The Mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God's creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit University, this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.
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APPENDICES

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The Office of Student Life at the Madrid Campus welcomes you to Spain. True to the Jesuit tradition, SLU-Madrid believes in educating the “whole” person, concerned not only with the life of the mind, but also with the life of the heart, body and spirit. In Student Life we provide opportunities for you to meet this goal. In the Student Insider’s Guide you will find suggestions about making the most of your time in Madrid.

If you have any questions after reading, please feel free to come to see us at our office on the ground floor of Padre Rubio Hall (PRH) or e-mail us at studentlife-madrid@slu.edu.

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Be Open

- Expect to feel a little disoriented with the differences between “home” and SLU-Madrid.
- Take your academics seriously... We understand that besides going to class, you want to travel and go out, but remember that you are enrolled in an academic program. Our courses are challenging!
- Interact with other students, not just the people you already know. Our students represent 60 countries. Make the most of the different extracurricular activities organized by our office where you can meet interesting people and enhance your experience through student organization activities, Student Life trips, sports, volunteer and Campus Ministry opportunities.
- Madrid night life is an extraordinary experience for students. Be prepared to enjoy it, but do not go overboard.

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Be Safe

- Give your emergency contact information to your family and any others who may need to know. Keep them informed on an ongoing basis, especially when you plan to travel outside of Madrid and in any situation that may come up on the news and they are not sure where you are.
- The Spanish Red Cross encourages cellular phone users to
identify their emergency contact in their phone book by including Aa before that person’s name [e.g. Aa Host Mom]. If you do not have an emergency contact in Madrid, we encourage you to use SLU-Madrid’s health and safety emergency number (+34 638 763 758); however, please keep in mind that misuse or abuse of this emergency service is sanctionable.

- Comply with the code of student conduct and the emergency procedures of the University.

- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Communicate promptly any health or safety concerns to Student Life staff or your host family.

- Remain vigilant about your surroundings. It is not a good idea to draw attention to yourself. This usually only becomes a problem while out in large groups, on the metro or in some of the more tourist areas – although it can happen anywhere.

- When going out at night, always have a charged cell phone available. Share a taxi when returning home late at night. Like many large cities, Madrid can be dangerous in the early hours of the morning. You are especially vulnerable if alcohol has dulled your level of alertness.

- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

- Accept responsibility for your own decisions and actions.

- Be very careful with the drinks you ask for at any bar or night club, making sure that there is nothing in the glass and that the bottle is opened in front of you. Never leave your glass unattended.

- Make two copies of your passport. Leave one in one of your suitcases where you are living. Carry the other with you at all times. Leave your original passport at your Madrid address except when needed for travel or official business. It is also advisable to email your emergency contact a scanned copy of your passport.

- It is best to leave all valuables (jewelry, cameras, money, etc.) locked in a suitcase at your Madrid address. The University is not responsible for items that are lost or stolen.

- Never leave any of your bag, backpacks, purses, iPads, laptops, smartphones unattended for even a moment, both: on and off-campus.
• In case of national emergency in Spain, we will inform you through your slu.edu e-mail account and through the Campus Life Newsletter.

Be Healthy

• Carry your Sanitas insurance card with you at all times. Remember you will have a new card every session, which you must pick up from the Student Life office. If you go to any hospital or doctor without the card, you will have to pay for medical services out-of-pocket.
• If you are ill, look on our webpage to contact the appropriate physician [Hospitals and Doctors](#).
• There will be no cost for these doctors as they work with Sanitas health insurance; however, the Sanitas insurance plan does not include prescription medicine or dental work.
• The Student Life Office will help you find a general practitioner who speaks English.
• You can also check on our website [Medical Emergencies](#)
• For more information about a general practitioner who speaks English and who takes Sanitas health insurance, cf. Appendix I.
• For more information about a near-to-campus, daytime, walk-in clinic that accepts Sanitas health insurance, cf. Appendix II.
• For hospitals close to campus that take Sanitas health insurance for emergencies and other health issues, cf. Appendix III.
• In Spain all medicine (prescription and over-the-counter) is sold only in pharmacies and is relatively inexpensive. Although the ingredients are generally the same, brand names differ from those in the U.S. and other countries. If you have a persistent cough or cold, you should see a doctor rather than guess the appropriate medication on your own.
• Do not abuse alcohol or drugs, and never mix them. There are many things in Madrid you can do without going into bars and night clubs and without drinking – for example, our Billiken Nights. You can also get involved in sports, join or charter a student-led club or organization, or volunteer in the community.
Be Fit

Contact our Sports Director, César Rioja (cesar.rioja@slu.edu), who will inform you about tryouts, pick-up games, sports classes, the location of gyms, sports pavilions, swimming pools, and more. Also check the Campus Life Newsletter for weekly updates.

