## STUDENT HANDBOOK

Center for English as a Second Language (CESL) at Southern Illinois University - Carbondale (SIU-C)



#### **MISSION STATEMENT**

The Center for English as a Second Language serves international students enrolled in CESL or in Southern Illinois University (SIU). Our primary mission is to provide the highest quality English language program and curriculum, delivered by professionals in the field of ESL. We aim to:

- Provide high-quality ESL instruction to students to meet their educational, professional, and/or personal goals.
- Foster global citizenship by helping students acquire a better understanding of both US
  academic and social culture as well as their own and other cultures.
- · Maintain extensive student services.
- Provide effective teacher training and mentoring of CESL teaching assistants.
- Encourage professional development in TESOL and related fields in order to contribute to and further knowledge about the field.
- Provide advanced linguistic, cultural, and pedagogical training for international graduate assistants.
- Promote international awareness within the SIU community and the region.
- Advance the SIU reputation as an international and multicultural community.
- Establish and maintain relationships abroad in order to promote CESL and SIU internationally.

#### **WELCOME CESL STUDENTS!**

#### WE ARE HAPPY YOU'RE HERE!

Dear Students,

We are very happy to welcome you to the Center for English as a Second Language (CESL) to study English on the campus of Southern Illinois University (SIU).

You have chosen an excellent program. We know you have traveled very far to come here. We look forward to getting to know you as you study in our classes, meet our friendly faculty and staff, and participate in the many activities we have planned for you. We will do our best to help you improve your English skills and adjust to your life here. We will also provide you many opportunities to interact with other students to develop new friendships and learn more about American and other cultures.

You have also chosen a great campus for your studies. Southern Illinois University
Carbondale offers more than 180 undergraduate and graduate degrees. SIU is fully-accredited and enjoys a Carnegie Doctoral Research Extensive classification, ensuring that you will get an excellent education. Our university values its international students and has warmly welcomed them since 1946! You have also chosen an excellent intensive English language program. CESL is accredited through The Commission on English Language Accreditation (CEA) and is a member of University and College Intensive English Programs (UCIEP) and the EnglishUSA.

We have prepared this <u>CESL Student Handbook</u> to help you learn about important policies and to help answer questions you might have about CESL. If you have additional questions or concerns, please visit the CESL office. We will be happy to help you.

Again, we extend to you our very warm welcome!

Sincerely,

William Hellriegel CESL Director

#### IMPORTANT CESL CONTACT INFORMATION

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#### **CESL ACADEMIC CALENDAR**

CESL offers two 8-week terms during the fall and spring semesters and one 8-week term during the summer semester. CESL also offers an intensive skills-focused program CESL does generally follow the academic calendar of SIU, but please use the information below when making travel arrangements. Visit the CESL office (Faner 3242) or call 618-453-2265 for questions about important term dates.

## 2019 Holidays

No CESL classes will be held on these days. For more information about these holidays read the Holidays & Vacations section in this handbook.

Monday, January 21, 2019 Martin Luther King, Jr. Day

Monday, May 27, 2019 Memorial Day

Thursday, July 4, 2019 Independence Day

Monday, September 2, 2019 Labor Day

Saturday, November 23- Sunday, December 1, 2019 Thanksgiving Break Week

#### 2019 Term Dates

**Term 191:** January 14 – March 8, 2019 (8 weeks)

**Term 192:** March 18 – May 10, 2019 (8 weeks)

**Term 193:** May 20 – July 12, 2019 (8 weeks)

Term 194: SPECIAL GROUPS ONLY! (3 weeks)

**Term 195:** August 19 - October 11, 2019 (8 weeks)

**Term 196:** October 14 – December 13, 2019 (8 weeks)

<sup>\*</sup>Please note that published breaks are only for continuing students. New students MUST attend orientation during the dates listed on their admission material during these breaks.

#### **General Schedule in CESL**

Registration Week	Thursday Friday	New Student Registration & Testing Orientation (Immigration, Academic & Technology)
Week 1	All week	Regular classes
Week 2	All week	Regular classes
Week 3	All week	Regular classes
Week 4	All week	Midterm exams (Teachers will announce exam schedule)
Week 5	All week	Regular classes
Week 6	All week	Regular classes
Week 7	All week	Registration for next term begins
Week 8**	Monday	AE2 finals for Listening & Speaking EAP1 & EAP2 finals for Writing
	Tuesday	Regular classes for all other levels / classes AE2, EAP1, EAP2, GSE finals for Core, Grammar, & Culture GE1, GE2, AE1 finals for Listening & Speaking
	Wednesday	Regular classes for all other levels / classes GE1, GE2, AE1 finals for Core & Grammar AE2, EAP1, EAP2, GSE finals for TOEFL
	Thursday Friday	Teacher Level Meetings & Placement Committee Meetings Grade Report and TOEFL scores email to students

<sup>\*\*</sup> Effective January 2019, the Foundation and General English levels have been combined into the Learning Center format, where the objectives of all levels are treated. Students stay in the Learning Center until they have attained the objectives for all the levels to an 80% level.

#### **CESL ACADEMICS**

## **Entering CESL**

## **New Student Registration**

Students in their first term in CESL must report to New Student Registration on the designated day and time that was included with their admission information. At new students must submit their passport, visa, I-20 (for F-1 & F-2 visa holders) or DS-2019 (For J-1 & J-2 visa holders), and I-94 (arrival record) so that the office can make copies and update the student's SEVIS record. Students who are U.S. citizens, Legal Permanent Residents, or any other non-immigrant visa status should bring their immigration or residency documents. Students should also provide their Carbondale address and phone number.

During Registration, students will pay for tuition\* and fees\*\*, receive the orientation schedule and an information packet about CESL and Carbondale.

During the rest of the week, students will be required to take placement tests and diagnostic exams and will be issued their Student ID card. This is also the opportunity to ask questions about housing, transportation, or other issues.

#### **New Student Orientation**

CESL conducts a new student orientation during the first week of the term. The orientation sessions cover topics related to CESL program policies, academics, immigration, setting up their email address/internet access, cross-cultural adjustment, and getting settled in Carbondale. Some sessions are interactive and provide an excellent opportunity to meet fellow students and to get to know the CESL faculty, staff, and volunteers before classes begin. A detailed orientation schedule will be distributed when students attend New Student Registration (see above).

<sup>\*</sup>All absences incurred due to non-payment will be unexcused. Student unable to remove financial hold by the Monday of Week 2 will be removed from CESL classes until the hold is lifted. Any students unable to resolve financial holds by the Wednesday of Week 3 of classes will be dismissed from CESL and their immigration record terminated. They will then be required to leave the United States within two weeks.

<sup>\*\*</sup>Unless students have proof of qualifying health insurance comparable to what is provided by the university, they will be charged for SIU student health insurance.

#### **CESL Classes**

Students enrolled at CESL receive 18-26 hours per week of English language instruction, depending on placement:

#### Foundation English 1

#### **Foundation English 2**

Courses for beginning level for students not yet prepared for General English 1.

#### General English 1

#### **General English 2**

Courses help students build habits, encourage fluency, promote self-confidence, build receptive language proficiency, and provide content for transition to the U.S.

\*\* Effective January 2019, the Foundation and General English levels have been combined into the Learning Center format, where the objectives of all levels are treated. Students stay in the Learning Center until they have attained the objectives for all the levels to an 80% level.

#### Advanced English 1

#### **Advanced English 2**

Courses give students explicit exposure to and practice of receptive and productive language and critical thinking skills; continued building of higher-level receptive skills with explicit attention to study and reading skills, and introductory narrative and expository writing. Students in AE levels take Integrated Skills Core (10 hours per week), Listening/Speaking (5 hours), and Grammar (5 hours).

# English for Academic Purposes 1 English for Academic Purposes 2

Course content covers reviewing and applying study skills and language strategies with a variety of academic-based content; focusing on skill application to learn and remember information for testing purposes, and writing and speaking in the expository and persuasive modes, with an introduction to the scientific inquiry process.

Students in EAP levels take an Integrated Skills Core class (10 hours) and Writer's Workshop (10 hours).

#### **Graduate Student English**

Course provides students with activities that include library use, summarizing and critiquing articles from professional journals, oral presentations, readings, essay exams, seminar-style discussions, and the preparation of reports and graduate level papers in their field of study. Advanced Communication courses focus on building and improving interpersonal interactions, presentation, listening, note taking, and pronunciation skills.

GSE students take Integrated Skills Core class (10 hours) and American Culture (8-10 hours) classes.

#### **Class Schedules**

CESL classes are usually scheduled between 8:00 am and 4:00 pm on Monday through Thursday with classes ending at 1:00 on Friday. In order to allow time for students to visit the CESL office during

business hours, at least one hour will be left in their schedule each day. The CESL office is open from 8:00 am - 12:00 pm and 1:00 pm - 4:30 pm Monday - Friday.

That free time also allows students time in which to have a coffee in the Student Center, study in Morris library, do homework, or meet with a conversation partner. This gives student some flexibility and time in which to balance their academic, social, and family concerns. In addition, it also helps students adjust to the kind of schedule they will have as a university student.

#### Level Placement for New Students

Initial placement of students into courses is determined by the results of tests administered to all new students at the beginning of each term.

## **Graduate Student English**

Graduate Student English (GSE) is an intensive course that helps prepare international students for academic life in a U.S. graduate program. This level provides students with activities that include library use, summarizing and critiquing articles from professional journals, oral presentations, readings, essay exams, seminar-style discussions, and the preparation of reports and graduate level papers in their field of study. In order to ensure that all students possess the English language skills necessary for success in this academically rigorous level, CESL requires that all students entering GSE have a minimum TOEFL score of 500.

In exceptional circumstances, CESL may allow students to enroll in GSE who have not satisfied the enrollment criteria stated above. In order to determine English language proficiency, CESL will administer diagnostic tests, including a writing exam and an oral interview. CESL will notify the student if he/she has demonstrated proficiency for enrollment in Graduate Student English. CESL's decision about GSE enrollment is final.

GSE is offered each CESL term of the year.

#### **Level Changes for New Students**

Level changes may not be initiated by the student. During the first week of classes, teachers will be assessing the skill level of all new students. If teachers determine that a student's English language skills are stronger or weaker than his/her placement test scores, the faculty may recommend that the student change levels. Returning CESL students will not be allowed to change levels based on first week assessments.

#### **Academic Progress in CESL**

#### **Continuing Student Registration**

The CESL registration period occurs the week before final exams (Week 7). New and returning students can register for the upcoming term in the CESL office (Faner 3242). Registration includes paying all CESL tuition and fees and updating immigration documents and all addresses. Students will NOT be allowed to attend CESL classes until all fees have been paid or until the CESL director has approved special payment arrangements.

The deadline to register and pay fees is 4:00 p.m. on the last day of the registration period, which is the Friday before the first day of classes. Students who do not make payment by the registration deadline will have to pay a \$25.00 late fee EACH week until all tuition and fees have been paid.\*

\*All absences incurred due to non-payment will be unexcused. Student unable to remove financial hold by the Monday of Week 2 will be removed from CESL classes. Any students unable to resolve financial holds by the Wednesday of Week 3 of classes will be dismissed from CESL and their immigration record terminated. They will then be required to leave the United States within two weeks.

#### **Assessment and Level Promotion**

Grades for each class will be based on percentage scores, with 80% being the overall minimal pass for the course. Students may not promote with any individual course grade below 80%. A score below 80% does not demonstrate language proficiency to promote. Course grades will be based on individual progress and performance with criterion-referenced objectives, tests and quizzes, portfolio products, class work, homework, active participation, and attendance. In addition, to move from one level to the next, students must meet the criteria on the next page.

