



PARENT AND FAMILY HANDBOOK

2018 – 2019 ACADEMIC YEAR

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.

OUR MISSION AND VISION



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

The University is accredited in the United States by the Middle States Commission on Higher Learning and in Switzerland by the Swiss University Conference, and offers bachelor's and master's degree programs, foundation/gap year programs, and summer schools.

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.

We define 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.

Our curriculum is designed to respond 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.



CONTENTS

Mission and Vision	1
Greetings From the President	4
Greetings From Alumni and Parent Relations	5
Academic Calendar	6
Getting Involved	7
Volunteer Opportunities, Travel and Events for Franklin Parents.....	7
Supporting Franklin.....	8
Visiting Campus	9
Campus Visits, How to Get to Lugano	9
Accommodations.....	10
Dining.....	11
Shopping/Personal Items	12
Storage Facilities, Places of Worship, Car Rental	13
Staying Connected	14
Contacting Your Student	14
Keeping Current	15
Thoughtful Touches	15
Academic Life	16
Core Requirements, Grades, Shared Access for Parents.....	16
Honors Programs, Graduation Requirements	17
Graduation with Distinction, Student Privacy (FERPA).....	18
Accessibility Services	19
Career Preparation	21
Career Services.....	21
Franklin Programs, Networks	21
Career Mentoring	21
Success After Franklin	22
Alumni Spotlights	23
Code of Conduct	24
Residential Life	25
Housing Guidelines and Policies	25
Living Off-Campus.....	27
Food Services	27
Health Care	27
Student Visas and Transportation	29
Culture Shock	30
Money Matters	31
Financial Aid	31
Scholarships and Merit Awards	32
Payments of Invoices and Fees	32
Banking, ATMs and Money Exchange	32
Helpful Numbers	Inside back cover

GREETINGS

FROM THE PRESIDENT'S OFFICE

Dear Parents and Families,

On behalf of everyone at Franklin University Switzerland, I wish to welcome you as parents of either new or returning students. I am pleased that you and your student have chosen to be a part of the Franklin University Switzerland 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.



I hope you will find this handbook helpful. It contains important information to support your efforts when counseling your student throughout the entire college experience. It has been created to provide you a better understanding of Franklin University Switzerland, studying abroad and living in a foreign culture.

Education is a lifelong endeavor. I am 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. I also encourage you to urge your student to seek our advice and help whenever needed to ensure a successful experience at Franklin.

With best regards,

A handwritten signature in black ink that reads "Greg Warden". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Greg Warden
President

GREETINGS

FROM THE FRANKLIN DIRECTOR OF ALUMNI AND PARENT RELATIONS

Dear Franklin Families,

Welcome to the 2018–2019 academic year at Franklin! The Franklin experience brings a range of exciting opportunities to your student that will challenge them and prepare them for a rewarding future.

As the Director of Alumni and Parent Relations and on behalf of the Office of Advancement, we are pleased to provide you with this handbook, which we hope will become an indispensable resource as the year progresses. It includes vital academic, financial, and residential life information, as well as a quick guide to area accommodations and restaurants. In addition, our website – fus.edu/parents-families – provides information intended especially for families.

We also encourage you to volunteer! There are many ways to get involved. Serve as an Admissions Ambassador to help prospective students and their families, join the Franklin Career Advisory Network and help as a career mentor, participate in the Franklin Family Association and connect with other Franklin parents and families. Whatever you choose, we know you will find it to be rewarding.

If you need assistance not found in this guide, or have additional questions, suggestions or comments, please contact me at tbracher@fus.edu.

Welcome to Franklin!



