English Language Program
Purdue University Calumet
Student Handbook

Contents

FROM THE ENGLISH LANGUAGE PROGRAM DIRECTOR 4

ELP MISSION STATEMENT 4

ELP FACULTY & STAFF 5

ARRIVAL, ORIENTATION & PLACEMENT TESTING 6

Arrival *6*
Orientation *6*
Placement Testing *6*
Diagnostic Testing *7*

PROGRAM OVERVIEW AND SCHEDULE 7

Basic Program Structure *7*
Dates and Schedules *7*
ELP Class Times/Hours *8*
Sample Daily Schedule *8*

ELP COURSES 9

TEXTBOOKS 10

GRADE INFORMATION 11

Writing Portfolio *11*
Midterm and Final Course Grades *11*
Moving Through the Levels, TOEFL & Exiting the ELP *12*
Post-ELP Courses *14*

ELP POLICIES 15

STUDENT SERVICES 18

ELP Advising *18*
ELP Mentoring Program *18*
Tutoring *18*
ELP Newsletter *19*
Suggestion Box *19*
Facebook *19*

COMPUTER & LAB ACCESS 19

INTERNATIONAL PROGRAMS OFFICE AND ELP FIELD TRIPS 20

Field Trip Basics *21*
"No Show" (Missed Trip) Policy *21*

IMMIGRATION POLICY/INFORMATION 21

Passport *22*
Visa *22*
Form I-20 ..... *22*
Full Course of Study for Fall and Spring Semesters *23*
Change of Address *23*
Employment *23*
Traveling Outside the USA *23*
Online Classes *23*
Change of Education Level *24*
Vacation *24*
Extension *24*
Transferring from PUC *24*
Medical Insurance Policy *24*

IMPORTANT CONTACTS 25

From the English Language Program Director

On behalf of Purdue University Calumet, I would like to welcome you to the English Language Program, with its highly experienced and dedicated teachers and staff, rigorous curriculum, state-of-the art computer labs, and enthusiastic mentors. We are excited about the opportunity to help you with your English studies and fully prepared to facilitate your transition into American culture and the American system of education.

We take great pride in being part of the internationally renowned Purdue University system. As such, we strive to provide you with the best instruction possible, using teaching methodologies that are rooted in current theoretical and practical linguistics, while enhancing your cultural awareness and adaptation through weekly educational and cultural "field trips" led by teachers, advisors, and American university students (mentors).

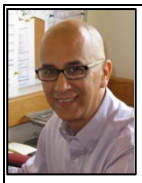
We look forward to welcoming you and helping you meet your educational and professional goals at Purdue University Calumet. Welcome!

Dr. Mohammed Errihani
Director, English Language Program
Associate Professor, English and Philosophy
Purdue University Calumet

ELP Mission Statement

The mission of the English Language Program (ELP) at Purdue University Calumet is to provide intensive academic English as a Second Language (ESL) instruction and cultural orientation for English language learners who plan to pursue degrees at Purdue University Calumet and other U.S. institutions, to serve as a resource to the university and the community on English language teaching and learning, and to provide its students with intercultural competence opportunities by connecting them with the university and the local community.

ELP Faculty & Staff

 **ELP Director** Mohammed Errihani, Ph.D. Errihani@purduecal.edu Office: CLO 264 Telephone: (219) 989-2657	**ELP Assistant Director / ELP Advisor** Jennifer Talley-Rogers Jennifer.talley-rogers@purduecal.edu Office: CLO 243 Telephone: (219) 989-4189	**ELP Secretary** Julie Osborn Osbornj@purduecal.edu Office: CLO 176 Telephone: (219) 219-989-2502
Teachers		
Pamela Martin Martinp@purduecal.edu Office: CLO 281 Telephone: (219) 989-3124	Katy Montgomery Kathleen.Montomery@purduecal.edu Office: CLO 226 Telephone: (219) 989-2087	Heather Torrie Torrieh@purduecal.edu Office: CLO 285 Telephone: (219) 989-2648
Jessica Madsen Jessica.madsen@purduecal.edu Office: CLO 285 Telephone: (219) 989-2648	Charity Caldwell Charity.caldwell@purduecal.edu Office: CLO 291 Telephone: (219) 989-2942	Paul Quaintance Paul.quaintance@purduecal.edu Office: CLO 283 Telephone: (219) 989-2656
Stephanie Martinez Stephanie.martinez@purduecal.edu Office: CLO 291 Telephone: (219) 989-2942	Tatjana Mulina Tatjana.mulina@purduecal.edu Office: CLO 283 Telephone: (219) 989-2656	Brian Hampson Brian.hampson@purduecal.edu Office: CLO 297 Telephone: (219) 989-8059
Christina Meyer Christina.meyer@purduecal.edu Office: CLO 297 Telephone: (219) 989-8059	Amanda Burgoyne Amanda.Burgoyne@purduecal.edu Office: CLO 226 Telephone: (219) 989-2087	Shane Dunkle Shane.Dunkle2@purduecal.edu Office: CLO 295 Telephone: (219) 989-2663
Michele Calvet michele.calvet@purduecal.edu Office: CLO 281 Telephone: (219) 989-3124	Sarah Eastlund sarah.eastlund@purduecal.edu Office: CLO 297 Telephone: (219) 989-8059	Mark Emmet mark.emmet@purduecal.edu Office: CLO 295 Telephone: (219) 989-2663
Joy Perley Office: CLO 291 Telephone: (219) 989-2942		

Arrival, Orientation & Placement Testing

Arrival

New students must arrive 7 days before the first day of classes for orientation meetings and placement testing.

