Panera and Giardino, smoking is permitted only on balconies provided that the entry door is closed. Cigarette butts must be disposed of properly. In DaVinci and Florida, smoking is not permitted on the balconies and permitted only outside of the buildings near the entry. Violations of the smoking policy will result in a minimum CHF 150 fine, disciplinary sanctions and payment for replacement of room/apartment furniture, repainting and any other smoke-related damage.

Alcohol and Drug Abuse Policy

Switzerland's minimum drinking age is 18. Students who choose to consume alcohol are expected to do so responsibly. All events sponsored by clubs, organizations or departments of Franklin University should provide nonalcoholic beverages and food any time alcoholic beverages are served. Any events which directly promote the consumption of alcohol are prohibited. Alcoholic beverages may not be sold at any time on campus. Only alcohol that is provided by the host(s) during the event is permissible in the University facilities. Therefore, students are not permitted to bring their own alcohol to student events on campus. Excessive consumption of alcohol and the display of inappropriate behavior as a result of the consumption of alcohol will be dealt with under the disciplinary guidelines of the University.

residential LIFE

Living Off-Campus

Franklin University Switzerland requires all full time students not residing with their parents or legal guardians to live in a Franklin University Switzerland Residence. Students may live off-campus only if they apply by May 31, 2015 or by November 1, 2014 (for Fall Leave of Absence students) and meet the following requirements:

The student must have over a 2.8 cumulative GPA.

The student must have written permission from a parent or legal guardian.

The student must have at least 60 credit hours or be over 20 years of age.

Be in good standing with no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application deadline.

The student must receive permission from the University.

Students who wish to live off campus must apply through the Office of Student Life.

Students who wish to live off-campus must also sign the Off-Campus Living Agreement. Please note that applying to live off-campus does not automatically guarantee approval.

N.B. Financial Aid may be impacted when a student decides to live off campus. It is important to check with the Financial Aid office before receiving permission.

Food Services

From regional and international specialties to vegetarian cuisine, Franklin's dining services in the North Campus Dining Hall and the Grotto serve a large variety of healthy, tasty and fresh food options using local, fair trade and sustainable products. While cash and credit cards will continue to be accepted at all Franklin dining centers, the Falcon Card is the best way to ensure both convenience and lower costs for students dining on-campus.

The North Campus Dining Hall is a great place to meet between classes on the North Campus, whether to study with friends or just grab a quick coffee on the go. It is a full-service dining room offering a wide variety of local and international cuisine. All food that is served in the North Campus Dining Hall is freshly prepared every day.

The Grotto, Franklin's eatery, located on the Kaletsch Campus is a place to rejuvenate in a relaxing laid-back atmosphere. At the Grotto, you can use your meal debit card plan, cash or credit card to purchase coffee, drinks, snacks and a wide variety of other food items, including burgers, veggie burgers, salads, pastas, wraps and a daily full meal special.

residential LIFE

Life-Long Learning Scholarship Program

The Life-Long Learning Scholarship Program prepares students to be career-ready upon graduation from Franklin, not only with regard to academic foundations in their respective disciplines but also by providing them with skills that are essential in public- and private-sector employment in a wide variety of settings. By participating in this program, students will develop leadership skills and have the opportunity for practical training in a number of fields and areas.

Students will complete a short, one-page response to the program opportunities that are available at the end of the academic year. The description of the scholarship opportunities will be provided by the Office of Student Life, and students should respond in terms of their skills and interests as well as how this will lead to career goals and practical training in their respective fields of study. The program supervisor will make the final selection from the pool of applicants who have submitted materials in response to the program needs and position descriptions. A cumulative GPA of 2.50 or higher is required to be eligible for a scholarship. The scholarship will be dispersed to the student in two installments per semester.

Local Transportation

The public transportation system is well developed in Lugano and the neighboring communities. Some students find it convenient to buy transportation for the year: a moped ("motorino") or a used car. Due to the high cost of gasoline, insurance and the lack of parking on campus, the University discourages students from purchasing cars.

Automobiles and Swiss Driver's License

In order to drive a car in Switzerland, you must be 18 years old and possess a valid driving license. If the vehicle has Swiss plates, it must be insured according to the stipulations of Swiss law.