Through SLU-Madrid you can participate in the following athletic activities:

- (American) Football
- Baseball
- Basketball
- Golf
- Gyms
- Baseball
- Basketball
- Hockey
- Horseback riding
- Lacrosse
- Pádel
- Rugby
- Running
- Scuba Diving course
- Soccer
- Squash
- Swimming
- Tennis
- Ultimate Frisbee
- Volleyball

Be Comfortable

- If you are in Host Family housing arranged through the University, you need to understand what your Housing Agreement entails. Visit our website to read the agreement. For other issues related to housing, contact the Office of Student Life, or e-mail housing-madrid@slu.edu.
- All Host Family housing is closed during Christmas/Winter Break and Holy Week. (See the SLU-Madrid Academic Calendar.) Most students take the opportunity to travel. Alternative housing (at the student’s expense) can be arranged in a nearby hostel.

Be Legal

NIE card / Identification card for foreigners (Residency Card)

If you are a student from a non-European Union country and arrived to Spain with a long-stay visa, your visa is a temporary document,
valid to stay in Spain for only three months. Once you enter Spain, you will not be able to use your visa again if you need to travel. The University will help you on the application process.

Within 30 days of your arrival in Spain, you must apply for a residence card for foreigners. (For students, it is known as Spanish Residence Card, TIE) Each card has an assigned code known as a NIE (*Número de Identificación de Extranjeros* - Identification Number for Foreigners). The card indicates the legality of foreigners in Spain and their identification. Once you receive your Residence card you must have it in your possession to enter and leave Spain.

If you are from the European Union, you may get a NIE as well, but it is not mandatory.

During the semester, if you (whether European or not) plan to apply for a part-time job in Spain or an internship, you must have a NIE.

If you are a non-EU citizen, you should apply for your Residence card: TIE as soon as possible. Despite the valid date on your visa, you will only have 30 days after your entry into Spain to get the card. Start the process of obtaining a card during your first week in Madrid.

**Card Renewal**

The Residence card: TIE is valid for one year and is renewable. You may renew it beginning 60 days before it expires.

**Reentry to Spain Permit (*autorización de regreso*)**

If you have already started the process of getting your card and you need to leave the EU during the semester, but you do not yet have the card, you should get a Reentry to Spain Permit. This document, valid for one entry in a 90-day period, will let you reenter Spain. You should apply for it at least four weeks before your trip.

Please contact the Office of Student Life for more information on obtaining a Residence card: NIE or a Reentry to Spain Permit.

For important information about your passport, cf. Appendix IV.
Be Mobile

Monthly transport cards may be purchased for the Madrid Metro and bus system. The ten-trip pass can be purchased at the ticket machines or ticket counter at any Metro station.

Online Application for Transport Card in the Comunidad de Madrid

Guidelines on How to Fill It Out

To buy a monthly transportation pass and transportation ID, visit and follow the instructions listed on the next few pages.

1. Check the first option if you are under 23 years of age. The second option is for students 23 to 65 years of age.
2. Once you have selected your age range, click on Aceptar.
3. On the following screen, select pasaporte from the first pull-down menu. On the second pull-down, select your country of citizenship and write in your passport number.
4. Click on Aceptar and then on Pedir cita previa.
On the next screen, check the box next to *Iniciar búsqueda de cita previa por fecha*. You may then select up to three locations. Three locations close to campus are selected below.

6. Then click on the calendar icon to select a convenient day for your appointment. Once you have selected a date, click on *Buscar cita previa*.

7. On the following screen you will see available slots for the location(s) selected. Choose an appointment time and click on *Confirmar cita*.

8. Finally, you will need to provide your email address and a SPANISH cellular phone number and write in the captcha. Click on *Finalizar* to confirm your appointment.

9. Be sure to take the a photocopy of your passport and 4€ to your appointment.

### Be in Touch

The easiest way to keep in touch is through e-mail.

WIFI is installed throughout the SLU-Madrid Campus and in Host Family housing. Telephone access is restricted: you will only be able to receive incoming calls on the land line.

Keep in mind:

- Purchasing a phone is cheaper than renting one; however, the phone will not work in the U.S. – only in Europe, Africa, and the Middle East.
- Incoming calls are free as long as you are in Spain, the base country for the phone. If traveling around Europe, roaming charges are applied for long-distance calls to or from Spain.
• We recommend getting a cell phone with data plan at telephone companies stores or at El Corte Inglés department store where all of them are represented.

If you are having packages or important documents sent to you from the U.S., we encourage you to use FedEx, UPS or DHL, even though it is more expensive than the U.S. Postal Service. The express mail services are faster and more reliable, and shipments can be tracked. U.S. Postal Service Express mail promises a 5- to 7-day delivery to Spain, but that does not mean to your door. Mail goes into the regular Spanish mail, and there is no way to track its progress. Some students have waited for months to receive packages sent by their families through regular mail. Do not send any medications. Electronics, computer accessories, and the like will have VAT assessed if valued over 22€ and duties assessed if valued over 150€.