The International Programs Office offers a free pick-up from Chicago O'Hare International Airport (ORD) or Chicago Midway Airport (MDW) for new international students arriving before the semester start date. Airport pick-up requests can be made on this form: http://webs.purduecal.edu/intl/airport-pick-up/

Orientation

There are two orientation meetings that all new students must attend:

1. **New International Student Orientation** – Thursday – gives students important information about campus services and resources, as well as immigration, campus life, health, and safety.
2. **ELP New Student Orientation** – Friday – students get the *ELP Student Handbook*, additional information about the ELP, their level assignment, and class schedules. They are taken to the bookstore to buy textbooks.

Placement Testing

Placement testing is on the **Tuesday** during the week before classes begin. All new students must take a placement test to determine their correct level.

Placement Testing Schedule

9:00 am	Student check-in and introduction of teachers **Please note: Students will **not** be allowed to leave the room during the test. Remember to use the restrooms (toilets) before coming to the test.*
9:15 – 10:00 am	Listening Test
10:00 – 10:45 am	Reading and Grammar Test
10:45 – 11:15 am	Writing Test
11:15 – 11:30 am	Break
11:30 – 12:30 pm	Speaking Interviews

Faculty will use test results determine student level. Level assignments and class schedules are given in the ELP New Student Orientation on Friday.

Diagnostic Testing

During the first week of instruction, students will be given diagnostic tests in each of their subject-area classes. The purpose of these tests is to be sure that new students are in the right level and to help teachers empower student growth.

Program Overview and Schedule

Basic Program Structure

There are four levels in the ELP:

Level 1 - Foundations*
Level 2 - Low-intermediate
Level 3 - High-intermediate
Level 4 - Advanced

**Note:* *Level 1 may not be available if there are not enough students or enough demand to create a section, which may be particularly true during the Maymester or Summer sessions. Usually, there must be a minimum of eight students in order to offer a class.*

Dates and Schedules

Semester	Airport Pickups	Placement Testing	First Day of Classes	Final Exams	Final Exams
Maymester 2014 (4 weeks)	None	Thurs. May 15	Mon. May 19	Wed. June 11	Thurs. June 12
Summer 2014 (8 weeks)	Fri.-Sun. Jun. 6-8	Tues. Jun. 10	Mon. June 16	Tues. Aug. 5	Wed.-Thurs. Aug. 6-7
Fall Semester 2014 (15 weeks)	Aug. 11-17	TBA	TBA	TBA	TBA
Spring Semester 2015 (15 weeks)	TBA	TBA	TBA	TBA	TBA

Note:

- ELP calendar dates are different from the PUC academic calendar. ELP classes start on the same day as PUC but end one week earlier during fall and spring. ELP Maymester and Summer session classes follow the same schedule as PUC classes.
- Maymester is only available for continuing students. New students cannot start the ELP in Maymester.
- **IMPORTANT:** Students should only buy plane tickets that leave AFTER the last day of final exam week. For transitioning students, it is important that they only schedule flights that depart at least one week after final exams so that they can do all the necessary paperwork.

ELP Class Times/Hours

	Fall Semester (15 weeks)	Spring Semester (15 weeks)	Maymester Session (4 weeks)	Summer Session (8 weeks)
Reading	6 hours / week	6 hours / week	N/A	12 hours / week
Writing/Grammar	6 hours / week	6 hours / week	N/A	12 hours / week
Listening/Speaking	6 hours / week	6 hours / week	24 hours/week	N / A
Elective	3 hours / week	3 hours / week	N/A	N/A
Total Hours/Week	**21 hours / week**	**21 hours / week**	**24 hours/week**	**24 hours / week**

Sample Daily Schedule

Fall/Spring (15 weeks)

Time	Monday	Tuesday	Wednesday	Thursday
9:30am – 12:20pm	Writing Class	Reading Class	Writing Class	Reading Class
12:30-1:50pm	Lunch Break/ Study Time			
2:00-3:20pm	Listening/Speaking Class	Elective Class	Listening/Speaking Class	Elective Class
3:30-4:50pm				

Maymester (4 weeks)

Time	Monday	Tuesday	Wednesday	Thursday
9:00 -11:50am	Listening/ Speaking	Listening/ Speaking	Listening/ Speaking	Listening/ Speaking
12:00-1:20pm	Lunch Break/ Study Time			
1:30- 4:20pm	Listening /Speaking	Listening/ Speaking	Listening/ Speaking	Listening/ Speaking

Summer (8 weeks)

Time	Monday	Tuesday	Wednesday	Thursday
9:00 -11:50am	Writing Class	Writing Class	Writing Class	Writing Class
12:00-1:20pm	Lunch Break/ Study Time			
1:30- 4:20pm	Reading Class	Reading Class	Reading Class Class	Reading Class

ELP Courses

Reading

Reading courses in the ELP help students develop the skills needed for academic success. Reading material in the ELP consists of articles, academic texts, stories, and novels. Students will learn and practice many different strategies, such as previewing, skimming, scanning for information, and learning vocabulary. Discussion and small group work is used to help students develop critical thinking skills.

