

Welcome to the English Language Institute!

We want to help you to be successful in our program, so we have outlined for you several important topics which you must know about. Please read the following information carefully.

The English Language Institute is located on the campus of the University of Utah. The University is the largest public university in the state with over 25,000 students. The facilities and resources of the university are one of the advantages of being a student at the English Language Institute.

The English Language Institute usually has about 100-120 students enrolled from over 20 countries. Students are generally between the ages of 18-30, and many of our students are preparing to enter the university. The ELI staff is committed to helping you in your studies while you are in Utah. All instructors and staff have advanced degrees and top-notch experience in the teaching of English to speakers of other languages or working with international students. Many have lived and worked in other countries and are experts in their fields.

Part 1: General Information

Mission Statement

ELI is committed to delivering a quality preparatory intensive English language program that meets or exceeds the expectations of its students. ELI provides an academically-based curriculum for international students and members of the local community and university.

Accreditation

The English Language Institute at the University of Utah is accredited by the Commission on English Language Program Accreditation (CEA) and agrees to uphold the CEA Standards for English Language Programs. For further information about this accreditation, please contact the Commission on English Language Program, Accreditation, 1725 Duke St., Suite 500, Alexandria, VA 22314 (703) 519-2070.

Student Rights and Responsibilities

All ELI students are members of the University of Utah student community. Your rights and responsibilities are explained in the Code of Student Rights and Responsibilities ("the Code"). You can find this document on the web at: www.sa.utah.edu/code.html. In addition, the ELI keeps two hard copies in the office for reference purposes. You are responsible for reading and understanding the Code of Student Rights and Responsibilities. Remember that both you and the ELI must adhere to the policies and procedures set forth in the Code.

Since ELI strives to provide a positive learning experience to its students, we want to hear from you at any time you have a complaint or concern about a course, instructor, or other part of the program. Complaints and concerns will be handled according to the guidelines provided in the Code and by the INS regulations where applicable. In order to give you the time and attention your concern or complaint deserves, please make an appointment with the Director to discuss the matter. Call the ELI office at 801-581-4600.

ELI Address: English Language Institute University of Utah
1901 E South Campus Drive Room 2202 (ANNEX Building)
Salt Lake City, Utah 84112-9359 USA
Phone 801-581-4600, Fax 801-585-9449
E-mail: eli@aoce.utah.edu

Part 2: Placement Test & Grading

ELI Courses: Levels, Placement and Grading

The English Language Institute offers 8 levels of proficiency from novice to advanced.

Skill-building levels (1, 2, 3) are courses that emphasize the development of basic language skills and provide a cultural orientation. Basic vocabulary, conversation, reading, grammar, listening, and pronunciation skills are practiced in interesting topic areas to provide a solid foundation in language ability. Students may need to repeat this level until ready for intermediate courses.

Intermediate levels (4, 5) are pre-academic courses that emphasize the academic use of language and a college-level atmosphere. They also help develop the skills necessary to be successful in university classes with native speakers. Academic vocabulary development is an important part of these classes. A TOEFL preparation class introduces students to the format of the test and strategies needed to take it.

High intermediate level (6) introduces students to content-based courses. In these classes students develop their English skills while studying subjects that are culturally and linguistically rich. Classes in video, drama, speech and debate provide exciting opportunities for expression.

Bridge Course levels (7,8). This semester-long course prepares students for work in an American university classroom. Required courses in college preparation, academic writing and oral proficiency are combined with electives in advanced grammar, business English, and intercultural communication. Successful completion of the entire Bridge Course allows students to enter the University of Utah as an undergraduate without a TOEFL score.

Students are given placement tests in grammar, writing, reading, and listening/speaking to determine their level. You will be placed in classes equaling twenty academic hours per week of instruction based on the placement test results. During the first week of classes, you or your teacher may decide that you have been placed in the wrong level (too easy or too difficult). If you feel that, first talk to your teacher who may decide to request a class change for you. All changes will need to be verified by the ELI office staff. There will be no class changes after the first week of classes. Our first goal is to improve your English skills so that you can be a successful student in the United States. If you are interested in passing the TOEFL exam, you should remember that improving your overall English proficiency is the best way to pass the TOEFL. To do this quickly, you should work hard in all of your classes.