If you live in Host Family housing, or you want to receive packages (anything that requires a signature, for example, or anything larger than a letter), it is best to have your mail sent to:

Your Full Name
Saint Louis University – Madrid Campus
Avenida del Valle, 34
28003 Madrid SPAIN

During regular office hours there is someone to sign for packages at the University. If you have mail, the bookstore posts your name on its bulletin board.

If you do not live in University-sponsored housing, you should have your mail sent to your own residence, not to the Madrid Campus.
Be Spiritual

On the Saint Louis University-Madrid Campus, we seek to offer a wide variety of events and services to help you in your spiritual and faith development. Saint Louis University is a Jesuit institution and Campus Ministry is guided by Ignatian Spirituality.

Given that the Madrid Campus is a widely diverse group of staff and students, our goal is to encourage that diversity within our community, supporting each individual’s spiritual needs. By creating a welcoming and accepting community for all, we better ourselves and the world around us.

SLU-Madrid welcomes all members of our campus community to participate in its Campus Ministry sponsored events. Give us your own ideas too! Our mission is to better understand and live out the spirituality given us by Saint Ignatius by:

- Finding God in all things; that is, being actively attentive to God, who is ever active in our lives.
- Being men and women for others; that is, being a people who cannot even conceive of love of God which does not include love for the least of their neighbors.
- Promoting the spirituality and beliefs of all faith traditions.

Activities:

The Jesuit Club is composed of SLU-Madrid faculty, staff and students from all faith traditions, and we welcome you to join us.

You may also get to know the Campus Chaplain, and take advantage of Campus Ministry activities. The initiative to deepen
your faith rests with you, but we want to help. Aided by all that SLU has to offer, may you grow in your understanding of God’s desires for you personally and for our world. Campus Ministry provides individuals and groups with opportunities for discovering and developing their God-given gifts, drawing them – as men and women for others – into a deeper communion with God and with God’s people.

Some Current Madrid Campus Ministry Activities:

- **Christian Life Community Groups**
- **Loyola Pilgrimage Retreat**: while visiting Loyola, the home and hometown of Saint Ignatius (founder of the Society of Jesus), we reflect upon our lives as Saint Ignatius did upon his.
- **Fundraising Events**
  - **Seminars and round-table discussions** to discuss issues of faith, social justice and a faith that does justice.
- **Catechism for the Sacrament of Confirmation**
- **Visit organizations** that actively serve others; counseling, legal assistance, health issues and others.
- **Sponsor interfaith activities.**

For more information about Campus Ministry activities, look up our webpage, or contact Paloma Gómez de Salazar (paloma.gomezdesalazar@slu.edu), or Fr. Jim O’Leary S.J. (james.oleary@slu.edu).

For a list of places of worship according to your faith tradition, please cf. Appendix III.
Be Wired

The University provides computing equipment and access to networks for the furtherance of the academic work of students. Besides the availability of computers in the Computer Lab and in the Library, students can bring their own laptops and use the Wireless network available on campus.

Laptop

To use the internet connections in University housing, your computer must have a free ethernet connection with an RJ45 socket. If you have any hardware or software questions, please email support-madrid@slu.edu.

For computer logon and other IT-related information, cf. Appendix IV.

Be Thrifty

Tips to help you handle your money in Spain:

- Use your debit card or credit card with a PIN. Withdrawing money from ATMs in Spain is the easiest and cheapest way to get money from the U.S, providing you with the best exchange rate on the day of the transaction. You can also access ATMs at the airport.

- Always keep your money in a safe place and do not share your ATM card PIN with anyone, including friends.

- For incidental expenses, we recommend that you carry 20€ with you at all times.

If you are planning on staying in Madrid for a year or longer, you
may want to open a bank account. The University works with the following bank, which is located close to campus:

Banco Santander Central Hispano
Paseo de San Francisco de Sales 35
28003 Madrid
SPAIN
Tel.:91 533 32 01

Western Union also has offices throughout Madrid for receipt of wire transfers. Their toll-free number in Europe is 900 633 633.

If you have an American Express account, money can be wired in two workdays to any American Express office. This method is easy and safe, and you can pick up your money in euros. In order to pick up your money, you must present your passport at:
American Express Office, Calle Juan Ignacio Luca de Tena, 17
Office Hours: 9:00 a.m. to 6:00 p.m.

Also: Madrid-Adolfo Suarez Airport, T4, área de salidas, nivel 2
Office hours: 24 hours

What to do if your credit and/or debit cards are stolen or lost:
First, cancel all credit cards by contacting your credit/debit card company:

Visa/ MasterCard/ Europcard: 902 192 100
American Express: 902 375 637
Debit Card: Contact your home bank.

Second, file a police report either by phone at 902 102 112 (they speak English) or in person at Calle Rafael Calvo, 33. You may also do so in person at Comisaría de Policía Centro, Calle Manuel Luna, 29. After completing a report, make two copies: one for yourself and one for the U.S. Embassy, which sometimes recovers stolen items.
Be Cosmopolitan

For information about both our academic and non-academic trips, cf. https://www.slu.edu/madrid/campus-life/activities-and-events/traveling-with-slu-madrid

All University-sponsored trips must be paid for in the Office of Finance using U.S. dollars, euros, credit cards, or personal checks. Please note that trip fees are non-refundable. The University reserves the right to change the dates or destination of trips due to scheduling conflicts.

