



INTERNATIONAL STUDENT HANDBOOK

UNIVERSIDAD AUTÓNOMA DE GUADALAJARA

Departamento de Intercambio Universitario

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Maps are handed out on Orientation day.

Universidad Autónoma de Guadalajara

ABOUT THE UNIVERSITY

Founded in 1935 by a group of courageous students demanding high quality education free of any political imposition, Universidad Autónoma de Guadalajara is the oldest private University in Mexico. UAG is co-educational, non-denominational, and non-profit; it is independent and self-contained –autonomous—and neither has nor is dependent upon, government, church, or political affiliation. The University is proud to be thoroughly Mexican and to have an internationally oriented education system.

Covering an area of 1,000 acres, its campi are distributed as follows:

- Main Campus - CU (*Ciudad Universitaria*).
- Downtown Campus - Campus Centro.
- Biological Science Institute - ICB (*Instituto de Ciencias Biológicas*).
- Continuing Education - EDUCON (*Educación Continuada*).
- Health Sciences Campus, located near Tesistán, in Hospital Angel Leaño.
- UNICO (*Universidad en la Comunidad*), junior college type school, next door to UAG
- Hospital Angel Leaño, on the road to Tesistán
- Hospital Ramón Garibay, downtown
- School and Clinic of Dentistry – *Escuela de Odontología*, downtown
- Agricultural Experimental Station - *Centro Experimental de Agricultura*.
- Chapala Ecology Station – *Estación Ecológica de Chapala*, in Chapala
- Marine Science Laboratory – *Estación de Ciencias Marinas*, in Barra de Navidad, Jalisco.
- Hotels and Convention Centers: Hotel Real de Chapala, Danza del Sol, in Ajijic, and Hotel Cabo Blanco, in Barra de Navidad.

Its campi, as well as the surrounding areas, which are part of the students' daily life, are among the safest in the world.

EDUCATION

The UAG offers 38 undergraduate programs, 15 master's programs and 3 doctor's degree programs, and 27 areas of graduate specialization, plus Spanish & Culture programs, for international students, and languages. The University has a current enrollment of 16,000 students, 85% of whom are Mexican, while 15% come from 25 different countries. 53.3% are female students, and 46% are male students. The UAG employs 2,300 full-time and 350 part-time faculty members with excellent qualifications.

UAG has agreements of collaboration with institutions in 19 countries all over the world.

FACILITIES

Various support facilities assist the UAG to become increasingly self-sufficient in achieving its educational goals. Among these facilities are several modern computer labs and Internet services, a library system with around 300,000 books – which also provides a map room, a film library, a periodicals section, and an electronic data bank. The University has a cafeteria in each campus, snack stands, a travel agency, a book shop, a gasoline station with a small convenience shop, post office, copy centers, automatic tellers, a school-supplies store, and excellent sports facilities in which training and practice are offered.

The UAG also has its International Languages Center – *C.I.I.*, the Design Center, the Center for Economics and Trade Research, the Center for Industrial Development Research, the Legal Assistance Bureau, the Center for Asian and Latin-American Studies, the Center for Canadian Studies, the Learning Aid Center, its own regional newspaper *Ocho Columnas*, the University Community Newspaper *Nexo Universitario*, and the University Television Department. It also offers many cultural, social, and artistic activities throughout the year.

The UAG has a professional soccer stadium, which is home of the University Team, the “*Tecos*”.

Folk dance, ballet (for children), music, and other classes are also offered.

ABOUT GUADALAJARA

The UAG is located in the city of Guadalajara, the second largest city in México, and ranked among the top ten best spring-like climates in the world. The capital of Jalisco State offers a wide variety of things to do and see, and beautiful places to visit, as it is a significant cultural center in Mexico. The “*Perla Tapatía*”, as the city is commonly known, is famous for its generous hospitality and friendly people, who show in their food, music, art, and culture, a very rich and colorful face of México.

Guadalajara preserves an important cultural heritage, while being a modern and productive metropolis with a wide diversity of special events and activities.

Among the most outstanding places to see are the *Cathedral*, *Hospicio Cabañas*, *Teatro Degollado*, *Templo Expiatorio* and innumerable colonial buildings. You can also visit many representative towns located close to the city, which are famous for their handicrafts and their artists, like *Tlaquepaque*, *Tonalá*, and *Zapopan*, with its famous *Basilica*; all of them are part of this city nowadays. You could also visit *Chapala*, *Ajijic*, *Mazamitla*, *Tapalpa*, and many more.

Guadalajara is a good place to shop, since it has many shoe and apparel factories and stores. It is also an excellent place to enjoy and have fun.

GENERAL REGULATIONS FOR ALL STUDENTS AT UAG

- *Please read carefully* -

- Students' relations with academic and administrative personnel must be based on a moral and physical respect, according to the Mexican culture and traditions, avoiding the use of vulgar and obscene language, insults and any such things that could possibly damage your personal relationships.
- Students' personal appearance must be decent and appropriate for a Mexican University Campus. Wearing **long hair** or earrings on male students is strictly forbidden. Beards must be short and tidy.
Shorts, bermuda shorts, and beachwear are out of place. Students must wear shoes (tennis or formal) and socks.
NOTE: For swimming, girls must wear a one-piece swimming-suit and a cap. No bikinis or two-piece suits allowed. Men also need a swimming cap.
- Students must make good use of furniture and equipment. Feet on desks, playing with chairs, or using the classrooms after scheduled classes for other purposes are not allowed. Students will be held responsible and will pay for any damage they cause to furniture or school property.
- Students must abstain from possession and use of any stimulants or drugs. Mexican Law is very severe and makes no concessions to nationals or foreigners. Penalty for use and possession can be as severe as seven years imprisonment.
- Students may not carry out any activity or hand out material related to political parties or different ideological groups, mass private parties, and such, within the campus. Pornographic material is strictly forbidden.
- Consumption of alcoholic beverages is prohibited, with the exception of those places and on those occasions authorized by University Officers.
- Possession and use of any kind of weapons or firearms are strictly forbidden.
- These rules apply **equally** to all full time, part-time, and summer students.
- The University reserves the right to require the withdrawal of any student whose conduct is considered detrimental to the welfare or reputation of our school.

TRANSGRESSIONS TO THE ABOVE REGULATIONS WILL BE SUBJECT TO DISCIPLINARY MEASURES, FROM A FIRST WARNING TO WRITTEN REPORTS TO UAG AUTHORITIES AND THE STUDENT'S HOME SCHOOL, AND/OR FINAL WITHDRAWAL FROM THE PROGRAM, WHICH IMPLY LOSS OF CREDITS AND THE TUITION AND FEES ALREADY PAID.

HONOR CODE

We like to maintain an environment in which learning and growth flourish through individuals' endeavors and honest intellectual and cultural exchanges, both in and out of the classroom. To maintain such an environment each member of the community pledges **to respect the ideas**, well-being, and property of others.

STANDARD OF CONDUCT

At the UAG we strive to treat our students as adults and expect them to act as such. Our rules and regulations are designed to establish a mature social atmosphere that allows for individual freedom while protecting the rights of the University, the faculty, and other students.

UNIVERSITY EXCHANGE DEPARTMENT or *DEPARTAMENTO DE INTERCAMBIO UNIVERSITARIO*

Welcome to UAG! This means welcome to our city, to Mexico, and to your Mexican hosts. Thank you for your interest in studying in Mexico and in our university. We are happy to have you here. Through this office, short-term students, and "non degree seeking students", are registered.

At Intercambio, we also keep records and grades, and we issue your transcripts. Withdrawals and dismissals must also be recorded here. We offer academic assessment and orientation, and give you access to school facilities and services. We act as contacts with your home institution for course validation.

As a UAG student you are expected to keep our rules and regulations, respect teachers and classmates, and make good use of facilities and equipment.

We are your consultants for any doubts or difficulties you may encounter.

As a short-term student you may take: a) INTENSIVE SPANISH, b) SEMI-INTENSIVE SPANISH and c) REGULAR CONTENT COURSES, provided your Spanish is at least level 5 in our system.

Our office is located on the 2nd floor of the *Rectoría building*, suite 202 (#29 in your campus map).