Evaluation

Although this is a non-credit program, all students will be evaluated and assigned a letter grade for each course. Your grades will appear on your official University of Utah transcript. These grades will not be factored into your University of Utah grade point average (GPA) but will be a part of your total University record. The ELI keeps records of your grades as well for future recommendations and placement.

Grades

Grades will be determined as follows:

- Exams and quizzes 80%
- Homework 15%
- In-Class Assignments and English Only 5%

Instructors will assign letter grades with the following scale:

A Outstanding or superior. Upon special approval a student may be capable of skipping to the next level

A- Excellent. The student is promoted to the next level

B Good (**B+** for very good). The student is promoted to the next level.

C Adequate (**C+** for more than adequate). The student advances to the next level.

C- Less than adequate. The student is required to repeat the course. If the student's average of grades in all ELI classes is **C-**, the student will receive a letter of warning that he/she is on academic probation.

D Poor. The student is on academic probation and must repeat the course.

E Failing. The student is on academic probation and must meet with an advisor.

Two eight- week terms of failing grades will place the student out of status and the student will be asked to leave the program.

Your grades should not be a surprise to you. You should expect to receive frequent feedback from your instructor telling you how you are doing in your class. If you do not understand an assignment or test, you should speak to your instructor.

Two other grading options are rarely used. They are:

I Incomplete. A student may only receive an Incomplete with the instructor's consent and understanding that you will complete the work for this course within one semester. If the course work is not completed within this time, the grade turns into a failing grade (**E**).

W Withdrawn officially from the class. This can only be done through the ELI office or you will receive a failing grade. Simply stopping attending or leaving the program does not mean that you have withdrawn from the course.

Certificates

When you are ready to leave ELI, you can request a certificate. If you study less than four sessions (a full year), you will receive a **Certificate of Participation**, if you complete four sessions (one year) of study, you will receive a **Certificate of Completion**. If you successfully complete the Bridge Course (levels 7 and 8), you will receive a **Certificate of Graduation**. To receive a certificate, you will need to fill out a request form in the ELI office

Official University of Utah Transcripts

You may request an official transcript of your ELI courses for the University of Utah Registrar's Office in the Student Services Building (SSB). There is a charge of **\$5** per copy for transcripts and you must request the copies either in person or in writing. They will need to see your ID and they must have your signature in order to release your transcript to you.

Transcript orders will not be accepted by phone. If you have any outstanding debt to the University, they will not release your transcript until it is paid.

Unofficial transcripts of your grades are available from the ELI. Our courses are not for credit, but you may want to have your ELI transcript as proof of your English proficiency.

Part 3: Tuition Policies

Tuition Payment Policies

Tuition payment is usually required at time of registration. A Late Fee will be charged if tuition is not paid in full by the first Friday of the session. The Late Fee is 10% of the unpaid balance, up to a maximum of \$60. To avoid late payment fee, you may apply for payment plan.

You must register for your next session by the stated deadline at the end of each session. A regular full-time tuition will apply for students who do not register for their next term by the published deadline, usually the last day of each session. You can receive a discount if you register for the following session by the last day of the current session.

Tuition Discount Plan

Session 1: Tuition is \$1,700	Session 4: Tuition is \$1,600 (\$1700-\$100)
Session 2: Tuition is \$1,700	Session 5: Tuition is \$1,400 (\$1700-\$300)
Session 3: Tuition is \$1,600 (\$1700-\$100)	Session 6: Tuition is \$1,400 (\$1700-\$300)

Drop Policy

To drop from an ELI class, a drop request must be submitted in person to the office by the first Friday of the session to avoid a tuition charge.

Refund Policy

100% of tuition is refunded if the class is dropped by the first Friday of the session.

NO TUITION REFUND FOR CLASSES DROPPED AFTER THE FIRST FRIDAY.

If you have any questions or problems regarding your tuition payment it is your responsibility to come to the ELI office and speak to the Office Coordinator or the Director. We are happy to help you if there is a problem, but you must let us know if you have any difficulty with meeting these tuition deadlines.

ELI reserves the right to change its policies, benefits, deadlines, session dates, schedules, program requirements, all fees and charges without notice if necessary. Please check with the office for current policies.

If you need to withdraw from the ELI program you must meet with the Director to discuss your reasons. F-1 students may only withdraw for serious medical conditions (Dr. note required) or if you are leaving the country because of family emergencies.