Writing

Writing courses focus on skills and strategies for effective academic writing. Throughout all levels, students will participate in discussion and small group work to develop and improve skills such as organization, idea development, grammar, and sentence structure. Students will focus on the process of writing: prewriting, writing, revising, and editing.

Speaking/Listening

Speaking/listening courses help students develop listening and speaking skills for both academic and social situations. Students listen to a variety of listening material, practicing skills such as listening for main ideas and details and taking notes. After listening, students discuss the material in groups, give presentations, and work on grammar and pronunciation.

Electives

In the Fall and Spring Semesters, students also choose one elective. These classes give students extra practice with English skills in a fun and more relaxed environment. Examples of elective courses are: American Film, Study Hall, American Culture, TOEFL Preparation, English for Engineering, Business Communication, and Service Learning.

Textbooks

Students **must**:

- ✓ buy their own textbooks, which are available at the PUC bookstore, located on the first floor of the SULB (Student Union Library Building).
- ✓ buy **new** textbooks.
- ✓ have their textbooks on the first day of classes.

Level 1	**ENGL 030 Listening/Speaking**	**ENGL 040 Reading**	**ENGL 026 Writing**
	Listen to Me! ISBN: 978-1424003785	*Basic Reading Power 1* ISBN: 978-0-13-814389-3	*Writers at Work: From Sentence to Paragraph* ISBN: 978-0-521-12030-2 *Grammar Express Basic* *ISBN: 978-013152-3586*
Level 2	**ENGL 031 Low-Intermediate Listening/Speaking**	**ENGL 041 Low-Intermediate Reading**	**ENGL 021 Low-Intermediate Writing**
	Pathways 2 ISBN: 978-11333-05699	*Interactions 1* *Sixth Edition* ISBN*: 978-0077-595-074*	*First Steps in Academic Writing: 2nd Edition* ISBN: 978-0-13-241488-3 *Grammar Sense 1* *ISBN: 978-0-19-448910-2*
Level 3	**ENGL 032 High-intermediate Listening/Speaking**	**ENGL 042 High-intermediate Reading**	**ENGL 022 High-intermediate Writing**
	Pathways 3 ISBN: 978-11333-05750	*Interactions 2* *Sixth Edition* ISBN: 978-0077-595-104	*Writer's at Work: The Essay* *ISBN: 978-0521-693-028* *Understanding and Using English Grammar* ISBN: 978-013-233331-3
Level 4	**ENGL 033 Advanced Listening/Speaking**	**ENGL 043 Advanced Reading**	**ENGL 023 Advanced Writing**
	Pathways 4 ISBN: 978-11335-34259	*Mosaic 1* *Sixth Edition* ISBN: 978-0077-595-111	*Writing Academic English* ISBN: 978-0-13-152359-3

Grade Information

Writing Portfolio

In order to pass each ELP writing course, students must do the following:

- Have a minimum of 75% (80% for graduate students) on course assignments
  AND
- Receive a passing grade for the Writing Portfolio

Note: *Both requirements (a + b above) must be met in order to successfully pass the writing course.*

The Final Portfolio **must** contain the following items, **in this order**, in the folder/binder:

1. **Section A: Out-of-Class Essay:** This section includes one revised / polished essay completed out of class. All of its previous drafts (include up to three drafts) must be arranged in reverse chronological order, with the revised/clean copy first, the last graded copy following, and so on.

2. **Section B: In-Class Essay**: One in-class, graded essay and a revised copy of this essay.

3. **Section C: Self-Reflection Essay:** Students write a short passage about their best piece of writing, and how they improved this essay

4. **Section D: Final Exam**: Teachers will add the final exam into the portfolio. Students will not have a chance to revise this exam before the teachers' final meeting.

Note: *The portfolio will be graded by two ELP teachers; one of them will be the student's teacher. Both teachers will determine whether or not the student is ready to leave the current level and/or exit the program. Students in Level 3 and 4 who wish to be admitted to an undergraduate program with a passing TOEFL score must pass the portfolio requirements.*

Midterm and Final Course Grades

Course grades are based mainly (95%) on class quizzes, writing assignments, presentations, and exams. A small part of the grade (5%) is homework completion. Students receive a Midterm Progress Report after midterm exams and a Final Grade Evaluation Report at the end of the semester. The ELP keeps copies of all reports for every current and former ELP student in the International Programs Office, located in CLO 176.

