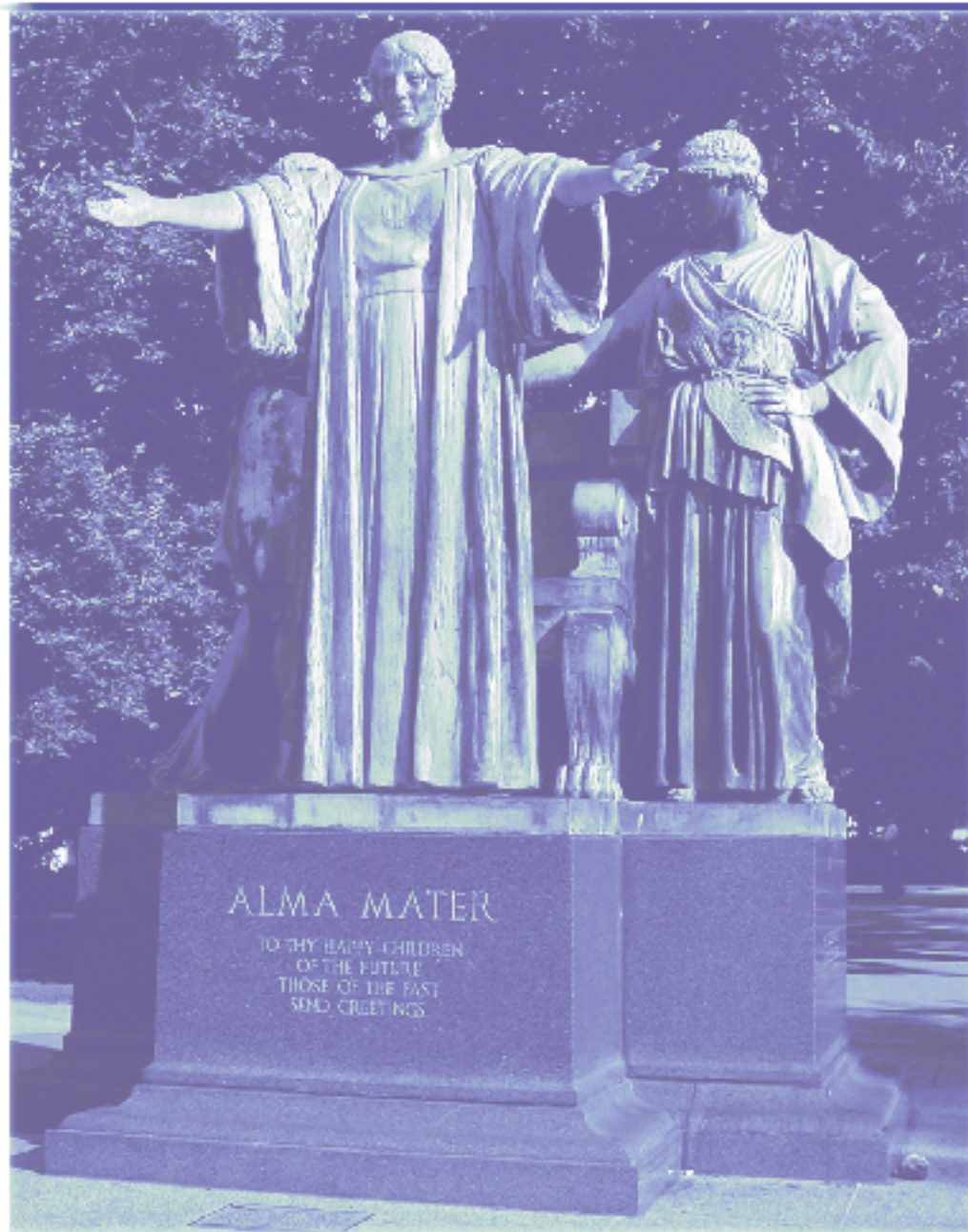




ILLINOIS

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN



Intensive

English

Institute

Student Handbook

Table of Contents

IEI Orientation and Registration Week	4
IEI Academic Program	6
General Information about IEI Classes	7
IEI Services.....	8
Student Activities.....	10
IEI Policies and Procedures.....	14
IEI Students and the University of Illinois.....	23
Legal and Safety Issues.....	27
Housing.....	29
Transportation	31
Where Do I Find?	33

The Language of the IEI

Remember that the IEI is an Intensive ENGLISH Institute. The official language of the IEI is English. You should speak English to all of your teachers and all of your classmates in all of your IEI classes, during class, before class, and after class.

Remember – If you speak a language other than English in your IEI classes:

- Your behavior is considered rude because not everyone can understand you.
- You will not improve your English by speaking another language.

IEI Orientation and Registration Week

Required Orientation Week Activities:

Payment of IEI Tuition and University Fees: All students receive an orientation schedule that includes the deadline for paying their tuition and fees. These must be paid by check or cash. No credit cards are accepted. Students who have questions about their bills should see the secretary in the IEI office.

University of Illinois ID cards will not be issued before the tuition and fees have been paid.



English Placement Test: During Registration week, you will take a placement test. You will be tested in 4 areas: writing; grammar and reading; listening; and oral communication. The oral interview will be scheduled separately from the rest of the test. The rest of the test takes about 2 hours.

Orientation Meetings: All new IEI students must attend orientations to the IEI and the University of Illinois campus and community before classes begin (See the Student Orientation Week schedule for details). Bring your welcome packet to all orientation meetings.



Getting Your University of Illinois Student ID Card: Each IEI student receives a University of Illinois student identification card (See information under *IEI students* and the *University of Illinois*). Instructions about how to obtain ID cards are in your student welcome packet. IEI students pay most of the same fees that UIUC students pay, so they are eligible to use almost all of the services provided for U of I students. These include:

- The Illini Union
- The Activities and Recreation Center (ARC)
- Campus Recreation Center-East (CRCE)
- McKinley Health Services
- The Counseling Center
- The Career Center
- The Champaign-Urbana Mass Transit District buses
- University libraries and computer labs



Campus Computer and Email Orientation: All new students will need to attend a computer orientation during Registration week. During this orientation, students will get their campus Net ID (user name) and passwords which will let them use the computer labs on campus. They will also get their U of I email accounts and learn how to use them. Also, see information under *Computing on Campus* (Page 27).

Health Insurance: All students are required to have Student Health Insurance. If you have private health insurance it must meet the minimum requirement as follows:

1. a minimum of \$200,000 major medical coverage for each illness and each injury;
2. no less than an 80%/20% benefit plan for inpatient, outpatient and surgical procedures;
3. the maximum annual deductible should be \$500.

Students who purchase private health insurance must bring proof of coverage to the IEI office at the time of registration. This proof must be in English; it must include information that shows the minimum coverage has been met; and it must show the coverage amounts in US dollars. If students do not bring proof of adequate insurance at the time of registration, they will be charged for University of Illinois student health insurance. **NO REFUNDS on health insurance will be given if you purchase insurance and then present proof of private insurance at a later date.** (Also, see information under *Medical Care for IEI students*.)

IEI Orientation and Registration Week



Visiting the McKinley Health Center and Getting Your TB Test: As new students on the University of Illinois campus, all IEI students must be tested for tuberculosis (TB) at the beginning of the first semester they are on campus. This is a requirement of the university. During Orientation week, IEI students are assigned to go with a group to McKinley Student Health Center to have this required TB test. Bring your ID card, the McKinley Health Information Form you were sent when you were accepted as an IEI student, and the form you are given at registration. Be sure to bring with you any records that show when you have had immunizations for measles, mumps, rubella, or tetanus. If you cannot show that you have had these re-

quired immunizations, the nurses at McKinley will give them to you (for a small charge). If you have any questions about them or about any possible side effects, ask the nurses. The nurses will give you the TB test free of charge. (It must be done in the U.S., not in your home country.)

If you do not go with a group from the IEI, you will need to go on your own to the Immunization and Travel Clinic at the McKinley Health Center. You can go without an appointment Monday, Wednesday or Friday, between 8:30 am and 4:30 pm. (But not during IEI classes!)

It will be necessary for you to have your TB test read by a nurse 48-72 hours after the test. Ask the nurse exactly when you should return. If you do not return to have the test read at the proper time, you will have to begin again, and have the test repeated.

Any returning student who has not taken care of this requirement by the beginning of their next term of enrollment in the IEI will be "encumbered." This means that you will not be allowed to register for the following semester until you show evidence from McKinley that you are no longer encumbered. To avoid being encumbered, go to McKinley NOW and keep all of your appointments there.

This is a good opportunity to become familiar with the McKinley Health Center and its facilities. The University fees that you paid include a student health plan that entitles you to use this center when you need health care. Look around while you are there, so that if you need to see a doctor or nurse later, you will know how to begin. If you have any questions about their procedures, be sure to ask them for information.