Part 4: Student Visa

Student Visa Responsibilities

As an international student holding a Certificate of Eligibility for Non-Immigrant (F-1) Student Status (I-20 form) from the English Language Institute, you have certain responsibilities to make sure that you stay "in status" (in good standing) during your time here. The primary responsibility of an F-1 student visa holder is to remain a full-time student while in the United States. Any other activity must be second to this responsibility. Please refer to the Glossary of Immigration-related Terms (below) if you have questions about what these requirements mean. If you do not remain in good standing, you will be considered "out of status." This could mean that you will not be allowed to remain in an academic program and that your student immigration benefits will be terminated.

To maintain your student visa "in status," you must:

1. Register for a full time course of studies at the English Language Institute for a minimum of 2 eight-week sessions (one semester). It is your responsibility to register for a full-time schedule and to pay your tuition to ELI before the deadline of each new term.

Session 1: Attend ELI

Session 2: Attend ELI

Session 3: Attend ELI or Transfer to another school

2. Attend all your classes regularly. Instructors will monitor your attendance. Your attendance and participation will be factored into your grades. If you have a medical problem or emergency that forces you to miss class, you must bring proof of it to the office. You need to always notify both the office and your instructor of your absence.

3. Maintain good academic progress. If your grades drop below "C" or satisfactory, you will be warned and placed on academic probation. If your grades continue to be poor, you might lose your F-1 visa status.

During your time with the English Language Institute, you should keep all your important papers in a safe place. This includes your:

- Passport

Your passport must be valid at all times. Report lost or stolen passports to the office and to the police as soon as possible. Your government may require an official report to issue a new passport.

- Certificate of Eligibility (I-20)

This document is issued by the ELI. It allows you to apply for a visa, enter or re-enter the United States. Keep every I-20 you have been issued for your permanent record.

- Departure Record (I-94)

This is the small white card stapled to your passport that was given to you when you entered the United States. This card must be returned when leaving the US to notify Immigration of your departure.

If you leave our program or leave the U.S. without proper INS authorization or documentation, you will be "out of status". Therefore, you must follow the procedures below carefully.

- If you want to leave the U.S. for a short time, you must first have your I-20 signed by the Director. Otherwise, you cannot return to the U.S. With a signed I-20, you must return to the ELI upon re-entering the U.S.

• If you want to transfer to another school, you must have already attended at least two eight-week sessions at ELI and you must be "in-status." This means that you have attended regularly and have received grades of C or better. Notify the office and a transfer letter will be prepared for you.

- If you want to take a vacation, you must have already attended two full semesters or four consecutive eight-week sessions at ELI with average grades of C or above. You must have approval from the ELI to take vacation and you must plan to return to ELI after your vacation.

Session 1: Attend ELI	Session 4: Attend ELI
Session 2: Attend ELI	Session 5: Vacation
Session 3: Attend ELI	Session 6: Attend ELI

Opportunities for ELI Students

WORK PERMITS

If you want to work on campus, you must have a work permit. In order to be eligible for a work permit, you must be a full-time ELI student with valid visa. You may work up to **20** hours per week while school is in session, provided you are enrolled in a full course of study and your grades do not drop below a "**C**" or satisfactory.

You may not, under any circumstances, work off campus.

If you want to work on campus, you must have a work permit. In order to be eligible for a work permit, you must:

- a. have been a full-time ELI student for at least three weeks
- b. have excellent attendance records.
- c. have good grades ("C" or above).

If you meet all of the above requirements, then follow these steps.

APPLY FOR AN ELI WORK PERMIT

1. Fill out an application to apply for an On-Campus Work Permit at the ELI office. Our office hours are Monday through Friday, from 8:30am to 4:30pm. You can also download the application as a printable PDF file [here](#).

2. If you are a full-time student in good standing in the English Language Institute, we will issue a work permit stating that you are eligible to work on campus. This usually takes 2-3 business days to process.

Once you have received your On Campus Work Permit from the ELI office, the next step is to apply for an On-Campus Job.

APPLY FOR AN ON-CAMPUS JOB

3. Visit www.hr.utah.edu/joblist/index.php for part-time employment at the University of Utah.

Once you have found a job that interests you, telephone or visit the person listed as the "Contact" for the position. Tell this person that you would like to apply for the position and follow his or her instructions.