Midterm Progress Report Grades

After midterm exams, students will receive midterm grades along with comments from their teachers to help students identify their course progress. There are **three** possible midterm grades for each class:

S (Satisfactory)	80% or higher overall grade for undergraduate students 85% or higher overall grade for graduate students
NI (Need Improvement)	75-79% or higher overall grade for undergraduate students 80-84%% or higher overall grade for graduate students
U (Unsatisfactory)	74% or lower overall grade for undergraduate students 79% or lower overall grade for graduate students

Final Grades

The Final Grade Evaluation Report at the end of the semester tells students what their final grades are in each class, along with comments from their teachers. There are two possible final grades for each class:

S (Satisfactory)	75% or higher overall grade for undergraduate students 80% or higher overall grade for graduate students
U (Unsatisfactory)	74% or lower overall grade for undergraduate students 79% or lower overall grade for graduate students

Students who get a U grade in Reading, Writing, or Listening/Speaking will need to repeat that class the next semester. Although failing an elective class will not prevent a student from moving to the next level, the U grade will be on their transcript.

Students can pick up their Final Grade Evaluation Reports in CLO 176 one week after final exams. These reports can only be given to the students themselves, not to family members or friends. If students are not on campus to pick up their reports, they can also see their grades online through MyPUC. Final grade information will not be emailed, faxed, or given to students over the phone; students must physically pick up grade reports or view grades online.

Moving Through the Levels, TOEFL & Exiting the ELP

Finishing Each Level

Students who receive an S (Satisfactory) grade in their classes can move to the next level. Level 4 students receive an S (Satisfactory) grade in each of their classes **do not need to take the TOEFL or IELTS** to begin undergraduate studies at PUC.

Repeating Courses

Students who receive a U (Unsatisfactory) grade at the end of a session must repeat the the course(s) they did not pass. For example, students who pass their listening/speaking class with an S grade, but fail their reading and writing classes will need to repeat only reading and writing. The next semester, they will be "split-level" students and will be in two different levels.

Note: *failing the same class(es) twice may result in expulsion from the program.*

Hybrid Students

Level 4 students who fail one or two ELP courses can take one or two regular classes the following semester in addition to repeating their ELP course(s). These students are called Hybrid Students.

Hybrid students must take a minimum of **9 hours** in ELP in order to comply with immigration regulations. If a student fails one ELP class (6 credits) in Level 4, he/she will also have to take an elective class (3 credits) in order to maintain full-time status.

Hybrid students are not allowed to take any regular academic classes during the Maymester since they are still ESL students.

Transitioning out of the ELP

All students: All undergraduate and graduate students who are in their final semester of the ELP and/or students who have successfully passed the TOEFL or IELTS are required to attend a Transitioning Students Workshop. This workshop includes important information about applying to degree programs and changing educational levels and I-20s.

Graduate students: During the first weeks of classes, a separate Graduate Transitioning Students Workshop will be held for Level 4 graduate students who are in the last semester of their ELP studies. This workshop will review the graduate school application process and provide an overview of topics that ELP students should be aware of if they plan to apply to a graduate program while in their last semester in the ELP.

> ***Note****: Students who are in their final semester of the ELP should plan on staying at PUC for one week after final exams. This is necessary in order to successfully apply for admission to the university, complete all necessary paperwork, change education levels, and meet immigration requirements.*

TOEFL/IELTS

ELP students may take the TOEFL or IELTS exam at any time. However, Level 3 or 4 ELP students must earn a passing TOEFL or IELTS score **and** must also pass their ELP classes that semester in order to transition out of ELP. The admission application for a student with a passing TOEFL or IELTS score may not be processed until ELP final grades for that semester are released. If the student with a passing TOEFL or IELTS score fails one or more ELP class(es), he or she will **not** be admitted to PUC and will not be allowed to take full-time undergraduate coursework. Instead, the student will have to retake the failed ELP course(s).

> ***Note:*** *ELP students in Levels 1 and 2 will not be admitted to an undergraduate program at PUC based on a TOEFL or IELTS score. They may apply to an undergraduate program at PUC only once they have successfully completed Level 2 and have progressed to Level 3 of the ELP.*

Graduate Student Exit Test

The TOEFL and IELTS are **no longer required** for admission to the Graduate School at Purdue University Calumet as long as ELP students are able to complete Level 4 and satisfy two other requirements:

1. Obtain an average of 80% in ELP courses
2. Pass the ELP Graduate Exit Test. This test consists of:

- a writing sample based on a reading passage
- an oral assessment in the form of an interview

The Graduate Exit Test is usually given the day after ELP final exams. More information about the test schedule is given to graduate students two to three weeks before the end of the semester.

ELP graduate students who do not get the minimum of 80% in each class and/or do not pass the Graduate Exit Test can take the TOEFL or IELTS test and submit it for admission. In this case, students must score 6.5 overall on the IELTS or obtain a minimum combined score of 77 on the TOEFL internet-based test (iBT) as well as specific sub-scores: Writing 18, Speaking 18, Listening 14, Reading 19. Students must meet **all** other requirements for their graduate degree program/college, which may require higher TOEFL scores, and/or additional exam scores such as the GRE exam. Students are encouraged to confirm the admissions requirements of their individual departments.