Optional Orientation Week Activities:



Getting to Know the U of I Campus and Community:

- **CAMPUS WALKING TOUR:** Students learn about the U of I campus, including IEI classrooms, the Library, Illini Union, and other important campus sites.
- **LUNCH/DINNERS** with IEI teachers and interns.
- **MALL/SHOPPING/SUPERMARKET TRIPS:** Students learn how to use the bus system and take a trip to the mall, shopping areas, and local supermarket.



IEI Academic Program

Placement, Levels and Sections:

Placement: New students are placed into classes according to their placement test (EPT) results. There are many factors that affect test performance. For this reason, teachers observe students carefully during the first few days of class to be sure they are placed in the correct level.



If students return to the IEI immediately after a previous semester, they are placed into classes based on their previous semesters' grades and proficiency assessments. They do not need to take the placement test again in order to be placed. However, students who return to the IEI after being gone for a full semester (fall or spring) or longer must take the placement test again. Students who take the summer as vacation in between spring and fall semesters at the IEI are not required to take the placement test again.

Students should not request to be moved. If your teachers believe you are in the wrong level (too high or too low), they will discuss this with the Associate Director to determine whether you should be moved. This does not happen very often.



Levels and Sections: The IEI has classes at 6 levels of proficiency, ranging from level 100 (basic) to level 600 (advanced). When IEI students are placed in levels, the purpose is to group together students who are at approximately the same level of English language proficiency. Some levels are divided into two or more class sections. Within a level, no section is higher or lower than another section. It is very common for students to think they are "better" in one area, e.g., reading and writing, than another, e.g., speaking. But as long as the class members begin in the same general stage, they can all be challenged by the class activities throughout the semester together.

Elective courses: At levels 400, 500 and 600, students are able to choose one or two elective courses during registration. Elective decisions are FINAL, so students should read the instructions and choose their elective classes carefully. Before making your decision about which classes to take, you should read through the course descriptions. There will be a chance to ask questions about courses during registration and orientation. You may also stop by the IEI building where you can ask teachers or IEI staff for more clarification about elective courses.



General Information about IEI Classes

The IEI is an INTENSIVE language program. Students attend class at least 20 hours each week, and are expected to do several hours of homework most evenings and weekends. Class attendance is required.



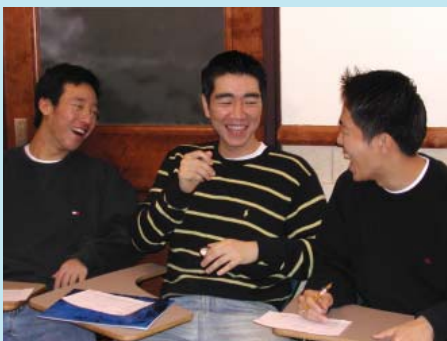
Time and length of classes: IEI classes meet Monday through Friday between 8:00 a.m. and 5:00 p.m. Some classes meet every day; some do not. Each class period lasts for 50 minutes, with a 10-minute break between classes. (Some courses meet for two 50-minute class periods in a row; some meet for 70 minutes.) All together, you will have 20 hours of class each week.



Location of classes: IEI classes are held all over the University of Illinois campus, in the same classrooms in which U of I students have their classes. Each class may be in a different classroom or in a different building. Sometimes your classrooms will be close together and sometimes they will not. Sometimes you will have an hour or two between classes and sometimes you will not. This scheduling is typical of the class schedules of U of

I students. Students receive class schedules before classes begin that tell them the time and the place of all of their classes.

- **Instructors:** Usually each class has a different teacher.
- **Textbooks:** The textbook is NOT the course. Students will find that IEI teachers use the textbooks as resources, but the teachers also supplement the texts with other materials. You will be given a list of the textbooks you need to buy when you get your class schedule.



- **IEI Classes:** Specific information about classes is available each semester during Registration week. Elective classes offered may vary from semester to semester, and depend on student interest. If enough students do not enroll in a particular elective, then that course will not be offered.

International Student Advisor:



During the semester, the Intensive English Institute operates an office of International Student Advising to help students with various situations they may encounter while living in the United States. The IEI international Student Advisor is Karen Hilgeman. Her office is Room 101, IEL. The services provided by the international student advisor include the following:

- **COLLEGE PLACEMENT:** Providing information about college and university application procedures, including how to find appropriate university programs, how to apply for various supplemental tests (GMAT, GRE, TOEFL, etc.) and where and when to write for information.
- **IMMIGRATION:** Providing information regarding immigration questions and status as a non-immigrant student.
- **IEI-RELATED CONCERNS:** Providing information regarding problems including, but not limited to, interpersonal difficulties with other students or teachers, questions about class placement or methods, etc.
- **PERSONAL PROBLEMS:** Providing information to help solve various personal problems, including but not limited to, housing or roommate difficulties, health problems, legal problems, etc.

It is important to keep in mind that the International Student Advising Office provides **ADVICE**. We are happy to help students in whatever ways we can, but we cannot solve problems for you. The International Student Advisor is not a lawyer, immigration official, or miracle worker. For example, the following is a list of some of the things the International Student Advisor **CANNOT** do for you:

- Get you admitted to the University of Illinois or any other American college or university that you do not qualify for. For example, the IEI can write recommendation letters only regarding your English proficiency. We **CANNOT** write about your academic qualifications.
- Change your visa status or intercede for you with the Department of Immigration and Naturalization. Again, we can provide information, but we cannot give legal advice or make important decisions for you.
- Get you out of legally binding contracts, such as a housing contract that you have signed, get you out of traffic tickets or other legal or financial difficulties, find housing or homestays for you, move you from one section to another on the basis of a personality conflict, etc.

In short, we will be happy to work with you to help you solve any problems you may encounter while a student at the IEI. However, you must ultimately be responsible for solving the problems. Please feel free to stop by the office and sign up for an appointment whenever you need help.



The TOEFL:



Each semester, the IEI administers a paper-based institutional TOEFL (Test of English as a Foreign Language) to interested IEI students. IEI students might want to take this test for one of the following reasons: (1) to have a TOEFL score to give to their home universities; (2) to have a TOEFL score to use for admission to the University of Illinois (this institutional TOEFL score CANNOT be used for admission to any other university); (3) to obtain a TOEFL score for personal reasons.

Students who take this test will receive an official score report from ETS. However, since this older form of the TOEFL (the PBT) does not include writing or speaking, the score on this test is not an accurate indication of English proficiency, nor does it reflect progress in English language learning. The TOEFL iBT is a much more accurate measure of English communication ability and improvement in proficiency. There is a charge to take the Institutional TOEFL test. Check the IEI calendar for test dates. Students will be given information in class regarding when they can register in the IEI main office for the test.

There are now three kinds of TOEFLs – the institutional (PBT), computer-based (CBT), and Internet-based (iBT) TOEFLs. The CBT is not given in the US anymore. Most universities will accept TOEFL scores from the CBT for one to two years after the test was taken. You must check with the university to which you are applying to find out the exact length of time that your CBT score is valid for admission.

The iBT TOEFL integrates, or combines, four basic communication skills. For example, a test taker might read a passage of text and listen to a lecture, and then write or speak about it in response. These integrated tasks are excellent measures of a student's ability to communicate in English because they more closely reflect how we use real language. These practical, everyday tasks allow ETS to obtain a more realistic measure of how well individuals will be able to communicate in an academic setting. This integrated approach also helps students prepare for success in the real academic environments they will face once they begin their coursework. The iBT consists of four sections and is approximately 4 hours long. All four sections can be taken on one day. Note-taking is allowed throughout the test to help test takers answer the questions.

To register for the TOEFL iBT, go to the *ETS website* (<http://www.ets.org/toefl>) and click on "Register for the Test." If you want to take the TOEFL iBT at the UIUC testing center, you should try to register 2 ½ to 3 months in advance of the desired test date because there are very few spaces and they fill up quickly.

The IEI offers a TOEFL iBT strategies course as one of the elective choices for advanced and high-intermediate (Level 500-600) IEI students, as well as an "Introduction to the TOEFL iBT" course for intermediate (Level 400) IEI students.



Student Activities



The IEI believes that it is important for students to get together with each other and with American students to have fun and to practice their English outside the classroom. Each term, there are many social events for each of the sections of the IEI. The IEI has an **Activities Coordinator**, who arranges other activities for all IEI students. The Activities Coordinator is assisted by the **IEI Interns**, UI students working with the IEI to plan and participate in activities. They are a valuable resource for IEI students. Make an effort to get to know the interns this semester!

For information about IEI activities, see the IEI website calendar <http://illinois.edu/calendar/list/3126>.

IEI students are invited to use the IEI Student Lounge at any time during the day between 8:30 am and 4:30 pm. You can check your e-mail on the computers there.