Note: You may work on-campus up to 20 hours per week while school is in session, provided you are enrolled in a full course of study and your grades do not drop below a "C" or satisfactory.

APPLY FOR A SOCIAL SECURITY CARD

4. Download and complete an application form for a Social Security Card (SS-5) at: www.ssa.gov/online/ss-5.html

5. Bring the following documents to the Social Security Administration office to obtain your social security number.

- a. your completed SS-5 form
- b. your work permit from ELI
- c. your employment offer letter
- d. your passport
- e. your I-94 card (the white card in your passport)

- f. your original I-20
- g. your student identification card

PHOTOCOPIES OF DOCUMENTS WILL NOT BE ACCEPTED.

The Social Security Administration office is located at: 202 West 400 South, Salt Lake City, Utah 84101 Phone 524-4115
Office Hours: Monday through Friday, 9:00 to 4:00pm.

Direction: On the corner of 200 West and 400 South. (One block North of McDonalds, kitty-corner from north end of Sheraton hotel parking).

You will need to wait in line to present your documents. Your original documents will be returned to you right away. After your application is accepted, you will receive your Social Security Card in the mail in about two weeks.

Part 5: Miscellaneous Information

ACTIVITIES

Each session, the ELI will have a group activity which will provide you with an opportunity to see some special attraction close to Salt Lake City, participate in an outdoor activity, or simply socialize with each other and/or with other American students. We plan these events to be both fun and interesting, a learning opportunity outside of the classroom. There is no extra charge to participate in these events.

If you would like to be more involved in planning such activities, or if you have suggestions for future events, please let one of your instructors know. We are eager to have our students join in the planning for these activities.

AWARDS

At the end of each semester we produce an Honor Roll of all students who have earned a grade average of 4.0 (all A's). Each student on this Honor Roll receives a letter of award. The roll will be displayed on the wall in the ELI office.

In addition, you will be asked to choose one ELI student to be named "Outstanding Student" for the semester. The one who is chosen by the most students will become the "Outstanding Student," and his or her name will be engraved on the ELI Outstanding Student plaque which hangs permanently on the wall in the ELI office. You should choose someone who has helped you and other students, who has been a good example for you, someone who has made ELI a good place to learn English. The Outstanding Student does not have to be the student who has the best grades, nor does it have to be the most popular student. Choose someone you admire and appreciate, someone who has made a difference in your experience at ELI.

UNIVERSITY RESOURCES

When you have registered and paid tuition at the ELI, you will receive a University of Utah student ID card. This card entitles you to use many university facilities including the library, computer labs, exercise buildings, and permits you to purchase discounted tickets to movies, theater, and other student sponsored events held on campus. Once you have your student ID, you can also purchase a TRAX/bus pass in the ELI office. This pass can be used to ride the UTA (Utah Transit Authority) busses and Trax from Provo to Ogden. This can be very helpful for students who live off-campus, as parking on campus is very expensive and difficult.

MEDICAL EXPENSES

Though the English Language Institute does not require students to have medical coverage while attending school, we strongly encourage you to have health insurance while studying in the United States. If you do not already have health insurance from your country, you may purchase health insurance through private insurance companies of your choice. For more detailed information, visit the following websites:

www.cmi-insurance.com
www.compassbenefit.com
www.culturalinsurance.com
www.gatewayplans.com
www.hginsurance.com
www.hthstudents.com/
www.imglobal.com
www.isoa.org
www.studentcare.com
www.usnetcare.com

UNIVERSITY TRANSFER

If you are planning to enter the University of Utah, our office can help you with:

- Information and applications for International and Institutional TOEFL tests
- Counseling/advising on entrance requirements and Conditional Admission
- Help in contacting other departments on campus

If your language proficiency falls within levels 7-8, you may qualify to take regular credit or non-credit courses at the University. For information on taking regular classes in addition to your ELI courses, please make an appointment with the ELI Director.

Glossary of U.S. Immigration Terms

Certificate of Eligibility (I-20): This is the form which is issued to you in order for you to obtain a student visa. You will keep one copy and the immigration office will keep another copy. It is a very important document. You must keep it in a safe place and bring it to the office if you ever need to ask any questions about your visa. You will need to produce this document if you are ever asked to show a proof of your legal status in the United States. If you plan to take a trip outside of the US and return you must have page four of your I-20 signed by the Director before you leave.

