



NYU Shanghai



上海纽约大学

NYU SHANGHAI

# STUDY AWAY

# STUDENT

# HANDBOOK

Summer 2017

Shanghai Global Affairs

shanghai.globalaffairs@nyu.edu

<https://shanghai.nyu.edu/summer-admitted>

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## Welcome

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On behalf of the entire NYU Shanghai team, congratulations on your acceptance to NYU Shanghai's Summer Program. NYU Shanghai is NYU's newest degree-granting campus, joining NYU Abu Dhabi and NYU New York.

Shanghai is an endlessly exciting place, rich in discoveries and new opportunities. Witness the development of a city that is quickly becoming a major player on the world stage. A fast-moving, cosmopolitan place, Shanghai has opportunities that attract a variety of interests. You have made an important decision to live and study abroad as a way of learning about another part of the world. We have planned an educational experience for you in Shanghai, both inside and outside of the classroom, that we hope you will find challenging and enriching.

During summer, challenge yourself to learn more about yourself, your peers and the world around you in completely new ways. You have been afforded a unique experience that is both exciting and demanding. We want to welcome you to connect with the NYU Shanghai community here, but beyond that to connect with the city itself, and all it has offer.

Remember that you are always an ambassador of your home school and your home country. We look forward to welcoming you into a community focused on developing a truly global perspective. If there is anything we can do to assist you with adjusting to Shanghai or the community in general, please do not hesitate to contact any individual listed in this handbook or reach out to your RA, Student Life, Academic staff member. We are all invested in your wellbeing and success as a student.

This handbook outlines program guidelines and policies as well as our expectations of you as participants of the program. In conjunction with the study away in Shanghai website (<https://shanghai.nyu.edu/academics/study-away/in>), the handbook is also intended to be a useful informational resource for you throughout your time as a study away student in Shanghai.

As Confucius said, "Is it not delightful to have friends coming from distant quarters?" We hope you will have a wonderful and productive time in Shanghai!

## 1. Important Dates

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Please refer to the [2016-2017 NYU Shanghai Academic Calendar](#) for all important dates and deadlines.

### **Summer Session I (May 31st - July 7th)**

Summer Session I Orientation	Wednesday, May 31
Summer Session I Classes Begin	Wednesday, May 31
Summer Session I Add/Drop Deadline (without "W")	Tuesday, June 6
Legislative Day	Friday, June 2 (Classes meet on a Monday schedule)
Legislative Day	Saturday, June 3 (Classes meet on a Tuesday schedule)
Summer Session I Course Withdrawal Deadline	Friday, June 16
Summer Session I Grading Option (P/F) Deadline	Friday, June 16
Last Day of Summer Session I Classes	Friday, July 7

### **Summer Session 2 (July 10th - August 18th)**

Summer Session II Orientation	Monday, July 7
Summer Session II Classes Begin	Monday, July 7
Summer Session II Add/Drop Deadline (without "W")	Friday, July 14
Summer Session II Course Withdrawal Deadline	Friday, July 28

Summer Session II Grading Option (P/F) Deadline	Friday, July 28
Last Day of Summer Session II Classes	Friday, August 18

## 2. Contacts

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### 2.1 NYU Shanghai Staff and Offices

- Academics

#### **Global Affairs**

Email: [shanghai.globalaffairs@nyu.edu](mailto:shanghai.globalaffairs@nyu.edu)

Academic Advising:

As a study away student at NYU Shanghai, you will have access to an on-site academic advisor to discuss your academic-related concerns. The Manager of Global Affairs is located in Room 508, and serves as an on-site advisor to support study away students academically. If you are an NYU student, the manager in Shanghai may liaise with your home school academic advisor to help you resolve academic issues. Please direct questions to [shanghai.globalaffairs@nyu.edu](mailto:shanghai.globalaffairs@nyu.edu).

#### **Chinese Language Clinic**

Email: [shanghai.chinese.program@nyu.edu](mailto:shanghai.chinese.program@nyu.edu)

The Chinese Language Clinic is a free service for students enrolled in all levels of Chinese courses. The Clinic is staffed by Chinese instructors and Teaching Assistants who help students with Chinese speaking, writing, and grammar. Students are recommended to make appointments at Room 965, but walk-ins are also welcomed if the slot is available.

- Student Life

### **Ner Student Programs**

Email: [shanghai.orientation@nyu.edu](mailto:shanghai.orientation@nyu.edu)

The orientation team prepares you for your arrival at NYU Shanghai, helps you to get oriented to the city and the campus, and makes your transition to NYU Shanghai as smooth and stress-free as possible. Our team is available to answer any questions you have about life at NYU Shanghai and can direct you to appropriate resources.

### **Student Mobility**

Email: [shanghai.student-mobility@nyu.edu](mailto:shanghai.student-mobility@nyu.edu)

The Student Mobility team supports students for inbound and outbound immigration issues. They provide students with visa consultation and help students get the appropriate visas/residence permits required to enter and study in China. Any questions related to visas/passports/hukou/residence permits, can be directed to the Mobility Team at [shanghai.student-mobility@nyu.edu](mailto:shanghai.student-mobility@nyu.edu)

### **Residential Life**

Email: [shanghai.reslife@nyu.edu](mailto:shanghai.reslife@nyu.edu)

The Residential Life Team is responsible for your experience in the residence halls, ensuring an environment that supports your academic goals and personal interests. The office also creates a supportive yet independent community, transitioning students to the experience of living away from home. Finally, the office is responsible for upholding a high standard of conduct and safety in the residence halls.

### **Health and Wellness**

Email: [shanghai.health@nyu.edu](mailto:shanghai.health@nyu.edu)

Office Number: 021-2059-5353

The Health and Wellness Center provides medical and counseling support and promotes health literacy through skills focused workshops in a warm and welcoming environment. The Health and Wellness program addresses the issues impacting students from a physical, emotional and

health literacy perspective and provides activities and resources that empower students to achieve optimal health.

- IT Services

Email: [shanghai.it.help@nyu.edu](mailto:shanghai.it.help@nyu.edu)

The IT Service Center is located on the 4th floor (Room 427), and provides one-stop IT assistance.