IEI Student E-Mail List:

All IEI students are automatically subscribed to the IEI student e-mail list. The Activities Coordinator and IEI faculty use the e-mail list to send you important information about things happening in the IEI, on campus, and in the community. Please remember to check your e-mail every day for this information. Any student or teacher can send e-mail to this e-mail list. If you have information on an upcoming event that you think would be of interest to other IEI students, please send a note to the e-mail list. The address is IEI-L@listserv.illinois.edu. No attachments can be included.



IEI Newsletter:

The IEI publishes a newsletter that shares information about topics of interest to IEI students. Please take time to read this paper and find out what is happening.

IEI Conversation Partners:

There are more than 40,000 students at the University of Illinois, which should provide IEI students with many opportunities to talk with US students. The IEI has a Conversation Partners program to match IEI students with U of I students interested in meeting students from other countries. You can sign up in the IEI office for the Conversation Partner program during the first week of class. The IEI matches 2 or 3 IEI students with one Conversation (“Convo”) Partner. This is a free chance to practice your English and learn about American culture. Remember that Convo Partners are volunteers who are also very busy themselves. You will need to take some responsibility for arranging to meet about once per week with your Convo Partner. The IEI tries to match all IEI students who ask for a Convo Partner, but it is not always possible since it also depends on the number of volunteers who sign up for the program.



Welcome Activity:

All IEI students are invited to attend an IEI Welcome Activity, held at the beginning of the semester. You will receive details during orientation. This is a great opportunity to meet other IEI students and the IEI teaching staff. Family members are welcome. Come for a fun time!



IEI All-Institute Activities:

At several times throughout the semester, the IEI sponsors social activities that are open to all IEI students. Sometimes these activities are group trips to activities on campus, such as sporting events or art shows. Sometimes these are themed parties for IEI students, friends, and ConvoPartners. Other times these events are volunteer opportunities which help students become more involved in the community.



IEI Day Trips:

Each term, the IEI sponsors a bus trip for IEI students to give them a chance to visit Chicago together for a very reasonable fee. There is usually at least one additional day trip planned each semester, often to a state park where students can hike, canoe, or in other ways enjoy the outdoors. Space is limited for these trips, so begin making plans now. Information about these trips and procedures for signing up will be available in class.



IEI End-of-Term Reception:

At the end of each term there is a reception in the evening for all IEI students and teachers. There is a formal ceremony, music, refreshments, and entertainment for all. Don't miss this event!



International Student Organizations at the U of I

Students of many regions and nationalities are represented by organizations at UIUC. Although we hope that IEI students will spend most of their time outside class working on their English, we know that it sometimes feels very good to talk with someone else from the same home country. Links to most International Student Organizations as they are available to the Office of International Student and Scholar Services can be found at: <http://www.iss.illinois.edu/students/studentorgs.shtml>

How Can I Meet People?

Would you like to meet many new people while you are at the IEI?

Here are some suggestions.

1. **Participate in IEI activities.** Get to know your classmates! It will make classes more fun, and you will make some new friends.
2. **Ask for a ConvoPartner.** Through the IEI, you have the opportunity to be assigned to an undergraduate at the university for one hour of conversation per week. It's a good opportunity. Do it!
3. **Join a club!** There are over 800 student clubs on campus, and you can join one of them! To see a list of clubs, go to this website <http://union.illinois.edu/involvement/rso/> or go to the Illini Union, Room 280, for information.
4. **Find Conversation Groups.** There are many different conversation groups on campus. Watch for advertisements in the IEI and at FLB (Foreign Languages Building).
5. **Take a music class at Parkland College.** Parkland offers some free music classes for the public. If you like music, attend one of these classes!
6. **Explore!** Champaign-Urbana may not be a big city, but there are many places to explore. There are libraries, museums, parks, cafes, stores, and all kinds of interesting places to visit. Don't just sit in your room!
7. **Join a sports team.** There are many intramural sports teams at the university. Anyone who is a student can join, for a small fee. For more information, go to <http://www.campusrec.illinois.edu/intramurals/index.html> and click on "Schedules".
8. **Ask for directions.** If you don't know how to get somewhere, ask someone on the quad who looks friendly. Maybe you will make a new friend! (In any case, it will be good English practice!)

Campus Entertainment

Announcements and schedules for many activities on campus and in the community are posted on the bulletin board in the IEI student lounge. Check there for information on specific events. Information on IEI and community events will also be posted on the IEI website at <http://www.iei.illinois.edu>. Another good source of information of upcoming events is the campus newspaper, The Daily Illini, which is available free of charge in the IEI student lounge and various other places on campus, the Thursday afternoon edition of the local newspaper, The News Gazette, and bulletin boards around campus. Be sure to check activities at the following places:

CAMPUS RECREATION



ARC and CRCE: (the Activities and Recreation Center, at Peabody and Fourth Streets, and Campus Recreation Center–East, near the IEI at Gregory and Goodwin) Campus recreation for individual students and intramural sports which provide competitive teams among university students in many sports. New teams are made at the start of each semester. No fee. Use your ID card.

ILLINI UNION: at the north end of the QUAD, on Green Street between Wright and Mathews Streets. Bowling, pool, game rooms, and a food court are found there along with check cashing, and a campus store. Talks, workshops, club activities, and other activities are organized there. Check the information desk and the Daily Illini for information.

COSMOPOLITAN CLUB: 307 East John Street, across from The Tower At Third. This club provides conversation exchanges, international dinners, cultural activities, and housing for American and international students. 367-3079.

YMCA: 1001 South Wright Street. The Y organizes talks, workshops, activities, exchanges, movies, etc. There is also an inexpensive cafeteria serving Thai/Chinese food for lunch.

CHANNING MURRAY FOUNDATION: on Mathews Street across from FLB. The foundation offers a variety of activities. See the board outside the building. It also has a vegetarian restaurant, The Red Herring, which is open for lunch and some evenings.

KRANNERT CENTER FOR THE PERFORMING ARTS: on Goodwin and Oregon Streets. (Plays, concerts, dance, etc.) Pick up a schedule at the reception area in the building. Also a gift shop and cafeteria.



MUSEUMS

THE SPURLOCK MUSEUM: The Spurlock Museum at the University of Illinois at Urbana Champaign, College of Liberal Arts & Sciences, is a museum of world history and culture, holding in its collection approximately 45,000 artifacts from diverse cultures and varied historical time periods. The Spurlock Museum is located at 600 South Gregory St., Urbana. For additional information call 333-2517 or visit <http://www.spurlock.illinois.edu/>.

NATURAL HISTORY MUSEUM: The Museum of Natural History is located in Rooms 319, 440, 436, and 437 Natural History Building, just east of the Illini Union. Anthropology, Geology, Botany, and Zoology displays are housed there. Tours for small groups can be arranged upon request. Phone 333-2517.

KRANNERT ART MUSEUM: The Krannert Art Museum is located in the Fine and Applied Arts Building at 500 Peabody Drive, Champaign, 333-1861. The permanent collections provide a visual review of art history. Egyptian sculpture, Greek vases, medieval stained glass, renaissance paintings, English silver, Indian miniatures, and Chinese porcelains are among the many original objects housed at the museum. Visit <http://www.art.illinois.edu/galleries/kam/index.html> for more information.

SPORTS

THE ASSEMBLY HALL: Florida and Fourth Streets. Sports and concerts. Tickets are sold at the First Street entrance.

SPECTATOR SPORTS: You can buy an inexpensive Go-Illini Card at the Assembly Hall ticket office, which will admit you to every U of I sporting event in season except football and men's basketball (women's basketball, women's volleyball, track, baseball, tennis, golf, gymnastics, wrestling, swimming, and fencing).



IEI Policies and Procedures



MAINTAIN YOUR STUDENT IMMIGRATION STATUS

In order to obtain a visa to study in the United States, a foreign student must be enrolled fulltime in an established English language program and must attend classes regularly. The IEI has interpreted “regularly” as meaning a minimum attendance rate of 85% of IEI class hours. By federal law of the United States, the English

Language Institute must uphold the rules and regulations of Homeland Security.

To maintain your F-1 or J-1 student status, you need to do the following:

FOR ALL STUDENTS:

- **Attend the school you are authorized to attend.** In this case, you must attend the IEI.
- **Maintain a full course of study and make normal progress in your program.** In the IEI, this means that you must enroll in a full-time program consisting of 20 hours of classes each week. You must also attend your classes. If you have more absences than the IEI allows, you will **NOT** be considered a full-time student making normal progress. This means you will be out of status with immigration.
- **Keep your passport valid.** As is the case with your immigration documents, you should keep your passport valid at all times. Contact your home country consulate or embassy for information on extending the validity of your passport.
- **Report a change of address or name change to the IEI office within 10 days of the change.**

F-1 STUDENTS:

Do not let your I-20 expire.