Be Informed

Academic Advising:
Desislava Nikolova .................. advising-madrid@slu.edu
Jaime Ortiz .......................... advising-madrid@slu.edu

Campus Ministry:
Paloma Gómez ................. paloma.gomezdesalazar@slu.edu

Computer Questions:
Fairouz Medjahed ................ support-madrid@slu.edu

Counseling Center:
Laurie Mazzuca ............ counselingcenter-madrid@slu.edu

Disabilities Services:
Eduardo Fernández Cruz.... disabilityservices-madrid@slu.edu

Financial Aid Questions:
Office of Finance ................. financialaid-madrid@slu.edu
Housing Questions:
Margarita Casado ..................... housing-madrid@slu.edu

Registration Questions:
Patricia Blockmon .................... registrar-madrid@slu.edu

Student Account Questions:
Office of Finance ..................... finance-madrid@slu.edu

Other Questions:
Student Life ......................... studentlife-madrid@slu.edu

Campus Life Newsletter
The Madrid Campus weekly electronic newsletter, Campus Life, is available on the SLU- Madrid campus webpage and is also e-mailed each Monday to your slu.edu e-mail account. You are responsible for reading Campus Life and your slu.edu e-mail, through which the University officially communicates. To submit an item to Campus Life, send it to billikenews-madrid@slu.edu by Thursday afternoon for the next Monday’s issue.

Emergency Contact Information
In case of a national emergency in Spain, consult your slu.edu e-mail account and Campus Life as posted on the Madrid Campus webpage: www.slu.edu/madrid

General Madrid Campus business hours are
Monday-Friday 9:00 a.m. to 6:00 p.m.
Counseling Crisis number: (+34) 609 269 323
After-hours health and safety emergency number:
(+34) 638 763 758
Be in Class

Attendance policies vary according to department and course. Generally speaking, however, attendance at all lectures and labs is compulsory. Your grade may be lowered or you could fail a class if you have too many unexcused absences. Be in class on the first day to learn what your professors’ policies are.

Be Green

The SLU-Madrid Campus promotes good sustainability and environmental sensitivity through initiatives of sustainable development and the education of students with values of a diverse and environmentally responsible society. Some commitments of the University include:

- Reduction of waste
- Recycling program
- Efficient energy and water consumption
- Development of communication for environmental sensitivity
- Communication to clients and vendors regarding environmental commitments and initiatives
- Promotion and development of green conscience among its students, faculty and staff

In the cafeteria there are bins for the recycling of paper,
containers (including cans and cartons), and organic material (garbage). Also there are bins in the patio and student lounge for the recycling of paper and containers. Please help to make the Earth a bit greener by separating your trash and placing it in the proper receptacles.

Be Tidy

Trays may not be removed from the cafeteria. If you would like to eat outside, please ask the cafeteria staff for take-out containers. When you finish eating lunch, please empty any food leftovers in the green bin and throw the container in the yellow recycling bins for appropriate recycling.

No food or drink other than water is allowed in classrooms or computer labs.

In accordance with Spanish law, smoking is prohibited on campus.

Be Knowledgeable (GLOSSARY)

Academic Trips: This experience, mandatory for certain courses, is designed to take the classroom to places a textbook cannot.

Add/Drop: The period of time at the beginning of the term (usually the first ten days of the semester) in which students may register for courses (add) or eliminate courses (drop) from their schedules.

Administrative Support Scholarship recipient: Students who get a tuition discount in exchange for
collaboration within a Madrid Campus department.

**Autorización de regreso:** A document needed to re-enter Spain if you are in the process of renewing your Residence card: NIE. For more information, please see the section titled, Be Legal.

**Banner:** A University-wide computer system used to register for classes, check class schedules, grades, personal finances, etc. Remember, although it is sometimes not too friendly, it is your friend.

**Banner ID Number:** A personal student identification number at SLU, which is used to access Banner. Try to memorize it. (HINT: The first three numbers are always zeros.)

**Billiken:** The Saint Louis University mascot.

**Campus Life:** The official SLU-Madrid electronic newsletter published and e-mailed to the SLU-Madrid community each Monday. Log on weekly to be in the know. Don’t say we didn’t tell you!

**Tapas Nights:** SLU-Madrid sponsored leisure activities (movie nights, bowling, events around Madrid, etc.) led by Campus Ambassadors.

**Campus Ambassador:** Student leaders who represent the University at a variety of Campus programs and vents.

**Campus Ministry:** The department within Student Life concerned with the spiritual growth of all members of the SLU-Madrid community.