Post-ELP Courses

ENGL 100 – English Composition

All ELP students **must** take English 100.

Maymester

ELP hybrid students are not allowed to take a non-ELP course during the Maymester. Only those who have passed all of their Level 4 ELP classes can take a regular course during the Maymester, but they are strongly advised against taking any Maymester courses because the semester is so short and intensive.

Math Placement Test

All students beginning their university studies must take the ALEKS math placement test. ELP students are required to begin taking the test during Level 3 of the ELP. Students can take the test multiple times but must attend a group test with tutors at least one time. Group testing dates will be announced mid-semester. After the group test, additional ALEKS tests can be taken in the testing center or on any computer with internet access. It is important that students meet the minimum math score for their degree program, so plan on taking the exam more than once. Different degree programs have different math requirements.

Tutoring for the ALEKS test is available for ELP students and will be available on a regular basis through the Student Academic Support Center for Learning & Academic Success. Please email **sas@purduecal.edu**, call **(219) 989-3227**, or visit purduecal.edu/clas to make an appointment. ELP students may also borrow math dictionaries from the mentors in CLO 237. Math dictionaries may be checked out for one week. Below are additional online resources for preparing for the Math Placement Test:

http://www.purduecal.edu/skills/mathguide.html
http://www.coolmath.com

ELP Policies

English Policy
Students are required and expected to use only English in their classes. This will help them develop their English skills and show respect for teachers and other students who may not speak the same language.

Homework Policy
ELP students can expect to have between 10-20 hours of ELP course homework each week. Late homework will **not** be accepted.

Communication Policy
Students in the ELP must check their PUC email account **every day**. The ELP does not communicate through non-PUC emails due to privacy issues. Also, the ELP cannot give grade information about students to other people (such as family members or friends). Grade information must be picked up in person and will not be given over the phone or through email.

Complaints Policy
Students sometimes have concerns about which level or class they are placed into, the teaching style or methods of their ELP teachers, their grades, or any other problem. Students with these concerns should follow these steps:

First, talk to the teacher. If there is still a problem or if the student does not feel comfortable addressing this with the teacher,

↓

Go talk to the ELP Student Advisor. If the problem is still not settled, the Advisor will help to complete a Student Grievance Form and make an appointment with the Director. Then,

↓

A meeting with the Director of the English Language Program will be arranged. This meeting will be within 10 days of the date on the Student Grievance Form. After the meeting, the student will be given a written statement detailing any decisions made. Then,

↓

If still not satisfied with the outcome, the student may contact the Dean of Students.

Attendance Policy
Regular attendance is **mandatory**. In order to learn English, students must attend all classes, arrive on time, and be prepared and pay attention. If you do come late to class and the classroom door is closed, you do not need to knock on the door. Just open the door and quietly come in.

If students are absent, it is their responsibility to make up missed work – incomplete homework will affect grades. It is a student's responsibility to ask other students or email teachers for any homework and/or missed work. "I was absent" is not an excuse for not doing homework.

Late: Students who come late to class are disruptive to the class. They also miss important information and activities. Arriving 20 minutes or more late to the beginning of class or after a break will result in one absence. Arriving late three times will result in one absence.

Absence: Students are allowed to miss three classes without any formal consequences. These are allowed in case a student is sick or has personal business.

Step One
4 absences in a class result in a verbal warning from the instructor
Instructor will send an Advising Referral notice to ELP Assistant Director on the day of the 4th absence

→

Step Two
ELP Assistant Director will send a meeting request to the student via e-mail
The student will meet with the Assistant Director for advising and will sign a form stating that he/she understands and will abide by the attendance policy

Step Three
If the student continues to miss class and reaches 6 absences, the student will automatically fail the class and may be dismissed from the ELP
The instructor will send a second Advising Referral notice to ELP Assistant Director on the day of the 6th absence

→

Step Four
ELP Assistant Director will send a meeting request to the student via e-mail
The student will meet with the Assistant Director for advising and a decision will be made in conjunction with the student's instructor regarding whether the student will fail the class or will be dismissed from the program

***Step Five**
In the case that a student has stopped attending classes, does not respond to requests for meetings with the Assistant Director, and has not provided the ELP with information regarding the absences, the ELP will attempt to contact the student via e-mail, phone, and a letter sent via the US Post Office to the student's US mailing address

→

***Step Six**
If the student does not attempt to contact the ELP within 7 business days, the student will be withdrawn from classes, the I-20 will be terminated, and the student will be out of status

Being "dismissed" from ELP means that the student will **no longer be part of Purdue University Calumet and will need to either **transfer** to another school or **leave** the United States immediately.*

Plagiarism Policy

What is plagiarism? Plagiarism is presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged or cited. This also includes copying another student's presentation, copying pieces of other student's essays, and copying homework assignments from other students.