Look for the expiration date noted on your I-20.

You must make a decision about what you want to do next **BEFORE** your I-20 expires.

You have three choices:

1. *Request an extension of your IEI I-20.* You must reapply to IEI before the end of your current I-20. We cannot extend your I-20 for IEI after it ends. If you have not maintained a full course of study (if you have missed too many classes), you will not be eligible for an extension.
2. *Transfer to another school.* Submit your admission letter and signed transfer form from the new school before the end of the current semester. We will transfer you on the last day of the session. The transfer cannot be done before the end of the IEI term, but you need to request it in advance.
3. *Leave the USA.*

If you complete the regular session, you have 60 days to remain in the country.

However, if you withdraw, are dismissed, or plan to leave before the end of the session, you must leave the US within two weeks.

J-1 STUDENTS:

If you have questions about your DS-2019, check with your program sponsor.

IEI Course Grades

The purpose of the Intensive English Institute is to prepare students for academic study in an American university or for professional purposes. Learning to understand and work with the American grading system is a part of students' preparation. Therefore, the IEI uses the American grading system to evaluate students' progress during the semester. The American grading system is a letter grading system (A, B, C, D, and F).

Teachers may use these grades to evaluate tests, quizzes and homework. At the end of the semester, teachers give each student one final letter grade in each course. This final grade represents progress and achievement for the semester. It is not based on general English proficiency, but on IEI class work. Teachers evaluate their students on the basis of grades on tests, quizzes and homework, as well as participation in class activities and attendance. Each teacher prepares a "first-day-handout" for the class that explains grading procedures as well as other basic information for the class.

In general, the letter grades can be interpreted as follows:

- A: the student has participated actively in the class, done all assignments, and made excellent progress. However, because grades reflect whether or not a student completed assignments, participated in class, and had good attendance, an "A" grade does not always mean that the student can succeed at the next level of the IEI.
- B: the student has done well on class assignments and activities, made good progress in these subjects, has attended and participated in class. A grade of "B" does not necessarily mean that the student can succeed in the next level of the IEI.
- C: the student has made some progress but also has some problems. This student may not be ready for the next level.
- D or F: the student has not satisfactorily completed the work for the class and is probably not ready to advance to the next level.

Grades can be picked up in the IEI office the week following the final reception. If you are unable to pick up your certificate and grades yourself, you may give the IEI secretary your email address and she will send these documents to you. In general, these documents can only be given or mailed to the students they apply to, but it is possible to authorize another person in writing to pick up your grade report at the assigned time. These records are only kept at the IEI office for a limited time.

Proficiency and Achievement Assessment

In all IEI courses, students receive a list of achievement goals for the class. Teachers will assess students' English language proficiency in terms of these achievement goals. Teachers will give informational reports about proficiency and achievement to students and to the IEI administration. In fall and spring, this evaluation occurs two times: once at mid-semester and once at the end of the term.

In the shorter summer semester, this occurs at the end of term only. Proficiency and achievement assessment means that instructors judge students' language ability according to progress on specific language standards. The assessment reports are not the same as "grades." The difference between them is: Grades measure students' work, while achievement measures students' present skills and abilities in terms of the course goals.



Academic Probation

Students with GPAs less than 2.0 will be placed on academic probation for the next term in the IEI. To be allowed to continue on probation, the student must meet with the Student Services Coordinator and sign a "Probation Agreement" letter. *Any student who has a GPA below 2.0 for two consecutive terms in the IEI will not be readmitted to the program.* Students who are on academic probation at the beginning of a term must have a GPA of at least 2.0 at midterm. *Students who fail all classes (0.0 GPA) are ineligible to return to the IEI.*

University of Illinois Intensive English Institute 1205 W. Nevada Urbana, IL 61801				
STUDENT: STUDENT NAME			Level: 500 Advanced	
Term: IEP: TERM	Student ID (UIN):		Section: 500AQ	
Transcript Fall Term 2009 (August 19 - December 11)				
course	description	IEI credit hours	Grade	Instructor
IEI	Academic Listening and Speaking	6	A	James Somowski
IEI	Academic Reading and Writing	6	A	Tracy Mevin
IEI	English Grammar Review E	4	A	Stan Van Horn
IEI	Integrating Language Skills and the TOEFL L	4	A	Silvana Dushku
			Overall GPA: 4.00	
ATTENDANCE CERTIFICATE ISSUED: Yes Attendance certificates are issued for students who attend 85% or more of the required classes.				
Date: <u>May 2, 2009</u>		Director: _____		
A: Excellent B: Good/Very Good C: Fair D: Poor F: Failing WD: Withdrawn		Grades are based on the following factors: overall performance, satisfactory completion of assignments, test results, class participation, and attendance. This is not an evaluation of English language proficiency.		Calculation of Grade Point Average: A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .67, F = 0.00. The point value of the grade is multiplied by the number of credit hours.

Attendance



The IEI expects students to attend class regularly and to complete all assignments on time. Attendance, study, and constant practice are the means to successful language learning. If, after being warned, F-1 students continue to be absent, we will terminate their status in SEVIS and it will be necessary for them to go home or to request reinstatement in order to continue studying at any US university or English language program.

Limit on Total Number of Absences

A full-time student on an F-1 visa may not miss more than 15% of IEI class hours (40 hours in total) during the semester. For part-time students, the number of allowed absences differs; part-time students should talk with the Student Services Coordinator regarding the number of allowed hours of absence.

Excused Absences

There are no “excused” absences. If a student has a serious illness or a family emergency, he or she should contact the Student Services Coordinator to discuss the situation.

Tardiness/Arriving Late to Class

Please note that students who arrive more than 10 minutes late to class may be counted as absent for that hour. Three “lates” (arriving up to 10 minutes late for class) equals one absence.

Absences for Religious Holidays

Absences for religious holidays are not “excused.” However, the IEI will do its best to accommodate students’ desires to observe religious holidays. Please inform your teachers **BY THE END OF THE 2nd WEEK OF CLASS** if you have any conflicts due to religious holidays this semester and will be absent from class (this is still counted as an absence). At the beginning of the semester, students should check the student calendar for the dates of final exams. If you have a religious holiday conflict during those dates, please inform your instructor **BY THE END OF THE 2nd WEEK OF CLASS** so accommodations can be made.



Too Many Total Absences

Students who miss more than 40 hours of class will not receive a certificate of attendance at the end of the term. When IEI records show that a student has 20 hours and 30 hours of absences, the student will receive an email warning notice. When a student has more than 40 hours of absences, the IEI will send the student an e-mail message saying that the student must meet with the Student Services Coordinator to sign an “Agreement to Attend Classes.” The student must sign the agreement within SEVEN days of the date the notice is sent or he/she will not be allowed to attend IEI classes and may be dismissed from the IEI. Students who do not follow the terms of this agreement (that is, they continue to be absent) will be put on attendance probation and may be dropped from the IEI if their absences continue. Students who do NOT meet the terms of the attendance probation will not be able to enroll in the IEI for another term. They will be considered “out of status” and will need to leave the US. If they want to attend a different program, they will need to apply for reinstatement of their student status.

Limit on Absences for Individual Courses

IEI classes are small; there are activities that take place individually and in groups both in class and outside class. It is not possible for the classes to work well if some students are often absent. For this reason, in addition to the overall absence limit, there is also a limit on the number of absences that a student may be allowed for each course. This number depends on the number of hours each course is scheduled to meet weekly.

6-hour courses	12 hours maximum per semester
5-hour courses	10 hours maximum per semester
4-hour courses	8 hours maximum per semester

If a student misses too many hours of any IEI course, the teacher may ask the student to sign an attendance agreement in order to be allowed to continue in that class for the remainder of the semester. If the terms of the agreement are not met, the student may not be allowed to attend the class and will be marked absent from the class for the rest of the term. The result may be dismissal from the IEI.

Withdrawal from the IEI to go home or to transfer to another institution



Withdrawing and Returning Home: If you are a student on an F-1 or J-1 student visa and need to return to your country before the end of the semester, you may withdraw from the IEI. Before you can withdraw, you need to complete the “Request to Withdraw” form, available in the IEI Main Office. After your request to withdraw is approved, you must leave the US within two weeks. If you are on a F-2 visa or J-1 visiting scholar or J-2, you just need to complete the form before you can be considered officially “withdrawn” from the IEI.

Withdrawing and Transferring: In the unusual case that you need to withdraw from the IEI to begin a program at another school before the IEI semester ends, you need to complete the “Request to Withdraw” form. You also need to speak with the International Student Advisor about your transfer.

IEI Refund Policy:

To receive a refund, students must first officially withdraw by completing the “Request to Withdraw” form and having it approved by the International Student Advisor.