We will assist you in school and general needs. If you need a fax sent to you, use the university's general fax # (52-33) 3648 8329 or 3610 1610. Faxes should be addressed as follows:

Departamento de Intercambio Universitario,
Your name.

If you need any additional information or help, you may call (52-23) 3648 8824 extensions 32204 or 32218. Or you may send us an e-mail at intercambio@uag.mx. Fax: 52 (33) 3610 0434.

Please direct all inquiries to one of the following executives:

- Biol. Martha Arreguín, Department Head marregui@uag.mx
- Ms. Laura Marcela Guzmán Martínez, Assistant imguzman@uag.mx
- Ms. Esperanza Moreno, Program Executive emoreno@uag.mx
- Ms. Ma. Amparo Ojeda Cortés Program Executive maria.ojeda@uag.mx

Our office hours are weekdays from 8 AM to 2.15 PM, and 2:45 to 6 PM, Monday through Friday.

REGISTRATION

Registration is done through the Student Exchange Department. –*Intercambio*-. We do the register process only for all international students coming for one or two semesters or for our summer Spanish Language sessions. We instruct you on how to pay tuition in case you are not coming as an exchange student, but as an independent one. Long term students, like the medical students, are taken care of in the Foreign Student Department –*Extranjeros*-. In the same office they offer immigration aid and procedures.

REGISTRATION PROCESS AND ENROLLMENT

You have to fill out our Application form, and in case you need it, our Housing form. In case you are not staying in one of our home stays you must leave with us your address and phone number in Guadalajara, whether you are staying with friends, or at an apartment. This information is needed in order to complete your registration, and is also very important for emergencies. Please don't forget to do it.

For **Spanish classes**, just write the level you were placed at after the placement exam.

Classroom allocation will be found on lists at the language center's bulletin board.

For **Regular content courses**, after personal assessment where you get to see all our course offerings and schedules, you will fill a form with your chosen courses where you state courses' names, code number which includes the semester number, schedule, and name of the professor of each course.

You are given a memo for admittance into classes but you are on a tentative basis, to give you a chance to change courses if necessary.

Keep your memo, and come to the office during the week to consult.

When the form for classes has your confirmation (classes are right for you) you will sign it, turn it in, and we will do the final registration procedure for you.

During the term, please report any difficulties or irregularities.

SEMESTER COSTS

FOR NON-EXCHANGE, INDEPENDENT STUDENTS

TUTION

- REGISTRATION FEE \$ 25 USD (non-refundable)
Paid only once, even if staying for a second semester.
- INTENSIVE SPANISH COURSES \$ 350 USD (each 4-week level)
- REGULAR CLASSES
(with Mexican students)
 - One class \$ 350 USD
 - Two classes \$ 700 USD
 - Three classes \$ 1,250 USD
 - Four to six classes (**full load**) \$ 1,400 USD

SUMMER PROGRAMS

SPANISH AND CULTURE PROGRAM

- Tuition \$ 500 USD
- Application fee \$ 50 USD
- Airport pick up fee \$ 20 USD

INTENSIVE SPANISH ONLY

- Tuition \$ 350 USD
- Application fee \$ 25 USD
- Airport pick up fee \$ 20 USD

For payments, you must obtain a form at the *Intercambio Office*.

-Exchange students do not pay tuition for semester studies.

Tuition may be paid with checks, cash or credit card, but be aware that credit card payments are subject to 2 to 6% extra charge for the bank commission.

VERY IMPORTANT:

PLEASE MAKE CHECKS PAYABLE ONLY TO:

UNIVERSIDAD AUTONOMA DE GUADALAJARA

We cannot accept checks made out differently. Remember we are not *Universidad de Guadalajara*, nor Summer Programs, nor, U. Guadalajara Autonoma, etc. we have had checks made out like this, and there is a problem for students when they come and find out their tuition has not been paid for this reason. Thanks you for taking care.

The following are to be paid cash in dollars, or in pesos at the day's exchange rate, at the *Intercambio office*:

- Home stay Reservation fees (if you did not send a check prior to your arrival)
- Airport pick up fees
- Optional trip to Mexico City.

OTHERS POSSIBLE EXPENSES FOR ALL STUDENTS: (please bring enough cash for these)

- Optional field trips \$ 50 PESOS
- Tequila trip \$ 80 PESOS
- Mandatory Study trips \$ 40 PESOS
- Optional Mexico City Trip \$ 250 USD

- Books and supplies about \$ 120 PESOS each Spanish level, from 1 to 7.
- Plus notebooks about \$ 35 PESOS each.
- Level 8 = 2 Books \$ 180 each plus notebook – about \$35 ea.
- Culture Class Note \$ 50 PESOS

(If taking *Spanish & Culture*)

-BOOKS

Ask directly at each school, as their needs vary.

-Local bus transportation

\$ 4.50 PESOS **per trip.**

PERSONAL EXPENSES

Plan weekly, according to what you are used to spend at home. Usually every dollar will buy a bit more down here than at home.

Cover Charges for bars are generally: Men: about \$120 PESOS, women, about \$60 PESOS.

Drinks are extra, and usually this is how most of the money goes, so be careful about how you spend your finds!

HOME STAY HOUSING COSTS

- Including three meals a day, except Sundays, although food is available, self service.

\$ 20 USD Home-stay Reservation fee (non refundable)

\$ 375 USD Shared Room

\$ 425 USD Single Room

NOTE: We have no students dorms.

Deadlines:

Application forms and fees must be received 30 days prior to classes Initiation.

Home-stay payments: Due in advance at the beginning of each month, directly to the host family, in cash (pesos or dollars.)

CANCELLATION AND REFUND POLICY

- Registration fee is non refundable.
- Full tuition refund if cancellation is received **before** first day of classes.
- 50% refund during the first week of classes
- **No** refunds after first week of classes.
- To process a refund you must fill out and sign a Refund Form.

TRANSCRIPTS

During the last week of classes, pick up at Intercambio office, a form CALIFICACIONES (grades), with your subjects. After finals, each professor must print your final grade and sign it. Return it then to Intercambio office before you travel back home. Official Transcripts will be mailed to your home institution. If you need them sent elsewhere, please advise us. Additional copies to different addresses have an extra cost.

Initial (registration) and final (professor grade and signature) procedures must be complete in order to have your transcripts issued.

ORIENTATION SESSIONS

For the **Semester terms** and for the **Spanish & Culture** session in June, orientation is given at 9 AM on the last Thursday and/or Friday before classes start - PLEASE CHECK OUR CALENDARS-. It includes general information, cultural issues, security, family life, dating, health, and consulate information. These Orientations are big, and are attended by many students.

For **Monthly and other Summer Sessions**, we give a personalized orientation in our office, because of the small number of attendees. This is at 9 AM on Friday before classes begin.

Attendance is mandatory for all international students, as there are plenty of academic issues and obligations, as well as things you should be aware of and learn before you experience your everyday life at UAG and Guadalajara.

You will meet with administrative officers, program coordinators and staff, consulate representatives, a medical doctor, and fellow students who will give you relevant tips that will make a big difference in helping you adjust to your life in the city and in the country.

→ PLEASE MAKE SURE TO ATTEND! Don't miss these important orientation days.

Tutors may be appointed to international students if they wish so; he /she will be more than glad to help, specially at the beginning of your school days and your stay in Guadalajara.

The team of French Teachers at the *Centro Internacional de Idiomas* on Campus at *Humanidades* Building will also be glad to provide you with useful tips. Their extension is: 32251.

SPANISH PLACEMENT EXAM

All students taking Spanish must take a placement exam, in order to enter into the correct language skills level. You will take it on Orientation Day, right after the information session. After this, if placed from Levels I to IV, you can only take Intensive Spanish (4 hours daily) and no regular content courses.

If you place from Level V up, then you can take Semi-intensive Spanish (2 hours daily), and also choose two or three regular content courses with Mexican students. You must check schedules after orientation.

However, if you think you are in an intermediate level, but not sure whether or not you qualify for Regular Content Courses, you need not worry. In **Level IV**, during the semester you can take **four** Intensive Spanish **modules**, that is Levels, IV, V, VI, and VII. Also, you may come during the summer, and take 2 or 3 sessions, Levels II, III and IV. Then take Level V and two or three other classes in the Fall.