## Level Promotion Guidelines: (Effective March 2019)

The following conditions must be met to pass a level:

	Levels*	Grade required	Entry TOEFL requirement	Equivalent iBT** (per ETS)	Equivalent IELTS** (per ETS)
Learning Center	FE 1 FE 2 GE 1 GE 2	<b>Completion</b> of 80% of learning objectives	Not needed	Not needed	Not needed
Advanced	AE 1 AE 2				
ration	EAP 1	80% <b>grade</b> or above in <i>all classes</i>	450	45	5.0
Academic Preparation	EAP 2		475	53	5.5
Acade	GSE		500	61	6.0

<sup>\*</sup> All levels can be repeated a maximum of 2 times and can be taken a maximum of 3 times.

## **CESL Completion Certificate:**

Students will receive a completion certificate from CESL after passing all required levels:

- If your goal is undergraduate studies, you must pass the EAP2 level to receive the certificate.
- If your goal is *graduate* studies, you must pass the GSE level to receive the certificate.

There is **no exit TOEFL requirement** but students placed in EAP2 or GSE without a CESL Institutional TOEFL score need to take the End-of-Term TOEFL. These students must get a 470+ for EAP2 and 500+ for GSE, which is equivalent to the entry TOEFL requirement for those levels.

Completing CESL does not guarantee **admission to SIU**. Students must apply and meet all SIU admission requirements (academic and language) to be eligible for admission. Please visit the Center for International Education (CIE) or the Graduate School office website for a complete list of admission requirements.

<sup>\*\*</sup>Students wanting to use IELTS or iBT scores for promotion must submit them by Wednesday of week 8. CESL will contact IELTS or ETS to confirm the validity of the scores. Students who submit fraudulent scores will be immediately expelled from the program and their CESL I-20s terminated.

#### **End of Term Grades**

Grade Reports will be emailed to students on the last Friday of the term. The Grade Report will include the grades for each class, overall level scores, and their placement for the next level. If a student has a complaint about a grade or placement at the end of the term, he/she must submit a Grade Appeal Request prior to 3:00 p.m. on the last Friday of the term.

#### **Grade Appeal Process**

All students will be emailed a link to a Grade Appeal Request form on the morning of Grade Day. Students who have complaints about grades or the end-of term recommendation must complete the Grade Appeal Request by 3:00 p.m. on the last Friday of the term. We will also have a computer lab available for students who do not have access to internet at home. No late petitions will be accepted.

#### **Level Changes for Returning Students**

Returning CESL students have already been promoted or retained based on the level promotion criteria and placement appeal process. The previous term's final placement recommendation is FINAL for all returning students. Once the student is notified by e-mail, CESL staff and faculty will no longer discuss any class section or level changes.

## **Leaving CESL (Departing the Program)**

Students may leave CESL for a variety of reasons – to begin university study at SIU or another U.S. college/university, transfer to another ESL program, or to return to his/her home country. We hope our students will enjoy their time in CESL so much that they will complete their language program here, but if a student wants to leave the program, he/she must contact a CESL advisor as soon as possible to discuss his/her academic and immigration options. The advisors will also need to review the student's immigration documents and sign them (if necessary).

## Attending SIU

Students who have successfully completed CESL (with class and/or TOEFL scores) and have already been accepted to SIU must complete a CESL Departure Form at the end of their last term in CESL. The Center for International Education office will process a Change of Educational Level in SEVIS, and the student will receive a new I-20 from SIU. The CESL advisor will work with that office to make the process go smoothly. Students will receive an official Certificate of Attendance (documenting CESL studies) or a Certificate of Completion (only for successful completion of CESL). Please read the Using TOEFL Scores for Promotion to section of the handbook for additional information.

## Returning to Home Country

Any student who will return to their home country, *for any reason*, must notify their CESL advisor before they begin *planning their* travel. A student who leaves the CESL program without first talking to the CESL advisor will be automatically withdrawn and will likely face serious immigration consequences such as termination of their F-1 status in SEVIS. See "Dismissal from CESL" for more

information. Students may be eligible for annual vacation after completing four (4) consecutive terms of CESL. See Vacation and Leave Policy section for more information.

#### Transferring out of CESL

Students who have attended CESL for one (1) or more terms and who want to transfer to another school need to follow these steps:

- Apply to the new school be sure to submit all application materials and fees. If the transfer applicant needs a letter or transcript from CESL, please ask a CESL advisor.
- Meet with a CESL advisor and/or Director to discuss the intent to transfer.
- Submit an acceptance letter, letter of permission from sponsoring agency and transfer from the new school to the CESL advisor.
- Complete the CESL Request to Transfer and the CESL Departure form.

CESL typically transfers students at the end of the term; however, if the transfer applicant's new program will start BEFORE the CESL term will end, notify a CESL advisor immediately so that the transfer can be completed as soon as possible. A CESL advisor will release the transfer applicant's SEVIS record to the new school. As soon as the SEVIS record is released, the new school will be able to create a new I-20 for the transfer student.

If the transfer applicant's new program will start AFTER the current CESL terms ends, he/she will be required to complete all assignments and activities in CESL before his/her record will be released to the new school.

#### **Dismissal from CESL**

Any student who stops attending or participating in classes without following the above-stated travel or transfer procedures will be automatically dismissed and will have his or her I-20 terminated for unauthorized drop below full course load. At 10 hours of absences, an email will be sent to the student's sponsor advisor if the student is on a scholarship. Once a student reaches 20 hours of absences, additional emails will be sent to the sponsor advisor and the student will be put on an attendance contract. If a student reaches 7 consecutive days of absences, his or her I-20 will be terminated for unauthorized early drop below full course load.

For information about refunds of CESL tuition and fees after a withdrawal, please see the section below titled "Refunds of CESL Tuition and Fees"

Students caught cheating on TOEFL, on classwork, or on exams may be asked to leave CESL immediately.

#### Re-entry to CESL after Withdrawing

Before students leave CESL for any reason, they should consult with their CESL advisor to discuss their academic and/or immigration options and review their immigration documents. In some cases it is possible to re-enter CESL after a period of one term or more away from CESL. See the Re-entry to CESL policy in the CESL Policies section of the handbook for more information.

If a student wishes to return to CESL after they have been dismissed, they must re-apply to CESL and show two consecutive successful terms (academic and attendance) at another school.

#### Admission to SIU

CESL students interested in SIU admissions, both undergraduate and graduate, need to speak with their CESL advisor first. Their advisor can answer questions about the application requirements and the application process. Their advisor can also set up appointments for the CESL student to meet with academic departments. This is the best way to begin applying to SIU.

#### **Undergraduate Admissions**

Students who wish to apply for undergraduate studies at SIU can find the application and instructions on the Center for International Education website: <a href="http://cie.siu.edu/internationalstudents/prospective-students/undergraduate/index.html">http://cie.siu.edu/internationalstudents/prospective-students/undergraduate/index.html</a>

To begin the process students must first complete the online application (or the paper application if preferred). All other required application documents should be taken to the International Admissions office in the Woody Hall A Wing, 425 Clocktower Drive.

Required application documents include: an official high school transcript, college/university transcript (if applicable), financial statement, application fee, and TOEFL scores.

A student must satisfy the English proficiency requirement for international students with either a minimum of 520 TOEFL score (or IBT, IELTS, or ITEP equivalent) or they must have successfully completed the CESL program. Applicants who are academically admissible will be granted conditional admission and must meet the English proficiency requirement before they will be fully admitted to SIU.

#### **Graduate Admissions**

Students interested in applying to Graduate School should review the admission requirements for their program of interest. A listing of all degree programs available is offered online at <a href="http://www.gradschool.siu.edu/academics/index.html">http://www.gradschool.siu.edu/academics/index.html</a>. Any questions need to be directed to the specific program of interest.

To begin the application process, students must apply online at <a href="http://gradschool.siu.edu/applygrad/index.html">http://gradschool.siu.edu/applygrad/index.html</a>. The Graduate School requires a minimum score of 80 on the internet based TOEFL (iBT) or 550 on the paper based TOEFL (PBT). Some programs require higher TOEFL scores. Please check with your department directly to verify the TOEFL requirement. Conditional admissions are considered on a case by case basis. English language requirements vary according to individual situations. The Graduate School determines whether or not the English requirement has been met.

Students may not "test" out of CESL. Students are required by Graduate School to complete and pass GSE with a minimum TOEFL score of 500 on the PBT or 61 on the iBT. See a CESL advisor to talk about graduate study at SIU and for assistance with the graduate admission process.

#### Certificates

#### **Certificate of Attendance**

A certificate of attendance will be prepared for each student who has been enrolled in the program. Certificates will be distributed at the end of the student's last term in the program and after the student has completed the CESL Departure Form. The certificate will show how long the student has been enrolled in CESL and the CESL levels successfully completed.

## **Certificate of Completion**

A certificate of completion will be prepared for each student upon successful completion of EAP2 (for undergraduate study) or GSE (for graduate study). This document will show dates of attendance and date of completion.

#### **Transcripts**

Transcripts are a written record of the student's evaluations of English language proficiency while in CESL. Students can request an official CESL transcript that lists grades, attendance, and TOEFL scores for every term of enrollment. Official transcripts can be mailed to other universities, sponsoring agencies, parents, or other authorities interested in knowing about a student's progress in CESL. Those transcripts will be sealed and stamped by CESL. Transcripts given directly to the student will be stamped "student copy." Transcripts will be processed within 1-2 days. Students should go to the CESL office or see their advisor to request a transcript.

#### **CESL POLICIES**

The CESL policies are listed below in alphabetical order. For more information regarding the following policies, please see a CESL advisor.

#### **Absence Policy**

CESL can affect a student's ability to be successful in his/her language study. As a result, daily attendance and participation in class are extremely important in helping students to improve their language skills. Excessive absences make it impossible for the instructor to judge student performance. The U.S. Department of Homeland Security also requires regular attendance as part of maintaining one's visa status. Students must notify their teachers IN ADVANCE if they will be absent from school. Students are responsible for all work missed while they were absent from school. Students must also talk to their teachers as soon as they return to school. The teachers *may or may not* allow the student to make up class assignments, quizzes, or exams depending on his/her classroom policy (see Make-up Policy). The main CESL office cannot approve any absences. Students who register late should be especially careful about accumulating additional absences.

CESL keeps a record of each hour of attendance and participation in each class.

Once a student reaches 10 hours of absences, his or her scholarship entity will be notified.

Students with twenty (20) hours of absence will be placed on attendance probation. If attendance problems continue, a student may not be allowed to continue in CESL (see Dismissal from CESL).

Depending on the reason for being absent, students will lose 2 or 3 participation points for each hour that they are absent from class. Each CESL teacher will discuss this policy with his/her class and it will be on the CESL course syllabi. Missing any attendance/participation points can negatively affect a student's grade. Be very careful because hours of absences can accumulate quickly. (For example, if a student is absent for 1 day and misses 6 hours of class, that student will have 6 hours of absences. If a student has 4 additional hours of unexcused absences, those absences will be considered excessive).

Students will receive a written warning notice from the CESL advisor if their absences exceed 5 hours. Students who accumulate 20 hours or more of absences in one term must meet with the advisor and will have to sign an attendance contract. Students with continued attendance issues may be asked to leave the program. This will result in the student having his/her I-20 terminated in SEVIS.

Students earn 2 participation points for every hour they are in class. If a student is in class but is also unprepared or late, they will only earn 1 point. If a student has an excused absence, they will earn no points, which is equivalent to losing the 2 participation points. For an unexcused absence, a student will be penalized -1 point, plus the loss of the 2 participation points for a total loss of -3 points for each hour.

Examples of absences that will result in losing 2 attendance/participation points are:

 Documented medical or mental health related issues. (A student must provide written documentation such as a doctor's note, hospital bill, or a detailed description/receipt of the situation.)