As plagiarism is taken very seriously in the U.S. academic environment, ELP students will learn about plagiarism as part of their studies to prepare them for their university studies. Regular university students can be expelled due to plagiarism.

Any ELP students who plagiarizes will be penalized in the following ways:

- **For the 1st offense:** Students will receive a zero on the assignment
- **For the 2nd offense:** Students will also be sent to meet with the ELP Director and may **fail** their ELP class.

Midterm and Final Testing Policy

Students must take midterm and final examinations on the scheduled dates as determined each semester by ELP faculty. **Students may not take a midterm or final exam late.**

Testing Rules

All students must read and sign a contract that you agree to the following rules and accept the consequences of breaking those rules:

Rule 1. You cannot look at another student's paper.

Rule 2. You cannot talk to another student during the test.

Rule 3. You cannot share erasers, pens, and pencils.

Rule 4. You must give the teacher your paper when the test time is over.

Rule 5. You cannot ask any questions unless there is something wrong with the test packet (eg, you are missing a page).

Rule 6. You cannot carry or use your cell phone or any other electronic device for any reason.

Rule 7: You cannot carry or use any notes, papers, or books unless the teacher gives permission.

Rule 8: You cannot discuss the test with anyone who has not yet taken it.

If you break Rules 1-5, you will get a warning from the teacher. After 1 warning, if you break another rule, you will fail the test.

If you break Rules 6-8, you will get no warning and you will fail the test.

Photo Policy

Students in the ELP will occasionally be photographed during field trips, events, and for the newsletter. These photographs are sometimes also displayed on the ELP website and other published materials to put real faces to the students we are proud to have in the ELP. However, if

for personal or religious reasons students do not wish to have their photos taken, it is their responsibility to do two things:

(1) Submit a written note to the ELP secretary stating that the student does not wish to be photographed and include the student's full name and student ID number.
(2) Inform the teacher, mentor, or other students **before** they attempt to take a picture.

Student Services

ELP Advising

Jennifer Talley-Rogers, the ELP Student Advisor, will assist students with academic and other concerns. ELP students can talk to the advisor about any question, challenge, issue or concern they have, such as schedules, examinations, attendance, class issues, or ELP policies. Teachers will also send students to the advisor for attendance, academic, and behavioral problems. Students who have failed courses in previous semesters should meet with the ELP advisor to help them succeed.

Students who have questions and are not sure whom to ask, contact the ELP Student Advisor, or visit the International Affairs office (CLO 176).

ELP Mentoring Program

ELP students also have peer mentors in their listening/speaking and writing classes. Mentors are are usually American undergraduate students at PUC. The main purpose of these mentors is to help ELP students with their English studies both in and out of class.

Mentors spend up to 10 hours per week in class helping ELP students and outside of class in organized, educational, and cultural activities, which help ELP students practice their English skills and learn American culture. ELP mentors are also available to provide one-on-one tutoring and homework assistance to ELP students. **ELP students are encouraged to interact and meet with mentors.**

Tutoring

Student academic success is a high priority in the ELP. If a teacher is concerned about a student's progress, the student will be referred for tutoring. Students should also take it upon themselves to ensure their own academic success and may request tutoring or assistance from the following sources:

ELP Teachers
ELP teachers hold regular office hours during lunch break from 12:30 p.m. to 1:45 p.m. Mondays through Thursdays and are available during those times (or by appointment) to provide help and answer questions.

ELP Mentors
ELP mentors are available to provide one-on-one tutoring and homework assistance to ELP students.

Writing Center
ELP students are encouraged to visit the Writing Center in CLO 263 for further assistance with their writing.

ELP Newsletter

Periodically throughout the semester, the ELP will distribute a fun and informative newsletter. Students will work in class on newsletter submissions. Additional submissions such as articles, jokes, editorials, classifieds, pictures, etc. may be given to teachers or the ELP advisor for inclusion in the newsletter.

Suggestion Box

The Suggestion Box is located outside of CLO 226. Students may anonymously place comments, questions, or suggestions for ELP faculty and staff to read, consider, and often respond to in the ELP Newsletter.

Facebook

All current and former ELP students are invited to join the ELP on Facebook. The ELP on Facebook is a place for students to connect with other students, their mentors, and their teachers. Students can start discussions, share pictures, and share links and videos.

To join the ELP search for "English Language Program – Purdue University Calumet"

Computer & Lab Access

Computer Access

All new students at Purdue University Calumet, including ELP students, receive an email to their personal email accounts with a link to set up their Purdue username and password. Once they set this up, they will be able to:

1) Log on to a university computer
2) Access their personal H:/Student drive
3) Add money and print using a university computer
4) Log into their MyPUC portal, which has access to:
    - Purdue email (see "Activating Student PUC Email Accounts" below)
    - Blackboard
    - Final grade information (at the end of the semester)

Forgotten Passwords

Access the student password reset site at: https://resetpw.purduecal.edu/.
Generally, student ID number and birthday are needed to reset passwords. Also, students can visit the Information Desk in Powers 216 for help with passwords or other computer problems.