Certain fees are not refundable:

- The application fee
- Any early registration fee
- The Health Insurance Fee
- Health Services Fee

Partial Tuition and Fee Refunds:

Students who officially withdraw from the IEI will receive a partial refund of tuition and student fees according to the schedule below:

1. Withdrawing before the 1st day of class (the form must be completed and submitted to the IEI main office before 4:00pm on the last day of registration/orientation week) – 90%
2. Withdrawing during the 1st week of class (the form must be completed and submitted to the IEI main office before 4:00pm on Friday of the 1st week of class) – 50%
3. Withdrawing after the 1st week of class – NO REFUND

Students sent by educational agency consultants who withdraw may incur a deduction from any refund equal to the commission rate charged by the agent to the IEI.

Students who must withdraw from the Intensive English Institute due to a documented health reason may defer 50% of the tuition remaining towards future study within one year. If students want to return to the IEI, they must reapply to the IEI and receive a new I-20 and visa to resume studies. Such students are not eligible for the “IEI Returning Student discount.”

All refunds must be approved by the Director. If payment was made by cash or check, the University will issue a check. Note that this process can take 4-6 weeks. If you are a sponsored student, the refund can be made only to the sponsor who paid your tuition and fees.



Does the IEI Provide Recommendation Letters?



The IEI does *NOT* provide recommendation letters for university applications. The IEI provides language assessment letters in special cases only.

If you are applying to an American college or university, you will be asked to provide letters of recommendation as a key part of the application process. The IEI wishes you success in the future. However, the IEI has limitations in helping you with university applications.

The IEI cannot provide letters of recommendation about a student's academic and professional competences. For university applications, universities ask questions about the student's intelligence, leadership and many other skills that the IEI does not evaluate. Please do not ask your teachers or the IEI administration for recommendation letters for university entrance. Letters from IEI teachers will not help a university application.

The IEI assesses only a student's English language ability. In some special cases, a university admissions officer might ask for a letter about your English abilities from the IEI. Admissions officers sometimes ask for such a letter when a student's test score (such as TOEFL or IELTS) is not quite high enough for admission. In these special cases, the IEI is happy to provide a report on the student's language abilities.

Students who are applying to an American college or university often need to submit a personal essay called a Statement of Purpose (SOP) with their application. Other students may need to write a résumé for a job or a graduate school application. Please do not ask your IEI instructors to edit or give you feedback on an SOP or résumé. Reviewing and editing SOPs, résumés, or other non-course-related documents takes time away from course needs and responsibilities and should not be expected from your instructors.

If you need help with SOPs, you can find a UIUC-approved private tutor to assist you on the General ESL tutor list at <http://www.linguistics.illinois.edu/students/esl/AboutTutors.html>
For help with résumés, see the Career Center web site at <http://www.careercenter.uiuc.edu>

The IEI sends letters about language ability directly to the university admissions officer. A student may not receive a letter to keep for himself or herself. Please do not ask the IEI for a letter which you can take yourself.

If you would like to ask the IEI to write a letter about your English language proficiency, please complete the "Request for Language Assessment Letter" which is available in the main office. Please allow a minimum of two weeks from the time you submit the form.

Please note (1): A letter from the IEI about your language ability includes confidential information about a student's performance in the IEI: grades, proficiency reports from the teachers, and sometimes additional comments from current teachers. If you have poor grades and proficiency reports, the letter about language will not look good for you. If you have any grade lower than a "B" grade and you have not been doing work in your classes to demonstrate your English skills, you might want to consider not asking for a letter from the IEI.

Please note (2): The IEI can only provide language letters after assessment periods (mid-term assessments and end-of-term assessments). The IEI cannot provide a letter about a student's performance before mid-term. The IEI cannot provide a letter about a student's complete performance until final grades and proficiency reports are completed. First-semester students in the IEI may not request a language letter before mid-term.

Please also note (3): Language assessment letters for university admission are generally only provided to level 500 and level 600 students. If a student is below IEI level 500, the IEI will recommend that the student continue studying English for a semester or a year before attempting university admission. Under most circumstances, the IEI should not provide letters for students from levels 100-400.



Rules of Conduct Applying to All Students

Students enrolling in the IEI assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the academic community. A full description of the rules of conduct can be found in the Code of Policies and Regulations Applying to All Students, on the web at <http://www.admin.illinois.edu/policy/code/>



Conduct for which students are subject to discipline includes but is not limited to the following:

1. Physical abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person, or creates in such person a reasonable fear that such a result will occur
2. Sexual misconduct: any sexual activity that does not involve the knowing consent of each individual, expressed verbally or otherwise
3. Violation of any published University policies, rules, or regulations

Students living in University Residence Halls are subject to all the rules set forth in their housing contracts. Proven violators of these rules may be expelled from the University Residence Halls.

Academic Integrity:

The University of Illinois policies regarding academic integrity are described in the University of Illinois Code of Policies and Regulations Applying to All Students. These policies are typical of American universities. They also apply to IEI students. The section of this document that explains Academic Integrity can be found on the UIUC website at http://www.admin.illinois.edu/policy/code/article_1/a1_1-402.html

Students can be given an official warning or a reduced or failing grade for any of the following:

- cheating on tests and class assignments
- fabrication (presenting information that is not true)
- helping others cheat (including taking exams for others)
- plagiarism (claim someone else's words or ideas as their own)
- use of bribes or threats to get better grades
- computer-related infractions
- unauthorized use of university resources

Because one of the functions of the IEI is to prepare students from other cultures for the American academic culture, IEI students are not automatically suspended or dismissed because of academic dishonesty. However, if an IEI student were involved in this type of situation, the case would be reviewed by a committee led by the IEI Director and appropriate action would be taken. Dismissal would be an option in only extreme cases. Students must realize that other institutions will assume that students are aware of what is considered to be academic dishonesty and will expect them to avoid such behavior.

Grievance Procedures and Complaints

If you are really unhappy about something at the IEI -- if you believe that you have been treated unfairly in any area or are dissatisfied with something at the IEI—you should first discuss the problem with the person most directly involved: the teacher, the administrator, or the support staff in the IEI Main Office. Talking directly to the person involved is not only the quickest way to solve a problem but it is also the approach most frequently followed by US students.



If the problem or question is about IEI policy, you should talk with the IEI International Student Advisor or Student Services Coordinator.

If you have a question or concern about your class, it is best to speak with the teacher. You should make an appointment to talk with the teacher in his or her office, not in the classroom before or after your class. If talking to the teacher cannot solve the problem (or if you really do not want to talk to the teacher yourself), you should then discuss the problem with the IEI International Student Advisor. If the problem still remains unsolved, the IEI International Student Advisor will help you with other grievance options.

In summary, if you have a complaint or a problem, follow these steps:

1. Discuss the problem with the person most directly involved.
2. If this is not possible, discuss the problem with the IEI International Student Advisor.
3. If the problem continues, the IEI International Student Advisor will tell you what other options are open to you.

If you would like to make a written grievance (complaint) AFTER you have followed the steps above, e-mail or write directly to the IEI International Student Advisor or to the Director. See contact information on the inside back cover of this handbook.

Copy and Fax/Notary

The IEI does not offer this service to students; however, you may go to one of the following locations on campus:

Illini Union - The ReSource Center 333-1065 fax, copy, notary
Room 280 Illini Union

Express Print Center 359-1191 fax and copy
50 E. Green Street, Champaign
(near the intersection of First and Green Streets)

FedEx Kinko's 344-2085 fax and copy
613 S. Wright Street, Champaign
(near the intersection of Wright and Green Streets)





Smoking

Illinois state law and University of Illinois policy prohibit smoking in and around public buildings. If you smoke, you must do so **AT LEAST 25 FEET AWAY** from building entrances (this includes the IEI).

Please be respectful and use the ashtrays provided.

School Closing

The IEI will close only if the University of Illinois closes. This is very unlikely. However, a weather or other emergency may cause the university to close. In the event of severe weather, check your email regularly for updates.



C-U Weather information sources:

Radio:
am 1400
am 580
fm 96.1
fm 94.5
fm 107.1

Television
(cable channels may vary):
Channel 3 (WCIA, CBS)
Channel 15 (WICD, ABC)
Channel 17 (WAND, NBC)

Websites:
<http://illinois.edu>
<http://illinoishomepage.net/content/schoolclosings>



Tornadoes

Tornadoes are violent windstorms that cover a very small area, but can do a **GREAT DEAL** of damage. There are tornadoes in this part of Illinois **EVERY SPRING** and **SUMMER!!**

Tornado Tips

The most important things to do:

- Go to the lowest floor possible
- Put as many walls as possible between you and the tornado
- Stay away from windows

Outdoor warning sirens: Outdoor warning sirens are activated when a tornado has been sighted. The sirens indicate that dangerous weather is in the area.

NOTE: The Champaign-Urbana sirens are **TESTED** at 10am on the first Tuesday of every month.