Examples of absences that will result in losing 3 attendance/participation points are:

- Being unprepared.
- Being late for class because the student did not wake up on time.
- Travelling.
- Running errands going to the bank, setting up cable, shopping, etc.
- Family visiting the U.S.
- Taking the TOEFL or other standardized tests (unless approved in advance).
- A headache.

This list is not exhaustive. Teachers will make a determination about the reason given for an absence and will assign the appropriate number of attendance/participation points lost.

If a student is sick, he/she should contact his/her CESL teachers as soon as possible to let them know about the absence. Students should also consider going to the doctor when they are sick. Current CESL students pay \$10 for each doctor visit at the Student Health Center. The Student Health Center is located at 374 E. Grand Avenue next to the Recreation Center (walking distance from the SIU main campus). Students can call 618-536-2391, Monday – Friday, 8:00 a.m. – 4:30 p.m. to make appointments. A doctor can often see students on the same day an appointment is made. If a student needs help contacting the Student Health Center or help making an appointment, contact the CESL office or a CESL advisor.

If a student is sick for 3 or more days he/she MUST bring a doctor's note to the CESL office and speak with his/her CESL advisor.

#### **Absence Make-up Policy**

CESL expects students to attend all classes and to turn in all assignments on time. If a student cannot take exams or quizzes, due to exceptional circumstances, that student must receive approval from the teachers, CESL director and/or advisor BEFORE the regularly scheduled exam/quiz in order to take it at a different time. Due to time and content restrictions some assignments cannot be made up. The teachers will tell the student if an assignment cannot be made up.

## **Absence Make-up Policy for Final Exams**

The CESL term calendar is distributed to all CESL students at the beginning of each term. Students should plan to travel AFTER the term has ended. Students who want to make travel plans for future terms should follow the beginning and end of term dates listed below. CESL faculty members WILL NOT give final exams early due to travel. Students who miss the exam due to travel will receive a zero for any missed work and exams.

#### **Behavior Policy (Student Conduct)**

CESL is a place for learning, and we expect all students to show respect to all CESL teachers, staff, and other students and to act in a socially appropriate manner. Respectful behavior applies to a

student's behavior both inside and outside of the classroom. Rude or disruptive behavior will not be tolerated. In addition, CESL will not tolerate cheating or academic dishonesty. While enrolled in CESL, students are required to conduct themselves in compliance with the SIU Student Conduct Code. Copies of the SIU Conduct Code are available in the CESL office or online at http://policies.siu.edu/ common/documents/StudentConductCode.pdf.

## **Disruptive Behavior**

Disruptive behavior is defined as any behavior that prevents the classroom from being a safe, respectful learning environment. Some examples of disruptive behavior include (but are not limited to):

- Using native language in class.
- Laughing at or ridiculing other students when they make mistakes.
- Making nonverbal gestures or sounds that are disrespectful to the other students.
- Glaring angrily at students and/or teachers.
- Showing aggression towards students or the teachers.
- Pushing, shoving or fighting.
- Threatening students or teachers, verbally or physically.
- Using mobile device in class

Students who are disruptive will face serious consequences and all reports of disruptive behavior will be investigated. If disruptive behavior occurs in the classroom, the teacher will first meet with the student to discuss his/her behavior. Students who continue to be disruptive will be required to meet with the CESL director and/or CESL advisor and will be asked to sign a behavior contract. If behavior does not improve, CESL will follow university procedures and contact Student Judicial Affairs. Students who continue a pattern of disruptive behavior after meetings with the teacher and the CESL director and/or advisor may not be allowed to continue in CESL. If disruptive behavior occurs outside of the classroom, the student will be required to meet with the CESL director/and or advisor and sign a behavior contract. If disruptive behavior continues, CESL will follow the guidelines listed in the SIU Student Conduct Code. For extreme threats of violence or when the safety of CESL faculty, teachers, and staff is deemed in jeopardy, a student may be removed from class immediately. For more information on SIU's Student Conduct Code, please visit <a href="http://policies.siuc.edu/documents/StudentConductCodeFINALMay32011.pdf">http://policies.siuc.edu/documents/StudentConductCodeFINALMay32011.pdf</a>.

## Cheating (Academic Dishonesty)

CESL expects every student to do his/her own work on all tests, quizzes, assignments, and TOEFL exams. Any student caught cheating in CESL will face serious consequences. Some examples of cheating include:

- Copying the work of another student on a test, quiz or assignment.
- Using notes, books, translator programs, or other unauthorized resources on any assignment without permission
- Plagiarism (using the exact or similar words or ideas of someone else without properly indicating that those words or ideas come from someone else).
- Doing someone else's work for them.
- Helping someone on a test, quiz, or homework (unless specifically instructed by a teacher).
- Taking a test (or TOEFL) for someone else.
- Taking pictures of the test or quiz without permission

CESL and SIU consider cheating an act of academic dishonesty, and students can face serious consequences. In the U.S. educational system, it is expected that students do their own work, unless they are specifically told by a teacher to work as a group. SIU has a detailed policy on academic dishonesty in the University's Student Conduct Code. CESL students caught cheating will automatically receive a zero (0) and will NOT be allowed to re-take the test, quiz or assignment. The teacher will file a CESL Faculty Concern Form on the student, and the cheating incident will be noted in the student's file. The student may also be required to meet with the CESL director and/or advisor. If a student shows a pattern of cheating, CESL may also determine that additional consequences, including dismissal from CESL and termination of a student's immigration record, are necessary in accordance with the SIU Student Conduct Code: http://srr.siu.edu/common/documents/scc.pdf

## Cheating on the TOEFL

The exam of any student caught cheating during the TOEFL will not be scored. That incident will be noted in the student's file and will be reported to the Educational Testing Service (ETS). Any student suspected of cheating on the TOEFL may be required to re-take the test on the next available test date. In certain cases, a student may not be allowed to re-take the exam. The suspect score will not be reported on any final recommendations. Students will be required to meet with the CESL director and/or advisor. CESL may also determine that additional consequences are necessary in accordance with the SIU Student Conduct Code: <a href="http://srr.siu.edu/common/documents/scc.pdf">http://srr.siu.edu/common/documents/scc.pdf</a>

#### **Complaints and Petitions Policy**

CESL faculty and staff work very hard to create a safe and productive learning environment for all students. However, whenever problems arise, any student can submit a complaint form about CESL personnel or specific issues or policies. CESL has two forms for students to use: CESL Complaint Form and the Grade Appeal Petition.

#### **CESL Complaint Form**

If a CESL student has complaints about classes, teachers, or another student, he/she should first discuss the problem with the teacher. The instructor can discuss the issue with the student and will attempt to resolve the problem. If the issue is not resolved to the student's satisfaction by his/her instructor, or if the student feels uncomfortable talking to his/her instructor, the student may submit a CESL Complaint Form. Forms are available in the CESL office (Faner 3242) and in the advisor's office (Faner 3242). A CESL advisor and/or the director will review all complaint forms. All involved parties will be consulted, and the advisor and/or director will make a formal resolution on the issue. The student will be notified of the decision. Students who experience racism or sexual harassment should complete a Complaint Form and see an advisor as soon as possible.

#### **Final Placement Appeal**

Students who have complaints about grades or an end-of term recommendation must submit a Placement Appeal Petition by 3:00 p.m. on the last Friday of the term. No late petitions will be accepted. Petitions will be available on-line and the necessary web link will be e-mailed to all active students on the last Friday of the Term. Students must be specific in their complaint and explain the reasons why they disagree with the grade or end-of-term result. The advisor will review each student appeal and will contact their teachers for additional comments. The Placement Appeal

Committee will meet after the end of the term to discuss all grade appeal petitions submitted. The Committee consists of the level coordinator, the CESL advisor, and the director. The Committee will carefully review the petition, teachers' comments, the student's performance in the class and over his/her enrollment in CESL, and the CESL policy. Students and teachers will be notified of the committee's decision within one business day of the Committee's meeting. All decisions made by the Placement Appeal Committee are final.

#### Final Placement Decisions are Final

Please note that all decisions made as a result of grade appeals process or diagnostic testing are final and will not be discussed after the final notices are sent by the CESL advisors through e-mail. Level coordinators, CESL advisors, and the CESL director discuss each student's situation as a committee and come to a joint decision. In making these decisions, a student's readiness is most critical. CESL makes these decisions based on the students' skills, including previous class grades and performance, TOEFL scores, and diagnostic exams. Once a student is notified by e-mail of the result, CESL staff and faculty are no longer able to discuss any class section or level changes.

## English Proficiency Exam Policy (TOEFL and IELTS)

#### TOEFL

TOEFL is a standardized Test of English as a Foreign Language and is required by most U.S. colleges and universities to determine whether or not an international student has the English language proficiency for study at their institution. Cheating on the TOEFL is unacceptable and has serious consequences. (See Cheating on the TOEFL below.)

#### **Institutional TOEFL**

CESL students who have been conditionally admitted to the university take an institutional paper-based TOEFL to confirm whether they need to take CESL courses. Also, after completion of CESL levels AE2, EAP1, EAP2 and GSE, all students are required to take the CESL-administered Institutional TOEFL. It is optional for all other students. Students pay an extra fee of \$50 in each case. The Institutional TOEFL is a 3-hour exam that tests listening, structure (grammar), and reading skills. Scores on the test can only be used at SIU.

#### Internet-based TOEFL (iBT)

Students can register to take the iBT online at www.wts.org/toefl. The iBT measures five (5) English language skills: listening, structure (grammar), reading, speaking, and writing. SIU is a certified iBT Testing Site. The iBT is given several times a month. The scores can be submitted to several schools, including SIU. Individuals may only take the test once per calendar month. Test takers will receive both an electronic report within a few days and a paper report within 2-3 weeks. TOEFL tutorials and practice questions are available on-line at the TOEFL web site http://www.ets.org/toefl. CD-ROM of TOEFL practice tests are available for purchase on-line at an additional cost.

#### Using TOEFL Scores for Promotion to SIU

Students who take an Internet Based TOEFL (iBT) exam may not use those scores for placement or promotion into CESL levels FE1 to EAP2. An official iBT score equivalent to 500 will be reviewed for

promotion into the GSE level only. CESL will only consider official scores that have been submitted to the university to meet full time admission requirements for SIU undergraduate or graduate level programs.

Students who achieve a score of 520 PBT/68 iBT (undergraduate) or 550 PBT/80 iBT (graduate) on the TOEFL during a CESL term MUST complete the CESL term in which they are enrolled. This means attending and participating in all classes, and completing all assignments, exams, and quizzes. Students will not be allowed to "complete" the term early, stop attending classes, or be excused from any required assignments, exams, or activities before the official end date of a CESL term. There is always something new to learn, and we expect our students to be mature enough to value the quality feedback that our instructors provide. Further, leaving class early is a direct violation of immigration regulations.

#### Other English Language Exams

CESL will not use scores from other language proficiency tests such as IELTS, CELTA, or iTEP exams, to place or promote students into any of its levels. Placement and promotion will only be based on published CESL level placement and promotion guidelines. Currently, the Oxford Online Placement Test is the primary instrument for initial placement.

#### **Observing SIU Classes**

CESL students at the EAP level may visit SIU classes to develop their listening and note-taking skills. CESL students may not observe SIU classes during the times they have CESL classes. University observations must be done during the student's free hours. He/she may not audit any classes that involve labs, computers, or writing. The listener's permit is intended for lecture classes only. See the CESL advisor to request a listener's permit and to make arrangements with the SIU instructor.

#### **Plagiarism**

CESL expects every student to do his/her own original work on all papers and assignments. CESL teachers and staff will review this policy each term and no additional warnings will be given. CESL and SIU consider plagiarism an act of academic theft, and students will face serious consequences. Students caught plagiarizing will receive a zero (0) on the assignment and may not be allowed to redo it. The teacher will file a CESL Faculty Concern Form on the student, and the plagiarism will be noted in the student's file. The student may also be required to meet with the CESL director and/or advisor. Students who have more than one plagiarized assignment in a term may receive a zero (0) for the class. Students who plagiarize assignments in one or more terms at CESL may be dismissed from the program.