Activating Student PUC Email Accounts

First, find the career account login and password that is sent from International Admissions in the pre-arrival e-mail. The login and password are required to activate the account.

Next, go to Purdue University Calumet's homepage, purduecal.edu.

Click on "Start Here"

On the bottom left are the words "Student e-mail" with the Gmail icon below. Click on this icon and enter your career account login and password to activate the account.
If you have problems, visit Anderson 216 for help.

Checking your PUC e-mail account:
All students must check their PUC e-mail accounts every day to for important information. Teachers and university staff communicate with students only through this account.

Click on "Start Here"
Next, click the icon on the top left "My PUC Portal." Here students will be able to access e-mail, financial information, register for classes, print schedules, and find other academic information.

CLO 237 Open Lab

The computer lab in CLO 237 is available daily to all ELP students and mentors during the lunch break. Students are encouraged to use this space to meet with groups, do homework and/or extra practice, or work with their mentors. There will be a mentor in the lab every day to assist students with homework and other assignments during the lunch break. All computers in the lab are equipped with software that will help students improve their English skills, especially in listening and speaking.

International Programs Office and ELP Field Trips

The International Programs Office (IPO) has a wide variety of activities each semester for Purdue Calumet students, both on and off campus. On-campus programs include:
World on Wednesdays (WOW), International Coffee Corner, Language Circles, as well as other social and special seasonal events. In addition, IPO organizes weekly field trips to local destinations, which are designed exclusively for students enrolled in the English Language Program, to help the students gain a better understanding of American culture and to encourage practice of the English language in real-life situations outside of the classroom.

Field Trip Basics

Field Trip Forms

Everyone who comes on an ELP field trip is required to complete the Field Trip Form before the first trip attended. These forms will be provided during ELP Orientation and on the first day of classes in the IPO (CLO 176). Students who attend IPO/ELP field trips must follow university policies and to follow the instructions of the IPO mentors who come on the trips.

What to Bring

Students should bring their PUC ID on all trips. It is also a good idea for students to bring extra spending money to pay for souvenirs and snacks.

Sign-up

Trip sign-up is available on a weekly basis in the IPO office (CLO 176). Students are required to sign up in order to reserve a spot on each trip.

ELP Spouses and Non-ELP Students

The IPO/ELP field trips are planned only for students in the English Language Program. However, there will only be a few opportunities for the spouses of ELP students and for non-ELP students to attend the IPO/ELP field trips. If there are any field trips available for ELP spouses and non-ELP students, an e-mail announcement will be sent by IPO mentors. Small children **may not** participate in IPO/ELP field trips.

"No Show" (Missed Trip) Policy

If students signed up for a trip but cannot come, they **must** contact IPO to cancel their researvation **before** the day of the trip.

Students who have signed up for a trip and yet do not let the IPO know they aren't coming are are called "no-shows." No-shows will get a warning for the first and second time they sign up for a trip and don't come. Third time no-shows will be required to meet with the International Programs Coordinator and may not be allowed to attend future trips.

Immigration Policy/Information

It is important for international students to understand the United States Citizenship and Immigration Services (USCIS) regulations relating to their nonimmigrant status. Students must always follow immigration rules, university rules, as well as the rules of the sponsoring agency (if applicable). It is very important for students to get information from all three areas in order to

make sure they are following the regulations of the U.S. government, the university, and your sponsoring agency.

The International Student and Scholar Services Office (ISS) helps students with immigration rules and paperwork. Students can visit the ISS in **CLO 176** with any questions.

Marsha Gordon, Director of Immigration Services
gordon@purduecal.edu

April Valentine, Immigration Advisor
April.valentine@purduecal.edu

Students studying in the ELP Program with an F-1 visa must maintain full-time student status, which means a minimum of 21 hours of study. Students must follow all ELP attendance and grade policies to remain in the ELP. Students who are expelled from the ELP program will not be in good immigration status and could lose their opportunity to study in the United States. It is not difficult to follow the simple rules required for good immigration and university status, but it is difficult to repair an immigration record that has been violated.

Passport

Governments issue passports identifying citizens of their countries. Note that passports have an expiration date and must **never** be allowed to expire. It is best to not allow passports to get closer than six months to the expiration date. If necessary, passports can be renewed in the U.S., but they can take several months to process.

Visa

In order to enter the United States, the U.S. Embassy or Consulate issues visas. These visas are inside passports and shows the following:

1. Visa Status (Visa Type): Common visa types include F-1 (student), J-1 (exchange visitor), and B-(visitor for pleasure).
2. Number of Entries: This is the number of times it is possible to use this visa to enter the U.S. This may be once, twice, or multiple times.
3. Expiration Date of Visa: This is the last day the visa can be used to ENTER the US. After this expiration date, a new visa is required want to re-enter the U.S. A new visa is not needed to stay in the U.S., even if the visa has expired.
4. I-94: This form is the arrival/departure record issued when students arrive in the U.S. It is an electronic record that should be accessed using the directions at cbp.gov/I94. Students should print a copy of the I-94 to keep and submit the second copy with their passport and I-20 the first time they go to the International Students and Scholars Office in CLO Room 176.