End-of-Term Information

The end of the semester: During the last week of the semester, students participate in a number of evaluation and assessment tasks, depending on their courses. Some courses have final examinations; some courses have final papers or presentations; and all core courses have student proficiency assessments. Attendance is required up to the last day of classes, including any days of examination, assessment and feedback. After the last class, there is a certificate ceremony to celebrate the accomplishments of the semester.



Students who withdraw or leave early (before their classes, exams and assessments are finished) must realize that they have not completed the program. They should not expect attendance certificates, grade reports, letters of recommendation, or other documentation unless the Director agrees that special circumstances make it necessary for them to leave early and that appropriate adjustments can be made. If you must leave early, please inform the Student Services Coordinator (Anna Kasten) in Room 101.

Registering for Another Term at the IEI: Students who plan to enroll for the next term at the IEI can register early in order to receive a discount on the tuition for the next term. Information on how to register early and the deadlines for early registration will be given to students near the end of the current term.

Leaving the US: F-1 students, if you leave the U.S. and plan to return to the IEI for the next term, you must have your I-20 signed by the IEI International Student Advisor in order to re-enter the country. If you are leaving the US and attending a new school, please see the IEI International Student Advisor before you leave.

Student IDs: Student IDs will be valid until the beginning of the next semester's university classes, so you will be able to use buses, McKinley, the library, etc., between semesters.

Health Insurance: If you have University of Illinois Student Health Insurance this semester, it will be in effect until the beginning of the next term. If you return to the IEI for the next term, you can renew it at registration, with no interruption in coverage. It is not wise to be in this country without health insurance. If you are going to another school, check with them about what kind of insurance they offer. If you are going to be in this country but not in a program, you can extend your University of Illinois Student Health Insurance, although it will be more expensive than for current students. This insurance cannot be extended through the IEI office. For more information, go to the office listed in your student health insurance brochure (506 S. Wright Street, Henry Admin. Building, Room 100A North — 333-0165). Of course, there are also private health insurance companies that you can contact about health insurance.

REMINDER: F-1 students must be full-time students to maintain their student status. If you are an F-1 student and do not return to the IEI, you must either transfer to another program or return home. You have 60 days to do this.

IEI Students and the University of Illinois

University of Illinois Student Identification Cards for IEI Students

During registration, IEI students are given instructions for obtaining plastic photo identification cards at the U of I Campus ID Center.

Do not damage this card or allow anyone else to use it. DO NOT LOSE THIS ID CARD! There is a charge for obtaining a new one.

In general, ID cards are valid from 24 hours after they are made until the beginning of classes for the next semester— including the break between semesters.

Your ID card should enable you to use the U of I facilities listed earlier in this handbook, but if you are ever told that your ID card is not valid for any of these, call or come to the IEI office as soon as you can to tell the secretary about the problem.



U.S. Social Security Numbers

International students with F-1 visas are NO LONGER ELIGIBLE to obtain U.S. Social Security numbers unless they have a job and can provide documentation of this. IEI students are normally not allowed to work; therefore, it is impossible for most IEI students to get a Social Security number.

Medical Care for IEI Students

Health care in the U.S. is EXPENSIVE. Both IEI students and University of Illinois students have two different kinds of health care:

1. McKinley Health Center
2. Health Insurance

McKinley Health Center: All IEI students (and all U of I students) pay the McKinley student health fee, and are eligible to use McKinley Health Center. If your medical problem can be handled there, your treatment will probably be free. McKinley provides only outpatient care, not hospitalization.

See the brochure in your packet for services or check the McKinley Health Center website at <http://www.mckinley.illinois.edu/>

LOCATIONS AND HOURS

McKinley Health Center

Health Resource Center at the McKinley Health Center
1109 South Lincoln Avenue
Urbana, Illinois 61801

(217) 333-6000

Hours: Monday – Friday, 8:00 am – 4:30 pm

Saturday:

Medical Clinic 8:00am - 4:30 pm

Pharmacy 8:30am - 12:30 pm , 1:30 pm - 4:30 pm

To make an appointment at McKinley,
call: 244-9677 OR
call: 333-2700 (Dial-A-Nurse)

You can also make an appointment online.

Health Resource Center at the Illini Union/OASIS

Room 40 (lower level-by the food court)

1401 West Green Street, Urbana

(217) 244-5994

Hours: Monday – Friday, 9:00am - 4:00pm

Convenient Care

Walk-in Clinics (no appt. needed) for minor problems

Carle Convenient Care

1701 W. Curtis Rd., Champaign

(217) 365-6203

Hours: 7 days/week, 8am – 8pm

Illini Quick Clinic, Provena Medical Group

108 Gregory Place (corner of Nevada and Gregory), Urbana

Hours: Saturday, 4:30 – 8:30pm

Sunday, 10am – 5:30pm

Medical Care

The Health Service Fee pays for the primary services provided at McKinley:

- Care by a doctor or nurse
- Diagnostic procedures, such as x-rays and laboratory tests
- Medications prescribed by a McKinley provider, and dispensed by the McKinley Pharmacy
- Preventive health and educational services
- Mental health services
- SportWell services

The Health Service Fee does *NOT* pay for:

- Care provided or prescriptions filled outside McKinley Health Center
- Immunizations required by law prior to enrollment at the University
- Travel immunizations
- Referrals



Health Insurance: All IEI students (and all U of I students) must be covered either by their own private health insurance or by the University of Illinois Student Health Insurance Plan. If you have an emergency that cannot be taken care of at McKinley, or if you need full hospital care, you can go to any doctor or hospital. Your health insurance will pay for some or most of the care you receive there, but you will have to pay part of it, too.

All IEI students fit into one of these two categories:

1. Not required to join the U of I Health Insurance Plan because they have arranged privately for health insurance. Be sure to find out the benefits and procedures for your plan before you need to use it!
2. Covered by the U of I Health Insurance Plan. Cut out, sign, and carry the card inside the U of I Health Insurance Plan brochure.

University of Illinois Student Health Insurance Plan: Students who do not have proof of health insurance must purchase the University of Illinois Student Health Insurance Plan. This insurance plan is completely separate from McKinley Health Center. (This insurance plan covers charges from any hospital or doctor.) You don't have to be "referred" by McKinley.

Insurance will pay a lot of the charges, but students still might have to pay some of the following:

- charges for situations not "covered" by insurance (see examples on the next page)
- a "deductible" (a fixed minimum amount that the student or policy holder has to pay)
- charges higher than limits set by the insurance company
- 20% "co-pay" of some "covered" charges

NOT covered: (insurance will not pay for these situations, BUT SOME OF THESE MAY BE AVAILABLE FROM MCKINLEY AT NO CHARGE TO STUDENTS)

- anything determined by the insurance company to be not medically necessary
- dental care (unless the result of an accident)
- eye examinations, glasses, hearing aids, etc.
- immunizations (McKinley provides immunizations for a small fee)
- routine check-ups
- medicine (unless the patient is confined to the hospital)

For more information on student insurance, including how to file a claim, go to:

Student Insurance Office

506 S. Wright Street

Henry Admin. Building, Room 100A North

Web: <http://www.si.illinois.edu>



For information on the following, see the brochure or ask at the Student Insurance Office:

- insurance for family members
- extending coverage or converting to an individual policy after the IEI
- other special medical situations (pregnancy, psychiatric benefits, etc.)

FOR MEDICAL CARE, REMEMBER:

- **Your first choice should be to go to McKinley, where most care is free to students.**
- **If it is necessary to go to another doctor, do so. Your health is important! Your insurance will help you pay the expenses, but it will not pay all of them.**
- **One important way to reduce the costs to you:**
Do not call an ambulance if it is possible to get to the doctor or hospital in some other way (by car, taxi, etc.).





The Counseling Center is located on the first and second floors of the Fred H. Turner Student Services Building, 610 East John Street, Champaign, Illinois.

<http://www.counselingcenter.illinois.edu/InternationalStudents/InternationalStudents>.

Adapting to a new culture can be very challenging!

Do you have *CULTURE SHOCK*?



You can:

1. Talk to a friend
2. Talk to an IEI teacher
3. Talk to the IEI International Advisor
4. Go to the Counseling Center for help.

If you decide that you would like to use the services that the Counseling Center offers, it is very easy to make an appointment. Simply call 333-3704 early in the morning to make an appointment for later in the day. The Counseling Center opens at 7:50 a.m. and it is best to call as close to this time as possible to ensure that an appointment will be available.

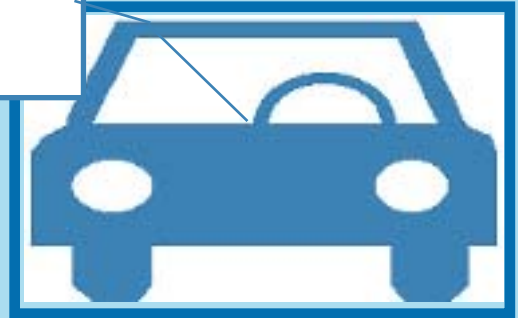
REMEMBER: you are not alone!