Tara Bracher
Director of Alumni and Parent Relations

CALENDAR 2018 – 2019

ACADEMIC YEAR 2018 – 2019	FALL 2018	SPRING 2019
New Students Arrive	Aug. 21	Jan. 17
Orientation	Aug. 21 – 26	Jan. 17 – 20
Returning Students Arrive	Aug. 24	Jan. 18
New Student Registration	Aug. 24	Jan. 18
Classes Begin	Aug. 27	Jan. 21
Deadline for Schedule Changes Drop/Add/Audit	Aug. 31	Jan. 25
February Break	NA	Feb. 22
Academic Travel	Oct. 20 – Nov. 3	Mar. 9 – 23
Advising & Registration	Nov. 5 – 16	Mar. 25 – Apr. 5
University Day Classes will not be held as students are expected to participate in scheduled events	NA	Apr. 10
Withdrawal Deadline	Nov. 22	Apr. 19
Easter Break	NA	Apr. 22
Thanksgiving Break	Nov. 23	NA
Last Day of Classes	Dec. 7	May 3
Reading Days	Dec. 8 – 9	May 4 – 5
Final Exams Make up exams will be held on the last day of the exam period.	Dec. 10 – 14	May 8 – 14
Residence Halls Close	Dec. 16	May 17 ¹ / 20 ² 1) Non-graduating 2) Graduating students
Graduation	NA	May 19
Offices Closed	Dec. 24, 2018 – Jan. 4, 2019	

*Please note: Calendar dates are binding. Late arrivals and early departures are not permitted.

GETTING INVOLVED

PARENT VOLUNTEER OPPORTUNITIES, EVENTS

Just as we ask our students to be active and involved in their education, we invite family members to take advantage of the many opportunities that we offer to get involved, volunteer and make a difference in the lives of students and the growth of the University. Please see below for information about ways to be involved, visit our Parent Portal: www.fus.edu/parents-families or contact Tara Bracher, Director of Alumni and Parent Relations, at tbracher@fus.edu with any questions.

FRANKLIN FAMILY ASSOCIATION

The Franklin Family Association (FFA) 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.”

The FFA is currently comprised of dedicated parents and family members. FFA Members are invited to join a quarterly conference call with the Director of Alumni and Parent Relations and other members of the Franklin staff to get updates about new and exciting things going on at the University, discuss challenges and solutions of having students studying overseas and and participate in initiatives designed to help students in meeting their greater career and professional goals. For more information or to join, please email: tbracher@fus.edu.

FRANKLIN ALUMNI AND PARENT ACADEMIC TRAVEL

At Franklin, we believe in the educational value of travel and cross-cultural exposure. We invite parents to take part in this special part of the Franklin experience and join other parents and alumni on Academic Travels to destinations around the world. For more information about the travel options offered for family members this year, please visit our website: www.fus.edu/parents-families or contact the Director of Alumni and Parent Relations at tbracher@fus.edu.

FRANKLIN 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.

To join the Admissions Ambassador team, please visit the website: www.fus.edu/alumni/give/volunteer/admissions-ambassadors or contact Tara Bracher at tbracher@fus.edu.

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/alumni for more details.

GETTING INVOLVED

EVENTS, SUPPORTING FRANKLIN

SPECIAL EVENTS ON CAMPUS

Scheduled presentations, talks and events on campus: Franklin is excited to welcome and host a range of different speakers, presenters and intellectuals to campus throughout the year. Events range from TEDx talks to presentations from US Ambassadors. All members of the Franklin and greater Lugano community are invited to campus to connect with each other in lively discussion and intellectually stimulating presentations. To see upcoming events on campus please visit: www.fus.edu/news-events.

Commencement: May 19, 2019

This is a very important time in the lives of graduating students and their families. During Commencement Week, 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 is posted on the University website each spring.

SUPPORTING FRANKLIN

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

Checks

For contributors from the United States, 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 Chrysler Building, 405 Lexington Ave.,
Floor 26, New York, NY 10174, U.S.A.,
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 also 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.