SPANISH COURSE OFFERING

INTENSIVE SPANISH COURSES (*Español Intensivo*):

-4 hours daily, five days a week-

Each of the 8 levels: -**Total 80** class hours of instruction, **4** credits-

Levels I, II and III, cover from basic grammar and applications for beginners to lower intermediate students.

Level IV is basic grammar and application for the higher intermediate student.

Level V is intermediate to advanced grammar, and an introduction to Literature.

Level VI, is an introduction to Mexican Literature for the advanced student. Analysis of six works of Literature.

Level VII, cover grammar in greater depth, and Mexican and Hispanic Literature and Civilization.

As an Alternative to the literature block, we offer a course on Mexican Anthropology where students are introduced to the historical background of Mexican Society

Level VIII, grammar for specific situations, colloquial expressions and conversation aimed at a deeper look into culture within the Mexican context. Field research on a relevant topic as final project.

Please note that Intensive Spanish is offered year-round, except for the spring break vacation period during Holy and Easter Weeks, a week in August for vacation, and two weeks Christmas vacation.

SEMESTER LONG SPANISH COURSE (Español Semestral):

Advanced Spanish divided in 3 segments of 2 sections each.

-2 hours daily, five days a week-

FIRST SEGMENT - 60 class hours, 3 credits -

SECTION 1 – Grammar in greater depth. Listening comprehension. Discussions, and idiomatic expressions-

SECTION 2 - Introduction to Latin American Literature, and lexical differences. Written reports on works of Literature.

Oral presentation on cultural aspects.

SECOND SEGMENT -60 class hours,, 3 credits-

SECTION 1 - Advanced Grammar: Pretérito VS Imperfecto. Verbs with prepositions. Discussions, idiomatic expressions.

SECTION 2 – Major Hispanic American literature: Romanticism, Realism, Modernism, Criollism, Magic Realism. Written

Analysis of six major works of literature.

THIRD SEGMENT -40 class hours, 3 credits-

SECTION 1- General review of verbs, all tenses, and subjunctive. Adapt verbs to translation into Spanish. Introduction to Dialectology, Fables, sayings, and synonyms.

SECTION 2 - Mexican Anthropology, or Mexican Literature based on a novel on the Mexican Revolution. Music and songs from this period.

If you expect to take regular courses, then you must start in August for our Fall Semester, or in January for our Spring Semester. Please refer to our **Semester Information**, and our **Calendar** documents. See also **Summer Courses**.

Other fields of study are multiple: Business, Literature, Anthropology, Linguistics, International Relations, and many more. We offer individualized academic orientation to make the appropriate class schedule for you and support services to help you adapt to Guadalajara, such as Orientation, Housing, Extra-curricular activities, etc.

IDENTIFICATION CARDS

Every student registered at UAG must get an ID card. It gives you access to campus and facilities. International students will get their ID instructions from the *Departamento de Intercambio Universitario*. Call 3648 8824 extensions 32204, or 32218. Or attend your orientation session where you will also be given instructions..

Your Student ID will allow you to use facilities except for the library and the pool, for which you need a special ID.

You will be taken to obtain your card on orientation day. NOTE: If lost, a replacement costs an equivalent of around **\$14 USD**.

COUNSELING

If you have any questions or need any help, please make sure to contact the *Departamento de Intercambio Universitario* right away so that we may try to help you solve any problem on time. Plan ahead and take care of details. It is difficult, and sometimes impossible, to help you solve last minute problems when the term is close to end, or if you feel shy and do not speak out.

IMPORTANT ACADEMIC ISSUES TO KEEP IN MIND

- Attendance to class: you must cover a **minimum of 80% in order to pass** any course.
- Spanish courses: passing grade is 80 minimum to be able to enter the next level. In all other classes, passing grade ranks from 60 to 100, which can then be converted into your home university grading system (A, B, 1, 2, etc.).
- Spanish Placement Exam: This exam has a written part (about 1 hour and 30 minutes) and a brief oral interview. This exam is usually reliable. If, on the first week, you think the Department should reconsider your level and change you to a higher or lower one, you should ask to have an interview with the Coordinator of the Spanish Department. If you are trying to move up to a higher level, she/he will schedule for you, on Tuesday or Wednesday, a final exam for the level you wish to exempt. If you pass, you can start classes in your new level on Thursday. There are no changes after Thursday (first week) or without the authorization of the Department Coordinator.
- Sometimes Spanish classes progress a little slower at the beginning; so, if at the beginning of the second week you still feel uncomfortable with your class level (too hard or too easy), come to the department and consult with us.
- If you take classes with Mexican Students you can obtain 2, 3 or 4 credits depending on the total number of contact hours. Mexican credits are different from U.S. credits.
- You should establish a good line of communication with your teachers; they are the people who can better help you in your learning efforts.
- Educational systems have some differences that were probably already mentioned to you, so do not expect actions or reactions as if you were in your home institution; have some spirit to adapt yourself to different cultural and educational environments.

- If you have a *major issue* - whatsoever - that hinders your learning, come to the office and discuss it with us right away. Not expressing this or doing so to the wrong person, or out of time, may have unpleasant consequences for you.
- Learning outside the classroom: Try to learn from your host family, from your extracurricular activities, and from your newly made Mexican friends. The real challenge is here: differences are not read but lived. Your academic work is enriched and your cultural insight enlightened with the different expressions of the University life and the Guadalajara environment. It is here that cultural experience and an extension of your general knowledge will take place.
- Leisure Time: You will find many opportunities at the school and in the city to engage into several diversified activities: sports events, festivals, social gatherings, visits to malls, museums, movie theaters, art galleries; you can also play sports, attend fun clubs' activities, take optional trips (organized by the school), etc. Check with us the calendar of your Club Internacional, look for special events in the newspapers, bulletins, and consult your host family.
- If you are planning to travel on your own, plan properly and ask for help, as the University will *not* be held responsible for any trip or event not organized by the school or by the Spanish Department.
- Experience: Some international students fall in the circle of night-life disco fun in a way that they lose interest in anything else and waste valuable energy needed to fully accomplish their original goals. Don't let yourself be dragged into things you may not really want to do. To be on the safe side, choose carefully where you go and with whom. Do not stay out late if you are alone. Do not drink alcohol beyond your safe limit (this is extremely important; it has caused big problems to some students). Ask friends and your host family for safety tips.
- Conduct yourself properly in fun, and take advantage of your *Club Internacional*.
- Learn as much as you can, and enjoy your stay at UAG!!

PRE-DEPARTURE INFORMATION

PASSPORT AND VISA

You need a PASSPORT to travel and to re-enter your country. With it you can get a TOURIST visa at the airport, though it's better to consult with the nearest Mexican embassy or consulate. Visas are usually issued for 180 days (sometimes 120 or 90 days). If you find that the visa does not cover your stay, please check in our office for an early request of extension (about **four weeks prior to expiration** date). An expired visa or late request will cause a FINE.

STUDENT VISAS

Though apparently immigration policies continue, as before, it is our observation that the tourist's visas issued for visitors to Mexico at the airport or at the border are sometimes limited to a 30-day permit. Sometimes they are issued for 90 or for 180 days. When a student requests an extension it is also given for another 30 days.

Though it is still possible to get more than one extension, each requires some paper work and a fee of about \$210 MX PESOS.

Thus, our recommendation now is:

- a) You must have a current passport (this is necessary for Acceptance to UAG).
- b) If coming for a semester term, spring or fall, you can stay with a TOURIST VISA, usually given for 180 days (6 months) at the port of entry. However, you **must register** at our Immigration offices. **You have a 30-day period to register** and there is a cost.
- c) If visa is issued for less than 5 months (one semester and extra days for travel), you must apply for an extension at our Immigration Dept.
- d) For more than one semester, you need a STUDENT VISA. To obtain a STUDENT'S VISA, you can do it at the nearest Mexican Consulate. You may check their Web pages or call them for exact information. If this is difficult because there is no consulate in your town, you can also do it here at UAG.