If your son or daughter wishes to drive an automobile in Switzerland (whether he/she owns/leases a car, rents a car or is driving the car of a friend) he/she has one year from the date of arrival in Switzerland to obtain a Swiss driver's license based on a valid license from his/her home country.

Student Parking

The use of Franklin parking facilities, with the exception of the guest parking spaces, requires registration and a parking permit at all times. All student vehicles operating on the Franklin campus are to be registered with the Office of Student Life. Parking staff will determine which type of permit is available to meet each student's needs. Applications for parking permits can be made at the Office of Student Life during business hours. Franklin University assumes no liability or responsibility for vehicles or their contents while parked or driven on University property. This includes lost or stolen permits.

residential LIFE

Health Care and Health Insurance

Swiss law requires that all students during their stay in Switzerland be fully covered by a Swiss medical aid plan. Franklin University has established a contract with SWICA, a medical insurance company, to cover all students' medical needs. Students will receive a SWICA card approximately four weeks after arrival and should keep the card with them at all times. For more information regarding Swiss law and health insurance coverage, please visit the Franklin website at: www.fus.edu/life-at-franklin/health-counseling

Medical Emergencies

For minor medical emergencies students are advised to call the Resident Assistant on duty. The RA will assist the student and call additional support if necessary. For serious medical emergencies, students are advised to call the Swiss emergency number 144 from any mobile or public phone.

College Nurse and Counselor

The University Nurse, Christina Schmid, is a trained nurse. She speaks English and Italian. She cannot prescribe drugs but can advise students about over-the-counter options and make referrals to local physicians.

The University Counselor, Corbin Moro, has provided psychological counseling to Franklin students on an as-needed basis for several years and began working in the Office of Student Life in 2005. She provides private and group counseling to students and conducts Residence Advisor training sessions. Corbin Moro has an M.A. in Clinical Psychology, a B.A. in psychology and a degree in hypnotherapy. She qualified to become a Swiss registered psychologist in 1994.

The University Counselor provides private and group counseling to students for any problems they may have during their stay at Franklin. Support is available to students during the academic school year and for consultation free of charge during posted office hours. The University offers five free counseling sessions to its students, after which their health insurance will be billed, or by private payment if preferred. Referrals to other professionals in the Lugano area, including an English speaking psychiatrist are also available. Office hours are posted within the Office of Student Life. Corbin Moro speaks English, Italian and French and is also a trained hypnotherapist.

For office hours and contact information of the University Nurse and the University Counselor, visit the Franklin website at: www.fus.edu/life-at-franklin/health-counseling

Prescription Medication

Prescriptions from countries other than Switzerland will not be filled by Swiss pharmacies. We recommend that students who take regular medication see a Swiss physician after their arrival. The University Nurse or University Counselor (in the case of a psychotropic medicine) will refer students to a local physician who can prescribe the appropriate medication. Students can bring their medication from home, but some drugs are only permitted to be brought into the country in limited supply, accompanied by a copy of the prescription. Students bringing in medication may be asked to deposit it, under lock and key, in the health center office, where it can be distributed on a weekly or monthly basis. Please address any specific questions directly to the University Nurse at: nurse@fus.edu

Swiss Student Visa

All students must obtain a Swiss Student visa to study in Switzerland. Students who have confirmed their enrollment will receive detailed information regarding the visa application process, with the necessary documents to apply for the visa in May. Students should be sure that their passports are valid for at least 12 months after the date they will enter to begin their studies. Parents and students who have questions about the visa process should contact the Admissions office (info@fus.edu).

culture SHOCK

Most students, regardless of maturity, disposition, previous experience abroad or knowledge of their host country, will experience some degree of culture shock. Culture shock is a term used to describe some of the more pronounced reactions to spending an extended period of time in a culture very different from your own. Culture shock can be characterized by periods of frustration, adjustment and even depression. The worst homesickness often occurs two to three months after students leave home. It is common for students to call or write home during moments of low morale, but not when they are busy and things are going well. Consequently, families often picture a more negative situation than actually exists.

Not everyone will experience culture shock. However if your student does, it is helpful to be able to recognize it when it occurs so you will understand what is really happening.