## 2.2 Emergency Contacts

Health & Wellness Exchange (24/7): 021-2059-9999

Public Safety for Emergency (24/7): 021-2059-5500

Police: **110**

Fire Department: **119**

Ambulance: **120**

## 3. Academic Policies & Resources

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### Academic Requirements & Registration Guidelines

- Accepted students should consult their home school advisor to determine how their course will transfer back to their degree. NYU New York and NYU Abu Dhabi students will be provided with enrollment information and non-NYU students will be enrolled manually by the NYU Shanghai Registrar's Office. Please be reminded to check your course schedule in the Student Center Homepage by logging into [Albert](#).
- All students must participate in the on-site Orientation.
- Don't plan your personal travel before receiving official syllabi at the start of the program! Academic site visits and field trips are considered required class time.
- If you have trouble getting into a course or encounter other enrollment problems, email [shanghai.globalaffairs@nyu.edu](mailto:shanghai.globalaffairs@nyu.edu)

## Courses

NYU Shanghai offers a variety of courses in the summer. Students select from content courses taught in English, as well as Chinese language courses at all levels from beginner to advanced. Students who have a question about how a course counts towards their degree should contact their academic advisor from their home school.

## Learning Chinese Language

NYU Shanghai's location and cosmopolitan student population make it all the more important for students to learn the language of the surrounding society and community.

## Academic Support

- Academic Accommodations

Any student who needs a reasonable academic accommodation based on a diagnosed qualified disability is required to register with the NYU Moses Center for Students with Disabilities (CSD). The registration instructions are below.

### Registration Process For Academic Accommodations

All forms should be scanned and emailed to the Moses Center at [mosescsd@nyu.edu](mailto:mosescsd@nyu.edu). In the email, please cc Cara Ryan, global liaison, at [cara.ryan@nyu.edu](mailto:cara.ryan@nyu.edu).

1. Complete an Application for Services form [here](#).
2. Gather and submit current documentation of your disability (electronic copies).
3. Submit a signed [Authorization for Release of Information form](#) so that the Moses Center has your permission to contact your clinician if necessary.
4. After you have emailed the above, your request for accommodations will be reviewed by a Moses Center disability specialist.

Any questions can be directed to [shanghai.arc@nyu.edu](mailto:shanghai.arc@nyu.edu).

- Academic Advising

The Manager of Global Affairs serves as an on-site advisor for study away students. If you are an NYU student, the manager in Shanghai may liaise with your home school academic advisor to help you solve academic issues. Please direct questions to [shanghai.globalaffairs@nyu.edu](mailto:shanghai.globalaffairs@nyu.edu).

### Textbook Policy at NYU Shanghai

All required books and course materials will be available upon your arrival to Shanghai. A flat fee of \$250 will be charged to all students for summer session books . However after the first week of courses, the book fee will be adjusted to reflect the actual book fee for your course(s).

### Attendance Policy

Please note that the summer program is an intensive 6 week session. Although the administration of NYU Shanghai does not supervise attendance of classes, it supports the standards imposed by instructors. When students are ill, they are expected to notify professors in advance of class, if at all possible. If the instructor determines that it is an excused absence then the student should negotiate with the professor the time and place for make-up of assignments, tests and/or examinations missed. Students who are seriously ill, should contact the Office of Health and Wellness for assistance and the Assistant Dean for Academic Affairs so that the student's professors may be contacted. Students may present, and faculty may choose to ask for, verification of an illness but providing verification of illness does not supersede a course policy that does not allow excused absences for illness or overrule an instructor's judgment that the illness does not meet the standards for an excused absence. Students who, in the judgment of the instructor, have not substantially met the requirements of the course or who have been excessively absent may be considered to have withdrawn unofficially and may be given the final grade of F.

## Religious Holidays and Attendance

NYU, as a nonsectarian institution, and NYU Shanghai, as a degree granting campus of NYU, adhere to the general policy of including in its official calendar only certain legal holidays.

However, it has also long been NYU policy that members of any religious group may, without penalty, absent themselves from classes when

compliance with their religious obligations requires it. In 1988, the NYU University Senate affirmed this policy and passed a resolution that elaborated on it as follows:

1. Students who anticipate being absent because of any religious observance should, whenever possible, notify faculty in advance of such anticipated absence.
2. Whenever feasible, examinations and assignment deadlines should not be scheduled on religious holidays. Any student absent from class because of religious beliefs shall not be penalized for any class, examination, or assignment deadline missed on that day or days.
3. If examinations or assignment deadlines are scheduled, any student who is unable to attend class because of religious beliefs shall be given the opportunity to make up that day or days.
4. No adverse or prejudicial effects shall result to any student who avails himself or herself of the above provisions.

## Academic Integrity

NYU Shanghai is a “community of the mind.” Its students, faculty, and staff all share the goal of pursuing truth through free and open inquiry, and we support one another’s endeavors in this regard. As in any community, membership comes with certain rights and responsibilities. Foremost among these is academic integrity. Cheating on an exam, falsifying data, or having someone else write a paper undermines others who are “doing it on their own”; it makes it difficult or impossible to assess fairly a student’s interest, aptitude, and achievement; and it diminishes the cheater, depriving him or her of an education. Most important, academic dishonesty is a violation of the very principles upon which the academy is founded. For this reason, violations of these principles are treated with the utmost seriousness.

At NYU Shanghai, a commitment to excellence, fairness, honesty, and respect within and outside the classroom is essential to maintaining the integrity of our community. By accepting membership in this community, students take responsibility for demonstrating these values in

their own conduct and for recognizing and supporting these values in others. In turn, these values will create a campus climate that encourages the free exchange of ideas, promotes scholarly excellence through active and creative thought, and allows community members to achieve and be recognized for achieving their highest potential.

In pursuing these goals, NYU Shanghai expects and requires its students to adhere to the highest standards of scholarship, research and academic conduct. Essential to the process of teaching and learning is the periodic assessment of students' academic progress through measures such as papers, examinations, presentations, and other projects. Academic dishonesty compromises the validity of these assessments as well as the relationship of trust within the community. Student who engage in such behavior will be subject to review and the possible imposition of penalties in accordance with the standards, practices, and procedures of NYU [Shanghai] and its colleges and schools. Violations may result in failure on a particular assignment, failure in a course, suspension or expulsion from NYU Shanghai, or other penalties.

Faculty are expected to guide students in understanding other people's ideas, in developing and clarifying their own thinking, and in using and conscientiously acknowledging resources - an increasingly complex endeavor given the current environment of widely available and continually emerging electronic resources.

In addition, students come to NYU Shanghai from diverse educational contexts and may have understandings regarding academic expectations that differ from those at NYU Shanghai. NYU values and respects all academic traditions; however, while at NYU Shanghai, students are expected to adhere to the norms and standards of academic integrity espoused by the NYU Shanghai community and will be assessed in accordance with these standards. Students should ask their professors for guidance regarding these standards as well as style guide preferences for citation of sources for assignments in their courses.

Following are examples of behaviors that compromise the academic and intellectual community of NYU Shanghai and are unacceptable.