**Chartered Club or Organization:** A student group that has been approved to host University-sponsored events and activities on and off campus. Don’t just sit there. GET INVOLVED!
Community ESL: A program using SLU student volunteers designed to offer free English-language classes to non-English speakers from the local Madrid community.

Concentration: An academic field of specialization.

Freshman: A name traditionally used to define any university student who has completed 0-29 credits. This is typically a first-year student.

GPA (Grade Point Average): The numerical value given to a student’s academic performance. Each letter grade (A, B, C, D or F) is given a numerical value (4, 3, 2, 1 or 0), and the average grade of all courses completed is calculated. Study hard, and you should not have to worry too much about it.

Graduate Student: A student who has completed a Bachelor’s degree and is seeking a post-graduate degree.

Graduation Degree Application: A process used to verify that a student has completed all of the requirements for graduation. You must fill out the application if you intend to graduate the following year/semester.

Internships: an opportunity for valuable work experience while still a student.

Jesuit: Catholic priests and brothers (also known as the Jesuits) who sponsor Saint Louis University and belong to a religious order founded by Saint Ignatius of Loyola in the 1500’s called the Society of Jesus.

Junior: A student who has completed 60-89 credits. This is typically a third-year student.

Loyola:

Mandatory course: A required and necessary component of
a degree, major, or certificate program.

**Major:** For most academic programs, this term refers to a student’s academic field of specialization.

**Midterms:** Mid-semester evaluations of a student’s academic progress in a given subject.

**Minor:** For some academic programs, this term refers to a student’s secondary academic field of specialization.

**NIE:** Número de Identificación de Extranjero. For more information, please see the section titled Be Legal.

**Permanent Student:** A degree-seeking, non-study-abroad student at the SLU-Madrid Campus.

**Sanitas Card:** A health insurance card issued by the Spanish health care provider, Sanitas. Coverage is extended to all SLU-Madrid enrolled students. Pick up your card in Student Life at the beginning of each term. Do not wait until you are sick! For more information about Sanitas, visit http://www.sanitas.es/sanitas/insurance.

**Senior:** A university student who has completed 90 or more credits. This is typically a fourth-year student.

**SLU student ID:** A card with your photo and name that identifies you as a SLU-Madrid student. You may be asked to present this card upon entrance into the Library and Computer Lab.

**S.J. (Society of Jesus):** The order of Catholic priests and brothers (also known as the Jesuits) who sponsor Saint Louis University.

**Sophomore:** A University student who has completed 30-59 credits. This is typically a second-year student.
Student Residence ID/ Residence card: NIE: A card issued by Spanish authorities for non-Spaniards that establishes legal student status while studying in Spain. This card must be renewed before its yearly expiration date. Do not get caught at the airport with an expired NIE card. Please see the section titled, Be Legal, for more information.

Summer I and Summer II: Two intensive, five-week terms held consecutively from May through July. Get in some more learning while enjoying the long, sunny, summer days of Madrid.

Transfer Student: A student who began his/her higher education studies at a different university, but who has chosen to continue or finish his/her studies at SLU-Madrid Campus. Great choice!

Visiting / Study Abroad Student: A degree-seeking student from another university (or from the SLU-St. Louis campus) who studies for one or two semesters at the SLU-Madrid campus (keyword: “studies”).

PEOPLE AND PLACES

Academic Advisor: A faculty member or first-year advisor who oversees your academic progress and helps you make decisions about academic matters.

Academic Dean: The academic official who oversees all the major academic operations of the SLU-Madrid Campus.

Admissions Counselor: A staff member who assists individuals with the admissions process.

Bedeles: Spanish name for buildings and grounds staff.

Campus Ambassadors (CA): A volunteer student leader who
assists fellow students and SLU-Madrid Campus guests.

**Counselors:** SLU-Madrid Campus licensed psychologists. These English and Spanish-speaking professionals offer free confidential counseling services to SLU-Madrid students.

**Office of Finance:** Equivalent to a Student Accounts or Bursar’s Office in most universities. Here you may pay for tuition, housing, cell phones, academic trips, orientation excursions, etc.

**Registrar Office:** Handles matters related to enrollment, transcripts, academic records, etc. Located in Padre Arrupe Hall.

**Student Government Association (SGA):** SLU-Madrid students elected by their peers to represent the student body on campus.

**Spanish Language Center Tutors:** Graduate students available to give extra assistance with your Spanish-language assignments (but who will not do your homework for you)!. The Center is located in the ground floor of Padre Arrupe Hall.

**Welcome Sessions:** Mandatory sessions at the beginning of each academic term designed to give newly-arrived students a brief introduction to the campus and the campus neighborhood.

**English Writing Center Consultants:** Graduate students who can help with your writing in English. The Writing Assistance Center is located the ground floor of Padre Arrupe Hall.
BUILDINGS

Padre Rubio Hall (Avenida del Valle, 28): named after a Spanish Jesuit priest and saint (1864-1929) from Madrid who helped the poor of the city.