Plagiarism can take many forms and includes (but is not limited to):

- Using the exact or similar words of someone else without properly indicating that those words come from someone else.
- Using someone else's ideas without giving credit (citing the source).
- Using a part or all of someone else's paper.
- Turning in a previously written paper or assignment for another class (unless approved by a teacher).

If a student has questions about plagiarism or about the CESL policy on plagiarism, he/she should talk to his/her teacher before a paper or assignment is submitted.

#### Probation

Students who show academic, attendance, or behavioral difficulties in CESL may be placed on probation for a period of one term. Students placed on probation will receive a written notification from their CESL Advisor and/or Director about the conditions of the probationary period. Any student placed on academic, attendance or behavioral probation must:

- 1. Meet with their CESL Advisor and/or Director at the beginning of the probationary period.
- 2. Follow <u>all</u> conditions of the learning contract.
- 3. Have no more than 20 hours of absences during the probationary term.
- 4. Meet with their CESL Advisor and/or Director at the end of the probationary period.

If the student is on scholarship, a copy of the probation letter and learning contract will be sent to his/her scholarship advisor.

During the probationary period, the CESL advisor and/or director will receive weekly updates from each teacher about the student's academic, attendance, and behavior performance. If a student makes satisfactory progress during the probationary term, the student may be removed from probation and allowed to continue in CESL for the following term. If a student does not make satisfactory progress (as determined by teachers, the Advisor, or the Director) or does not fulfill the terms of the probationary period, the student may not be allowed to continue in CESL. If a student is no longer eligible to continue in CESL, he /she must make arrangements to transfer to another school or return to his/her home country.

## **Academic Probation (Academic Contract)**

Any student who repeats any level may be placed on academic probation for a period of one or more terms. That student must fulfill all the terms of the learning contract. At the end of the probationary term, the student will meet with their CESL advisor and/or director to discuss progress. If the student fails to make demonstrable progress, he/she may not be allowed to continue in CESL. Regardless of whether or not a student is placed on a learning contract, if a student repeats any level for the third (3<sup>rd</sup>) time and does not pass, he/she may not be allowed to repeat the same level a fourth time. Students placed on probation unable to demonstrate progress at the end of three consecutive terms may not be allowed to continue at CESL.

## **Attendance Probation (Attendance Contract)**

Any student who has twenty (20) hours or more of absences in any term may be placed on attendance probation for a period of one term. That student must fulfill all the conditions of the learning contract. At the end of the probationary term, the student will meet with their CESL Advisor and/or Director to discuss progress. If the student who has been placed on probation accrues absences without advisor approval, he/she may not be allowed to continue in CESL. In some cases, students will be given a 'last chance' contract to rectify their behavior. Students who did not meet requirements of last chance contracts are automatically dismissed from CESL and their visa status (if applicable) is terminated.

#### **Behavioral Probation (Behavior Contract)**

Any student who has exhibited any behavioral issues inside or outside of the classroom that has affected his/her progress in CESL or has negatively impacted the learning environment of CESL faculty, staff, or other students may be placed on behavior probation for a period of one term. That student must fulfill all the terms of the contract. At the end of the probationary term, the student will meet with their CESL advisor and/or director to discuss progress. If the student's behavior does not improve or if the behavior continues to affect CESL faculty, staff, or students, the student may not be allowed to continue in CESL. However, if a student exhibits extreme disruptive behavior, the probationary period may be pre-empted, and the student may be removed from the program. (For more information about CESL's policy on disruptive behavior, see Student Conduct section.)

#### **Re-entering CESL**

Students who leave CESL for a period of two or more terms are required to re-apply by submitting all necessary forms, documents, and fees. Once admitted, they are also required to re-take the TOEFL and Diagnostics exams for level placement.

#### Student Records (FERPA)

Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is the federal law that protects the privacy of a student's educational records. This law means that CESL cannot release information to other persons (including parents if an individual is over 18 years old) about a student's academic performance (grades, transcripts, etc.) without his/her written consent, except in special circumstances. CESL can, however, release information about students to other faculty and staff members at SIU, to other schools with a legitimate educational interest, or to law enforcement officials when the health and safety of the student or other students, faculty, and staff are at issue. CESL can release directory information about students to anyone. Directory information includes:

- name
- local address
- local phone number
- email address
- dates of attendance
- date and place of birth

If a student does NOT want any of this information released, HE/SHE MUST NOTIFY THE CESL OFFICE. A student can complete a FERPA form if he/she wants to restrict the information released. For more information, please see the CESL advisor (Faner 3243).

#### **Textbook Policy**

Students must purchase the required new or used textbooks for each of their classes at the beginning of each term. Textbooks are available at the SIU Student Center Bookstore and other various bookstores in town or online. Students may not use photocopied textbooks. Purchasing used textbooks with answers still written in them is not acceptable, and is considered cheating, which could lead to dismissal from CESL. If students are unable to purchase the required textbooks, they should notify their teachers right away. Students failing to obtain a textbook by the beginning

of the seventh day of classes will be withdrawn from the class and their visa status (if applicable) will be terminated.

#### **Tuition and Fees for 2019**

Students enrolled in CESL must pay the following tuition and fees each term (also available at cesl.siu.edu/admission/cost.php

Please note that this is just an estimate and that fees are subject to change.

Application Fee (if not previously paid)	\$50.00
Tuition	\$2300.00
Student Health Insurance	\$310.00
Student Health Center	\$115.00
Activity Fee	\$50.00
Legal Services Fee	\$3.00
Recreation Center Fee	\$72.00
Technology Services Fee	\$30.00

Students in their first term in CESL must pay these additional fees:

Placement TOEFL	\$40.00
ID Card	\$10.00

Students in AE 2 – GSE only:

End-of-term TOEFL \$40.00

If a student has not paid for all tuitions and fees prior to 3:00 p.m. on the fourth day of the term, they will not be allowed to continue attending classes until the balance is paid. Absences due to non-payment of tuition or fees are considered an unexcused absences, and students who do not take care of them will be required to pay a fee of \$25.00 for each week they are late on paying their tuition bill.

If payment will be made by a sponsoring agency, the student must provide CESL with a valid, unexpired, financial guarantee prior to the first day of classes or they will not be given a schedule or permitted to attend classes. If a student has a scholarship with covers tuition only, all other fees must be paid by the student prior to the first day of classes as well.

#### **Explanation of Fees**

#### Student Health Insurance

All students pay for Student Health Insurance as part of their required fees. All students on SIU campus are required to have health insurance to cover medical care in the U.S.\* Student Health Insurance is included in the mandatory fees that a CESL student pays. SIU offers an accident/sickness policy that students must purchase, unless they currently have insurance that is comparable to the Student Health Insurance and meets university requirements. If a student has such insurance they must submit proof to the CESL office. For more information about SIU's health insurance policy see the Student Health section of this handbook. This fee is non-refundable. See sections on Student Health Center and International Student Health Insurance in this handbook.

\*Unless students have proof of health insurance comparable to what is provided by the university, they will be charged for SIU student health insurance.

#### Activity Fee

The activity fee helps to cover expenses related to trips and events organized by CESL. CESL will post a list of the term's activities during the first week of classes. Past activities have included trips to tea time, St. Louis, DuQuoin State Fair, bowling, hiking, boating, sightseeing in the region, and other fun activities. All CESL students are required to pay this fee. It is non-refundable. Some activities may require an additional payment.

#### Legal Services Fee

This fee provides students access to a lawyer on campus.

#### Recreation Center Fee

SIU has a state-of-the-art recreation facility that features an Olympic-sized swimming pool, squash, racquetball, and basketball courts, an indoor track, rock climbing wall, weight rooms, and exercise and martial arts classes. The Rec Center also has satellite facilities where students can enjoy outdoor sports such as tennis, soccer, baseball, football, canoeing, swimming, and endurance activities. This fee is required of all CESL students and is non-refundable.

#### Technology Fee

The technology fee is used to maintain the technology in CESL classrooms and the CESL computer labs.

#### ID Cards

CESL students will be issued an SIU ID card that includes an ID number and the student's picture. This card identifies CESL students as affiliated with the university and is necessary for the recreation center, the university library, student health center, SIU sporting events, and other university activities. Students should carry the ID card with them at all times. If a student loses this card, he/she should go to the ID office located on the second floor of the Student Center, so that he/she can get approval for a new card. Students will have to pay a \$15 fee for a replacement student ID card.

#### **Refunds of CESL Tuition and Fees**

Refunds will only be given if a student OFFICIALLY withdraws from CESL by the second Friday of the term. An official withdrawal involves meeting with the CESL advisor and receiving approval. If a student officially withdraws, he/she may receive a refund of tuition and activities fees ONLY. All other fees are non-refundable.

If a refund is granted, it is done through the university accounting system and can take up to 12 weeks to process. Refunds CANNOT be mailed to an overseas address.

NOTE: If a student withdraws after the second Friday of the term, NO refunds will be given.

#### **Vacation and Leave Policy**

#### **Annual Vacation**

In accordance with the U.S. Code of Federal Regulations and CESL Policy, CESL students are eligible for <u>one term</u> of annual vacation after attending four (4) consecutive terms (the equivalent of one academic year) of study at CESL. Transfer students who possess documentation demonstrating previous consecutive terms of academic study accrued at a school in the United States may be able to add the previous consecutive terms of study to their time enrolled at CESL.

#### **Termination Due to Non-attendence**

Students who are absent from CESL classes for 7 consecutive days for any reason will be officially withdrawn from CESL and their I-20 will be terminated. This policy is based on an SIU policy.

#### ACADEMIC RESOURCES FOR CESL STUDENTS

#### **Advising**

CESL advises students on immigration regulations, program and university academic policies, behavioral and intercultural issues, and a variety of personal concerns that can affect students' ability to be successful in their studies. CESL has one full-time international student advisor – Ms. Lilia Angel-Post, whose office is located in the main CESL office (Faner 3241). CESL students may visit the CESL office, call, or email their advisor for an appointment with any questions about the CESL program, their academic progress, immigration, or other concerns.

#### Computers

#### E-mail and Internet

There are several general-access computer labs located on the SIU campus. At the general-access computer labs, <u>ALL</u> students must have an SIU Network ID. All CESL students must see the CESL office (Faner 3242) to set-up a SIU Network ID account. The SIU Network ID account will have an email address assigned to it for student use. Students planning to use their computers from home will be able to use SIU servers for free only with the SIU Network ID account. This free service is provided to all SIU students by using the dial-up modem feature on their computer. The telephone number is 453-2888 and there is a four-hour time limit.

The majority of the SIU campus is wireless. To access the wireless network, students must first download a VPN client from the SIU webpage. Go to <a href="https://www.infotech.siu.edu">www.infotech.siu.edu</a> for more information.

#### **Internet in SIU Dormitories**

Students who live in an SIU dormitory may be charged a fee each semester for internet access. This amount is subject to change. Students must use the SIU software before they may gain access to the internet. Go to www.infotech.siu.edu for more information.

## **CESL Computer Lab**

The CESL computer labs are located in Faner 3206 and Faner 3208. This is the main location for the CESL writing classes. CESL students may use the computers when classes are not in session. Check your class schedule for designated open lab hours.

#### **Media Center**

The Media Center is located in Faner 1125 and has two labs –the Language Media Center (LMC) and the New Media Center (NMC). The LMC and the NMC both have modern Macintosh computers set up for interactive language learning either on-line or with a CD-Rom. In addition, there are five cable-connected video combination TV-VCR setups with close-captioning.

For individual lab work, students have two options: in-lab use or at-home checkout of audio cassettes and books on two-day loans. The lab is open after classes and in the evenings so that students can use the facilities during their free time.