VISITING CAMPUS

CAMPUS VISITS

All Franklin parents and family members are welcome to visit the University at any time 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 our Advancement team at advancement@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 with flights to Lugano from Zurich. 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 2.5 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, JetBus and Lugano Services are shuttle bus companies that provide transfers from/to Milan and Lugano. Advance reservations are mandatory with shuttle bus companies and you pay the bus driver upon boarding in either Swiss francs or Euros. These services pick you up from the Milan-Malpensa Airport and drop you off in just over one hour at the Lugano Train Station. For latest schedule information and pricing, consult:

- Malpensa Express: www.malpensa-express.com/en
- JetBus: www.jetbus.ch
- Lugano Services: www.luganoservices.ch



VISITING CAMPUS

CONTINUED

Limo Service from Milan to Lugano

For information on limousine service to and from Milan, consult EC Limousine Service and Lugano Services.

www.eclimousineservice.com

www.luganoservices.ch

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

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. Additional hotels can be found on our web site.

The View Lugano ★★★★★

www.theviewlugano.com/en/rooms/

Email: info@theviewlugano.com

Tel. +41 (0)91 210 0000

Please make sure you enter the access code FRANKLINUTVL when making your reservation online

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

+41 91 910 5700

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

Hotel International Au Lac ★★★

www.hotel-international.ch

Email: info@hotel-International.ch

+41 91 922 75 41

Hotel Delfino ★★★

www.hoteldelfinolugano.ch

Email: info@delfinolugano.ch

+41 (0)91 985 9999

IBIS Hotel Lugano Paradiso ★★

www.accorhotels.com

Email: H6776@accor.com

Tel. +41 (0)91 986 19 09

DINING

If you are looking for a distinctive restaurant to take your student 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. Reservations are advisable.

Bottegone del Vino

Via Magatti 3
6900 Lugano
+41 91 922 7689
Closed Sunday

Ristorante Grotto Riviera

Via Pezza 6
6982 Agno
+41 91 605 2155
Closed Sunday

Grotto della Salute

Via Madonna della
Salute 10
6900 Massagno
+41 91 966 0476
Closed Sunday

Grotto Grillo

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

Ristorante The View Lugano

Via Guidino 29
6900 Lugano - Paradiso
+41 91 210 0000

La Cucina di Alice

Riva Vela 4
6900 Lugano
+41 91 922 0103

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 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 Piccolo Vigneto

Via al Roccolo 19
6962 Viganello - Albonago
+41 91 972 3985
Closed Monday and
Tuesday

Ristorante ai Giardini di Sassa

Villa Sassa Hotel,
Residence & SPA
Via Tesserete 10
6900 Lugano
+41 91 911 4111

VISITING CAMPUS

CONTINUED

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, Cartier, Swatch and 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.luganoturismo.ch/en/see-do/shopping.

Manor Centro

Piazza Dante 2
6900 Lugano
+41 91 912 7699
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

Picobello

Piazza della Stazione
6900 Lugano
+41 91 923 5818
Note: Picobello 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, Ochsner Sport (sporting goods store), Coop (supermarket) and a variety of others.

Farmacia Sorengo

Via Paradiso 24
6924 Sorengo
+41 91 980 9115
www.farmaciamalcantonese.com/farmasorengo/

PharmaExpress

Lugano Train Station
+41 91 940 1313
www.pharma-express.ch
Open daily from 7:00 am-10:00 pm

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.

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

CiaoBox is also recommended as an independent option. Students must contact the company and are responsible for arranging pick up and drop off of items. Contact the company at: www.ciaobox.ch

PLACES OF WORSHIP

Members of the FUS community come from every corner of the globe and identify with many cultural, spiritual, racial and international backgrounds. Diversity is part of our life, every day. Franklin students practice many faiths. Local places of worship represent a large number of faith traditions.

For specific information about locations, addresses and times of services please contact the Office of Student Life.