Padre Arrupe Hall (Avenida del Valle, 34): named after a Spanish Jesuit priest and missionary (1908-1991) who also served as the 28th Superior General of the Society of Jesus.

San Ignacio Hall (Calle Amapolas, 3): named after Saint Ignatius of Loyola, founder of the Society of Jesus (1491-1556).

1. Padre Arrupe Hall – Admissions, Finance Office, IT Department, Personnel Office, Registrar, science labs, Science, Engineering, Nursing and Business faculty offices, classrooms PAH 17-PAH 25

2. Padre Rubio Hall – Classrooms PRH 1-PRH 16; ESL, German, French, Portuguese faculty offices, Student Life, Housing, Campus Ministry, Bookstore, printers

3. San Ignacio Hall
   Cafeteria, Computer lab, Library, Reading room, Music rooms, Dance Studio, Art Studio, Counseling Center, Dean’s Suite, Academic Advising, Careers Office, Marketing and Communication, Humanities, Political Sciences, English and Spanish faculty offices, Classrooms: SIH A, SIH B, SIH C
Appendix I - A

ENGLISH-SPEAKING GENERAL PRACTITIONER

Dr. Borrás – Bilingual
Bring your Sanitas Card (Not a Copy) Address: C/ Padilla, 20 - bajo derecha
Metro: Nuñez de Balboa (Line 5), exit: Velázquez
Telephone: 91 575 9834
Email: dr.rvborras@gmail.com

If you are going from SLU, you can take Line 7 (orange) from Guzmán el Bueno to Avenida de América, where you change to Line 4 (brown) to get to Nuñez de Balboa.

- For other health practitioners, please see: Medical Emergencies
Appendix I - B

CLOSEST SANITAS HOSPITALS
HOSPITAL LA LUZ
General practitioners, All the specialties and Emergency room
Calle del Maestro Ángel Llorca, 8
Tel.: 91 453 02 00
(2 minute walking distance from Campus)
Appendix I - C

NEARBY WALK-IN CLINIC

CONSULTORIO CEA BERMUDEZ
C/ Cea Bermúdez, 61
NO APPOINTMENT NECESSARY – WALK-IN CLINIC
10:30 am - 2:00 pm and 5:00 pm - 8:00 pm
CLOSED ON WEEKENDS

Tel. General Info: 91 399 30 25
Tel. for appointments: 902 105 912
* ENGLISH: DOCTORA MAGALLO, General Medicine

Within walking distance from the University.

Appendix I – D

HOSPITAL DE MADRID
Plaza del Conde del Valle de Suchil, 16
Metro: San Bernardo (Lines 2 and 4)
Tel.: 91 447 6600

You can go on the Metro Line 6 (gray) from Guzmán el Bueno to Argüelles and change in Argüelles station to Line 4 (brown) to go to San Bernardo where you will get off and walk to the hospital. Another way to go is to get on Line 7 (orange) at Guzmán el Bueno and get out at Canal station, then get on Line 2 (red) and get off at San Bernardo station, get out and walk to the hospital.
Appendix I – E

SANATORIO DEL ROSARIO

Príncipe de Vergara, 53  
Metro: Núñez de Balboa (Lines 5 and 9)  
Tel.: 91 435 91 00

If you are going from SLU, you can take Metro Line 7 (orange) from Guzmán el Bueno to Avenida de América. There you change to Line 9 (purple) to get to Núñez de Balboa. When you step off the train, follow the green “Núñez de Balboa” signs in order to exit correctly.
Appendix I – F

USP HOSPITAL SAN CAMILO

C/ Juan Bravo, 39
Metro: Diego de León (Lines 4, 5 and 6)
Tel.: 91 402 2100

If you are going from SLU, you can take Metro Line 7 (orange) from Guzmán el Bueno to Avenida de América. There you change to Line 9 (purple) to get to Diego de León. When you step off the train, follow the green “Juan Bravo” signs in order to exit correctly.
NOTICE TO PASSPORT BEARERS

The loss of a valid passport is a very serious matter and could cause you a great inconvenience, lost time and additional expense. Protect your passport.

**DO**

- Check your passport to determine if your name, date and place of birth, and descriptive data is correct before using the passport.
- Sign your passport in the space provided on the description page.
- Complete the address and contact information requested within your passport.
- Scan your passport and email it to yourself and to your emergency contact.
- Record your passport number, place and date-of-issue in a separate place in case of need.
- Make two photocopies of your passport. Leave one with someone who can FAX it to you in case of emergency and carry the other one with you while travelling – but in a separate place from your passport.
- Before you travel – check the expiration date of your passport.
- When travelling, lock your passport in your hotel safe if this service is provided.
DO NOT

• Carry your passport in an open or unsecured shoulder bag.

• Carry your passport in the same wallet as your money and other identification. (If you lose one, you lose everything).

• Carry your passport in a hip pocket.

• Leave your passport unaccompanied in public places, on trains, in restaurants, in bathrooms, in youth hostels, etc.

• Keep passport in an automobile whether it is locked or not.