1. Plagiarism: presenting others' work without adequate acknowledgement of its source, as though it were one's own. Plagiarism is a form of fraud. We all stand on the shoulders of others, and we must give credit to the creators of the works that we incorporate into products that we call our own. Some examples of plagiarism:

- a sequence of words incorporated without quotation marks
- an unacknowledged passage paraphrased from another's work
- the use of ideas, sound recordings, computer data or images created by others as though it were one's own

2. Cheating: deceiving a faculty member or other individual who assess student performance into believing that one's mastery of a subject or discipline is greater than it is by a range of dishonest methods, including but not limited to:

- bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, other technology or any other means)
- providing assistance to acts of academic misconduct/dishonesty (e.g., sharing copies of exams via cell phones, computers, other technology or any other means, allowing others to copy answers on an exam)
- submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors
- submitting work (papers, homework assignments, computer programs, experimental results, artwork, etc.) that was created by another, substantially or in whole, as one's own
- submitting answers on an exam that were obtained from the work of another person or providing answers or assistance to others during an exam when not explicitly permitted by the instructor
- submitting evaluations of group members' work for an assigned group project which misrepresent the work that was performed by another group member
- altering or forging academic documents, including but not limited to admissions materials, academic records, grade reports, add/drop forms, course registration forms, etc.

3. Any behavior that violates the academic policies set forth by NYU Shanghai.

## Examination and Grades

- Policies on Examinations

1. All scheduled final examinations are held at the end of the program. Please note that the student should not leave before the program ends and should not make any plans before receiving all the course syllabi.
2. Students are expected to present themselves at the place assigned at the start of the examination; late arrival will reduce the total time a student has to complete the examination, unless the instructor's course policy indicates otherwise.
3. Concerns related to final examination, complaints about violations of the final examination policy or alterations of the final examination schedule should be directed to the on-site advisor or to the Assistant Dean for Academic Affairs.

- Makeup Examinations

When final examinations are missed because of illness, a doctor's note must be presented to the instructor, who decides if a request for a grade of Incomplete is warranted. See below for an outline of procedures for taking makeup examinations.

As noted under "Grades" a student who cannot take the final examination in a course at the regularly scheduled time may be given the grade of Incomplete. The student must discuss the reasons for missing the examination with the instructor and, in the case of illness, must submit a doctor's note to the instructor. The student must ask the instructor to give a grade of Incomplete. Incompletes are not awarded automatically. The time and place of any makeup examinations are set by the instructor or the major leader.

Incomplete grades received because of a missed final examination must be removed within the semester following the one in which the Incomplete was received. In the case of students who are out of attendance, such grades must be removed within one year after the end of the course concerned. An Incomplete is a temporary grade, if it is not replaced within the time limit by a grade submitted by the course instructor it becomes an F or the default grade indicated by the instructor and is computed in the grade point average. (Regarding the removal of Incompletes

received for missed work other than final examinations, see next page under “Grades” and “Incompletes.”)

- Grades

Students may obtain their final grades on Albert via NYUHome at [home.nyu.edu](http://home.nyu.edu). The parents or guardian of a student who is a minor (under 18 years of age) may, on a written request to the Office of the NYU University Registrar, obtain the student’s grades at any time.

The following symbols indicating grades are used: A, B, C, D, P, F, and W. The following symbol indicates incomplete work: I. Only grades of A, B, C, D, or F earned in any NYU course while matriculated in NYU Shanghai, or earned in any of NYU Shanghai’s courses (courses suffixed by “-SH”) while matriculated in another division of NYU, are computed in the average. The following grades may be awarded: A, A-, B+, B, B-, C+, C, C-, D+, D, F. In general, A indicates excellent work, B indicates good work, C indicates satisfactory work, and D indicates passable work and is the lowest passing grade. F indicates failure. The weights assigned in computing the grade point average are as follows:

A 4.0

A- 3.7

B+ 3.3

B 3.0

B- 2.7

C+ 2.3

C 2.0

C- 1.7

D+ 1.3

D 1.0

F 0.0

- Policies on Assigned Grades

Once a final grade has been submitted by the instructor and recorded on the transcript, the final grade cannot be changed by turning in additional course work.

To appeal an assigned grade (only final grades are assigned grades, midterm and individual assignment and paper grades are not appealable) the student should first consult with the instructor who assigned the grade to discuss the grading requirements for the course and how the grade was determined. If the student is not satisfied with the outcome of the discussion and wishes to appeal the grade further, a formal written appeal should be submitted to the Assistant Dean for Academic Affairs within one month of the date the grade was posted. An independent review of the grade will be undertaken. All of the student's work will be reviewed to clarify how the grade was determined and to ensure the grade is consistent with academic guidelines and policies. The result of the appeal may be that the grade is lowered, raised, or stays the same. The decision of the Assistant Provost for Academic Affairs in matters related to a course grade is final.

- Grade of P

The grade of P (Pass) indicates a passing grade (A, B, C, or D) in a course taken under the pass/fail option. It is also used to indicate non-graded courses. The grade of P is not computed in the average. The grade of F under the pass/fail option is computed in the average. For more information and procedures to obtain the pass/fail option, see end of this section under "Pass/Fail Option."

- Grade of W

The grade of W indicates an official withdrawal of the student from a course in good academic standing. Please see "Change of Program" and "Withdrawing from Courses," above, for information on the regulations and procedures for withdrawing officially from courses.

- Grade of I

The grade of I (Incomplete) is a temporary grade that indicates that the student has, for good reason, completed all but a single requirement or a small amount of the course work, and that

there is the possibility that the student will eventually pass the course when all of the requirements have been completed. A student must ask the instructor for a grade of I, present documented evidence of illness or the equivalent, clarify the remaining course requirements with the instructor, and receive approval from the Assistant Dean for Academic Affairs. The Incomplete grade is not awarded automatically. It is not used when there is no possibility that the student will eventually pass the course. If the coursework is not completed and a grade submitted by the course instructor before the statutory time for making up incompletes has elapsed, the temporary grade of I becomes an F or the default grade indicated by the instructor and is computed in the student's grade point average.

- Incompletes

All work missed in a summer session must be made up by the end of the following fall term. Students who are on a leave of absence in the semester following the one in which the course was taken have one year to complete the work. Students should contact their advisor for an Extension of Incomplete Form, which must be approved by the instructor. Extensions of these time limits are rarely granted.