CAR RENTALS

Avis

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

Hertz

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

Europcar

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

Smart Rent

Via Giulio Vicari 14
6900 Lugano-Cassarate
+41 91 993 1313
www.smartrent.ch/

STAYING CONNECTED

HOW TO KEEP IN TOUCH

CONTACTING YOUR STUDENT

Telephone

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, however — making it possible to connect via Skype or other similar services. Most students typically purchase a mobile phone and Swiss SIM card in Lugano (help is provided 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.

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 Franklin Emergency Number is +41 79 211 4689. The phone number for the Dean of Student Life and Engagement and other Office of Student Life staff members is: +41 91 986 5329.

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



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. Consult the Alumni section of our website for the latest issue.

The Student Handbook

The *Student Handbook* is a great resource for both parents and students regarding housing and student conduct policies. It also includes useful information about clubs and other opportunities for students to take advantage of both on and off campus.

Suggested Readings

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)

Letting Go: A Parent's Guide to Today's College Experience by Karen Levin Coburn and Madge Lawrence Treeger (HarperCollins, 2003)

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)

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

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

ACADEMIC LIFE

GRADES

CORE REQUIREMENTS

Core requirements at Franklin provide a common academic experience for all Franklin students regardless of their major field of study. The Franklin core curriculum affords students the opportunity to experience different academic disciplines in the spirit of the liberal arts as they pursue their desired specialized course of study. For complete details please see the Academic Catalog at www.fus.edu/registrar/academic-catalog.

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 (GPA) is calculated on a scale from 4 to 0, with equivalent letter grades (A to F) being recorded on the student's permanent record. Students are required to maintain a GPA of 2.0 to be in good academic standing.

MID-TERM GRADES

Following the Academic Travel period, all students receive mid-term grades. Students at academic risk (i.e., mid-semester course progress is below average scholarship: C- or below) will receive an individual notice, with a copy to their advisor. Mid-term grades are unofficial and reflect only the student's progress in a course at the middle of the semester. These grades do not necessarily represent half of the final grade and are not calculated into the semester GPA. 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

Final grades are reported at the end of the semester. Students can view their final grades via the Self-Service system. Students will be notified by email when the student has exhibited exceptional academic performance and has been named to the Dean's List or if he/she has demonstrated academic difficulty and is placed on probation or academic warning.

SHARED ACCESS FOR PARENTS AND FAMILIES

Shared Access is a feature of Franklin's online student records system (known as My Franklin Self-Service) that allows students to provide parents or guardians with online access to their student account information. Via the Shared Access feature of My Franklin Self-Service, a student can share various items with a parent/guardian such as academic plan, course schedule, grade reports, unofficial transcript, etc. For more information, visit www.fus.edu/registrar/shared-access-for-parents.

ACADEMIC LIFE

HONORS



ACADEMIC HONORS

A student who achieves a semester 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, including Academic Travel, and housing placement requests.

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 and eligible students the opportunity to pursue cross-disciplinary research and scholarship while working closely with faculty mentors and other academically gifted students.

Students may enter the program after having completed at least one semester at Franklin University Switzerland or another institution of higher learning.

GRADUATION REQUIREMENTS

Degrees are conferred in December, May and August. In order to participate in the Commencement Ceremony held each year in May, students must complete a Graduation Application, available from the Registrar's Office, by October 15 of the preceding year. Students who have completed all requirements for the degree of Bachelor of Arts may participate in the Commencement Ceremony held in May each

ACADEMIC LIFE

STUDENT PRIVACY

year. Candidates may also 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. Diplomas will be issued upon verification of completion of all degree requirements.

GRADUATION WITH DISTINCTION

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

Summa Cum Laude	3.90 – 4.00
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.50 – 3.69

STUDENT PRIVACY

FERPA is the Family Educational Rights and Privacy Act of 1974 (also known as the “Buckley Amendment”), a U.S. federal law designed to protect the privacy of a student’s education records. The law applies to all schools which receive funds under applicable program from the U.S. Department of Education. Franklin University complies with the FERPA.