Legal and Safety Issues

Driving: If you are involved in an accident which does or does not cause damage to an attended vehicle, unattended vehicle (with no driver or passenger present), or other property:

*I'm sorry. I hit your car. My number is 348-9164.
Joe Student*



- Stop your vehicle in an area away from traffic.
- Give your name, address, phone number and license plate number to the other driver or leave the same information on the vehicle or property if you cannot find the owner.
- Notify the police.
- Fill out all required accident reports.

If you fail to report the accident, you may be fined up to \$1,000 and given a jail sentence of up to one year.



Drinking: In Illinois, it is illegal for anyone under the age of 21 to buy or possess alcoholic beverages. When you buy alcohol in a liquor store, bar, or restaurant, you may be asked to show an ID proving that you are 21 or older. A driver's license is the usual form of ID, but any official document that proves your age should be acceptable.

At present, people who are 19 or 20 are legally allowed to enter some bars, but may not purchase drinks. It is also illegal for a person who is over 21 to purchase alcoholic beverages for anyone who is not 21.

Inevitably, you will see or hear about students breaking these laws without being caught. You will hear about "fake ID's" and bars that do not check ID's. But it is important that you realize that often students are arrested for underage drinking. Be aware of the risks. If you're under 21, don't drink. If you are 21, don't buy drinks for underage students.



*There are severe penalties for driving while under the influence of alcohol.
Don't drink and drive!*

Campus Safety Tips

Although Champaign-Urbana appears to be a quiet, peaceful small town, there is crime here, as in any university town. Some simple precautions should help you avoid needing to worry about your personal safety, or the safety of your possessions.

- Do not walk alone at night, especially where there are not many other people or good lighting. (Available Fall and Spring semesters only: MTD SafeRides program: 265-4733 (265-RIDE) - SafeWalks: 333-1216)
- Lock your room or apartment doors and windows even if you are only leaving for a short time.
- Don't accept rides from people you don't know well; don't hitchhike or pick up hitchhikers.
- Call 911 from any phone to report an emergency.
- For non-emergencies, call Campus Police at 333-8911.
- Be careful when crossing bicycle paths, any time of day or night!
- Don't leave your apartment, bicycle, backpack or other possessions unlocked or unattended, even for very brief periods of time. Public areas like the Illini Union or the various libraries on campus are high theft areas. You should keep books, purses, backpacks and personal electronic equipment with you at all times.



Computing on Campus



While you are at the U of I, you will be given a user name (called netID) and a password that will let you access the computers in the public computer labs and in your dormitory computer lab (if you live in a dorm). It will also give you access to password-protected websites such as your IEI class websites. You will also be able to use your laptop computer in U of I buildings that have wireless access. You will get this net ID and password during orientation week.

There are many public computer labs on campus. In all of these labs you will need to log in with your net ID and password. One lab is right next to the IEI at 1203 1/2 West Nevada. There are also large labs in the Union and the Undergrad Library. The lab in G8 FLB (basement of Foreign Languages Building) is also convenient to the IEI.

The U of I has wireless access in almost all buildings on campus. This means you can use your laptop in the residence halls and in most locations on campus with wireless access. Just check to see if wireless is available. If it is, then you can log in by opening a browser and entering your net ID and password.

All IEI students also have University of Illinois email accounts. The address will be YourNetID@illinois.edu. So, for example, if your netID is bouton99, your email account will be bouton99@illinois.edu. It is very important to check your U of I email accounts. This is the address that your teacher and the administration will send all their emails to. You can check your email by going to <http://express.cites.illinois.edu> and logging in with your net ID and password.





It is best if you arrange your housing before arriving on campus. However, if you arrive without housing, the IEI can assist you in finding a place to live.

UNIVERSITY RESIDENCE HALLS (Student Dormitories)

The University of Illinois has a variety of student residence options (undergrad, grad, apartments, private certified housing). Undergrad dorms are mostly double rooms. Grad dorms have both singles and doubles. The residence halls offer a variety of meal plans. Undergrads must have a meal plan; it is optional for those in the grad dorms.

There is a "Housing Orientation" for IEI students living in UI Student Housing during Orientation Week. If you are living in a UI dorm, be sure to attend.

University residence halls have "RA"s (Resident Advisors), who can help with any problems in the dorm. Don't hesitate to go to your RA if you have a question or problem relating to your room, your roommate, or anything else related to the residence halls. The RAs are there to help you.

UI Housing web site: <http://www.housing.illinois.edu/>

CONTRACTS and LEASES

Remember that both housing contracts and apartment leases are legally binding documents. A dormitory contract in Champaign-Urbana is usually for the academic year, beginning in August. If you live in the dormitories for the Fall semester and then leave the IEI to return home, you can end your contract. If you stay at the University of Illinois/IEI for the Spring semester also, then you must live in the dormitory for the entire 9-month school year. Students who arrive in January receive a one-semester lease. An apartment lease is usually for a 12-month period, beginning in August, with few exceptions. It is very difficult to obtain a release from a University housing contract once you have signed it; you may be allowed to move to a different dormitory, but not to a private apartment or house. If you leave the University, you are generally allowed to cancel your dormitory contract. It is even more difficult to break an apartment lease. If at any time you have questions or problems with your housing, you can ask the International Student Advisor or Student Services Coordinator for advice; however, please note that the IEI **CANNOT** help you break a contract or lease.

APARTMENTS

Most apartments offer only 9- or 12-month leases beginning in August. Some apartments offer one-semester, individual leases for Fall and for Spring. Apartments range from efficiency apartments with a combined living room/bedroom to models with more than one bedroom. In addition, apartments may be either "furnished" or "unfurnished". Students renting unfurnished apartments will need to buy or rent furniture for the bedrooms and living room. Students renting apartments may also have to pay for electricity, gas, telephone, and water.

APARTMENT FINDER WEBSITES: You can log on to the following websites and do a "search" by entering your specifications – maximum amount of rent, number of rooms, type of unit, etc.

- **The Apartment Finder** - <http://classifieds.dailyillini.com/beta/apartments>
- **Central Illinois Apartment Association** - <http://www.ciapartments.com/>
- **Cazoodle Apartment Search** - <http://apartments.cazoodle.com/>

HOMESTAYS

If you want to live with an American family in Champaign-Urbana while you are studying at the IEI you can choose to participate in a homestay program. Homestay rates include two meals a day: breakfast and dinner. Students normally have their own bedroom and study space. Bathrooms are usually shared with the family. Transportation to school and home may be by bus. Homestays for students in the IEI are arranged by a company called OvECS. Please see the OvECS website for cost and application or contact them via e-mail at homestay@ovecs.com. You can apply on-line at their website at <http://www.azhomestay.com/>. The cost is approximately \$600 for four weeks for room and meals plus a \$180 initial placement fee. Students can stay a minimum of 4 weeks or continue for as long as they like. Remember, there is no typical US family. Some families are single parents with children, older couples whose children are grown, or couples with small or no children. Some families may have pets, and you must understand and follow the family rules.

STARTING MAIL

If you live in an apartment, put your name on the mailbox. Most mail posted in Champaign-Urbana leaves town at 10 pm daily. The latest you can mail a letter and get it out the same day is 8 pm at the Champaign main post office, 2001 N. Mattis Ave. Champaign substations and contract stations are at 600 N. Neil St.; Third and Green streets; and the Round Barn shopping area at Mattis and Springfield Avenues.

In Urbana, the post office is at 3104 E. Tatman Court in east Urbana. Substations are at 202 S. Broadway Ave., adjacent to Lincoln Square Mall; in the University of Illinois Altgeld Hall, 700 S. Wright St.; and at Packages To Go Inc., 1809 S. Philo Road, C. If you leave town for more than 10 days, the post office will hold your mail if you notify it in writing.



How do I get a cell phone?

What are my options?

Here for less than one year:

AT&T: GoPhone or T-Mobile: Flex Pay.

1. Choose a phone (or with T-Mobile you can use one you already have).
2. Decide how many minutes per month you want.
3. Pay (AT&T requires a credit card or checking account for monthly payments).

Here for one year or more:

Get a 1 year or more contract with a cell phone company. Ask about U of I student discounts.

☞ *Many cell phone companies will need to see your passport.*

Where do I go?

Market Place Mall (in Champaign): Inside the mall, there are four different cell phone company options: AT&T, Sprint, T-Mobile, and Verizon.

You can take a bus to the mall. Go to www.cumtd.com to find bus schedules.