• Use your passport for collateral under any circumstances.

• Allow anyone to ever use your passport for any reason.

• Use your passport as an address book.

• Attempt to change any official entries which appear in your passport as this could invalidate it and cause you problems.
Appendix III

PLACES OF WORSHIP

For further information, contact Fr. Jim O’Leary or Paloma Gómez de Salazar in the Student Life office.

ON SLU-MADRID CAMPUS

Catholic Masses (English-speaking)
Wednesdays at 2 p.m. in the Chapel of Padre Rubio Hall
Sundays at 6 p.m. in Room 8 or in the Interfaith Chapel of san Ignacio Hall

OFF CAMPUS

OUR LADY OF MERCY CATHOLIC CHURCH (English-speaking)
C/ Drácena, 23 - Tel: 91 350 3449
Sundays at 11 a.m. Thursdays at 1:15 p.m.
Metro Pío XII
http://www.ourladyofmercy.info

PARROQUIA SAN BRUNO (Spanish-speaking)
C/ Beatriz de Bobadilla, 3 - Tel: 91 534 4266 (Minute walk from school)
Daily Mass: 9:30 a.m., 12 p.m., 7 p.m., 9 p.m.
Sunday Mass: 10 a.m., 11 a.m., 12 p.m., 1 p.m., 2 p.m., 7 p.m., 8 p.m.

UNIVERSIDAD DE COMILLAS (Spanish-speaking)
C/ Alberto Aguilera, 23
University students Catholic Mass
Saturdays: 9 p.m.

SAN FRANCISCO JAVIER CHURCH (Spanish-speaking)
C/ Mártires de Ventilla, 34 - Tel: 91 315 0019
Sundays: 8 p.m.
SAINT GEORGE’S ANGLICAN CHURCH
C/ Núñez de Balboa, 43 - Tel: 91 576 5109
Metro Velázquez
Sunday Eucharist: 8:30 a.m., 10 a.m., and 11:30 a.m.

GREEK ORTHODOX CATHEDRAL: SANTOS ANDRÉS Y DEMETRIO
C/ Nicaragua, 12 - Tel: 91 345 4085
Sunday Divine Liturgy: 11 a.m.

GERMAN EVANGELICAL CHURCH (German-speaking)
Paseo de la Castellana, 6 - Tel: 91 435 4781

LUTHERAN CHURCH
Pastor Gustavo Lavia - Tel: 625 565 173

IMMANUEL BAPTIST CHURCH (English-speaking)
C/ Hernandez de Tejada, 4 - Tel: 91 407 4347
Sundays: 11 a.m. and 7 p.m.

COMMUNITY CHURCH OF MADRID (English-speaking)
C/ de la Viña, 3 - Tel: 91 571 2136
Sundays: 11 a.m.

AMISTAD CRISTIANA IGLESIA EVANGELICA (Spanish-speaking)
C/ Vallehermoso, 70 - Tel: 91 448 4411

SINAGOGA BETH JAACO
C/ Balmes, 3 - Tel: 91 591 3131
Friday Services: 7:30 p.m.

CENTRO CULTURAL ISLÁMICO MOSQUE
(Five Prayer Sessions Daily)
C/ Salvador de Madariaga, 4 - Tel: 91 326 2610
Appendix IV

IT AND UNIVERSITY COMPUTER RESOURCES

Computer Labs Location: Padre Rubio Hall and Padre Arrupe Hall – Basement Level

(For updated open hours, please check Campus Life News regularly).

SLU MADRID ON-CAMPUS INFORMATION TECHNOLOGY RESOURCES

ITS email address: support-madrid@slu.edu Page 1 of 3

Section 1: Logon Information

A. Windows Computer Logon Information:
   a. Username: ‘SLU Net ID’ (given to you by the Registrar’s Office)
   b. Initial Password: ‘Id’ followed by the last six digits of your Banner number (E.g.: if your Banner number is 000123456, your initial password is Id123456). You will be required to change your password upon initial logon.

**Should Windows accounts not be ready by the first day of classes, ITS will provide temporary logon information, which will be displayed in the computer Labs.**

B. mySLU Logon Information (Includes Banner & Blackboard Access):
   a) Go to https://password.slu.edu
   b) Username: your SLU Net ID
**TIP: Not sure what your SLU NET ID is? Visit SLU’s People Finder (http://www.slu.edu/peoplefinder.html) to look yourself up.**

c) **Initial Password**: ‘Id’ followed by the last six digits of your Banner number (E.g.: if your Banner number is 000123456, your initial password is Id123456).

d) After you log in using your default initial password, you are required to create your own password before accessing the SLU network and applications. You will be required to change your password every 180 days (you will get email reminders before the password expires).

e) Create your password and click Submit. Your new password MUST contain the following:
   a. One capital letter (at minimum);
   b. One lowercase letter (at minimum);
   c. One number (at minimum);
   d. At least eight characters.