Essentially, any institution which receives federal financial aid funds must comply with FERPA. The FERPA gives certain rights to parents regarding their children’s education records. These rights transfer to the student who has reached the age of 18 or is attending any school beyond the high school level.

Once your student comes to Franklin, they are automatically protected by the FERPA legislation. This is a positive safeguard that is intended to protect your student. While it does protect your student, the FERPA also prohibits the university from releasing information about his or her record to you.

You can read the full policy at www.fus.edu/registrar/student-privacy-ferpa. This information is also sent to all students each year.

ACADEMIC LIFE

ACCESSIBILITY SERVICES

ACCESSIBILITY SERVICES

Franklin University Switzerland is committed to providing reasonable accommodations in its academic and co-curricular programs to students with disabilities. The Office of Accessibility Services helps foster success by coordinating need-specific accommodations and by offering additional support for students who qualify. In a small community of lifelong learners, Franklin University Switzerland routinely offers individualized, student-centered assistance in the spirit of the Americans with Disabilities Act (Title III), and Section 504 of the United States Rehabilitation Act.

The process of obtaining accommodations at the university level is generally different from that typically found at secondary schools. At a university, it is the student's responsibility to seek disability-related accommodations and services, and to disclose a disability in order for the university to make reasonable accommodations.

For students who think they may need accommodations, or have had them in the past and would like to continue receiving them, they should start the process by contacting accessibility.services@fus.edu to set up a meeting with the Office of Accessibility Services.

More information about requesting accommodations can be found at www.fus.edu/health-and-counseling/accessibility-services.



CAREER PREPARATION

CAREER SERVICES

Through its Career Services Office, Franklin offers programs, resources, strategies and services to help students prepare for their next steps after university. The office walks students through all stages of the career exploration and planning process including, but not limited to:

- Resume/CV refinement
- Interview skills
- Job and internships search skills
- Graduate school applications
- Specialized assistance

FRANKLIN FUTURES PROGRAM

Each year Career Services offers Franklin students the opportunity to participate in a hands-on career planning and prep workshops. These events are hosted in collaboration with the Office of Advancement and the Franklin Family Association.

GOINGGLOBAL AND VAULT

All Franklin students and alumni have access to GoinGlobal and Vault. GoinGlobal is an online platform offering information on jobs, internships, and employment in general, in the US and globally. Vault is the ultimate destination for insider career and employment information. The site provides in-depth intelligence on what it is really like to work in an industry, company or profession, and how to position oneself to land that job or internship.

FRANKLIN CAREER ADVISORY NETWORK

The Franklin Career Advisory Network provides Franklin alumni and current students with opportunities to connect with other alumni and parents who are willing to share information regarding their career paths and other career-related advice.

Many Franklin alumni and parents volunteer to act as Career Mentors and are happy to provide students with support and guidance as they prepare for their careers. With a Career Mentor students can explore their career goals, gain an insider's perspective on a specific industry/organization, seek helpful suggestions for resume and cover letter writing, discuss the necessary skills for successful job interviews and more. If you would like to act as a Career Mentor for Franklin students, visit fus.firsthand.co to register.

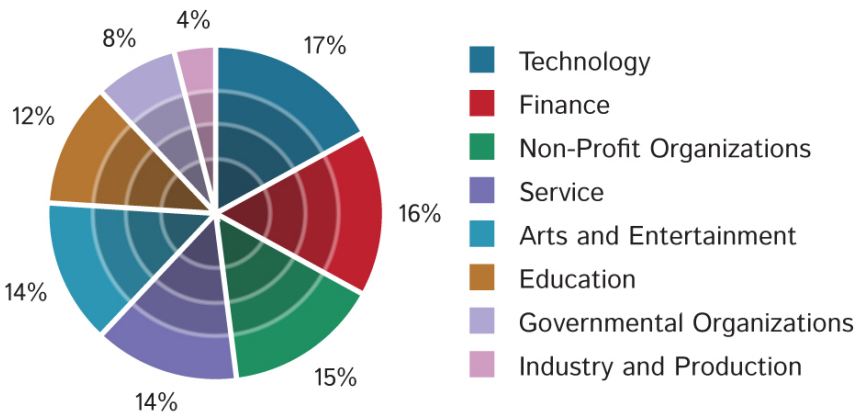
SUCCESS AFTER FRANKLIN

According to a recent alumni survey, **three out of four Franklin graduates find full-time employment within 6 months of graduating, and 95% within a year.** Just under a third of Franklin graduates also progress to director or manager status within three years from graduating.