Hours for the Media Center are:

Academic Year Hours: 8 a.m.-5 p.m., Monday-Thursday / 8 a.m.-4 p.m., Friday

Summer Hours: 8 a.m.-4 p.m., Monday-Friday

#### SIU Computer Support Center "Salukitech"

Salukitech provides tech support and assistance to all current SIU and CESL students, faculty, and staff. The Center is located on the 1<sup>st</sup> Floor of Morris Library (South End). Technicians can answer questions regarding email problems, computer and software issues, and questions about the SIU network. Students can call the office or visit the office. They can also use the online "chat" feature or send an email.

Contact information:

Phone: 618-453-5155 or toll free 1-866-718-4357 Email: salukitech@siu.edu (24-48 hour response)

For more information visit the IT website at http://oit.siu.edu/salukitech/

Hours of operation:

Fall/Spring semesters:

Monday – Friday, 8 a.m. – 4:45 p.m. walk-in, online/chat support

Monday – Thursday, 5 p.m. – 6:45 p.m. telephone, online/chat support

Summer/Break hours:

Monday – Friday, 8 a.m. – 4:45 p.m. walk-in, telephone, online/chat support

## **Computer Learning Centers (SIU computer labs)**

CESL students also have access to 5 Computer Learning Centers (CLCs) around campus. Only current CESL students with a valid SIU/CESL ID and a SIU Network ID can use the CLCs. Students may also check out software and manuals as well as apply for printing privileges in these labs. The closest CLC to CESL is located in Faner 1025. The CLC can be contacted at 453-6213. This computer lab has several PC computers and scanners for student use.

CLC1 (Faner 1025) hours during Fall/Spring semesters:

Classes in session: During Holiday Breaks (classes in session):

Monday – Thursday, 7 a.m. – 1 a.m. Monday – Friday, 8 a.m. – 5 p.m.

Friday, 7 a.m. – 7 p.m. Saturday – Sunday, CLOSED

Saturday, 11 a.m. – 7 p.m. Sunday, 11 a.m. – 1 a.m.

CLC1 (Faner 1025) hours during Summer semester:

Monday – Thursday, 7 a.m. – 11 p.m.

Friday, 7 a.m. – 7 p.m.

Saturday, 10 pm. – 6 p.m.

Sunday, 12 p.m. – 8 p.m.

For a list of other labs, please visit their website at: <a href="http://oit.siu.edu/clc/labs/">http://oit.siu.edu/clc/labs/</a>

## **Faculty Contact Information**

If students need to deliver something to their teacher and the teacher is not in his/her office, students may put it in his/her mailbox in Faner 3233. CESL teachers' email, office number, and phone number are included on their syllabus or can be found at the CESL front office.

## Library

To check out books from Morris Library, students should go to the Circulation Desk on the main floor with their ID card.

Morris Library Hours: 453-2549 (recording) or check their website <a href="http://www.lib.siu.edu/">http://www.lib.siu.edu/</a>



#### **IMMIGRATION**

The U.S. Department of Homeland Security monitors the enrollment and status of all F-1 students and J-1 exchange visitors. Most students in CESL hold F-1 or J-1 visas, which means that their primary purpose for being in the U.S. is to study full-time in an educational program. Below is a list resources, common terms used when referring to F-1 student visas and J-1 exchange visitor visas, and helpful guidelines to help CESL students stay in good immigration status.

Please ensure you review this information thoroughly. Not complying with requirements of your student visa will lead to termination of your student visa status and you will be required to leave the country.

#### **CESL Student Immigration Resources**

#### **Advising**

CESL advises students on immigration regulations, program and university academic policies, behavioral and intercultural issues, and a variety of personal concerns that can affect a student's ability to be successful in their studies. CESL has one full-time international student advisor located in the main CESL office (Faner 3241). CESL students may visit the CESL office, call, or email their advisor for an appointment with any questions about the CESL program, their academic progress, immigration, or other concerns.

#### The Center for International Education

The Center for International Education office (CIE) houses the International Students and Scholars office (ISS), which is available to students conditionally admitted by undergraduate or graduate programs. The CIE office is located at Woody Hall A Wing, 425 Clocktower Drive. Contact them by phone at 453-5774 or visit <a href="http://cie.siu.edu/">http://cie.siu.edu/</a> for a detailed description of international student resources and programming.

#### SEVIS – Student & Exchange Visitor Information System

Immigration regulations require that CESL report specific information in SEVIS (address, funding, full-time enrollment, major, academic progress, etc.,) every term. That information is reported electronically to the U.S. Immigration and Customs Enforcement, the agency in the Department of Homeland Security responsible for tracking and investigating international students and exchange visitors. The CESL advisor will inform students how to maintain their F-1 and J-1 status in the U.S., BUT it is each student's responsibility to follow the regulations.

#### **Immigration Documents**

#### I-20 – Certificate of Eligibility for Nonimmigrant (F-1) Student Status

This form was mailed to each student when they were admitted to CESL and is used to apply for an F-1 visa at the U.S. Embassy or Consulate in the student's home country. This document gives information about a student's academic program, program start and end dates, funding, and biographical data. This is a very important document. The I-20 needs to be signed (on page 3) every

six months, especially if a student plans to travel outside the U.S. If this document is lost, damaged or stolen, contact the CESL advisor. Also, if a student needs to apply for an I-20 extension, he/she should contact the CESL advisor BEFORE the I-20 expires.

#### DS-2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status

This document is used by J-1 exchange visitors or scholars entering the U.S. for a specific educational or cultural purpose. This document, similar to the I-20 for F-1 students, contains biographical data of the exchange visitor, the name of the individual or organization sponsoring the J-1 exchange visitor, the category/purpose of the exchange, the duration of the exchange, and details of the financial sponsorship. The DS-2019 is used to apply for the J-1 visa and must also be signed by the sponsoring agency once a year, especially if the student plans to travel outside the U.S. This is a very important document. If this document is lost, damaged or stolen, contact the CESL advisor. Also, if a student wants to apply for a DS-2019 extension, he/she should contact the CESL advisor BEFORE the DS-2019 expires. There are specific guidelines regarding whether or not an exchange visit can be extended. Regulations governing the J-1 exchange visitor are fairly extensive. If students have any questions, they should contact their sponsoring agency or the CESL advisor.

#### I-94 - Arrival/Departure Record

U.S. Customs and Border Protection (CBP) will scan your passport at the Port of Entry (POE) when you first enter the U.S. or reenter the U.S. after travel abroad. This generates an electronic arrival record. You should print this record by visiting <a href="https://www.cbp.gov/i94">www.cbp.gov/i94</a>. Please ensure you submit a copy of this record to the CESL main office.

F-1 students usually have D/S noted on their I-94. D/S stands for Duration of Status; which means as long as one follows all immigration regulations, he/she is allowed to stay in the U.S. in his/her current status.

Contact your CESL advisor if you have trouble accessing your electronic arrival record.

#### **Passport**

A student's home country issues this document. The student's passport must be valid for at least 6 months at all times when he/she is in the U.S. Students need to contact their home country's embassy in Washington, D.C., to find out if the passport can be renewed in the U.S. Students should also notify their embassy immediately if their passport is lost, stolen or damaged.



#### Student Visa

International students (not U.S. Citizen or Permanent Resident) seeking admission to the United States to pursue education must apply for and obtain a valid non- immigrant student visa. International students at Southeast are issued either a Form I-20 or Form DS 2019. Students with a Form I-20 must apply for and obtain an F-1 student visa. Students with a Form DS 2019 must apply for and obtain a J-1 visa.

#### Purpose:

Student visa is used solely for the purpose of entry and reentry. It does not determine the length of time an individual may remain in the United States legally. F-1/J-1 visa holders may remain in the U.S. for the duration of time listed on their Form I-20/DS 2019.

#### • Extension:

F-1/J-1\* visas cannot be extended when the student is in the U.S. Remember; your Form I-20/DS 2019 determines the length of time you may remain in the U.S. If you need an extension, please contact your CESL advisors.

#### Renewal:

If you travel outside the country, you must ensure you have a valid visa for reentry. You cannot renew your visa when you are in the U.S.

For more information on your student visa, please contact your CESL advisor.

\* Some J-1 exchange visitors are subject to a 2-year home residency requirement, which means that they cannot extend their J-1 visa without returning home for 2 years. Individuals CANNOT renew a J-1 visa in the U.S. For more information about the J-1 visa and if a student is subject to the 2-year home residency requirement, please contact the CESL advisor.

#### F-1 Student Reminders

CESL students on an F-1 visa must:

- Keep their passport, I-94, and I-20 valid at all times. Their passport must always have 6
  months left before the expiration date; their I-94 must be stamped with D/S, and they must
  request an extension for their I-20 BEFORE it expires. Contact the CESL advisor with
  questions.
- Attend the school authorized on their I-20.
- Notify the CESL office and their sponsoring agency about any changes in their local address (where they are living while studying in CESL) within ten days of their move.
- Be enrolled full-time in CESL (at least 18 class hours per term) or a full-time equivalent of CESL and SIU classes. See the CESL advisor if they have been recommended for part-time enrollment at SIU.
- Get their I-20 signed if they plan to travel outside the U.S. during their exchange.
- DO NOT WORK! CESL students are <u>not</u> allowed to work on SIU's campus and immigration regulations restrict their ability to work off-campus.

#### J-1 Exchange Visitor Reminders

CESL students on a J-1 visa must:

- Keep their passport, I-94, and DS-2019 valid at all times. Their passport must always have 6
  months left before the expiration date; their I-94 must be stamped with D/S, and they must
  request an extension of their DS-2019 BEFORE it expires.
- Notify the CESL office and their sponsoring agency about any changes in their local address (where they are living while studying in CESL) within ten days of their move.
- Be enrolled full-time in CESL (at least 18 class hours per term) or a full-time equivalent of CESL and SIU classes. See the CESL advisor if they have been recommended for part-time enrollment at SIU.
- Maintain health insurance at all times. SIU's policy requires that students purchase university-sponsored insurance or purchase their own equivalent policy. However, if a

student does purchase an outside policy, they must provide proof of coverage to the CESL office.

- Get their DS-2019 signed if they plan to travel outside the U.S. during their exchange.
- Depart the U.S. within 30 days from the end date listed on their DS-2019.

# **Other Visa Types**

Individuals in other visa statuses may be able to enroll in classes at CESL. Please contact a CESL advisor to discuss possible options.

### F-2 Dependents

Per U.S. immigration regulations, an F-2 dependent may engage in study in the U.S. as long as they are enrolled less than full time. F-2 dependents can apply through the CESL admissions office, and once admitted they should meet with their CESL advisor to organize their class schedule to guarantee that it meets immigration regulations.

#### **Termination of Visa Status**

The U.S. Department of Homeland Security requires that we report and terminate visa status of any individuals not complying with the regulations stated above.

Reasons for termination include but are not limited to:

- Cheating or academic dishonesty
- Not reporting to classes in a timely fashion at the beginning of a term
- Being absent from classes for seven consecutive class days
- Not requesting an extension prior to your Form I-20 expiring
- Not paying for your classes within the established deadline
- Not making progress in a level after three attempts
- Consistently not being prepared or not purchasing/bringing textbooks to class
- Not participating in your class
- Not complying with requirements of your learning contract

#### STUDENT HEALTH

Studying far away from home can be physically and emotionally challenging. It is very important for students to try to stay healthy so they can do well in their classes and can enjoy their experience at CESL and in the United States. Please read this section to find out tips for staying healthy and to learn about campus resources available if students need medical attention.

## **Staying Healthy**

Here are some good health guidelines. This is a good start for keeping healthy.