Form I-20

Students must maintain a valid and unexpired I-20 at all times. The I-20 Certificate of Eligibility shows the program of study, the financial support information, the start and end dates of the

program of study, and other important information. It is an important document that should be kept very safe.

> **Note**: *Students should never let their I-20 expire by not knowing the program end date. Every I-20 should be kept in a safe location.*

Full Course of Study for Fall and Spring Semesters

Students **must** enroll in:

- 18 credit hours for English as a Second Language study (21 credit hours are required for the ELP)
- 15 credit hours for ELP hybrid students (at least 9 credit hours within the ELP)
- 12 credit hours for undergraduates (Bachelor's)
- 8 credit hours for graduate/professional students
- 6 credit hours for graduate/professional students with assistantships

Students who have not yet completed one full year of study should enroll in summer courses to include a minimum of 24 credit hours during the 8-week summer session and may also choose to enroll in an additional 24 credit hours during the 4-week Maymester session.

Note: *There are rare exceptions to credit hour limits (such as severe illness), which must be pre-approved by an ISS immigration advisor.*

Change of Address

Students are required to report any change of address or residence directly to the Office of International Students and Scholars (ISS) within **10 days of the change**.

Employment

ELP students are not allowed to be employed. After the ELP, students may wish to work part-time jobs on-campus. International students may only work up to to 20 hours per week on campus while school is in session. Full-time employment is allowed during vacation periods and during summer months.

Traveling Outside the USA

For any travel outside the U.S., the I-20 must be signed to show that the student is in good immigration standing at the university. This document should be brought to ISS (CLO room 176) for the travel signature **at least two weeks before the trip for a signature.** When traveling within the United States, students should also take their passport, school ID, and I-20.

Online Classes

ELP students **cannot** enroll in any online or distance learning classes. Once students are in a degree-seeking category, they may only enroll in one (3 credit hour) online or distance learning class per semester that counts toward the minimum required credit hours per semester.

Change of Education Level

After completing the ELP, students are required to get a new I-20 to show that they have changed from ELP to a degree-seeking program of study or major. This will require submitting a new admission application for the new program of study along with a new financial support document with up-to-date financial funding. There will be a Transitioning Students Workshop to learn what must be done in order to get a new I-20 at the successful completion of ELP studies.

Students must know and understand the immigration regulations relating to their program. The immigration requirements and university requirements may change depending on the degree level and program of study.

> **IMPORTANT*:*** *Students are required to take full-time credit hours during the first semester of a new program of study. Even if beginning in the Summer Session, students must start their new program with full-time credit hours.*

Vacation

An ELP student who has not completed one academic year (10 months including a fall and a spring semester) student has two options during the summer.

1) Depart the U.S. for the summer session.
Or
2) Remain in the U.S. and enroll in at least 24 credit hours during the 8 week summer session.

Sessions offered during the summer include a 4-week Maymester session as well as an 8-week summer school session. All ELP students who have not completed 10 months of study are strongly recommended to remain in the U.S. for summer study.

Extension

If more time is needed to complete their program, international students must apply for an extension of their program before the expiration date on the I-20. Students should see the ISS advisors for questions about extensions before the expiration date.

Transferring from PUC

Students must apply and be admitted to another college or university before a transfer can be considered. Approval from an immigration advisor in ISS must be obtained in order to transfer I-20s to other colleges or universities. Students must be able to start during their next available semester which must be within the 5 months following the transfer of SEVIS records to the new school.

Medical Insurance Policy

ELP students studying on an F-1 visa are required to have proof of valid medical insurance for the duration that they study in the ELP. Students on an F-1 visa who do not possess medical insurance will have medical insurance coverage purchased for them through the university.

If a student does not provide valid proof of medical insurance by week 3 of the fall or spring semesters (week 2 for summer), he or she will be billed and held responsible for full payment of medical insurance costs. The cost of medical insurance coverage is $435 for fall and spring semesters and $215 for summer semesters. This is a non-refundable charge.

Saudi Students: Students with valid Saudi Arabian Cultural Mission (SACM) Scholarship or coverage through Saudi Aramco Company will have medical insurance charges waived for them as long as they provide proof of medical insurance coverage to Janice Novosel in the International Students and Scholars Office, CLO 176.

Important Contacts

International Affairs Office
International Programs Office
ELP Secretary
CLO 176
(219) 989-2502
http://webs.purduecal.edu/intl/ipo/

Counseling Center
Gyte 005
(219)-989-2366
http://webs.purduecal.edu/counseling/

Student Health Services Center
Gyte 034
(219) 989-1235
http://webs.purduecal.edu/healthcenter/

Housing and Residential Education
University Village, 2440 173rd Street
(219) 989-4150
http://webs.purduecal.edu/housing/

University Library
SULB 2nd floor Room 200
(219) 989-2224
http://webs.purduecal.edu/library/

Police
University Police Building
EMERGENCY: (219) 989-2911
Non-Emergency: (219) 989-2220
http://webs.purduecal.edu/police/