Here are a few of the positions recent graduates have held:

- Account Manager
- Business Development Representative
- CEO/CFO
- Clinical Researcher
- Communications Manager
- Customer Relationship Manager
- Development Fellow
- Director of Women's Economic Empowerment
- Financial Consultant
- Graphic Designer
- Global Health Specialist
- Marketing Coordinator
- Managing Director
- Project Coordinator
- Tax Consultant

The versatility of Franklin graduates enables them to **find employment in a wide variety of sectors:**



Employers that have hired recent Franklin graduates:

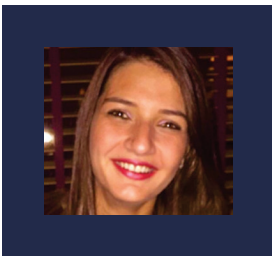
- Barclays PLC
- Bloomberg LP
- BMW
- British Embassy
- Deloitte
- Ernst & Young
- Fidelity Investments
- Google
- Global Affairs Canada
- IBM
- Leighton Broadcasting
- Loro Piana
- Prince's Charity for Sustainable Development
- US Department of State

Over a third of Franklin graduates go on to Master's or Ph.D programs in globally renowned universities

Postgraduate university destinations (Masters/Ph.D):

- Bocconi University
- Brandeis University
- Cambridge University
- Columbia University
- ETH, Zurich
- Franklin University Switzerland
- George Washington University
- Graduate Institute Geneva
- Harvard University
- Johns Hopkins University
- London School of Economics
- Monterey Institute of International Studies
- Moscow State University
- New York University
- Stanford University
- Université de la Sorbonne
- University College London
- University of California at Berkeley Law School
- University of Oxford
- University of Manchester
- University of San Diego
- University of Southern California
- University of Texas at Austin
- Yale University

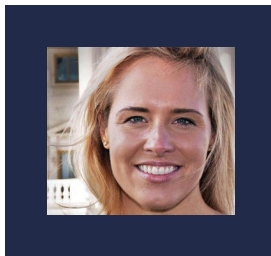
ALUMNI SPOTLIGHT



Majda Dakkak '15

Director of Business Development & Communications
Dakkak Tours International

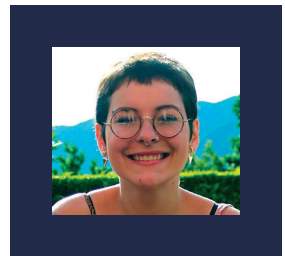
“Franklin gives you the opportunity to live moments that stand out in almost every experience we go through. What makes Franklin special is the space it gives you to explore and expand. Never take that for granted, it makes all the difference.”



Marci Harris '97

CEO and Founder
POPVOX, Inc.

“Franklin is a wonderful foundation to be built upon and to succeed, you must step confidently forward into the unknown. It's important in life to be open to new experiences and people. With this global network as your base, anything is possible.”



Juliana Demartini Brito '17

Awarded the prestigious Gates Cambridge Scholarship at Cambridge University

“Without a doubt, the support I received from my professors to seek knowledge beyond the texts explored in class led me to achieve my academic goals. If it weren't for them, I never would have thought about becoming a scholar.”

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*

RESIDENTIAL LIFE

HOUSING

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 living 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 eight 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 Switzerland Housing Agreement which details the policies and procedures of the residences. Further details about specific housing policies can be found online at: www.fus.edu.