**Passwords cannot contain your name, username, or special characters such as * & % : @**

f) After clicking Submit, you are required to create your “Password Challenge Response Question Answers.”

**TIP: If you forget your SLU Net password, you can reset it yourself at http://password.slu.edu after successfully answering the challenge response questions.**

g) Your SLU Net ID allows access to Banner, mySLU, SLU email, and BlackBoard.

C. SLU Google Apps/Email Logon Information (Includes Banner & Blackboard Access):

a) Go to https://mail.slu.edu
b) **Username:** your SLU e-mail address (SLU_Net_ID@slu.edu). *(E.g.: if your SLU NET ID is jdoe1, your email address would be jdoe1@slu.edu).*

c) **Initial password:** The same that you created for your ‘mySLU’ account.

**TIP:** You may also log in to your email through the ‘mySLU’ portal, by going to the ‘Tools’ tab, and selecting the ‘Google Apps’ icon **

D. Help for Password Resets and Logon Questions:

a) Questions regarding logon information and password resets (computer Windows logon and mySLU) can be directed to ITS at: **support-madrid@slu.edu**

b) Not sure what your SLU e-mail address is? Visit SLU’s People Finder (http://www.slu.edu/peoplefinder.html) to look yourself up.

c) Need help resetting your SLU Net password? You can also reset it yourself at http://password.slu.edu after successfully answering the challenge response questions.

**Additional Logon information can be found at: http://www.slu.edu/Documents/its/SLU_NET_ID_PW_Change.pdf **

SLU MADRID ON-CAMPUS INFORMATION TECHNOLOGY RESOURCES
ITS email address: support-madrid@slu.edu
Section 2: Technology Resources
A. Computer Labs and Printing Workstations: Location and Schedules
   a. Computer Lab in Padre Arrupe Hall (PAH19 located in the basement of Avenida del Valle, 34):
      - Monday through Thursday: 9AM-6PM and Friday: 9AM-3PM
   b. Computer Lab in Padre Rubio Hall (PRH9 located in the basement of Avenida del Valle, 28):
      - Monday through Thursday: 9AM-7PM and Friday: CLOSED
   c. Three Printing workstations in San Ignacio Hall (located on the ground level of Calle Amapolas, 3):
      - Available during the same hours as the Library.

**For updated Computer Lab and Library hours, please check the Campus Life Newsletter: http://spain.slu.edu/billikenews/index.html **

d. Basic Computer Lab Rules:
   - No food or Drink (other than water) is allowed in the Computer Labs.
   - Connecting your laptop to our network via Ethernet cable is strictly prohibited.
   - You must have your SLU ID card displayed at all times while in the Computer Labs.

**Computer Lab Coordinators have the obligation and the right to make sure that these rules are applied. **

**TIP: You may get a temporary SLU ID card at the Student Life Office (Padre Rubio Hall, Ground Floor). **

B. Printing Information:
   a. Each Computer Lab has an assigned printer which you can use.
   b. Print Quota:
      - You are given your entire print quota at the beginning of the semester (200 pages for Summer Session 1).
- If your print quota runs out, you may purchase more pages at the Finance Office:
  · 50 pages for 5€
  · 100 pages for 7.5€
  · 200 pages for 10€
- As soon as you log on to a campus PC, your remaining print quota is displayed at the top right corner of the screen.

**TIP: Make sure to leave some of your print quota for end-of-term papers and exams. **

C. Storage (Intranet and Internet):
  a. You are allocated 50 MegaBytes of storage space that is accessible to you from all our campus computers as the ‘Z:’ drive. The ‘Z:’ drive is mainly intended for storage of small documents.
  b. Google Drive: is included with your SLU email, and gives you additional online storage space.

**For more information about Google Apps, visit: http://www.slu.edu/its/services-and-products/google-apps-and-listserv-technology/google-apps **

D. Wireless Access:
  a. There is campus-wide wireless access, available when connecting to the ‘Saint_Louis_University’ wireless network.
  b. Please check posted signs across campus for the wireless logon information and password.
  c. Our security policy requires you to accept the terms and conditions displayed in the captive portal upon initial connection.
  d. Our policy allows for 75 minutes per wireless log on session. That means that any connected device will be automatically disconnected after 75 minutes – in this case, all you need to do is to re-connect (navigate to any web page and accept the T&C).
Section 3: Miscellaneous Information
A. Personal Computer Advice:
  a. The IT Office can assist students with accessing University resources, but does not perform any hands-on repairs.
  b. If you do need assistance with diagnostic or repair services on your personal computer, we recommend that you contact your computer vendor.
  c. If you are going to use a laptop to do work, it is crucial that you take the time to learn about your computer. There are dozens of helpful introductory books available that can be found in most bookstores. Learn about the basic functions so that you understand how to organize, copy, move, and delete files.
  d. Learn how to make backup copies of your work, and remember to do so regularly. Every semester we encounter students who have lost a course outline or final paper because they failed to back up their work.
Be a SLU-Madrid Billiken