- Eat vegetables, fruits, grains, beans, chicken, and fish. Limit intake of red meat.
- Reduce intake of sugar, salt, caffeine, and too many fried foods.
- Do not overeat.
- Learn to relax. Many illnesses are caused by too much stress (tension, nervousness) in one's life. Breathe deeply if feeling nervous.
- Get outdoors, visit the Rec Center. Get exercise running, cycling, swimming, group sports.
   Not only is it possible to meet other people, but it also helps to get valuable physical activity.
- Get enough sleep at night. It is very important to stay in touch with family and friends at home, but students should try to find ways to bridge the time zone difference so that they do not consistently stay up late at night.
- Do not smoke or drink (or only in moderation) they can affect sleeping patterns.

#### Student Health Center

The SIU Student Health Center offers a broad and comprehensive range of services to meet the medical needs of SIU and CESL students. The Student Health Center complex consists of a Medical Clinic, Wellness Center, Mental Health Clinic, Pharmacy, Emergency Dental Service and Sports Medicine and Physical Therapy. The Student Health Center is located at 374 E. Grand Avenue. Current students can visit the Student Health Center for \$6 per visit. Students can often get sameday appointments. The Health Center is open 8:00 a.m. – 4:30 p.m., Monday – Friday. Students should arrive 15 minutes before their scheduled appointment time. If one cannot go to their schedule appointment, he/she must telephone to cancel it, or there will be a charge for the visit.

### **Emergency Dental Service**

Good oral health is an important step in maintaining overall health. Students can receive emergency and routine dental care.

### **Medical Clinic**

Poor health habits and illness may interfere with a student's ability to pay attention or participate fully in class. Colds, sore throats, stress, sprains, toothaches, flu, and home sickness are some of the common health problems students experience while in college. The Medical Clinic offers complete diagnostic services, treatment, and follow-up care. The Clinic can also provide immunizations.

#### Mental Health Clinic

Students who experience difficulties that interfere with their academic or personal lives can visit the Mental Health Clinic. These problems might include academic difficulties, problems with family or friends, depression, anxiety, mood disorders, psychotic disorders, eating disturbances, or problems resulting from sexual abuse or assault. The Mental Health Clinic is staffed with a psychiatrist, psychiatric nurse, and a licensed clinical psychologist. Services include medication evaluation and management, psychological assessment, and short and long term counseling. All services are confidential.

## **Pharmacy**



The Student Health Center houses a full-service pharmacy. Students can fill prescriptions from any licensed doctor. The pharmacy also has over-the-counter medications that can be purchased. These include diabetic needs, cold/cough remedies, birth control items, vitamins, first aid supplies, skin medications, etc. For more information, stop by the pharmacy located on the first floor of the Student Health Center.

## Sports Medicine and Physical Therapy

Students injured in sports-related activities can visit trained professionals who can provide medical attention related to their specific injuries.

#### **Wellness Center**

Students can meet with professional staff to discuss important lifestyle decisions. They can help students with issues concerning nutrition, stress management, alcohol and other drug use, relationships, and sexual health. The Counseling Center is a part of the Wellness Center.



#### **Student Health Contact Information**

General Information	618-453-3311
Medical Appointments	618-536-2391
Counseling Center	618-453-5371
Dental Services	618-536-2421
Pharmacy	618-453-4417
Mental Health Clinic	618-453-4346

For complete information visit the Student Health website at: <a href="http://shc.siu.edu/">http://shc.siu.edu/</a>.

## **Additional Student Health Services**

### **Dental Services**

Call 618-453-8826 for an appointment. Please visit

http://shc.siu.edu/dental\_service/dental\_faq/index.html for a list of frequently asked questions and additional information on the services provided.

#### Carbondale Area Health Facilities

- *Center for Medical Arts* 549-5361- can provide some emergency care services. Students will have to pay the entire cost of treatment.
- Marion Eye Centers and Optical 549-0615 located on the first floor of the Student Health Center. This is a private company and is not affiliated with SIU, but students can go and make appointments for optical care. Students will have to pay on their own.
- Carbondale Memorial Hospital (Emergency Room) 549-0721 major hospital in Carbondale.
   Students can use the health insurance purchased from SIU. However, please be careful, emergency room visits are very expensive. If it is not an emergency it is best to visit the SIU Student Health Center or the Center for Medical Arts if possible.

### **Student Health Insurance**

All CESL students on F-1 and J-1 visas must pay for international student health insurance as mandated by Southern Illinois University Carbondale and DHS regulations. Likewise, F-1 students and J-1 exchange visitors who do not want to purchase the policy made available by SIU must show proof of equivalent coverage before enrollment in the plan made available by SIU can be waived.

SIU has chosen Aetna as the school's health care provider. Students can visit the Student Health Center for \$6 per visit. Students who need additional medical attention are referred by the Student Health Center, whenever possible, to a doctor, clinic, or hospital on the PPO (Preferred Provider Option) network.

### **Health Insurance Cards**

When students register in CESL, they receive a health insurance brochure that includes a health insurance card. Students should put their name and CESL ID# on that card. Off-campus doctors and hospitals will ask to see this card when they treat CESL students, and it is used to confirm that patients have health insurance coverage. If CESL students have lost their health insurance card or need a replacement, please contact the CESL office.

Student Health Insurance Contact Information: 453-4413. They can give students a list of doctors/hospitals on the PPO list.

## **Basic Insurance Information**

The Student Medical Insurance Plan (SMIP) provides health insurance coverage that complements the on-campus primary care services, covering off-campus services such as emergency room, hospitalizations, surgery, ambulance and specialty care. Please visit the following link for information on your plan:

http://shc.siu.edu/ common/pdfs/insurance/student medical insurance plan.pdf

## **Personal and Psychological Health Needs**

CESL students experiencing a personal or emotional crisis are encourage to *contact their CESL advisor*. The advisor will assist the student finding a professional agency in the area that can help. These agencies have trained counselors that help students with a variety of problems. Services are generally offered free of charge.

#### Saluki Cares

The purpose of Saluki Cares is to develop, facilitate, and coordinate a university-wide program of care and support for students in distress. By working closely with faculty, staff, students, and their families, Saluki Cares can help students deal with difficult situations. Saluki Cares is an early alert initiative composed of professionals from different areas of campus life and will work closely with CESL to help students. All concerns remain confidential.

Referrals can be made from faculty, staff, parents, other students, or by the student him/herself. The Saluki Cares team can help students with issues surrounding, but not limited, to:

- deaths (student/family)
- extended illnesses
- financial stress
- adjustment issues
- class attendance problems
- homesickness
- other general signs of stress

## Personal and Psychological Health Resources on Campus

Some of the resources available to students include:

Saluki Cares 618-453-5714 http://salukicares.SIU.edu/

Intervention and referral services for SIU and CESL students for all psychological and counseling services on campus

Counseling Center 618-453-5371 http://www.shc.siu.edu/counseling center/

Personal counseling services available to students at the SIU Health Center

Clinical Center 618-453-2361 <a href="http://clinicalcenter.SIU.edu/">http://clinicalcenter.SIU.edu/</a>

Psychological services for SIU and CESL students

Women's Center 1-800-334-2094 <a href="http://www.thewomensctr.org/">http://www.thewomensctr.org/</a>

Temporary shelter for battered women- 24-hour services for women and children

Rape Action Committee 618-529-2324

24-hour services for victims of rape

Campus Ministries 618-529-3311 http://siucmin.rso.siu.edu/

Religious services and resources for SIU and CESL students

The National Hopeline Network 1-800-784-2433

24-hour crisis intervention

CESL reserves the right to change any of its policies at any time during the year. All policy changes will be updated in writing and will be made available on the CESL website for faculty, staff, and students. If you do not understand a policy or the information provided in this handbook, please contact the CESL office for a more detailed explanation.

**The National Suicide Prevention Lifeline** 1-800-273-8255

24-hour crisis intervention

#### STUDENT SAFETY

CESL takes the safety of its students very seriously. If a student experiences a threat to his/her safety, he/she should notify someone from CESL (teacher, director, staff) immediately. If a student is in serious or immediate danger, he/she should call 911. For more information about safety on SIU's campus, please see the Department of Public Safety's website at <a href="http://dps.siu.edu/">http://dps.siu.edu/</a> or contact your CESL advisor.

## Safety Tips

#### Students should:

- 1. Lock doors at all times.
- 2. Never leave property unattended: (e.g. NEVER leave a backpack or book bag alone in the CESL classroom while eating lunch in the Student Center. Items may get stolen at that time.)
- 3. Trust their instincts. If they feel threatened, students should do something to change the situation.
- 4. Avoid the excessive use of alcohol. DO NOT ride with someone who has been drinking.
- 5. Mark their belongings (stereo, camera, calculator, clothing, books) with a personalized I.D.
- 6. Lock their bike with a good lock.
- 7. Never walk alone at night.
- 8. Be assertive. Say what they mean and mean what they say. Never rely on body language.
- 9. Report any suspicious activity to the police department immediately.

### **Emergencies**

See <u>dps.siu.edu</u> for additional information

## Calling 911

911 should be dialed only when it is a true emergency such as a fire or life threatening medical emergency. When you call 911, you should provide a description of the problem and location to the operator who answers the phone. Please follow the instructions from the operator. Bear in mind, individuals may be subject to a fine if they make a false 911 emergency call.

The **SIU** campus has a basic **911 Emergency Telephone System** in operation. The 911 system allows students to call the police department for response to emergencies or for assistance anywhere on the SIU campus. This system is accessible from any university exchange telephone.

#### **Tornadoes**

On the first Tuesday of every month, the City of Carbondale tests its tornado siren at 10 a.m. When the tornado siren sounds on this day, students should remain calm, as it is only a test (unless there is an emergency message that follows). If there is a tornado siren at any other time or if one hears an emergency message, they should:

### **During Class**

Follow the directions of CESL instructors! Stay away from windows, go to the designated tornado shelter area in the building, and wait for the danger to end.

### At Home

Go to the basement floor of the house or apartment. If it does not have a basement, then the individual should go to the lowest floor possible and stay in a small center room like a bathroom, closet, or an interior hallway with no windows. Stay away from windows!

#### In a Car or Vehicle

Park the car and move to a safe place. Find shelter in a sturdy building – go to the lowest floor, stay away from windows, and DO NOT USE ELEVATORS. If an individual is not able to get to a building, he/she should find a ditch or low spot on the ground, lie flat on the ground with his/her body face down and protect his/her head. Do <u>not</u> seek shelter under bridges.

### **Safety Programs on Campus**

Numerous programs are in place on this campus to help ensure the safety of the students, faculty, staff, and visitors of this campus. Following is a brief description of some of those programs.

## **Brightway Path**

The Brightway Path was designed as a pedestrian path which has enhanced lighting. People are strongly encouraged to use this path when walking after dark. Bright yellow signs are posted near the sidewalks that are a part of the Brightway Path.

Thompson Woods is an example of an area that is NOT on the Brightway Path. Avoid walking in areas with minimal lighting after dark.

The Brightway Path is not always the most direct route, however, it is the safest.

#### **Call Boxes**

In order to provide greater safety to everyone on the SIU campus, the university has emergency call boxes located throughout the campus.

The call boxes are easy to use. A caller simply pushes the button and speaks into the call box. Once activated, the caller is immediately connected with a Department of Public Safety (police) operator. The calls are handled as 911 calls, and the operator is shown the location of the call box the caller is using on their 911 screen. Police will be sent if a call box is turned on.

The caller should tell the operator the nature of the emergency and the actual location of the emergency.

Link to the map of Brightway Path and Call Boxes on campus: <a href="http://www.dps.siu.edu/crimeprevention/Call\_box.html">http://www.dps.siu.edu/crimeprevention/Call\_box.html</a>

### **Sexual Assault Awareness**

Any time someone forces another person to have sex against their will, it is considered rape. Rape is a criminal offense, a felony. When someone says, "No," it means "No!" Pushing someone to have sex against his/her will is against the law! If an individual has been raped, he/she needs to report

this offense to the police immediately. Victims can also contact Rape Action Committee at 618-529-2324 for assistance.