There is no one way to experience culture shock. It may be acute or barely noticeable. You may find it returns after you thought your student had already passed through all the stages. As a parent, you may not even be aware that your student is going through culture shock, or to what extent. Simply be aware that culture shock exists, that it will probably affect your student in one way or another, but that it doesn't last forever. Culture shock can be a very valuable experience which can leave people with broader perspectives, deeper insights into themselves and a wider tolerance for other people.

If you think that your student is experiencing severe culture shock, please feel free to contact a University staff member.

Reverse Culture Shock

Students often go through a phase of "reverse" or "re-entry" culture shock when they go home after spending time abroad. They expect to go through adjustments in foreign countries, but do not always realize that life has continued on without them at home and that there may be changes for which they were not prepared. As with culture shock, one way to alleviate the difficulty of re-entry shock is to keep your student aware of what is going on at home through consistent communication. Students often go through periods of mild depression once they return home because of feelings that no one is interested in what they experienced in their time overseas. Faced with questions such as "How was your time Switzerland?", a student often can only answer "Great!" before conversation moves on to another subject. Encourage friends and family members to ask more specific questions like, "What are the best things about living abroad? The most difficult? Where did you go on Academic Travel? Do you have any pictures?" etc. Not only will such questions remind students they had a worthwhile experience and help them to readjust, it will also help others in your community learn more about the world around us.

Source: University of Wisconsin, International Academic Programs

money MATTERS

FINANCING A FRANKLIN EDUCATION

Franklin University Switzerland recognizes the importance of financial aid programs to students with demonstrated need. Financial need is defined as the difference between the family's or student's available resources and the cost of attending Franklin University Switzerland. It is expected that the student and his/her parents will contribute to the fullest possible extent so that the University's limited financial aid funds can be shared most equitably among the greatest number of qualifying students.

Franklin University Switzerland does not discriminate in its admissions and financial aid policies and practices on the basis of factors such as race, sex, sexual orientation, age, color, religion or regional origin.

Financial Aid

US Students

To estimate a fair contribution from the family, Franklin University Switzerland uses either the Student Aid Report (SAR) provided by the Department of Education's Student Financial Assistance programs on the basis of the Free Application for Federal Student Aid (FAFSA) form. This form must be completed online at the following website. Please note that the Franklin University Switzerland Department of Education Code is G11683.

International (Non-US) Students

Non-US students must submit the Franklin University Switzerland Financial Aid Form directly to Franklin University Switzerland. This form may be obtained from the Admission Office.

Financial Aid Renewal

Re-enrolling students must reapply for financial aid each year. Financial assistance will be reconfirmed if continuing need is demonstrated, the student maintains a minimum GPA of 2.5, is in good social standing with no disciplinary infractions and a new FAFSA or International Student Financial Aid form is submitted. Students receiving institutional aid from Franklin are required to live in a University residence.

Additional Information

For additional information about financial aid please visit the Franklin website at: www.fus.edu/content/admissions/financial-aid

Scholarships and Merit Awards

Franklin University Switzerland offers some scholarships and a number of merit awards. Scholarships and academic merit awards are eligible for renewal each year provided that the student maintains a minimum GPA of 2.8, or 3.0 for Franklin Scholars, and is in good social standing with no disciplinary infractions. Students receiving scholarships and merit awards are required to live in a University residence.

For more information about financial aid, scholarships and merit awards, please contact the Financial Aid Office at: finaid@fus.edu

money MATTERS



Payments of Invoices and Fees

Full payment of invoices is due by July 25, 2014, for the fall semester invoices and December 19, 2014, for the spring semester invoices. Once registered for courses, students will be sent a billing statement payable on receipt. Failure to receive a billing statement does not relieve the responsibility to pay by the due date. If a statement is not received 10 days before the payment due date, please contact the Bursar's Office in Lugano directly at bursar@fus.edu.

Banking

All major Swiss banks are represented in Lugano. Swiss banks are open from 8:30 a.m. until 4:00 p.m., Monday through Friday. If you need to change money after normal banking hours or during the weekend, you may do so at the train station. The exchange office there is open from 7:00 a.m. until 7:40 p.m., Monday through Saturday, and 8:00 a.m. until 6:45 p.m. on Sunday.