We have an Immigration Dept. at the Foreign Student Office, and there is no extra cost. They take care of everything so you don't have to go directly to the Mexican Immigration offices downtown. Take note of the following:

- A student visa costs \$393 MX PESOS when issued, and when you arrive here you also have a period of 30 days to register locally. The Registration fee is \$537 MX PESOS.
- Late registration causes a fine. All registration procedures are done for you at UAG's Immigration office at no extra cost.
- A 1 or 2 month extension costs \$210 MX PESOS.
- A semester extension costs \$1,686 MX PESOS. So, to make this less expensive, it is better to make sure whenever possible about the length of your stay, so that you pay only once, and avoid charges for an extension.

- If you have a tourist visa, you may exchange it for a student visa at a cost of \$393 MX PESOS, plus \$537 MX PESOS Registration fee.
 - e) For the summer or for short periods, you can get a tourist visa at the port of entry. The fee then is about \$20 USD and if you do not pay then, you should be prepared to pay it at the time of departure. If you fly into Mexico (Guadalajara or any other city), you fill out a form on the plane and the visa is given rather quickly. **Make sure to ask for a TOURIST visa**, and not a student one, if you are going to stay for one semester (no more than six months). If staying longer than 6 months, you will process your student visa at UAG.

SO, REMEMBER: THERE IS A DEADLINE for registration and for extension, so it's better to start the process **at least 4 weeks before the expiry date** to allow enough time to complete it. Late extension and late registration do cause a fine.

WHAT TO PACK .

Dress for the weather. It is hot at noon (about 80°F – 27°C or higher) year round. It is cool at night and early morning, specially in winter (around 60°F – 16°C or less). Bring a sweater and a jacket. There is heavy rain in the summer - you need an umbrella and a raincoat.

Dress for the Tapatio (Guadalajara) society. Personal appearance is vital to every Mexican, a sign of social status and self-respect. Plan to dress a bit more formally for school or you will be underdressed.

Shorts, t-shirts, sandals, and beachwear are only adequate for the beach or for sports. Pants, shirts; slacks, skirts, and blouses or are more suitable for the city and for school. Bring a semi-formal outfit for special occasions.

LADIES: Our pool regulations ask for one-piece suits, and swimming cap. No two-piece or bikinis allowed.

AIRPORT ARRIVAL

The International Airport is about 35 min. from downtown Guadalajara. You can get an official taxi or van right outside from the airport for fixed rates (pay cash-pesos or dollars). Have your home stay address and phone as well as the UAG reference handy. Staff from the International Programs Office or your Mexican family will pick you up at the airport if you send arrival information on time and get our confirmation. If your flight is delayed or you change your arrival time, you may have to take a taxi. In any case, please advise the host family of such change.

AIRPORT PICK UP PROCEDURES

1. There's a \$20 AIRPORT PICK-UP FEE, which you must send at least 3 weeks in advance.
2. Staff will wait for you up to one hour after your scheduled arrival.
3. In case you are arriving late, you should plan an official taxi or van from the airport to their home: instructions for this will follow hereunder.
4. If you change schedule or miss connections, you must inform your Mexican family directly –by phone- since this will save precious time and effort, as well as confusions. Though they are not expected to meet you, if circumstances are favorable, they might offer to do so.
5. If for some reason you are not picked up, please refer to recommendations following:

AIRPORT INFORMATION AND RECOMMENDATIONS FOR ALL STUDENTS AND VISITORS

1. Always have with you at hand (as you do your passport), a card with your host family's or your apartment's complete information: name, address, telephone number in case of emergencies. Calling from Guadalajara's airport you do NOT need the long distance area code (52-33), you just dial the eight digits starting with 36, 38, 31, etc.
2. Check how to dial you host family from outside Mexico (Country code 52, city code 33) before you travel, to make sure you can get through in case you need to let them know you will be late or have a different flight.
3. Get additional information about your Guadalajara address like: COLONIA, (or residential zone), and the crossing streets or avenues; it will be helpful for finding the address sooner, specially at night.
4. Remember you are coming to study at LA UNIVERSIDAD AUTÓNOMA (there are several other universities in the city), and write it in a card along with the phone number for UAG: 3648 8824, INTERCAMBIO OFFICE extensions 2218 and 2204.
5. Please make all your travel and arrival arrangements within normal day hours as much as possible to avoid mishaps. Make sure you send your arrival information at least 3 weeks prior to your arrival, so your host family will be ready to pick you up. Otherwise, we cannot be made responsible. If you are not picked up, perhaps due to an emergency, please have an alternative option prepared, specially off office hours and weekends.
6. The way to get a taxi or van is very much like at most international airports:

7. As you step outside, there's a booth where you can buy taxi or van tickets. Show the address where you want to go, and they will tell you the fare. The fares are set and the vans and taxis are official and safe. The airport is about 45 minutes to the city. Fare to the UAG area is 170 MX pesos, or about \$15 USD. Ticket vendors speak some English and some of the drivers do, too. Fare may increase a bit in the future, after this manual is printed.
8. Be sure to have about \$50 USD cash in case you need it. During the day there are Currency Exchange Offices where you can exchange your money for pesos; otherwise you may pay in dollars. You may use ATM machines at the airport where you can withdraw PESOS only.
9. If you need to make a call, there are public phones that operate with a card (LADATEL, of \$30, \$50, \$100 pesos) and most of the shops at the airport sell them. If you need to call home upon arrival, to confirm you are safely in Guadalajara, there are phones to make collect calls where there is no need for a card. They are located just as you go out of the International Gate, at the right hand side by the doors. Ask someone for help if it is not clear how to place the call.
10. If you have any doubts, please contact us. Thank you!

We believe that Guadalajara is one of the best options for study abroad. Besides its excellent record of safety over the years, our university offers academic excellence in intensive Spanish classes and a variety of content courses accessible to qualified students. UAG's modern facilities, and varied extra-curricular activities as well as the continued support from our Department of International Exchange with poli-lingual staff, are a guarantee that students will receive the needed orientation and adequate attention for their academic learning and cultural achievement.

This is your UAG reference for information:

Universidad Autónoma de Guadalajara
 Departamento de Intercambio Universitario
 Av. Patria 1201

Rectoría Building, Oficina # 202
 45110 Guadalajara, Jal. MÉXICO

Phone: (52-33)- 3648 8824 EXT. 32218 or 32204 **Fax:** (52-33) 3610 0434 and 3610 0445.

Please direct all inquiries to **Intercambio** executives listed under: **UNIVERSITY EXCHANGE DEPARTMENT** (page 4)

SERVICES

Most services are located at the Main Campus' lower level: Centro Cívico (#21 in your map). There are many other services right outside CU and in the nearby area, such as banks, drugstores, restaurants, laundry, cleaners, supermarket, etc. Our university's main switchboard number is: 52(33) 3648 8824. Main Fax 52(33) 3648 8329. Our Web Site is: <http://www.uag.mx>. E-mails at the Intercambio (exchange student office) staff, are listed on page 5.

BANK BANORTE - Is open Monday through Friday from 9 AM to 4 PM. (Schedules for some services may be different; remember to ask.) There are also three teller machines on campus.

You may withdraw cash with your debit card in any ATM in México, in local currency: PESOS.

Bank services include: money transfers, utility payments, dollar/peso exchange, cashier's checks, cash when you need more than is allowed at the teller machine, etc. They accept the following card systems: *Mastercard, Cirrus, Plus, and Visa*. With these cards you can also pay your school bills. More info: telephone 3640 0470.

There are also other banks located right outside CU on Avenida Patria and throughout the city.

TRAVEL AGENCY SERVITUR. Opens Monday through Friday 9 AM to 7 PM and Saturdays from 10 AM to 1 PM. Please call 3648 8824 extension 32419.

PUBLIC PHONES Located right by the Travel Agency and all around campus. You can place collect calls. Telephone cards are sold at the bookstore and at the snack stands

BOOKSHOP Books, office, school, and computer supplies. Opens from 8 AM to 8 PM Monday through Friday. Extension 32498.

PHOTO STUDIO Opens from 9 AM to 2 PM and from 3 to 4:30 PM, Monday through Friday. Extension # 32493.

CAFETERIA SNACK STANDS Open Monday through Friday from 8 AM to 4 PM. Extension 32397. Several located around campus. Different schedules.