- Pass/Fail Option

Students should follow the procedures listed below in order to declare the pass/fail option for a course while studying away at a NYU Shanghai. Pass/Fail requests must be submitted by the deadline noted on the academic calendar. Please note that Chinese Language Courses must be taken for a letter grade. (Students are subject to the pass/fail policies of their home schools. ) It is highly recommended to consult your academic advisor before declaring the pass/fail option.

## Withdrawing from a Course

Withdrawing from a course before the add/drop deadline is treated as a drop and will not appear on the transcript. Those courses withdrawn the withdrawal deadline will be recorded with a grade of W. After the course withdrawal deadline, no one may withdraw from a course. Students who are ill or have a serious personal problem should contact their advisor.

## Program Withdrawal

Students wishing to withdraw completely after arriving at NYU Shanghai must first consult staff in either academic life or student life and must also be in touch with their home school academic advisor. Please note that only enrolled students are allowed to remain in NYU housing. Students wishing to cancel their attendance before arrival should contact [shanghai.globalaffairs@nyu.edu](mailto:shanghai.globalaffairs@nyu.edu). Students wishing to withdraw from courses with a "W" on their transcript must adhere to the withdraw deadline.

## Tuition Refund Schedule

Please refer to the refund schedule on [this website](#).

## 4. Student Life Policies & Resources

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### Student Conduct Policies and Process

Students studying away at NYU Shanghai are expected to uphold the NYU General Rules of Conduct, the Study Away Standard and NYU Shanghai Student Conduct Policies; respect all members of the NYU Shanghai and Shanghai communities; respect the customs, culture and laws of Shanghai and the People's Republic of China.

Please refer to the STUDENT CONDUCT POLICIES AND PROCESS document for detailed policies including student conduct policies, health and safety policies, residential hall policies, and the student conduct process.

<https://cdn.shanghai.nyu.edu/sites/default/files/media/nyush-student-policies-fall2016.pdf>

You are also responsible for adhering to the Study Away Standard.

[https://www.nyu.edu/content/dam/nyu/globalPrgms/documents/MasterPages/StudyAway\\_Standard\\_Aug13.pdf](https://www.nyu.edu/content/dam/nyu/globalPrgms/documents/MasterPages/StudyAway_Standard_Aug13.pdf)

## Residential Life

<https://shanghai.nyu.edu/campus-life/residential>

At NYU Shanghai, all Study Away students are required to live in the Green Center Residence Hall. The Green Center is located in the Jinqiao area of the Pudong District.

Each student floor is supported by a resident assistant (RA), an upperclass student who will support students' transition to university and Shanghai life. RAs will also help develop community through programming and upholding a standard of conduct consistent with the expectations of NYU. Finally, RAs act as the first responders to any emergency in the residence hall.

The Residence Hall Director and Assistant Director supervise the RAs and support the residence community at large. A professional staff member is also on duty 24 hours a day, seven days a week in the event of emergency and lives in the building with the students, providing greater oversight when needed. The Residential Life team is committed to empowering students to live an independent yet supported life in the residence hall.

The hall has on-site public safety officers 24 hours a day, seven days a week, who provide security for the building and act as yet another contact in the event of an emergency.

For additional information, please email [shanghai.reslife@nyu.edu](mailto:shanghai.reslife@nyu.edu).

- Residence Hall Policies

Please refer to the STUDENT CONDUCT POLICIES AND PROCESS document for detailed policies on residence hall community standards

## **Resource Center**

Location: Building 1, Green Center Residence Hall.

Hours: 9am-9pm, Monday-Sunday

Who we are

As the hub of NYU Shanghai residential community, we specialize in answering questions and providing information about NYU Shanghai and the residence hall. We help students navigate university resources and services, and promote ways for residents to get connected and stay informed.

#### What we do

At the Resource Center, you can pick up packages, buy/refill laundry cards, borrow cleaning supplies and board games, and get masks or band-aids if needed. Got questions? Go ahead, ask us!

#### **How to Submit a Facilities Work Order**

It is everyone's responsibility to maintain working order of the facilities equipment (lights, bathroom, furniture). Students with facilities and maintenance issues will need to report them immediately by submitting a work order through the OrgSync Portal, scan the QR Code located in the elevator banks, or stop by Tower 2 Facilities office in Room 106.

- Fitness Center

The NYU Shanghai Fitness Center is available for all students. The center is located in the B1 level of the Academic Building and has the latest equipment from LifeFitness, including treadmills, cross trainers, a concept rower, upright and cycling bikes, strength machines, and free weights. The Fitness Center hours are Monday to Thursday from 4 - 8 pm.

#### Health and Wellness

Health and Wellness at NYU Shanghai is committed to promoting a safe, informed, healthy and happy university community, by providing an array of professional services tailored to support our student's needs during their university life at NYU Shanghai. The Health and Wellness Center program addresses the issues impacting students from a physical, emotional and health knowledge perspective and provides activities and resources that empower the students to achieve their academic potential. The transition to adulthood and the navigation of college life presents wonderful opportunities, but can sometimes cause stress and varying emotions. We are also mindful of the great opportunities and added challenges of being a student in a mega

city like Shanghai. The Health and Wellness Center provides medical and counseling support and promotes health knowledge through skills focused training and learning workshops in a warm and welcoming environment.

Studying away at NYU Shanghai offers you a unique opportunity to continue your studies and experience Chinese culture in one of the most modern, mega cities in the world. Shanghai has a unique history, which represents both its ancient past and modern future. The Health and Wellness team are dedicated to supporting this period of personal and social development by offering workshops introducing students to basic elements of Traditional Chinese Medicine and ancient art of Tai Chi as part of the journey. Our team are also actively involved in community based health promotion and education campaigns targeting the contemporary issues impacting students and individual assistance with medical referrals and wellness counseling. If you have any questions please do not hesitate to contact us at [health.shanghai@nyu.edu](mailto:health.shanghai@nyu.edu)

The Health and Wellness Center is located on the 6th floor of the academic building and opened Monday to Friday 8.30- 5.30. The Center is staffed by highly trained professionals who are focused on supporting the needs of students. Professional counseling services are confidential and offered to students free of charge.

The Wellness Exchange is a 24 hour counseling hotline - all students can call for support.

Tel: 021 2059 9999.

- Health Insurance

New York University requires that NYU students studying abroad as part of their educational program be covered under the NYU-sponsored health insurance plan administered by GeoBlue (formerly HTH Worldwide Insurance).

The GeoBlue coverage provides coverage worldwide. The GeoBlue coverage is essential. Students who are from schools outside of NYU are responsible for their own health insurance coverage.