Change of Status: a request made to INS in order to change your visa category once in the US. Your visa status can be changed with an application to INS, however the visa stamp in your passport is not changed. If you leave the United States and want to enter again on the new visa status, you must apply at the US consulate in your country again for an F-1 student visa.

Consulate: a representative of a foreign government who can issue visas to the home government. You visited an American consulate to obtain a visa to come to the United States. Your government has an embassy in Washington, DC and consulates in various cities around the US. If you wish to have the phone number of the closest consulate for your country, please ask at the ELI office.

Extension of Stay: Most students are admitted to the U.S. for "Duration of Status" or D/S, meaning that as long as they are still enrolled in a degree or certificate program they may stay in the US. Once the student has completed a program, they must apply for a new degree program such as from Bachelor's degree to Master's degree. Students in an Intensive English Program are usually admitted to study in that program for one year. If the student needs more time in order to complete the program they can apply for an extension of their visa. If a student completes a program and does not begin a new one, they have 30 days to voluntarily leave the U.S.

F-1: This is the designation for a student visa. Other visa categories are assigned for different purposes for being in the United States. B-1/2 visa is a tourist visa, usually good for about 6 months. J-1 visas are issued to research scholars, exchange students, or visiting faculty. F-2 visas are given to dependents of someone with an F-1 visa.

In-status: an INS designation regarding your permission to remain in the United States, meaning that you are meeting all of the requirements and conditions of your student visa.

INS: Immigration and Naturalization Service. A branch of the United States government Department of Justice, these officials are required to monitor the legal movement of foreign nationals in the United States.

I-20: see Certificate of Eligibility

I-94: This is the form which is usually filled out on the airplane (or other port of entry) into the U.S. which is a record of your arrival and departure. You should keep this card with your I-20 in your passport at all times. When you leave the US you must surrender this card. You will receive a new one when you re-enter the U.S.

Non-Immigrant Visa: This category applied to all visitors to the US who do not intend to immigrate. There are both privileges and responsibilities, which come with this status. You do not have many of the rights which regular citizens have, although you may be required to pay taxes on wages, or meet other obligations. YOUR F-1 VISA IS NON-IMMIGRANT VISA.

Passport: your passport is your government's identification document which proves who you are. It is generally used as proof of citizenship when crossing borders. It can be used as ID in other situations. It must never be used in a way to deceive someone about who a person is or it will be taken away from you and you will no longer be permitted to travel. Your passport must be valid at all times so if your passport's expiration date is approaching, you should contact your embassy or consulate at least 6 months in advance to apply for an extension.

Permanent Residence: This status is granted to applicants who qualify under a variety of quotas, requirements, preferences, and other circumstances. It is a lengthy application process which usually requires the assistance of a lawyer.

Refugee/Political Asylum: a special visa status granted to individuals based upon the United State's political recognition of their home country's oppression or persecution of basic human rights.

Reinstatement: an application made to INS to request to be considered back in status after you have done something to make your visa status invalid such as nonattendance, poor academic performance, illegal transfer, unauthorized work, or expired visas.

Transfer: in addition to a school's application process to change schools, INS requires that you complete a transfer of I-20's. You must first attend the school whose I-20 you used to enter the US and you must be in status in order to transfer. This means that if you come to the United States with the ELI I-20, you must attend the ELI at least 2 sessions (one semester) before you would be eligible to transfer to another school.

Vacation: INS allows students to take vacation from school after they have completed one academic year (four eight-week sessions) at that school. The student must enroll after the vacation period to remain in status.

Visa: the visa to enter the United States can only be obtained from outside of the US. Your visa has an expiration date. It may expire while you are in the US but you must renew it if you leave the US and wish to return. Your visa category may be changed while you are in the US but if you leave and want to return you must apply for the new visa category outside of the U.S.

Working Permit: F-1 students are permitted to take part-time (20 hours/ week or less) employment ONLY on the university campus. Students must be in good academic standing, have completed at least one term of study, and may only work part-time while in school, with permission to work full-time (30 + hours/ week) only during approved vacation terms.