PHOTOCOPIES At the bookstore and at the Design Center (*Centro de Diseño*)

**POST
OFFICE**

You can find one near the main entrance, but international students may deliver and receive their mail at: **Departamento de Intercambio Universitario**. Mail should be addressed as follows:

YOUR NAME

Universidad Autónoma de Guadalajara
Departamento de Intercambio Universitario
Av. Patria # 1201,
Lomas del Valle
Guadalajara, Jal. 45110, MEXICO

SPORTS

Tennis, volleyball, basketball, football, soccer, baseball, track and field, swimming, squash, softball, cycling, and aerobics.

To use the pool you will need an ID from *Medicina Deportiva*, located at the base of the Soccer Stadium. Bring 2 photos, your blood type and your student ID and expect a health check-up. GIRLS MUST WEAR A TWO PIECE BATHING SUIT, no bikinis or two-piece suits allowed.

Schedules are usually between 9 AM to 4 PM Tuesday to Saturday, and during summer courses, from 2 to 4 PM from Tuesday to Friday. Call 36101010 extension 32125 to check their schedules.

**OTHER
DISCIPLINES**

Judo, Tae Kwon Do, boxing, wrestling, hiking. Call extensions 32150 and 32176.

LIBRARY

Building #7 in your campus map. Opens from 9 AM to 11 PM daily, and from 9 AM to 2 PM on Saturday.

To use the library: After you register and have obtained your ID card, you will need another card issued at the Library. Bring two photographs with you. This card has a special code number to check that all books have been returned before you leave UAG at the end of your term.

All libraries require proper use of facilities, equipment, books, etc.

Books may be checked out by following these procedures:

- You need a library card with a code number, which you can get at the Library. Bring 2 photographs.
- Observe procedures, regulations, and due dates to avoid fines.
- To use a computer, the person in charge assigns one and you leave your card with them. Card is returned at end of session.

You must strictly follow indications for use, as computers are always carefully monitored.

- Do not tamper with programs as this generates extended malfunctioning.
- In this area computers are exclusively for retrieval of information. Other uses like e-mail, chat, games, or pornography will cause your card to be revoked.
- If a book is not returned, the student's transcripts are withheld.
- Book availability may be checked by phone: 3648 8824 extension 32257, or in the Web: <http://www.uag.mx> under *Bibliotecas*.

LANGUAGES

Several languages are offered at *Centro Internacional de Idiomas*, 2nd floor of the *Humanidades* Building, telephone: 3448 8824 extension 32251.

CONSULATES IN GUADALAJARA

CANADA

Hotel Fiesta Americana, Local #30
Av. López Mateos and Av. Vallarta
Telephones: 3615 6270, 3615 6215, 3616 5642

UNITED STATES

Progreso 175
a block from Av. Chapultepec
Telephones: 3825 2700, 3825 2998

DENMARK

Av. López Mateos 477, 8th floor
Telephone: 3615 0706

GERMANY

Av. Corona 202
Telephones: 3613 9623, 3613 1414

SPAIN

Av. Vallarta 2185
Telephones: 3630 0450, 3630 0466

FRANCE

Av. López Mateos Nte. 484, 1st floor
Telephone: 3616 5516

There are several other CONSULATES in Guadalajara; if you come from a country not listed above, please contact *Departamento de Intercambio Universitario* at 52(33)3648 8824 extensions 2218 or 2204 or look in the *Yellow Pages* of the *Guadalajara Directory*.

For Immigration procedures contact *Dirección de Asuntos Estudiantiles para Extranjeros*, they will help in order to get your papers done. *Rectoría* Building, suite # 107, telephone 3648 8824 extension 32348.

STUDENT AFFAIRS

Bienestar Estudiantil, (#24 in your map), coordinates extracurricular activities, promotes additional services and benefits for the students and watches over regulations enforcement. Their extensions: 32120, 32121 and 32122.

This department also coordinates: the sports department, maintenance of sports' facilities, special events, and the following:

ACTIVIDADES CULTURALES, SOCIALES Y ARTÍSTICAS

ACSA. This office organizes, promotes and coordinates extracurricular activities of cultural, social, and artistic nature. Their phone: 3648 8824, extensions: 32500 and 32115. They normally offer:

- Theatre – Rehearses on Mondays, Wednesdays and Thursdays from 5 to 7 PM.
 - *Tecoloxúchitl* Folk Dance Studio - Rehearses in different schedules according to level, Monday through Friday from 4 to 9 PM.
 - Classical Ballet – Mondays, Wednesdays and Fridays from 4:30 to 6 PM.
 - Jazz – Mondays, Wednesdays and Fridays from 3 to 4 PM.
 - Pop Music Groups – Students play and sing their music!! Call for details.
- **Drawing and Painting – Tuesdays from 3:30 to 4:30 PM.**
 - Musical Instruments – Piano, guitar, violin, voice. Ask for specific schedules and availability.
 - Aerobics - Low and high impact. Go directly to *Departamento Deportivo*, (building #23 of your campus map) telephone 3648 8824 extension 32125.

Please check with ACSA for schedules and availability. For some courses, availability is according to demand.

SWIMMING POOL REGULATIONS

- To use the pool you need a card issued at *Medicina Deportiva*, the Sports Medicine office, where you will be checked, and tested for your blood type -if you don't have proof.-. The cost is \$80 pesos. Office hours: 9-2, and 4-6 on weekdays.
- Show updated ID card from *Medicina Deportiva* at pool entrance.
- Women must wear one piece suits. No bikinis or two-piece suits.
- Everybody must wear swimming caps, and sandals.
- Shower before entering pool area.
- Do not use tanning or blocking lotions.
- Do not bring valuables.
- Do not play in the pool area or on the diving boards.
- Use dressing rooms.
- Observe good behavior, according to UAG General Rules and Regulations.
- Swim at your own risk. There is no lifeguard on duty.
- Pool hours: 9 to 6 PM, from Tuesdays to Saturdays.

NOTE FOR SUMMERTIME: Due to children's Summer Courses, from mid July to the first week of August, included, pool will be available from 2.30 to 6 PM only.

Always check at *Intercambio*, for any changes in the pool's policies.

INTERNATIONAL CLUB

Known as *Club Internacional*, it is a cultural, social and sporting club which will consider the students' general and particular interests, to organize diverse activities each semester in order to help achieve a better integration of each student into the university's and Guadalajara's environments.

This club composed of student volunteers, will enhance friendships that will favor the other culture's experience in a kind, healthy, and reciprocal way.

It organizes different activities and field trips in and out of UAG. Student volunteers organize at *Intercambio* – Rectoría building - suite 202, #29 in your campus map), *coordinated by Miss Jairot Peña or any other staff at Intercambio*. Come see us for further information and check bulletin boards at your school and the cafeteria. Our number is 36488824 extension 32218.

HEALTH SERVICES

We have a general doctor on campus, free of charge. Some medicines are sold at his office. Also, there are several excellent medical facilities within our city. You may choose according to your preference and must pay for services.

You MUST buy a **health insurance plan**, before leaving your country. It should cover any event during your stay abroad. Usually, you pay with a credit card and then get a reimbursement back home with the hospital's invoice, but if you check the list of health facilities in Guadalajara that work with your specific insurance company, you may not need to pay anything.

PLEASE HAVE ALWAYS HANDY ALL THIS INFORMATION. IN CASE OF AN EMERGENCY THE HOSPITAL WILL NEED IT ON ADMITTANCE, AND THE PERSON ASSISTING WILL NEED IT TO HELP YOU PROMPTLY.

KEEP A GOOD COPY OF THE *INSURANCE COMPANY CARD* IN YOUR WALLET.