## 5. Arriving in Shanghai

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### Arrival Information

Transportation to NYU Shanghai

Campus address: No. 1555, Century Avenue, Pudong, Shanghai

Address in Chinese: 上海浦东世纪大道1555号, 近浦电路

Tel: (+8621) - 2059 5000

Residence address:

By walk: No. 3680 Zhangyang Road, Pudong, Shanghai (near Jinqiao Road)

上海浦东张杨路3680弄2号楼 (近金桥路)

By taxi: No. 567, Zaozhuang Road, Pudong, Shanghai (near Zhangyang Road)

上海浦东枣庄路567号, 近张扬路

### **Shanghai Airports and Railway Stations**

**Airport Arrival:** There are two International airports in Shanghai. Most international flights fly into **Shanghai Pudong International Airport (PVG)** while most domestic flights fly into **Shanghai Hongqiao International Airport (SHA)**. Both airports have two terminals and are connected by Metro Line 2. It takes about 1 hour by taxi from both airports to NYU Shanghai campus. For more information please go to this website.

**Railway Station Arrival:** There are three main railway stations in Shanghai. **Shanghai Hongqiao Railway Station** is located next to the Hongqiao International Airport, connected by Metro Line 2 and Line 10. It mainly operates high speed trains and bullet train to all directions. **Shanghai Railway Station** is the oldest railway station located in Shanghai center, connected by Metro Line 1, Line 3 and Line 4. It mainly operates bullet trains to the northern regions and low speed trains to the rest of China. **Shanghai South Railway Station** is connected by Metro Line 1 and Line 3. It mainly operates bullet trains to the southern regions and low speed trains to the rest of China.

## Traveling from the Airport

**Airport Shuttle Bus:** There are a few shuttle buses that go to city center from Pudong International Airport. Destinations including Hongqiao International Airport, Jing'an Temple, and Shanghai Railway Station. The shuttle bus to Shanghai Railway Station (Line 5) has a stop at Century Avenue/Pudong Nan Road, which is the closest stop to NYU Shanghai. Ticket fare varies from 15 RMB – 25 RMB. Operation hour from 6:30 AM to 11:00 PM. For more details, please visit the airport website.

**Metro:** Metro line 2 runs through the city horizontally and connects Pudong International Airport and Hongqiao International Airport at two ends. If you choose to take metro at Pudong International Airport, you must get off and transfer to another train at Guanglan Road Station. It costs you 6 RMB and approximately one hour to reach Century Avenue Station. This is the most economic travel option, however, it's not recommended for those travelling with big luggage.

**Taxi:** We highly recommend you to take this option as it is the most convenient way to get from the airport to the residence hall or campus. When you enter the arrival hall, look for the sign for taxi. It is important to bring a Chinese address with you as most drivers don't speak a word of English. Student Life in Shanghai has prepared following 2 address cards for the Residence Hall and NYU Shanghai Campus for you to show to the taxi driver. The trip usually costs approximately 120 - 150 RMB (19 - 24 USD). Remember to take a receipt before you get off, and there's no tipping culture in China.

[\*\*NYU Shanghai Campus Address Card\*\*](#)

[\*\*NYU Shanghai Residence Address Card\*\*](#)

- [\*\*Move-In Day Arrangement\*\*](#)

## Move-In Day

Tuesday, May 30, 2017 (Session I)

Sunday, July 9, 2017 (Session II)

You won't be able to move into your residence hall until the official Move-In Day. If you arrive prior to this date, you'll need to arrange for local accommodations. To help you go through this busy period of time, a suggested packing list and further housing assignment details will be provided was provided at the Pre-Departure Orientation.

## 6. Life in Shanghai

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There are a thousand "Shanghai's in a thousand people's eyes. Yet anyone who conceive Shanghai as defined by its glamorous modern façade is either misled or narrow-minded. Shanghai is a melting pot, a place with various dimensions, where the old meets the new, the traditional meets the modern, and the Eastern and the Western. Only when you experience the richness of its history, culture and art can you fully appreciate the extraordinariness of the city.

In Shanghai, you will find your life convenient, colorful and full of adventures. There is a wide range of options when it comes to dining, shopping, entertainment and city exploration. From stunning Art Deco galleries to modern theatres, from Shikumen-Shanghai style architecture to skyscraper, from Michelin restaurants to local street food, from international fashion festivals to local artefacts market, Shanghai always has its way to surprise and amaze you.

### Arranging Your Finance

- Living Cost in Shanghai

Living in Shanghai can be either relatively cheap or very expensive. It all depends on how you arrange your finance. You may easily find things that are much more expensive than those in a US city. Living cost rises every year. The following price approximations may give you a rough guide to the living cost in Shanghai (tax included and no tipping required).

Products	Cost in RMB	Cost in USD

Workday lunch sets in restaurants	15 - 45 RMB	2.2 - 6.6 USD
3-course meal for 2 person (Mid-range Chinese restaurant)	150 RMB	22 USD
3-course meal for 2 person (Mid-range western restaurant)	350 RMB	52 USD
Cappuccino in Starbucks (Grande)	33 RMB	5 USD
A drink in Bar Rouge (cocktail)	90 RMB	13.2 USD
A cinema ticket	60 RMB	8.8 USD
A taxi ride of 3 KM	14 RMB 5 AM – 11 PM 18 RMB 11 PM – 5 AM	2.1 USD 2.6 USD
A pair of Levi's Jean	799 RMB	118 USD
A Gap T-shirt	179 RMB	26.3 USD

- Banking and ATMs

We recommend you to join the Jinqiao Neighborhood Tour during orientation, where our staff will take you to the nearest banks. You can use your passport to set up a bank account at a bank near campus. These accounts can receive wire transfers in US dollars and Chinese Yuan

from both international and domestic sources. You should check with your current bank to see if they have any reciprocity arrangements with banks in China. Remember to register a local mobile phone number before you open a local bank account.

When you arrive for orientation, NYU Shanghai will help you set up a local bank account. You will be able to deposit money or allow your family to send wire transfers to this bank account while limiting the fees you would incur from transactions through a bank from your home country.

Many ATMs can accept international credit and debit cards with the Visa, MasterCard, and American Express logo and will automatically convert US dollars into RMB for withdrawal, but fees can be exorbitant. We suggest this method only as a last resort when cash is urgently needed. American Express and Discover cards are rarely accepted in shops in China. We do not suggest that students use international credit or debit cards in China, as fees charged by home banks and credit card processors can be quite high.

The Chinese banking system is not yet highly internationalized. International banks with branches in China are separate corporate entities from their Chinese outposts and do not allow direct transfers between the two; this is true of Chinese banks with international branches as well. For this reason, wire transfers are still the only way to move money between any bank in China and any international bank, regardless of the bank.