U of I Campus: There is a cell phone store called Wireless Mikes (which sells Verizon products). It is located inside T.I.S. bookstore at 707 South 6th Street.

STARTING UTILITIES (for students living in some apartments)

- Ameren is the electric and gas company. Its 24-hour number is 800-755-5000. More information is available at: <http://www.ameren.com>
- Water service can be started by calling Illinois American Water Co. at 352-1420.
- Local telephone service is available from several companies, including AT&T at 800-288-2020 and McLeod USA at 800-593-1177.
- Cable television service is provided by Comcast, tel. 888-736-6612. Several local companies offer Internet access, and most national Internet service providers have local dial-up numbers. In addition, DSL, cable Internet and wireless Net services are available in most of Champaign-Urbana.



BUSES in Champaign-Urbana / The MTD (Mass Transit District)



Champaign-Urbana has a wonderful public bus service. Just show your student ID to ride the bus at no extra cost. Get a current schedule and start exploring the area!

For specific information on routes, check their route maps or schedule pages on their web site.

<http://www.cumtd.com/>



BICYCLES



Many students ride bikes to get around campus. It's a great way to exercise, too! You can buy a new or used bike at a few places:

Durst Cycle & Fitness • 1112 W. University Ave., Urbana
The largest privately owned bicycle company in the area. Close to campus, just walk up Goodwin Ave. <http://www.durstcycle.com/>

Champaign Cycle • 506 S Country Fair Dr., Champaign
Fairly good selection of bikes, including lots of road and mountain bikes. <http://www.champaigncycle.com/>

The Bike Project Co-op • First Location: 202 S. Broadway, Urbana (corner of Elm St. and Broadway; located in the old post office building); Second Location (on campus): 608 E. Pennsylvania, Urbana.

A great place for bike repair, bike building, and bike advocacy. Some renovated bikes for sale at reasonable prices. Free weekly repair classes, plus members get access to workshop and tool collection. <http://thebikeproject.org>

Bikes are also available at Wal-Mart, Meijer, and Target.

BICYCLE SAFETY TIPS:

- Wear a helmet!
- Remember, bicycle riders must follow the same rules of the road as automobile drivers.
- Be sure to get a good lock! Bikes are often stolen on campus.

REGISTERING A BICYCLE: Neither Champaign nor Urbana requires bicycle registration, but both offer it as a service. It helps with recovery if your bike is stolen. You provide the serial number, make, model and a description. In Champaign, register your bike at any of the five fire stations for 50 cents. In Urbana, do it at the Finance Department in the City Building, 400 S. Vine St. There is no charge. The UI strongly urges students to register bikes at the Public Safety Building at the corner of Springfield and Goodwin avenues. There is no charge.

DRIVING

You must have a valid driver's license to drive a car in the US. If you have a valid driver's license in your home country or if you have a driver's license from another US state, you may use it to drive in Illinois throughout your stay (if you do not plan to become a permanent resident of this state). Illinois does not recognize the international driver's license.

See p. 15 of the Illinois Rules of the Road manual, available at the DMV office or online at: http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a112.pdf



Illinois Temporary Visitor's Drivers' Licenses: Without a US Social Security number, you cannot get a regular Illinois Driver's License (or an Illinois state ID). However, Illinois has created a new type of driver's license, the Illinois Temporary Visitor's Driver's License (TVDL), for temporary visitors who are not eligible to get U.S. Social Security numbers. Both F-1 students and their F-2 dependents who are eligible to be in the U.S. for a minimum of one year are eligible for this kind of driver's license.

If you want to get an Illinois Temporary Visitor's Driver's License, you need to go to the Driver's License Examination Station, located at 2401 West Bradley in Champaign (near Parkland College), (telephone: 278-3344) to take the required vision, written, and driving tests. You can do this only on Tuesdays through Saturdays.

You must bring the following:

- A letter from the Social Security Office explaining that you are not eligible for a SSN * (see box below)
- A copy of your passport, I-94 card, and your original I-20 that shows you are eligible to be in the U.S. for a minimum of one year (*and that you have 6 months time left before you are scheduled to leave the U.S.*)
- A minimum of three acceptable forms of identification to prove name, date of birth, Illinois residency, and signature for comparison. See the DMV website: http://www.cyberdriveillinois.com/departments/drivers/drivers_license/home.html

Letter from the Social Security Office

Remember that before you go to the Driver's License Examination Station, you must first get a letter from the Social Security Office explaining that you are not eligible for a Social Security number. To get this letter, you must go* to the Social Security office, located at:

101 S. Country Fair Drive
Champaign, IL 61821
Telephone: 398-5399

You will need to bring the following documents:

- Your passport and visa
- Your I-94 (the white card that should be stapled inside your passport)
- Your I-20 form

You must then go to the Driver's License station to apply for your driver's license within 30 days of the date on the letter from the Social Security Office.

***This is too far to walk! Take the Orange West bus. The office is located near the southwest corner of University Avenue and Country Fair Drive. The office is open from 9:00am to 4:00pm, Monday through Friday. They are closed on weekends and all federal (national) holidays. You can enter your zip code for a map and more information at: <http://s3abaca.ssa.gov/pro/foi/foi-home.html>**

Note: The Dept. of Homeland Security's Citizenship and Immigration Service (USCIS) has instituted a new step for internationals applying for TVDLs. The DMV may require that you wait for a letter from Springfield, Illinois (Secretary of State Office) verifying your immigration status. You may be randomly selected for this verification check. Please keep in mind that the IEL has no power to change this process. Illinois state laws are made by the state of Illinois.

Parking on Campus

Registering Your Car: Parking is limited on campus. If you are going to drive, be sure to register your car at the Division of Campus Parking and Transportation, 1110 West Springfield (333-3530). There is an annual fee for registration. This permit allows you to park on campus during the day at certain parking meters.

Cashkey: At the Division of Campus Parking & Transportation., you can purchase a University District Cashkey, a programmable key that provides a cashless way to use parking meters operated by Campus Parking.

Parking Meters: Be sure to read meters for the days and times they are enforced and pay the correct amount.

Parking Lots: You cannot park in most of the university lots on campus. Most of the lots are rental lots reserved for faculty/staff. Some lots have meters that are designated for visitors. When in doubt, READ the SIGNS!! If the signs are confusing, or if you don't understand something, DON'T PARK there!! You do not want to risk getting towed. There are some public parking lots in Champaign that rent spaces, some of them in the campus area. For information about public parking rental in Champaign, call 403-7050.

Parking Tickets: If you get a parking ticket, be sure to read it carefully to see how, when, and where to pay the fine. There are three kinds of tickets, each in a different color and payable in a different color courtesy box. Place your fine in the parking ticket envelope and deposit it in the correct courtesy box or send it through US mail. (Look for one of these small boxes on a post in a nearby parking lot or street corner). University tickets may also be paid directly to Room 100b, Henry Administration Building. You may also pay Champaign or Urbana tickets in person or by mail to the address provided on the envelope. No parking is permitted on most parts of campus from 2 am to 6 am.

More information on parking is available from the Division of Campus Parking and Transportation:

<http://www.parking.illinois.edu/>

Where Do I Find?

-- A --

Academic Integrity 19
Activities 10
Attendance 16

-- B --

Bicycle 31
Bus System 31

-- C --

Campus Entertainment 13
Campus Safety Tips 28
Classes 7
Computing on Campus 4, 28
Conversation Partners 10
Copy and Fax Services 20
Counseling Center 26

-- D --

Day Trips 11
Driver's Licenses 32

-- E --

Elective courses 6
End-of-Term Information 22
IEI End-of-Term Reception 11

-- G --

Grades 15
Grievance Procedures and Complaints 20

-- H --

Housing 28

-- I --

IEI Student Email List 10
Immigration Responsibilities for Students on F-1 Visas 14
International Student Advisor 8
International Student Organizations at the U of I 11

-- L --

Legal and Safety Issues: Drinking 27
Legal and Safety Issues: Driving 27
Levels and Sections 6

-- M --

Medical Care 23
Medical Care for IEI Students 22

-- N --

IEI Newsletter 10

-- O --

Orientation Week Activities 5

-- P --

Parking on Campus 32
Placement, Levels and Sections 6
Proficiency and Achievement Assessment 15

-- R --

Recommendation Letters 18
Religious Holidays 16
Required Orientation Week Activities 4
Rules of Conduct Applying to All Students 19

-- S --

School Closing 21
Smoking 21

-- T --

Textbooks 7
TOEFL 9
Time and length of classes 7
Tornadoes 21
Transportation 31

-- U --

U.S. Social Security Numbers 23
UI Student Identification Cards for IEI Students 23

-- W --

Welcome Activities 11
Withdrawal from the IEI 17

Intensive English Institute

1205 W. Nevada Urbana, IL 61801

333-6598

iei@illinois.edu

• <http://www.iei.uiuc.edu/>