During the past few years, Swiss banks have become focused primarily on private and investment banking, and students may find it difficult to open an account. Fortunately, advances in electronic banking mean that students can maintain their bank accounts at home, and with an ATM card they can access their funds from all European countries. This is also an advantage for parents since money can be easily deposited into the student's home bank account, which eliminates any delay in the student receiving the funds and also avoids the expense of bank transfer fees. A valid passport as well as a residence permit are needed to open an account. Depending on the account and the bank, a deposit or minimum amount of credit may be needed.

Students can have the option of opening an account with the Post Office. The Post Office accounts have special plans for young people (up to 20 years old) as well as for students. Depending on the plan, a deposit may be needed when opening an account.



Banking (con't)

Post Office automated tellers as well as Post Offices where one can withdraw money are easily found in almost all of the cities and towns in Switzerland. A valid residence permit (as well as proof of being a current full-time student at Franklin if using the student plan) is needed when opening an account.

ATMs and Money Exchange

ATMs/automated tellers are readily accessible around town, in supermarkets and at the train station. Visa and MasterCard are used throughout Europe and may be utilized for cash withdrawal from automated tellers with the appropriate PIN number. Money exchange can be done at local banks and at the train station. Western Union is available at the train station.

Making a Gift to Franklin

Gifts from Franklin University Switzerland alumni, friends, parents and others provide the margin of excellence at Franklin University. Philanthropic support can help ensure the University's foundations through enhanced infrastructure, buildings and learning environments. Additionally, private support through scholarships, professorships, library acquisitions, lab furnishings and the latest in technology helps improve the quality of a Franklin University Switzerland education.

Checks

For our American contributors, a check is one of the easiest and most commonly used ways of supporting Franklin University Switzerland. Make your check payable to Franklin University Switzerland and mail it to:

Franklin University Switzerland
The Graybar Building, Suite 2746
420 Lexington Ave.
New York, NY 10170
Attn: Annual Giving
(Tax ID number 23-7075-717)

Credit Card

Credit card gifts are convenient, easy and fast. You may use Franklin's secure online donation form (www.fus.edu/makeagift) to charge your gift to your Visa, MasterCard, American Express or Discover card.

Electronic Funds Transfers (EFTs)

An EFT, or bank draft, is a convenient way to support the University. Most of our European supporters prefer to make their gifts in this way. For more information on EFTs or bank transfers, please contact the Office of Advancement (advancement@fus.edu).

franklin university switzerland

OUR MISSION & VALUES



"The mission of Franklin University Switzerland is to provide a cross-cultural and multinational learning and living environment that inspires students to engage the world. We challenge students through a curriculum that integrates the liberal arts with professional pathways, and classroom learning with Academic Travel to destinations around the world. A Franklin education produces critical thinkers who are culturally literate, ethically aware and intellectually courageous. We prepare students to become responsible, compassionate, and collaborative leaders in an increasingly complex and interconnected world."

Franklin University Switzerland, named for the United States' first and most illustrious ambassador to Europe, was founded in 1969 as a nonprofit, independent, post-secondary institution.

Franklin University Switzerland is a four-year baccalaureate-degree-granting institution, accredited in the United States by the Middle States Commission on Higher Learning and in Switzerland by the Swiss University Conference. In the highest tradition of the liberal arts concept, Franklin University Switzerland advocates that international studies should be an integral part of a higher education, as a prelude to and basis for a student's commitment to a major field of study. Franklin University Switzerland defines higher education from its beginning as the experience of thinking internationally. Our emphasis, both academic and social, on global perspectives is designed to affect the direction and meaning of a student's university experience, life and career.

This commitment to providing courses of study that are international in perspective and cross-cultural in content is the cornerstone of our educational mission. As early as 1973, We defined this as the "International Imperative" in education.

The international component at Franklin University Switzerland is of paramount importance. It is designed to accommodate significant changes in our curriculum in response to shifts in social, political and economic conditions around the world. The result is a singular learning experience gained from cross-cultural, highly responsive global perspectives.

The essence of a Franklin University Switzerland education is the exposure of our students to cultures other than their own. The University's location, in a vigorous Swiss city that is part of the cultural milieu of northern Italy, assures a constant commingling of cultures in a quadri-lingual nation. Students and faculty come to Franklin University Switzerland from every corner of the globe, further strengthening international study and international experiences.