Each bank will have different fees associated with international money transfers, so it is important to contact any bank you are interested in using to find out what fees they charge for transfers to China.

- Exchanging Money

Many banks can exchange money for you before you come to China. We recommend you bring RMB 1,000 (about USD 150 as of May 2017) on your trip here because purchases and trade in much of China still relies on cash.

As part of your orientation, we'll show you where to set up a bank account and let you know what documents you need to do so. Once your account is set up, you can receive wires from

abroad and exchange USD or widely traded currencies into RMB as necessary through the local Chinese bank.

## Getting Around

The most convenient way to getting around the city is by metro. You can buy a transportation card at any metro stations in Shanghai, which can be used on metro, taxi, bus and ferries. You are required to pay a 20 RMB deposit when purchasing the card.

**Metro:** There are 14 metro lines running in Shanghai as year of 2015. You can easily find a metro station in the city center, and most of them run into Shanghai suburbs. The cost varies from 3 RMB to 10 RMB depending on the distance. The operation hours is from 5:30 AM to 11:30 PM in general, but it varies line by line. If possible, please avoid taking metro during rush hour (7:40-8:40AM; 5:45-6:45PM), as it is extremely crowded.

**Taxi:** Traveling in Shanghai by taxi is convenient. It is important to bring a Chinese address with you as most drivers don't speak English. Remember to take a receipt before you get off, and there's no tipping culture in China.

**Bus:** Shanghai has more than 1000 formal bus lines, including downtown and suburban lines. Most bus lines are named in number and have a fixed rate at 2 RMB, while some others are named in Chinese which run between city center and suburbs. A mini bus with 4 digital numbers connects neighborhoods and a metro station.

**Bicycles:** Like most Chinese big cities, Shanghai is very easy to navigate by bicycle. There are dedicated bike lanes on many streets in the city, and there are always a lot of cyclists on the street. You can purchase a new bike (or a seconhand one by haggling) near campus for a price lower than that in the United States.

There are three things that you need to be aware of if you plan to purchase a bicycle. First, finding helmets and other safety gear can be difficult because this equipment is rarely worn by the local population. That said, we do not recommend students ride without gear, since there is a larger variety of vehicles (such as electric bikes, three-wheeled vehicles, etc.) on the road, and vehicles are more likely to violate traffic rules unexpectedly. Second, bike theft is one of the most common crimes in China, so it might be wiser for students to buy used bikes instead of new ones and always secure them with locks. Finally, we strongly recommend that students do

not purchase or ride electric bikes and other motorized vehicles. Injuries sustained while on such vehicles may not be covered by your insurance policy.

## Dining

**On-Campus Dining** at NYU Shanghai is a pay-as-you-go plan. The cafeteria in B1 offers breakfast, lunch and dinner from Monday to Friday with a variety of Chinese, Vegetarian and Halal food options. Sandwiches, cakes, fruits, coffee and other drinks can be purchased at 2F Café. Meals at the on-campus cafeterias average between RMB 10 and RMB 30, and students can swipe their campus ID card to purchase them. The campus ID card can only purchase food in B1 cafeteria and 2F café. Students can use cash to add money to the ID card. For fire prevention, you are prohibited from owning or keeping any cooking equipment in your residence hall room.

**Vegetarianism:** China has plenty of vegetarian dishes to offer. Just make sure that the dishes you order do not use animal-based oils or broths in preparation. Some vegetarians have trouble finding “actual” vegetarian food. For example, the waiter might bring out an eggplant dish with tiny shrimp sprinkled on top, even after specifically being told “no meat.” Sometimes you just have to laugh it off and reorder. Or if you are fine with picking out shrimp, that works too! It is also a good idea to say “sucai” (vegetarian) as opposed to “bu yao rou” (no meat) as seafood is not considered meat in China.

### ***Vegan Restaurants Around Campus:***

iVegan 爱源素蔬食馆

Address: No.87 Songlin Road, Pudong

Tel: 021-50586016

Date Tree 枣子树

Address: 3F, Yuanshen Sports Center, No.1458 Zhangyang Road, Pudong

Tel: 021-58219979

When traveling to smaller cities, whether on group travels or individually, students may be dismayed to find a lack of vegetarian options and the presence of some more exotic meats such as organ meat, chicken feet, frog legs, snakes, and so on. Try to bring enough supplies and snacks in case you cannot find vegetarian dishes.

## Shopping

Shanghai is crowned as the “shopping paradise”. You can find both low-end local goods and high-end imported luxury products.

**Commercial Zone:** There are several commercial zones in Shanghai downtown, mostly located in Puxi. The closest two to our campus is Lujiazui commercial zone (Metro line 2, Lujiazui Stop) and Babaiban commercial zone (Metro line 9, Shangchen Rd Stop). You can find numerous restaurants and shops, cinema and other entertainment facilities there.

**Imported Products** usually have a much higher price than those sold in the original country, especially for perfume and cosmetics. You may find it's difficult to purchase imported food products as the options are very limited in local supermarkets like Carrefour or Century Mart. There are more options in foreign grocery stores like City Shop or City Super, but the price is much higher.

**Online Shopping** is increasingly popular in China. It is easy to find products you want online for a price much lower than the retail price in the shop, and they can be delivered directly to home. But online shopping also has its disadvantages, such as unguaranteed quality. Most online shopping websites are in Chinese, and many of them don't accept foreign credit card. Talk to your Chinese roommate or peers to see if they are willing to help purchase online for you.

### **Popular Online Shopping Websites:**

- TAOBAO (<http://www.taobao.com/>) or TMALL (<http://www.tmall.com/>) – retail products
- Yihaodian (<http://www.yhd.com/>) – specialized in imported food products
- Amazon (<http://www.amazon.cn/>) – specialized in global purchase
- Suning (<http://www.suning.com/>) – specialized in electronic products, delivery is quick

**Haggling** could be an interesting and enjoyable aspect of shopping in China. In most shops, such as small-scale clothing vendors and souvenir stalls, haggling is necessary and expected. Merchants will begin by giving a quote that could be four or more times the actual price.

Assuming you appropriately communicate your desire for a lower price, you and the vendor will hash it out for a few minutes until you come to a price you are both satisfied with. Shop owners will be aggressive in their initial overpricing, so it is your responsibility to only settle on a price you can accept. As you get used to the local value of different goods, you will become more effective at haggling. You do not need to haggle for all goods in China. At many large-scale

shops, local convenience stores, and grocery stores where prices are clearly listed, haggling is not allowed. However, at tourist sites or when purchasing items regarded as souvenirs, you are almost always expected to barter regardless of the scale of the store or the fact that price tags may appear on items.