EMERGENCIES

If you need to see a doctor, Intercambio has a list of well-recommended physicians on every specialty. **In case of emergency**, especially off office hours or weekends, you may go directly to one of these hospitals:

- | | |
|--|---|
| <p>+ <i>HOSPITAL ANGEL LEAÑO –A UAG hospital-</i>
Av. Dr. Angel Leaño
(Corner of old Carretera a Tesistán)
Zapopan
Phone 3834 3434</p> | <p>+ <i>HOSPITAL ANGELES DEL CARMEN</i>
Tarascos 3435
Fraccionamiento Monraz
Phone 3813 0442
Emergencies: 3813 1214</p> |
| <p>+ <i>HOSPITAL MEXICO AMERICANO</i>
Colomos 2110
Colonia Mezquitán Country
Phones 36413141, and 36414458</p> | <p>+ <i>HOSPITAL SAN JAVIER (closest to campus)</i>
Pablo Casals 640
Colonia Providencia
Phone 3669 0222</p> |

HEALTH HINTS AND TIPS

The high altitude (1 mile) of Guadalajara can be too much for what you are used to, but your body will take about two weeks to adjust. Beware of too much alcohol, it can worsen the symptoms associated with the change of elevation, so don't push yourself early on arrival here. Use enough sunscreen as you can more easily become sunburned at higher altitude and nearer the equator.

Diarrhea is another common illness that affects some of our visitors at one time or another. The major causes are bacterial agents found most commonly in food and less commonly in water in Mexico. Try not to eat out of street vendors, or raw food. Check that vegetables in salads are well washed or disinfected, which is quite difficult to do in restaurants. Good restaurants however, do wash their vegetables well. Disinfect your own food.

Do not drink water from the tap, only out from special filters installed in most kitchens, or bottled. Do not eat spicy foods at first; they will irritate your stomach. Allow it to adjust to new bacteria, and in a few days you may eat anything you like without getting sick. Eat plenty of fruits especially citrus. This will prevent stomach illnesses.

If you do develop diarrhea, drink lots of fluids like Gatorade or Pedialyte, broth, soft drinks and saltine crackers. Do not drink milk or any dairy products until you are well. Then start eating rice, tortillas and bananas. You should be OK in a couple of days; if not, visit the doctor to be prescribed some antibiotic.

If you experience constipation, another common traveler's illness, drink lots of water, eat plenty of fruit and vegetables, and if you need it, eat bran cereal like All-Bran, Bran Flakes or Raisin' Bran.

To avoid accidents always watch your step, especially when crossing the streets (cars do not mind pedestrians as much as they should). You may find defects or open manholes in sidewalks. Be careful getting on the bus, as it might start moving before you are all the way in.

Just take care of yourself. It is most important specially when you are away from home. Don't spoil your trip!

Always carry an identification card with your name, address and phone number in Guadalajara, names and numbers of your host family/roommates, and of the people to be contacted in case of emergency; also your blood type, allergies, medicines taken regularly, any illness such as diabetes, if you wear contacts, etc.

HOUSING

There are no dorms or student residences on campus, so you may choose to stay with a host family, which by the way, is a good choice if you want to broaden your experience into our culture and family life. The *Departamento de Intercambio Universitario* has a list of homes that have been housing international students for some years and they have provided satisfactory stays. We put on top of our list those who not only comply with standards but who offer you a friendly background. For the benefit of the students, a standard monthly rate of \$350 USD per-person for a shared room and \$400USD for a single one, including meals, has been established.

- At your home stay you will probably experience the cultural differences the most, but it's also where you learn more about Mexican lifestyle.
- Try not to be a client; be a visitor, a guest, and if possible, another member of the family. They will react warmly to you.
- Do not compare, but rather get to know your own host family and be friends with them.
- Most Mexican families serve your meals, but a timely participation will be appreciated, and a great opportunity for family interaction. They may also clean your room but they expect you to have your room tidy before they do the cleaning. Discuss with them the best way to do your laundry, as every home is different. If they allow you to use their washer and dryer, buy your own detergent, and keep the area tidy.
- Host families usually cater to visitors, but if you are served something typical you have never tried, ask about it. Talk about cooking and eating habits, express your preferences courteously.

- Interaction with your host family will bring fine results. Try to take the initiative. Think of things to ask them about: hobbies, favorite food, favorite movies, events, sports, places to visit, etc.
- Most homes are a bus-ride from school -only a few within walking distance. Be prepared to ride buses to move about the city. Each ride is about \$.40 cents (USD). If you learn to take buses you can conquer the city, with the help of your host family.
- The first days, they will give you directions or help you to get to school. They can be more than just “ *room and meals*” if you try to be a guest (not a client) and establish a good line of communication with them.
- Follow the following basic rules, and you will avoid problems and mishaps.

HOUSING BASIC REGULATIONS

- Please pay your host family within the first five days at the beginning of each month of your stay.
- If you damage or break something, you must replace it or pay for it.
- Do not ask for refunds, you will treasure courtesies.
- You cannot waive payment if you leave your home stay before your expected departure date for any reason, except in emergencies or grave matters. We will handle each case accordingly, as situations may vary enormously.
- If you leave the home stay after the 15th day of your monthly stay, you will pay the whole month and you will not be entitled to a reimbursement.
- If you advise in advance that you are leaving the following month, you will pay \$20 USD per day until you leave, provided it's less than 15 days.
- We can only reserve a room with a host family for a complete semester or for the Spanish Language 4- week period. If you'd like to allow extra days for early arrival and/or late departure, please mark your dates carefully on your Housing Application form.

Please fill out an application form at your International Office, or ask us for one via email, and send it to us **at least 30 days prior to your expected date of arrival** in Guadalajara.

Apartments and houses for rent are not easily found for short stays and are usually unfurnished. On this line, the help we can provide, after you have located a place (via newspaper ad, real estate office, or other) is only to assist you in making phone calls and such, but we cannot be made responsible of your final agreement or any problem that may arise later. It may be that you could find a home on your own where the cost is higher or lower, but please bear in mind that such arrangement will be your own responsibility.

We will do our very best to help you. If you have any doubts please call us at 52(33) 3648 8824, extensions 32218 and 32204, or e-mail us at intercambio@uag.mx. *Departamento de Intercambio Universitario.*

Security: As in any other big city, you should exercise caution when going out especially if you are alone. Here are a few suggestions:

- Do not carry your PASSPORT with you all the time; keep it in a safe place at home. Make a copy and carry it in your wallet, ready, in case you need it.
- Before you arrive at your host family's home, make a card with their name, address and phone number, and keep it in your wallet. It will be really useful in case of emergency.
- Be careful with your valuables at school, on the street, on the bus, and at home. Your host family may assist you in their safekeeping. Do not leave your backpack unattended during your breaks at school, be on the safe side.
- Do not carry large amounts of money with you, or keep large amounts in your room. Open a bank account as soon as you come to Mexico or carry traveler's checks.
- Always anticipate how you are getting back home if you go out at night. Buses stop running at around 10 PM, so you will need to take a taxi. Bring enough extra cash for these expenses, and bear in mind taxis will charge more at night.
- Be sure you have your house keys with you at all times.
- If you are the last person to leave the house, it is your responsibility to make sure lights are turned off, windows are closed and doors are locked.
- If you bring a bicycle with you, be sure it has a good strong lock.
- TAXIS: It is better to use taxi stations near your area, rather than taking one right on the streets. Find out their number in the yellow pages according to your neighborhood. Or ask your host family. You must ask the fare and agree with the driver before boarding a taxi. Good bars and restaurants have good taxis nearby.
- Especially watch who you go out with, and where. This is important just as in any big city, for your own safety. You probably would do the same at home, anyway.

- Important telephone numbers:

FIRST AID, FIRE & POLICE EMERGENCIAS (emergencias, bomberos, policia)	060
POLICE RADIO PATROL (<i>Radiopatrullas</i>)	080
LOCATING SERVICE (<i>Locatel</i>)	3824 8000
RED CROSS (<i>Cruz Roja</i>)	3613 1550
WAKE UP CALLS (<i>Despertador</i>)	031
TIME (<i>Hora exacta</i>)	030

Holidays:

- January 6.....Epiphany -*Día de los Santos Reyes* - gift giving to children
- * February 5.....Constitution Day -*Aniversario de la Constitución*-
- * March 21.....Benito Juárez' Day
- * March, AprilHoly Week and Easter Week - *Semana Santa y Pascua*
- * May 1stLabor Day - *Día del Trabajo*
- May 5..... Victory over the French Army in 1867 - *Batalla de Puebla*
- * September 16.....Independence from Spain in 1810 - *Día de la Independencia*)
- * October 12.....Columbus Day - *Día de la Raza*
- November 1..... All Saints Day - *Día de Todos los Santos*
- November 2..... Day of the Dead -*Día de Muertos*
- * November 20.....1910 Revolution Day - *Día de la Revolución*
- * December 12.....Our Lady of Guadalupe - *Día de la Virgen de Guadalupe*
- * December 25.....Christmas Day - *Navidad*
- Classes off on these dates.