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 upperclassmen who 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.). Attendance at these residence hall meetings is mandatory for all students who live on campus.

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

RESIDENTIAL LIFE

CONTINUED

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 Assistant Director of University Housing, 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 Assistant Director of University Housing.

Smoking Policy

All Franklin Residences are completely smoke-free indoors. In Airone, 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, 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 fines, 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 Switzerland 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.

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 April 1, 2019 or November 12, 2018 (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.

HEALTH CARE AND HEALTH INSURANCE

Franklin has established a contract with SWICA, a medical insurance company, to cover non EU/EFTA foreign students' medical needs. Students who are EU/EFTA residents should review the instructions and forms related to European health insurance policies in Switzerland: web.fus.edu/osl/student-services/euefta.pdf

RESIDENTIAL LIFE

HEALTHCARE

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 an ambulance by dialing 144 from any mobile or public phone.

University Nurse and Counselor

The University Nurse, Christina Schmid, is a trained and Registered Nurse (RN). The University Nurse is available to provide: treatment, advice and preventive health services to help facilitate the students' optimal physical, mental, emotional and social growth and development within the Franklin community. The University Nurse also supervises the health of the entire campus community and serves as a liaison between the health care community and the Franklin community. The Nurse makes referrals to other medical professionals when necessary and speaks English and Italian.

The University Counselor, Corbin Moro, holds an M.A. in Clinical Psychology, a B.A. in psychology and a degree in hypnotherapy. She is a Swiss registered psychologist. The University Counselor provides private and group counseling to students and conducts Residence Advisor training sessions. The University offers the first two counseling sessions with the University Counselor each fall and spring semester at no cost to its students, after which their health insurance will be billed, or private payment will be arranged if preferred. Referrals to other professionals in the Lugano area, including an English speaking psychiatrist are also available. The counselor speaks English, Italian, and French and provides traditional clinical counseling, CBT, EMDR therapy, and hypnotherapy.

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

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.

VISAS AND TRANSPORTATION

SWISS STUDENT VISA

All non-Swiss 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).

LOCAL TRANSPORTATION

The public transportation system is well developed in Lugano and the neighboring communities. Some students find it inconvenient 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 student 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 Switzerland assumes no liability or responsibility for vehicles or their contents while parked or driven on University property. This includes lost or stolen permits.

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 in 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 aid programs, merit and need based, to students and families. It is expected that the student and his/her parents will contribute to the fullest possible extent so that the University's limited resources can be shared most equitably among our qualifying students. Financial need is defined as the difference between the family's or students' available resources and the cost of attendance at Franklin University Switzerland.

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

NET PARTNER

Net Partner is our student financial aid portal and all aid processes are managed through the portal, including financial aid applications for non-US students. Username and password to the portal will be shared once the student has been admitted to Franklin.

FINANCIAL AID

US Citizens/Permanent Residents

Students holding US citizenship or permanent residence must file the Free Application for Federal Student Aid (FAFSA) to be considered for need-based aid. For renewal of federal loans, this form must be completed online each year at www.fafsa.ed.gov. The federal school code for Franklin University Switzerland is **G11683**.

Non-US Citizens

Non-US students must submit the Franklin University Switzerland Financial Aid Form to be considered for need-based aid. This form may be downloaded or submitted online via Net Partner.

Financial Aid Renewal

Financial assistance will be renewed annually, providing the student maintains a minimum GPA of 2.5 for need based aid and 2.8 for merit awards and is in good social standing with no disciplinary infractions. Students receiving institutional aid from Franklin are required to live in a University residence. If students choose to move off campus, their total aid will be reduced by 20%.

Federal Restrictions on Study Abroad for US students

Any FUS student who is a US citizen or permanent resident who plans to study abroad, take classes within the US or online should contact the Office of Financial Aid (finaid@fus.edu) prior to making firm plans. Federal regulations place a severe restriction on credit transfers for current students at US Foreign Schools and students risk losing federal aid eligibility upon transferring credits to FUS once they are enrolled with the school. This does not apply to credits earned prior to enrollment at Franklin.