## Language Tips

Shanghai is one of the most international cities in China. Most young people understand and speak a limited amount of English. However, you may find it difficult to communicate with local taxi drivers, cashiers in stores, or middle-aged and senior people. Therefore, it is helpful if you can learn how to say the address for the residence hall and campus in Chinese, or other basic Mandarin before you come, such as asking for road, asking for help, etc. Keep a copy of the address card we prepared for you in your purse or wallet in case the driver cannot understand you.

While you study in Shanghai, take the advantage to speak as much Chinese as you can at all times and do not be afraid to speak because you think your accent is horrible. You will find that locals are very encouraging to new speakers and will always compliment you on your speaking.

### ***Here Are Some Useful Apps/Websites Which Can Help You Learn Mandarin Faster.***

- Anki (<http://ankisrs.net/>): For acing your vocabulary
- Pleco (<http://www.pleco.com/>): For a free, offline dictionary
- FluentU (<http://www.fluentu.com/chinese/>): For real-world immersion, learning from songs, videos or movies
- Skritter (<http://www.skritter.com/>): For learning Chinese writing
- Chinese Skill, iOS | Android: For learning with games
- Standard Mandarin (<http://www.standardmandarin.com/>): For the Pinyin and the tone

## Religious Services

Much like in the United States, legal separation of church and state exists in China, which means that religious practitioners must find services and communities off-campus. All major faiths have community centers and places of worship in Shanghai. You can find a list of places of worship on the Community Resource Guide Book. If you still can't find the information you need, NYU staff in Student Life will provide guidance and support to anyone seeking a religious community to engage.

## Shanghai Attractions

Shanghai is a charming city, you can find not only world-class architecture, galleries and art museums, pubs and bars, but also historic Shikumen buildings, water towns, and local markets.

**Pudong** refers to the areas that is in the east side of the Huangpu River. This area was mostly farmland before the late 1980s but now contains much of the financial district and modern architecture of Shanghai, including the Oriental Pearl Tower and the Shanghai World Financial Center. NYU Shanghai's academic building is in the heart of Pudong (Lujiazui) on Century Avenue, minutes away from the two aforementioned landmarks.

**Puxi** refers to the areas that is in the west side of the Huangpu River. This includes the oldest areas of the city as well as a wealth of native and colonial buildings from the 19th and early-20th century along the Bund, Nanjing Road, Huaihai Road, former French Concession and elsewhere. Near NYU Shanghai's academic building there is a big interchange subway station, which can easily and quickly take you to anywhere in Puxi.

**Parks** in Shanghai are safe and vibrant places, and we encourage you to explore and enjoy them fully. They are great places for study, relaxation, and watching groups of retired residents engaging in group singing, dance, tai chi practice, and so forth. NYU Shanghai's academic building is near Century Park, the largest park in Shanghai center and a wonderful place to enjoy a sunny, cozy afternoon.

## Travel

Traveling in most of China is cheap and convenient. However, making flight or train reservations can be somewhat challenging for students who do not speak Mandarin Chinese. The NYU

Shanghai staff is happy to assist students who wish to purchase weekend travel tickets. Make sure you ask for assistance at least a few weeks in advance to allow for processing time.

Ctrip (<http://www.ctrip.com/>) is the biggest online travel website which provides ticketing service for train and flight, hotel booking and vacation booking in both Chinese and English. One resource open to all NYU students for international travel planning is NYU Traveler, available through your NYU Home account. There you can learn how to book flights through NYU Traveler's Egencia and AMEX systems.

### ***Travel Tips***

- Flight tickets may be cheaper than train tickets sometimes.
- Inform someone (your parents, the school, a friend) of your travel plans in case of emergency.
- Cash is king. Make sure you have more than one source of money (e.g., cash and a credit card) as credit card is not popular in many parts of China.
- Always ask for the price before you take something. Nothing free will fall onto your lap.
- Make a copy of your passport and a credit card and bring them with you.
- Bring email confirmations of all reservations and arrangements you have made.
- Write down the address of your destination to show to a local if you need help and print out directions to get to that location.

## **7. Information Technology (IT)**

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NYU Shanghai Information Technology Services strives to provide high quality, rapid and reliable solutions to enable seamless computing connectivity in alignment with the University's academic mission.

We develop, implement, and enhance technologies that promote communication, collaboration, and interaction, both locally and globally.

Working in collaboration with Information Technology Services and Global Technology Services at NYU's campus in New York City and, in partnership with NYU Shanghai's students, faculty, and staff, we aim to facilitate teaching and learning, community life, research, and administration through a robust technology infrastructure.

<https://shanghai.nyu.edu/it>

### **Walk-In Support Center**

Room 427, Monday - Thursday: 8:30 a.m.-9:00 p.m.

Fridays: 8:30 a.m.-5:30p.m.

shanghai.it.help@nyu.edu

Hotline: +86 (21) 2059-5555

Find "Ask ITS" under "IT Services" menu.

### Printing

NYU Shanghai has computer labs equipped with printers on campus. You have access to NYUSH Pudong Campus Printers. Copy shops and print shops are also available around campus. If you are interested in purchasing a printer, you can order one through a local electronics website or visit a local Best Buy-style electronics store to pick one up.

### IT FAQ – Setup VPN

Our IT department has sorted out some frequently asked question. If you have the same issues, please find the answer below.

1. Why can't I login NYU home with my NetID?

Answer: Please wait 48 hours after you activate your NetID for the set credentials to synchronize through the system.

2. Why can't I access NYU services like NYU mail, etc.?

Answer: You will need to install NYU VPN client to access NYU mail, Google Apps, and some other NYU services in China.

3. I'm unable to download VPN client.

Answer: Due to the Chinese Great Firewall, NYU home site access are limited, including the download and setup information for NYU VPN. Please use <http://shanghai.nyu.edu/it/vpn> for your VPN download and configuration. Which is available in Windows/OSX/Android platforms, for iOS, you will be accessible from the iTunes Apps Store.

4. VPN login unable to connect

Answer: Please understand that it requires the system to fully synchronize your information after you have activate your NetID along with various university services. If you continue to experience connecting issues with errors regards to your access/login/password after 48 hours of your NetID initialization, please try to reset your NetID password to allow the system to reset the synchronize process.

If you continue to experiences issue accessing any NYU resources (NYU Home/email/Calendar/VPN/Albert etc.) after an additional password reset of your NetID. Please do not hesitate to contact our helpdesk [shanghai.it.help@nyu.edu](mailto:shanghai.it.help@nyu.edu) by indicating your NetID.