If a student wants someone from CESL to go to the police with them, he/she should contact the CESL advisor or director immediately.

# **Women's Night Safety Transit**

The Women's Night Safety Transit offers female and disabled students transportation to and from campus for university sanctioned events. There is no fee for this service. The telephone number to call for the Women's Transit is 618-453-2212. The hours are 6 p.m.-12 a.m. (midnight), Sunday-Friday.

#### STUDENT ACTIVITIES

### **CESL Activities**



CESL enjoys connecting students and ensuring that they have a variety of unforgettable experiences while visiting Carbondale. Events will be set up throughout the semester for students who wish to be a part of. Events may include:

- Group outings to the local bowling alley
- Hiking trips in the Shawnee National Forest
- Picnics and boating at Campus Lake
- "Tea Time," a weekly social gathering for CESL students and faculty to get to know each other
- Trips to the local movie theatre, mall, or restaurants
- Parties to celebrate special holidays and events including: Lunar New Year, Saudi Arabia National Day, Spring Dance, Christmas parties, and more!

Students must sign a waiver before participating in CESL sponsored activities, so stop in the CESL office to sign a form and ask about upcoming events!

## **Conversation Partners**

Having a Conversation Partner gives CESL students a great opportunity to meet native English speakers, to learn about U.S. culture, and to practice their English language skills outside of the classroom. Conversation Partners meet at least 1 hour per week in an informal setting, though partners can meet more if they'd like. Conversation Partners can be current SIU students (graduate and undergraduate), faculty or staff, and people from the Southern Illinois community. We hope the Conversation Partner experience will lead to good friendships and improved English skills. Contact a CESL advisor for more information.

## **Student Recreation Center**

All CESL students are permitted to use the SIU Recreation Center. In order for CESL students to use the Recreation Center (the Rec Center or the Rec), it is necessary for them to present their I.D. card. Students will be given access to a variety of exciting activities at The Rec, most of which are free or low cost. Programs include:

Base Camp: The SIU Base Camp offers students information about
where to go in Carbondale and the surrounding areas to
participate in outdoor sports. Information includes hiking trails, camping, climbing, fishing,
and more. Students can also conveniently rent any equipment needed for these activities at
a very low cost. Call 618-453-1287 for more information. Check in frequently at Base Camp
to get information about any upcoming adventure trips offered by Rec Center staff!

- Boat dock: The Rec Center manages the SIU boat dock and beach in the Spring, Summer, and Fall months on Campus Lake. SIU and CESL students may rent boats for free.
- Climbing: Students can sign up to experience the climbing wall or roof located inside the Rec Center.
- Individual Fitness Classes and Programs: Students can attend most classes offered by trained professionals at the Rec for FREE. To see a full class schedule and class descriptions visit http://www.reccenter.siu.edu/index.php/rssfitness/rssfitnessschedule.
- Intramural (Team) Sports: Students can organize or join an existing intramural team to compete in a variety of sports. It is free to sign up and play; however, one team member will need to visit the Rec to register his/her team. What a great opportunity to make new friends! Team sports and tournaments to compete in include: Badminton, dodgeball, flag football, soccer, volleyball, and more! Visit http://www.reccenter.siu.edu/index.php/rssintramuralsports for more information about how to register and team schedules
- Instructional classes: Instructional classes are offered to students who wish to learn specialized skills for an additional cost. Instructional classes currently being offered include yoga, mixed martial arts, dance classes, and boxing classes. More information can be found at http://www.reccenter.siu.edu/index.php/rssinstructionalprograms.
- Lifestyle Enhancement Programs: Students can also visit the Lifestyle Enhancement Center to sign up for services such as personal training, fitness assessments, nutritional services, massage therapy, and/or orientation to the weight room.
- Outdoor Adventures: The Rec Center offers a variety of opportunities for students to experience the beautiful scenery and exciting outdoor activities that Southern Illinois has to offer.
- Sports Clubs: the Rec Center offers a unique opportunity for students to compete in sports
  which they may have an interest in but have never been able to compete against others.
  Each club meets at different times during the week to practice, and many compete in
  tournaments with other universities. Some sports clubs that have been offered in the past
  include: Archery, badminton, climbing, cycling, fencing, gymnastics, lacrosse, paintball, roller
  hockey, rowing, and table tennis.
  - For a full listing of sports clubs and more information about how to join or maybe even start a club, visit http://www.reccenter.siu.edu/index.php/rsssportclubs
- Tournament Teams: A variety of athletic tournaments are available throughout the year, including: Whiffle ball, ultimate frisbee, team tennis, softball, basketball, table tennis, and more!

### **Center for International Education Sponsored Activities**

The Center for International Education (CIE) office houses the office for International Students and Scholars (ISS), which offers services to students conditionally admitted by undergraduate or graduate programs. The CIE office is located at Woody Hall A Wing, 425 Clocktower Drive. Contact them by phone at 618-453-5774 or visit cie.siu.edu for a detailed description of international student resources and programming. Here are some examples of activities and resources at CIE:

#### International Coffee Hour

International Coffee Hour is hosted every Friday from 3 p.m. to 5 p.m. when SIU classes are in session at the Center for International Education Office at the Woody Hall A Wing. Free refreshments are provided at this event, which was created to connect American SIU students with international students. Visit cie.siu.edu for more information.

## **Registered Student Organizations**

There are a wide variety of student organizations (RSO's) that CESL students can join at SIU in order to connect with students from similar or different backgrounds than their own. For a complete list visit <u>getinvolved.siu.edu/</u>

### **Activities in and around Carbondale**

Southern Illinois is a great place to have a variety of new experiences. This area is home to beautiful nature and wildlife areas as well as many exciting yearly festivals and events that are close to the SIU campus.

- The Daily Egyptian (DE), SIU's newspaper, is a great source of information about upcoming events in the area. It is available at various locations on campus every day and throughout the city of Carbondale. It also features a weekly edition of Nightlife that comes out every Thursday and details many other events in the area for the upcoming week. You can read the DE online at <a href="http://dailyegyptian.com/">http://dailyegyptian.com/</a>.
- The Flipside is a great resource to find information about local events including concerts, theatre performances, art exhibits, and many other exciting happenings right here in Southern Illinois. It is available weekly in the Southern Illinoisan newspaper or visit <a href="https://www.thesouthern.com/entertainment/">www.thesouthern.com/entertainment/</a> for more information.
- <u>Eventful.com</u> is another wonderful source for discovering upcoming events in Southern Illinois and in the surrounding areas. This is a great site to visit for individuals who are interested in attending larger events such as concerts or theatre performances in St. Louis or other large cities close to Carbondale. Go to <a href="http://eventful.com/carbondale/events">http://eventful.com/carbondale/events</a> for more information.

### **Annual Activites in Southern Illinois**

Fall (September - November)

- Downtown Art and Wine Fair- Located on Carbondale's Main Street, this festival features local bands, food, art exhibits, and wine tastings.
- Murphysboro Apple Festival- Every September, this small town only fifteen minutes from Carbondale has an annual four-day celebration which offers many unique events including a parade, an apple pie eating contest, carnival rides and games, and many other festivities.
   Visit http://www.murphysboro.com/ for a detailed list of events.
- DuQuoin State Fair- This yearly event is very special to Southern Illinois. Every year for one
  week starting at the end of August, people can visit the fairgrounds to attend concerts, eat
  delicious "fair food", visit various interesting exhibits, enjoy carnival rides, and many other
  events. Visit http://www.agr.state.il.us/dq/ for a full listing and more information.

### Winter (December - February)

- The Lights Fantastic Parade- A beautiful showing of holiday lights that comes right through Carbondale.
- Candy Cane Lane- Located in West Frankfort, Illinois (about 1 hour from Carbondale) this dazzling Christmas lights display attracts travelers from across the country every December. Featuring over 5 million lights with new displays added each year, this attraction is a must see during the holiday season in Southern Illinois.

## Spring (March - May)

- St. Patrick's Day- Every year around March 17<sup>th</sup> there are a variety of St. Patty's Day celebrations around Southern Illinois. Murphysboro offers a great festival which includes a 5K walk/run for charity, an Irish Stew Cookoff, parade, and an art exhibit sale. Visit http://www.murphysboro.com for more information about events.
- Giant City State Park- Spring is the best time of year to enjoy the scenery and activities
   available in this beautiful area of Southern Illinois. Experience outdoor activities including
   horseback riding, camping, fishing canoeing, hiking, and various other exciting adventures.
   Visit http://www.dnr.state.il.us/lands/Landmgt/PARKS/R5/GC.HTM#Visitor for a full listing
   of available activities, site map, and photo gallery.

#### Summer (June - August)

- Sunset Concerts- sponsored by SIU, these free concerts take place every Thursday throughout the summer at both Turley Park (local park in Carbondale) and at Shryock Auditorium (on SIU campus).
- Meet Me at the Main- Located between the Rec Center and downtown Carbondale, this
  information fair features freebies from local businesses and a great tour of the Strip. Come
  enjoy a free hot dog and meet new friends!
- Fireworks Display- every year on the weekend of July 4<sup>th</sup> there are various locations in the area that offer fireworks displays that are free to the public. Some locations include the DuQuoin State Fairgrounds, Rend Lake Dam and Visitors Center, and Steeleville City Park. Check local newspapers around the holiday to find out exact dates and times.

## **Regional Tourism**

### Chicago, IL

Chicago, Illinois is the largest city in the Midwest United States and serves as a hub for business and travel. It is located approximately five and a half hours from Carbondale and is easily accessible by public transportation such as the Amtrak train. Students who travel to Chicago enjoy visiting:

- Millenium Park
- Ethnic Neighborhoods (such as Chinatown, Greektown, and Little Italy)
- Shopping areas such as "The Magnificent Mile"
- Sporting Events



• Theatre, comedy, and culinary events

See <a href="http://www.choosechicago.com/">http://www.choosechicago.com/</a> for more Chicago tourism information.

# Nashville, TN

Nashville, Tennessee is a three-and-a-half-hour drive from Carbondale. Nashville is well known as a "music city" and for country music in particular. Nashville is also the capital city for the state of Tennessee. Nashville offers many activities including:

- Nashville Shores Water Park
- The Nashville Zoo
- Country Music Hall of Fame
- CMA Music Festival and many other music shows and concerts

More information can be found at <a href="http://www.visitmusiccity.com/visitors/index">http://www.visitmusiccity.com/visitors/index</a>.

# Memphis, TN

The largest city in Tennessee, Memphis is located three and a half hours from Carbondale when driving and is also accessible by Amtrak in about five hours. Memphis is also known for its musical influence especially Rock and Roll music and Blues music. Attractions in Memphis:

- The Memphis Zoo
- The Civil Rights Museum
- Graceland (Elvis Presley's Home and Museum)
- Beale Street, "the home of Blues music"

Visit <a href="http://www.memphistravel.com/">http://www.memphistravel.com/</a> for more information about Memphis tourism.

### St. Louis, MO

St. Louis, Missouri is a large city close to Southern Illinois (about 2 hours from Carbondale), which can easily be visited during a day trip. This beautiful city offers attractions that are not available in Carbondale. Activities offered throughout the year include:

- St. Louis Cardinals baseball game
- Visiting the Gateway Arch
- The St. Louis Zoo
- The Science Center and City Museum
- Six Flags amusement park

For a larger list of attractions http://www.stlouisattractions.com/.

#### LIFE IN CARBONDALE

# Housing

Students coming to Carbondale may live on campus, in SIU owned dormitories, off campus in private dormitories, or in apartments. Single students living off campus may be asked to sign a contract for a longer period than the CESL term, perhaps three months, six months, or even a year. Therefore, it is very important that before signing a contract, the student understands his/her responsibilities to fulfill that contract. When a person signs a housing contract in the U.S., he/she is obligated to comply with the terms of that contract. All housing units publish rules and regulations of their facilities. These should be read and clearly understood. If someone is unable to understand the language of the housing contract, he/she should see a CESL advisor.