Additional Information

For additional information about financial aid please visit the Franklin website at: <https://www.fus.edu/admissions/tuition-and-aid/scholarships-and-financial-aid>

For more information contact the Office of Financial Aid at finaid@fus.edu or you can reach out Director of Financial Aid directly at solafsdottir@fus.edu.

SCHOLARSHIPS AND MERIT AWARDS

Franklin University Switzerland offers merit based scholarships. These awards are eligible for renewal each year provided the student maintains a minimum GPA of 2.8 and is in good social standing with no disciplinary infractions. Students receiving merit awards are required to live in a University residence.

PAYMENTS OF INVOICES AND FEES

Full payment of invoices is due by July 27, 2018, for the fall semester invoices and December 17, 2018, 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 at the Lugano train station is open from 7:00 a.m. until 7:00 p.m., every day.

During the past few years, Swiss banks have become increasingly focused 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.

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.

HELPFUL NUMBERS

Reception

+41 91 985 2260

24/7 Emergency

+41 79 211 4689

Please use this number only in an emergency situation when you need to get a hold of your student.

Director of Alumni and Parent Relations

Tara Bracher*
tbracher@fus.edu
+1 310 597 1502

OFFICE OF STUDENT LIFE

Dean of Student Life and Engagement

Deborah Knaust
dknaust@fus.edu
+41 91 986 5329

Assistant Dean of Student Life and Director of Career Services

Ebonie Rayford
erayford@fus.edu
+41 91 986 5329

Coordinator of Student Services

(Swiss residence permits for students)
Sabina Macchi
smacchi@fus.edu
+41 91 986 5329

Administrative Assistant to Student Services

(Student Health Insurance)
Elena Sartori
esartori@fus.edu
+41 91 986 5329

Director of Student Leadership and Engagement

Russell Martin
rmartin@fus.edu
+41 91 986 5329

Assistant Director of University Housing

Cristina Elvira Pérez
celviraperez@fus.edu
+41 91 986 5329

University Counselor

Corbin Moro
counselor@fus.edu
+41 91 986 5329

University Nurse

Christina Schmid
nurse@fus.edu
+41 91 986 5329

OFFICE OF THE PRESIDENT

President's Office

Greg Warden
gwarden@fus.edu
+41 91 985 2266

OFFICE OF ACADEMIC AFFAIRS

Vice President and 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

Instructional and Access Services Librarian

Clèlie Riat
criat@fus.edu
+41 91 985 2274

Director of Writing and Learning Center

Ann Gardiner
agardiner@fus.edu
+41 91 985 2291

ADMINISTRATIVE OFFICES

Vice President for Finance and Administration

Tomaso Rizzi
trizzi@fus.edu
+41 91 986 3624

Vice President for Enrollment Management and Marketing

William Mullen
wmullen@fus.edu
+41 91 985 2260

Senior Director of Advancement & Special Advisor to the President

Anne Marie Judge*
ajudge@fus.edu
+1 518 256 0239

Director of Admissions

Lucila Perez Mollo
lperezmollo@fus.edu
+41 91 986 3612

Campaigns and Media Relations Manager

Consuelo Grieco '02
cgrieco@fus.edu
+41 91 986 3609

Director of Financial Aid

Sigrun Olafsdottir*
solafsdottir@fus.edu
+1 387 337 8552

Bursar

Jelena Bakic
bursar@fus.edu
+41 91 986 3623

Director of IT Services

Sean Essue
sessue@fus.edu
+41 91 986 3617

**Based in the United States*



Franklin University Switzerland

Via Ponte Tresa 29

6924 Sorengo (Lugano)

Switzerland

T +41 91 985 22 60

F +41 91 994 41 17

info@fus.edu

WWW.FUS.EDU