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## 8. Be Safe

### Public Safety

The NYU Shanghai Department of Public Safety's mission is to create a safe and secure environment for students, faculty, staff, and visitors to pursue their educational and professional goals while in Shanghai.

Led by a team of highly experienced security professionals and staffed by trained security practitioners, NYU Shanghai Department of Public Safety operates 24 hours a day, seven days a week, 365 days a year.

In case of certain emergencies, the department has a mass notification system designed to alert the NYU Shanghai community in a matter of minutes via email. We are currently working on upgrading this system to include text and voice messages. To ensure the hands-on involvement of the Department of Public Safety leadership, senior members of the team reside near campus, making them immediately available to respond to incidents at all hours.

The public safety team also maintains strong partnerships with ECNU Public Security, the Shanghai Public Security Bureau, and local embassies and consulates.

- Crime Prevention

### **Safety in Shanghai**

Shanghai has a low crime rate, particularly for a major city, but petty crimes like pickpocketing do happen in crowded areas like train stations, markets, and busy streets. There are also a number of scams that specifically target foreigners and tourists.

The NYU Shanghai Department of Public Safety can be reached by phone at **+86-21-2059-5500**. Public safety personnel will help you contact the police and support services. Municipal emergency numbers are

Police: **110**

Fire Department: **119**

Ambulance: **120**

**Be Proactive! Your Safety Is In Your Hands.**

- Emergency Medical Transport

NYU Shanghai Department of Public Safety also helps students with taxi reservations for emergency medical transportation. Please feel free call us any time at +86-21-2059-5500 or

stop by our Command Center 24 hours a day, seven days a week, located in room 118 in the Academic Building to ask for help.

- **NYU Shanghai Card Services**

The NYU Shanghai ID Card Center is currently located in room 118 in the Academic Building. For replacement or new card requests, please email the following information to nyush.dps@nyu.edu:

1. Full Name
2. University ID number (starts with an “N”)
3. NetID
4. Contact phone number
5. Reason for needing a new or replacement card

There is a 100 RMB fee to replace your NYU Shanghai ID card. Currently, we can only accept payment in cash. You must present an identification document (e.g. state photo ID or passport) and the receipt of payment to receive your new NYU Shanghai card. If your card is stolen and you obtain a police report (or incident information slip) from the police department, the fee can be waived.

#### **Hours Of Operation**

Monday-Friday, 8:30 a.m.-5:30 p.m.

- **Lost and Found Services**

NYU Shanghai Department of Public Safety is the central databank for items lost and found on campus and should be the first place you go if you have lost your property. We will be able to search our database for any found property or take down your information in case we later receive your property. Please feel free to stop by the Public Safety Command Center in room 118 of the Academic Building or give us a call at +86-21-2059-5500.

## Shuttle bus

NYU Shanghai has contracted with a local vendor to provide transportation, convenience, and safety for its community members to shuttle for the students living in the dormitories. The shuttle bus schedule can be found [here](#):

All riders must present their NYU Shanghai, NYU, or NYU Abu Dhabi ID card to the driver as verification of eligibility to use NYU Shanghai transportation. All who use NYU transportation are to conduct themselves in a safe and responsible manner at all times. NYU Shanghai reserves the right to withdraw transportation eligibility at any time without notice.

For any comments and suggestions, you are welcome to send them to [nyush.dps@nyu.edu](mailto:nyush.dps@nyu.edu).

## Safety Tips

- Safety on Campus

- Program your mobile phones with the number for the NYU Shanghai Department of Public Safety at +86-21-5168-8325.
- “Crimes of Opportunity” only take a moment.
- Keep personal belongings with you.
- Always lock your suite doors. Use the deadbolt.
- Establish rules with your suitemates.
- Be wary of strangers conversing with you on campus and in other public spots.

## **Regulations**

- Never smuggle, traffic in, transport, manufacture, or be in possession of narcotic drugs. Participating in such activities carry penalties of imprisonment from no less than three years up to death, depending on the quantity of narcotic drugs found.
- Do not purchase or sell fake goods. Intellectual property crimes carry penalties of three to seven years of imprisonment.
- Avoid participating in demonstrations. Participating in such activities carry penalties of no less than five years of imprisonment.
- Report suspicious persons or activities to a public safety officer.
- Don’t leave what you are drinking or eating unattended in public areas.

## Tips for Pickpocket Prevention

- ❑ Do not put anything in your back pockets.
- ❑ Do not put anything valuable in thigh pockets (cargo shorts/pants).
- ❑ If you are carrying valuables, put them in more than one pocket.
- ❑ Protect your valuables by putting them closer to your person, and in the case of your backpacks, bags, and purses, place them in the inside pocket and secure the zippers with a clip that will fit through the hole of the zippers.
- ❑ Defend your personal space (try avoiding walking or standing in crowds like on busy trains).
- ❑ Carry bags and backpacks in front of you with nothing valuable in outer pockets.
- ❑ Any purse or day bag should have a strap no longer than just under your elbow (helps prevent bag slashing and easy access to what is inside). Wide straps on purses and bags offer better protection.
- ❑ Carry day bags and purses diagonally across neck and chest.
- ❑ Carry your bag and/or purse on the sidewalk side instead of the street side.
- ❑ Be aware of scams that cause distractions, like being squirted with something and having a seemingly kind lady try to clean it up. Pickpockets thrive on distraction, whether they cause it themselves or you are just watching a street performance.
- ❑ Always remain vigilant.
- ❑ If You Catch a Pickpocket
  - ❑ Be loud.
  - ❑ Make a scene (pickpockets try to avoid attention and often run from too much attention).
  - ❑ If you still have your valuables, immediately walk or run in opposite direction of perpetrators.
  - ❑ Pickpockets generally avoid confrontation, but if a weapon is visible, comply with their demands.
- ❑ If You Already Have Been Pickpocketed
  - ❑ Inventory what was lost.
  - ❑ File a report with the NYU Shanghai Department of Public Safety.
  - ❑ File a police report of the theft at the local police station.
  - ❑ Alert your travel insurance company if covered for theft (a police report is key in this case).

## **Information alert**

During emergencies, the latest information will be communicated through blast messages via email and text to mobile devices.

If you have an NYU NET ID, you will automatically get email alerts. To receive emergency text messages, you must provide a cell phone number. To change or enter your cell phone number or email, follow the steps below to update your information.

If you are an NYU student, update your cell phone number or email by taking the following steps:

1. log into NYUHome
2. go to Albert, Student Center, Personnel Information, Contact Information, and click on the "Email/Cell Phone/Fax" link under the "Personal Profile" section.