## **On Campus Dormitories**

On campus dorms require that a student sign a contract for at least one academic semester. No damage deposit is required, but students may be charged at the end of the lease if there is damage to their room. Most on campus dormitories have a large bathroom on each floor that all tenants share. There are also some dorms that have a bathroom that adjoins two dorm rooms. Dorm rooms are usually designed for two students, but for an additional fee, individuals can have their own room. Students can also pay for a meal plan that entitles them to eat the meals at the dormitory's cafeteria. Students will be given a choice of meal plans — with varying numbers of meals per week. While living in the dorm, students will be required to clean their own room and take out their own garbage. THERE IS NO MAID SERVICE IN A DORMITORY. See the dorm manager, Resident Assistant (RA), or the CESL advisor if there are any problems.

## **Off Campus Dormitories and Housing**

In some off campus housing (not owned or operated by SIU) students may sign a contract for one CESL term alone or more if available. A damage deposit will be required, but the deposit will be returned to the tenant at the end of the contract provided there has been no damage to the housing. When students move in for the first time, they should check that everything is working and clean. If students find any problems, they should tell the manager immediately. While living in the dormitory or apartment, students will be required to clean their own room and take out their own garbage. THERE IS NO MAID SERVICE IN OFF CAMPUS HOUSING. If there are any problems a tenant cannot handle, they should see their dorm manager, Resident Assistant (RA), or the CESL advisor.

### **Services in Carbondale**

#### **Banks**

In the United States, people keep their money in a bank or a credit union. The city of Carbondale has both of these types of institutions. Students can choose to open a checking account and/or a savings account.

Checking accounts are used for everyday purchases such as food, rent, and other bills. When an individual opens a checking account, he/she will be given a debit card and some personal checks. Using the debit card or checks will deduct the person's money directly from his/her checking account, so it is important for individuals to carefully

track their spending. For simple instructions on how to balance a checkbook visit http://www.ehow.com/how\_4485632\_use-checkbook-register.html.

 Savings accounts are used to store money that one does not plan to spend but wants to keep safe in case of an emergency or to save for a big purchase.

Remember, to be safe, individuals should NOT carry a large amount of cash on their person.

### **Fax Services**

One can easily fax a document from the Information Center located in the Student Center (on the first floor across from the University Bookstore)

- Faxing something to a location in the U.S. costs \$1.00 per page.
- Faxing a document internationally costs \$6.00 for the first page and \$3.00 for each additional page.

### **Post Offices**

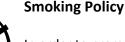
There are two post offices in Carbondale.

 One is located near the University Mall on Route 13 East (1301 East Main). Their hours are 9 a.m. to 5:30 p.m. Monday- Friday and 9 a.m. to 1 p.m. on Saturday (closed Sunday).



• The other post office is located near the Murdale Shopping Center at 2001 West Main. Its hours are 9:30 a.m. – 4:30 p.m. Monday-Friday (closed Saturday and Sunday).

One can send packages internationally through the post office. To calculate how much it will cost to send something by size and shape visit <a href="http://ircalc.usps.gov/">http://ircalc.usps.gov/</a>.



In order to promote the health of the university community, to preserve and protect property, and to provide a clean and safe environment in which to study, work, and learn, Southern Illinois University Carbondale prohibits smoking (including the use of electronic cigarettes or any other smoking device) on any university property, including

parking lots. You may smoke inside of your personal vehicles while on university property.

All University employees and students have access to the free Tobacco Cessation Services through the Illinois Tobacco Quitline (866-QUIT YES [1-866-784-8937]). Smoking cessation counseling is also offered to all students by the SIUC Wellness Center.

### **Transportation in Carbondale**

### **Bicycles**

If students choose to ride their bike to class, they will need to register it at the parking division at no cost. Registering one's bike will help safety officials recover the bike if it is lost or stolen. Buying a bike lock and attaching it to a bike rack will help prevent bike theft.

Requirements for Bicycle Registration:

• The bike must have a serial number.

- The student must have a CESL or SIU ID card.
- The bike must have reflectors on each pedal as well as the side, front and rear.

#### **Bus Service**

The Saluki Express is the public transportation system offered to all SIU students. The bus travels daily to various locations in Carbondale. Check the bus schedule for specific arriving and leaving times. Some stops have a short waiting period.

- It costs \$1.00 for a one-way ride on the Saluki Express. Exact change is required.
- If students ride regularly, buying a bus pass will save them money. CESL students can buy a bus pass at the Student Center Business Office (2<sup>nd</sup> floor) for \$47.00 a semester (16 weeks) or \$17.00 per month.
- For a current listing of bus routes visit <a href="http://studentcenter.siu.edu/services/saluki-express/saluki-express-routes-2013-2014/">http://studentcenter.siu.edu/services/saluki-express-routes-2013-2014/</a>. You can also track the buses in real time at http://siuc.transloc.com/

Note: During some school breaks only certain routes are in operation.

### Helpful Riding Hints

- Passengers should arrive at the bus stop a few minutes early to ensure they do not miss the bus.
- Passengers should wait at the bus stop sign location, so the bus driver knows they want to be picked up.
- Passengers should have money (exact change) ready so the bus stays on schedule.
- There is no smoking, drinking, or littering on the Saluki Express.

### **Driving in Carbondale**

To drive in Illinois, students will need to have a driver's license and car insurance. Students interested in getting a driver's license should contact the CESL advisor to get help with the process and understand the legal requirements for driving in the United States. Individuals can also visit http://www.cyberdriveillinois.com/ for more extensive information about driving in Illinois.

IMPORTANT NOTE: If students choose to drive, they must pay for at least liability insurance on their vehicle. Having this type of insurance is the law in Illinois. Illinois law also requires the use of seatbelts at all times when driving or riding in a vehicle.

### Parking Stickers on Campus

- In order to park on campus, students have to register their vehicle at the SIU Parking Division (located in Washington Square, Building B).
- Students will need to buy a colored sticker that identifies where they can park on campus. Every campus parking lot has a sign showing the designated sticker colors that are permitted to park in that area. Place the sticker on the back window of the vehicle.
- No individual can EVER park in a handicapped reserved space unless he/she has a handicap parking pass.

- For more information go to <a href="https://www.dps.siu.edu/parking">https://www.dps.siu.edu/parking</a> welcome.php or call 618- 453- 5369.
- The cost of a red parking sticker varies based on when it is purchased during the semester. Prices range from around \$32 to \$90. Yellow stickers range from \$9 to \$25. Go to <a href="https://www.dps.siu.edu/parking\_decal.php">https://www.dps.siu.edu/parking\_decal.php</a> for a full listing of parking decal prices.

#### LIFE IN THE UNITED STATES

#### **Conversion Tables**

## American System to the Metric System: Weights & Measures

### **MOST COMMON UNITS of MEASURES**

16 ounces (oz.) = 1 pounds (lb.)

3 teaspoons (tsp-) = 1 tablespoon (tbs.)

4 tablespoons (tbs.) = 1/4cup (c.)

2 cups (c.) = I pint (pt.)

2 pints (pt.) = 1 quart (qt.)

4 quarts (qt.) = 1 gallon (gal.)

12 inches (in.) = 1 foot (ft.)

3 feet (ft.) = 1 yard (yd.)

### **TEMPERATURE**

Fahrenheit (degrees) Centigrade (degrees)

Fahrenheit to Centigrade: [Temp (F) -32 / 1.8 Centigrade to Fahrenheit: [Temp © x 1.8 + 32

#### **AREA**

1 square inch = 6.5 square centimeters

1 square foot = 0.09 square meter

1 square yard = 0.8 square meter

1 acre = 0.4 hectare

1 square mile = 2.6 square kilometers

#### LENGTH

1 inch = 25.4 millimeters 1 foot = 0.3 meter

1 yard = 0.91 meter

1 mile = 1.61 kilometers 1 millimeter = 0.039

inch

1 meter = 3.28 feet

1 kilometer = 0.62 mile

#### **WEIGHT**

1 ounce = 28-35 grams

1 pound = 0.45 kilograms

1 ton = 0.91 metric tons

1 gram = .04 ounces

1 kilogram = 2.2 pounds

1 stone (Brit.) = 14 pounds

1 metric ton = 1.1 tons

### **LIQUID VOLUME**

1 teaspoon = 5.0 milliliters

1 tablespoon - 15.0 milliliters

1 fluid ounce - 29.573 milliliters

1 cup = 0.24 liter

1 pint = 0.48 liter

1 quart = 0.946 liter

1 gallon = 3.785 liters

1 milliliter = 0.2 teaspoon

1 milliliter = 0.7 tablespoon

1 milliliter = 0.03 ounce

1 liter = 1.06 quarts

1 liter = 0.26 gallon

## **Holidays & Vacations**

The federal government designates several days each year as national holidays. On these days, governmental offices and most businesses, banks, and schools are closed. Most stores are closed on Christmas, New Year's Day, and Thanksgiving. Special commemorative days, such as Valentine's Day, St. Patrick's Day, and Halloween, are not legal holidays but are celebrated with special customs.

CESL teachers will let students know which upcoming holidays are observed by CESL. Unless notified, CESL classes will be in session.

**New Year's Day (January 1)** - a holiday in celebration of the New Year. It is customary to make New Year's resolutions. These are promises to quit a bad habit or to do something good during the coming year.

Martin Luther King, Jr. Day (Third Monday in January) - a U.S. national holiday honoring an American civil rights leader who sought to secure equal rights for African Americans.

**Presidents' Day (February)** - a holiday honoring two of America's most beloved presidents: George Washington and Abraham Lincoln.



**Valentine's Day (February 14)** - not a holiday, but a special day for the celebration of friendships and love. It is customary to send cards, candy, and flowers to one's spouse or close friends.

**Saint Patrick's Day (March 17)** - not a holiday, but an occasion to honor American's heritage. Some people wear a green article of clothing on this day, and restaurants serve green food and drinks.



Easter (March or April) - a religious holiday observed by Christians, celebrating the resurrection of Jesus Christ. It also represents the coming of spring. In addition, this celebration is a special occasion for children who color Easter eggs. The Easter Bunny brings candy and eggs in baskets.

**Memorial Day (last Monday of May) -** a U.S. Federal holiday day to honor American servicemen who were killed in wars.

**Independence Day (July 4)** - a U.S. Federal holiday to celebrate the signing of the Declaration of Independence on July 4, 1776. Americans celebrate this occasion by having picnics, parades, and parties. In the evening, there is usually a free public fireworks display near the SIU arena.



**Labor Day (first Monday of September) -** a U.S. Federal holiday to honor the workers of America. Picnics in public parks are popular on this day.

Halloween (October 31) - not a holiday, but a festival of Scottish-Irish origin. Traditional activities



include attending parties while dressed in costumes, carving pumpkins, and telling ghost stories. In the evening, children go from door to door for "trick or treat". People who answer the door are expected to give them candy (the "treat"), or the children may play a "trick" on them.

**Thanksgiving** (4<sup>th</sup> Thursday of November) - a traditional American holiday, which began when the first American settlers, the Pilgrims, gave thanks for a bountiful harvest. Americans celebrate this day by preparing a special meal, which usually includes turkey and dressing, cranberry sauce, and pumpkin pie. It was first declared a national holiday by President George Washington in 1789.



Christmas (December 25) – a Christian holiday, which celebrates the birth of Jesus Christ. Through time, this has become a more secular holiday. Traditional activities include singing Christmas carols, decorating Christmas trees, sending cards, and giving gifts. Children are told that Santa Claus will bring them gifts if they have been good throughout the year.