TRANSPORTATION AND TRAFFIC

There is a good public transportation and many routes, but take plenty of time as there are no scheduled bus stops anywhere. It is a challenge to conquer the city... Hold tight. Driving is very different in México.

Busses and cars most times do not respect pedestrians (even though they should) so please do respect them!

CULTURAL TIPS

Greetings: The usual greeting is a nod or a handshake, and a kiss on the cheek if you already know the person, although a full embrace between long-time friends after a long absence is common. A polite greeting is expected before asking questions or help. Mexicans are generally very friendly and polite. Most times they'll greet each person individually with a handshake or a kiss, no matter how many people there are! Care should be taken not to impose on their graciousness and exploit their friendliness.

Courtesy and Patience: These are highly valued virtues by "Tapatíos" (native people of Guadalajara), and to Mexicans in general. Please keep them in mind. Strict punctuality is not always practiced, so, do not get restless when you have to wait. It is part of the culture, and the culture is just different.

Dress: Dress is a sign of social status. University students dress more formally than in other countries. Although life is not too formal in general, not dressing up to standards is considered disrespectful and untidy.

At the table: Both hands are usually kept above the table while eating. Guests should not leave directly after a meal; wait for everyone to finish, or, if you are in a hurry, ask to be excused. Be careful when eating spicy-hot food; to reduce the hot effect use a pinch of salt and water or milk. Spicy-hot food is called "*picante*", not "*caliente*" which refers only to high temperature.

Remember purified water is always available in all homes, from filters, or you can buy it bottled. Do not be too concerned about it.

Your host will tell you about food preparation and times. Be sure to ask about it if you have questions about schedules.

Do not be shy about telling what you like and don't like.

Breakfast or *desayuno*, is usually served from 7 to 8 AM on weekdays, and later on weekends. Someone may make breakfast for you, but you may be asked to prepare your own.

Lunch or *comida* is usually served between 2 and 4 PM daily and it is the heavy meal of the day. Families usually eat together.

Dinner or *cena* is usually had between 8 and 10 PM and it is usually a light meal. Families may eat together or each member at a different time.

Family life: Living with a host family is not like living in a hotel. Keep your room tidy. It is not like living at home in your country; be willing to try new customs and ideas. Try being helpful, it will be much appreciated.

Do not invite people over before asking your host for permission. Most families will be happy to meet your friends.

Family members may have regular activities on weekdays and evenings or weekends to which you may be asked to join in. In case you are not asked at all, you may tell them you'd like to join, when it is possible.

If you want to go, say: "*Muchas gracias, me encantaría*". If you don't, just say:

"*No puedo, muchas gracias, será la próxima vez*". If you want to join, but have not been asked yet, say: "*¿Podría ir con ustedes?*"

Talk to your family if you have any problem. Communication is always the key. Host families understand everything is new to you, so do not be embarrassed or afraid to ask questions. Families can help only if you tell them. If you find it difficult to say it in Spanish, try to write instead. People will help you; do not worry.

Mexican families tend to be quite large (5 people average), and family unity is very important. Family responsibility often supercedes all others. They have a relatively low divorce rate, due to the catholic understanding that marriage is forever, and the traditional supportive role of the wife. The father is the undisputed family leader, but the mother is in charge of running the household.

Using the telephone: Ask your friends not to call you after 10 at night or before 7 in the morning. Ask them to be aware of the time difference between their city and Guadalajara! Avoid talking for too long; using the phone as if it were yours exclusively is not appreciated. Be willing to take a message if your host family is not home. Mexico's code is **52**, Guadalajara's area code is **33**. Local numbers have 8 digits.

Do not place long distance calls without checking your hosts. There are some international phone cards that allow you to call from outside your country to your home dialing a local number and giving a code. The call then will be billed directly to your or your parents' phone bill. We think this is the cheapest way to call from Mexico. PLEASE TAKE THE TIME TO INVESTIGATE WELL BEFORE YOU TRAVEL, AND FIND THE RIGHT PHONE CARD, since not all international phone cards offer this service. They are just domestic calling cards.

You may also call home collect; ask your hosts for assistance. Some host families have had bad past experiences, so they prefer that you don't make long distance calls that will be billed to their phone bill. Please honor this at all times.

Dating: Traditionally, young couples were always chaperoned, but this practice has significantly diminished. Today, they mostly meet at a chosen place. In urban areas, dating is very similar as in the U. S. However, parental approval of the boyfriend is still important. In most areas, a single girl should not go out alone after dark, it is not well seen for it might not be safe. It is common for Mexican boys to say *piropos* or flattering personal comments to females, but local females, however, do not show any reaction to *piropos*. Try not to mind them at all to avoid feeling uncomfortable.

Social and economic levels: There's a large disparity between the upper class and the lower classes. About 40% (26% in the U. S.) of the nation's income, goes to the richest 10% of the people. 10% of the people live in absolute poverty. The average income in Mexico provides for few luxuries.

Shopping: In Guadalajara it's not only good but sensational! This is the best place in the country to shop for arts, crafts, and what not. You can do major shopping on Sundays. Decorative handicrafts with contemporary flair are best buys. Clothing, shoes, and accessories run a close second. You can find chic boutiques, large department stores, and public markets. Downtown *Mercado Libertad* is one of the largest open markets in the country, sprawling over several blocks.

La Gran Plaza, Plaza Patria, Plaza México, Pabellón, Galerías, Plaza del Sol and *Centro Magno* are large modern malls where you can find almost anything plus movie theaters. And for shoes, the best place to visit is *Galería del Calzado*. Do not forget the towns near Guadalajara. You will be surprised!

Time: Mexicans' concept of time is relaxed, although this is changing a bit every year. Generally, they feel that individuals are more important than schedules, so you will find things do not always start on time, and some events or appointments are not usually on the dot. Classes at the University, however, do start on time. If a visitor or business associate stops in unexpectedly, most Mexicans will stop to talk regardless of how long it will take. Business contacts are made during the 2-3 hour lunch break. These are social meetings for the most part, leaving business for the last minutes. Mexicans are very hospitable, and will usually find something to serve to visitors in their homes. Gift giving is important and serenading is still popular, specially on special occasions such as birthdays, mother's day, etc.

Population: The population in Mexico is about 95 million, the 11th largest country in the world. The capital, Mexico City, has about 20 million inhabitants and is the most populated city in the world. Guadalajara has about 4 million people, and is the 2nd largest in the country. Population in Mexico is growing at an annual rate of 3.1% (1% in US). Density rate is 76 people per square mile (58 in US). About 60% of the people are *mestizos* (Spanish and Indian blood). About 30% are pure Indian and 9% are of European ancestry. Most Mexicans tend to identify with their Indian as well as their Spanish heritage.

Religion: Most Mexicans (97%) are Roman Catholics. The Catholic Church is very much a part of the culture, attitudes and history of most Mexicans. There are other religious denominations in Guadalajara. If you want to find out about the different services, look in the yellow pages' English index or under "*Iglesias*".

Travel in the region: A city tour will help you get oriented. The *State Handicrafts Store* near *Parque Agua Azul* is very good and they can ship your buy to your country.

The tiny towns of *Tlaquepaque* and *Tonalá* are pure paradise. Market days in Tonalá, are Thursdays and Sundays. Tlaquepaque used to be just a small center for glassblowers and other artisans until a few years ago when charming shops and boutiques began to spring up along the narrow streets. If you want to rest, you may have a cool drink under the arches at *El Parián*, while listening to *mariaquis*. Store hours are generally from 10 to 1 and from 4 to 7.

Day trips to *Lago de Chapala*, largest lake in Mexico, and to the artisan's center of *Ajijic* are most popular. Tours pass through communities where many retired Americans and Canadians reside.

A trip to the town of *Tequila* to see how the national drink is made, is also fun. Those who really like to explore can visit the colonial town of *Zapopan*, the rushing waterfall at *Barranca de Oblatos* (canyon) and the archaeological ruins at *Ixtépete*.

If you like the mountains and the woods, you will enjoy visiting *Tapalpa* or *Mazamitla* over a weekend.

Some of these outings may be organized by your program, or by the *Club Internacional*, so watch for them in schedules or signs around campus, or suggest them. If, during your stay the organizers happen to be on vacation, organize a trip yourself. Get together a group of friends, go to SERVITUR, our Travel Agency on campus, and, ready to have fun! For special trips to surroundings, visit them downstairs, across the Cafeteria. Their phone number is: 3648 8824 extension 32419.

Lodging: The city has many excellent hotels, from 5 stars to modest hotels and guest houses. Take a look at the yellow pages. The index comes in English, too, and they have listings on hotels in other cities and towns.

Tourism offices:

- *Secretaría de Turismo, Telephone number: 01 800 90392.*
- *Secretaría de Turismo del Estado 01 800 363 2200, or 3658 2222.*
- *Dirección General de Turismo de la Ciudad, Numbers: 3616 3332, 3616 3333, 3616 3335*

Dining and entertainment: Guadalajara's dining pleasures are definitely Big City's. You can find anything you want. Many restaurants are located in converted private homes, so atmospheres tend to be comfortable and cozy. International ethnic restaurants abound. As lunch is the main meal of the day, most places are open for lunch and dinner. If you want to observe local scene along with your meal, have breakfast between 9 to 11 a.m., lunch between 3 and 5 p.m. and dinner between 9 and 10.30 p.m.

Symphonies, concerts, opera, folkloric ballet and theatre (in Spanish), are just part of Guadalajara's many cultural attractions. You can always check the paper, OCIO Magazine, PUBLICO newspaper (both sold at news stands), or ask around; people will be glad to help you out.

Many performances take place in the world-famous *Teatro Degollado* and in *Hospicio Cabañas* (Cultural Center), a restored 18th century orphanage with famous murals painted by José Clemente Orozco.

For a very informal and relaxed atmosphere, *La Peña Cuicacalli* is a good choice. It's an artists' bar where every night you will enjoy live performances of famous groups, soloists, and entertainers with latin-american style. They serve wines, beer and exotic drinks, as well as a number of mexican snacks and dishes.

During October, artists and musicians come from throughout the world to perform in the popular *Fiestas de Octubre*, a month-long cultural celebration. Mexican fiestas take place at major hotels and some at UAG, year round. There are also, the *Festival Internacional del Mariachi* (International Festival) at the end of August and the beginning of September, with groups from different countries coming to perform; FIL, the International Book Festival; *Tlaqueparte*, an international arts and crafts exposition organized both by UAG and several government agencies; and many more.

Weather: Our city has one of the best climates year- round; this is why all kinds of outdoor sports abound. From March to November, we have spring like temperatures, being quite warm and pleasant hot during the summer. Bring light clothing, but remember you must dress up nicely (no shorts) and wear shoes (or dress sandals) for classes.

You will need an umbrella or raincoat in July, August, and September. Our rainy season, though warm, produces quite heavy rain. From December to February it gets quite cool, and cold at night, so you need sweaters and warm jackets or coats.

Bring dress clothes, too. To go out to nice places and some private events you should dress up; you will feel more comfortable. See also WHAT TO PACK information on page 7.

WARNING FOR GIRLS

The following does not mean to frighten you, only to make aware of this information since you are away from home. It's always better to have more information than none at all. It's better to exercise some common sense, and be responsible adults.

HAZARD LIGHTS FOR SEXUAL HARASSMENT

You may be independent and self-confident, but maybe you cannot read between the lines in a FOREIGN culture.

The following may be considered leads:

- Provocative dress and dancing
- Accepting drinks from strangers
- Being out by yourself, or in an all-female group acting loud and cheap
- Engaging in discussions about topics like sex with new acquaintances you know nothing about
- Accepting casual invitations, solitary rides, or more night fun in high hours

SOME SERIOUS WORDS OF CAUTION FOR EVERYONE

Concerned for your safety and well-being, we find it of extreme relevance to emphasize the dangers about:

1. Use and possession of drugs –which is cause for immediate dismissal from the program, and places you at imminent risk of imprisonment.
2. Drinking – which makes one vulnerable even in familiar circumstances, much more so in a foreign environment. In particular, you are cautioned to:
 - a) Beware of new alcoholic drinks or brands that may cause a more radical physical reaction than you are accustomed to.
 - b) Beware of mixed drinks not prepared in your presence (specially cheap ones), at bars and discos
3. Wandering alone in the streets at night, specially if you are intoxicated. You are reminded that Guadalajara is a major metro area, comparable in many ways to New York City.

4. Asking or accepting rides from new casual acquaintances.
5. Staying out very late at “*antros*” (bars, discos), because the environment in such establishments, as it does in any part of the world, grows less safe the later it becomes.

If you are careful to take heed of the above warnings, we are sure you will benefit immensely from your stay at UAG, and your stay in the City. Your coordinators at home, officials here, our staff at *Intercambio*, and yourself specially, will feel rewarded with your performance in the program through acquisition of language skills as well as of cultural competence. Cross-cultural awareness and sensitivity makes one a better citizen of the world, and a constructor of global peace.

TRADITIONAL GUADALAJARA

BOY GIRL CODES. GOING OUT. FAMILY INTEGRATION

In this society where marriage and family are relevant above other important matters to most of the population, there is an unwritten code of respect between men and women.

* Girls do not go out to bars or discos alone; they go with friends, trying whenever possible to have a male companion who sees that each person gets home safely.

* Do not walk alone in the street at night or return home by yourself. Avoid heavy drinking, vulgar dress and behavior that call the attention of troublemakers.

* Plan ordinary fun activities like sports, cultural, movies, malls, walks, so that you participate more in the city and family life, rather than enclose yourself in the “English Bubble” of night life and English speaking companions. You didn’t come all this way for that! Besides, this is how most of your money will rapidly go.

* Be careful about casual acquaintances you make in the street. It may seem absurd or unimportant to screen the people you want to make friends with and bring to your Mexican home, but it is vitally important, not only for the relationship, but for your own safety and that of your host family.

* By Mexican standards, personal appearance, education, and good manners are for the first impression. Reference of good family and work come next. Avoid people who are over-confident but lack family and school references, or who disregards the most basic code of good behavior. Regardless of your self-confidence and trust in your own cultural patterns, when immersed in a new culture, you are a minority; you are vulnerable.

* A friend of the opposite sex invited to your Mexican home is welcome to the common areas of the house within reasonable hours, but the bedroom and late hours are definitely unacceptable. Do not make war with ideas. Respect for the new culture will not change you, it will make you a better person, and you will take a definite step towards CULTURAL COMPETENCE.

* Not only must you observe these unwritten codes for yourself, but also to show respect for your Mexican hosts being considerate in your situation as a guest.

We hope this information will be very useful to you.
If we may, we ask of you to please
write and tell us if you think we missed something, or if you have any useful comments
so we will be able to include it in our next edition, and to talk about it at Orientation Day.

Thank you for reading our suggestions!

WELCOME TO GUADALAJARA,
WELCOME TO U.A.G. !

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UNIVERSIDAD AUTÓNOMA DE GUADALAJARA
Departamento de Intercambio Universitario
Guadalajara, Jalisco, México

AGREEMENT

I hereby declare that I have read and understood the contents of the INTERNATIONAL STUDENTS'

HANDBOOK, and will follow as a student, all regulations contained therein as dictated by

UNIVERSIDAD AUTÓNOMA DE GUADALAJARA's Officials, Teachers, and Administrative Staff.

Full Name and Signature:

School you come from:

Period of Studies: _____

Date: _____

PLEASE INCLUDE THIS SIGNED DOCUMENT WITH YOUR APPLICATION MATERIALS,
OR HAND IT IN DURING ORIENTATION OR AT OUR OFFICE,
SO WE CAN COMPLETE YOUR FILE
THANK YOU.