THE ENGLISH LANGUAGE INSTITUTE
VALDOSTA STATE UNIVERSITY

STUDENT HANDBOOK
INTENSIVE ENGLISH PROGRAM

(Updated July 2020)

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ENGLISH LANGUAGE INSTITUTE
VALDOSTA STATE UNIVERSITY

2020-2021
ADMINISTRATIVE STAFF

Director: Dr. David Starling
Professional Degrees: MA-TESL, DPA-Public Administration

INSTRUCTORS

Mr. Chris Wise

Mr. David Huffman

Ms. Maral Meredova

THE ENGLISH LANGUAGE INSTITUTE
MISSION STATEMENT

The overall mission of the English Language Institute (ELI) at Valdosta State University is to provide high quality ESL instruction to students who are nonnative speakers of English and who have a desire to improve their English skills for academic, professional, or personal reasons.

The ELI seeks to accomplish the following specific goals:

• To teach English as a second language (ESL) to students enrolled in ELI programs;

• To provide students with the cultural knowledge and awareness which they will need to function, both academically and socially, in the United States;

• To provide students who are studying ESL for academic purposes with the academic skills and strategies which will help them to be successful in their undergraduate or graduate studies;

• To inform students enrolled in ELI programs about options and opportunities for academic study at Valdosta State University and encourage them to consider applying for admission;

• To recruit international students to the Valdosta State University campus for the benefit of providing cross-cultural encounters and international education opportunities for both American and international students;

• To serve as a resource for international education to the faculty, staff, and students of Valdosta State University;

The Center for International Programs (CIP)

The Director of the ELI reports to the Director of the Center for International Programs, who reports to the Provost/Vice-President for Academic Affairs.

The mission of the Center for International Programs is to initiate, promote, and support Valdosta State University's international efforts both on campus and throughout the state and world. The Center for International Programs provides support for international students, coordinates study abroad opportunities for VSU students, and guides faculty in gaining experience and knowledge of world cultures.

INTENSIVE ENGLISH PROGRAM
COURSES AND PROFICIENCY LEVELS

The ELI's Intensive English Program consists of three (3) proficiency levels which are offered during each semester. Sessions begin in August, January, and May, last sixteen weeks, and offer full-time students up to 160 class hours of instruction (20 hours per week). The summer session is reduced to twelve weeks. It is possible to join the session at the mid-term point in October and March, as well.

Course Title	Class Hours*	Course Type	Eligible Levels
Structure/Grammar	5 hours/week	Required Core	Levels 1 – 3
Writing	5 hours/week	Required Core	Levels 1 – 3
Reading	5 hours/week	Required Core	Levels 1 – 3
Speaking/Vocabulary	4-5 hours/week	Required Core	Levels 1 – 3
Various Optional Courses	2-3 hours/week	Optional	Lower/Upper
TOEFL Preparation	3 hours/week	Elective Core	Levels 3 - 5

Required Core Classes: Full-time students are automatically placed in the appropriate level of each required core class (Structure, Reading, Writing, Speaking/Listening,) upon enrollment in the ELI's Intensive English Program. Students must complete the required core classes of Reading, Writing, Speaking/Listening, and Structure with a satisfactory grade point average (GPA) in Level 3 in order to earn the **ELI Certificate of Proficiency**. (*See page 25 for more information.*)

Optional Classes: The ELI offers several optional classes per semester on a rotational basis. Full-time students may enroll in 1 or 2 optional classes each session. Typical offerings include a TOEFL preparation course and various culture courses.

INTENSIVE ENGLISH PROGRAM COURSE DESCRIPTIONS

CORE COURSES

Reading/Writing (10 hours/week, Mon - Fri) The *Reading /Writing (RW)* curriculum is designed to provide students with both the skills and the practice that is necessary for them to develop satisfactory reading and writing skills in English and eventually to function successfully in US university courses where extensive academic reading, research and writing are required. Students will read diverse texts, acquire new vocabulary and develop effective reading strategies for different types of tests. Students will develop and demonstrate proficiency in understanding what they read, and in thinking, drafting, and revising their own ideas in writing by working through the writing process with input from their teachers and classmates.

Speaking /Vocabulary (5 hours/week, Mon - Fri) The main objectives of *Speaking/Listening (SV)* are to provide students the opportunity to improve their listening and speaking skills and expand their vocabulary in English as well as to gain confidence in using these skills. Students learn and practice appropriate skills in conversation management, receive instruction regarding problem areas in pronunciation, and learn appropriate vocabulary. These objectives are accomplished by means of a variety of classroom activities which focus on everyday situations that students are likely to encounter as they adjust to life in the U.S.

Structure/Grammar (5 hours/week, Mon - Fri) The main objective of *Structure/Grammar (SG)* is to provide students with the basic grammatical structures that they will need in order to communicate effectively in English in all four skill areas. The emphasis of each structure course is clearly on communication, both comprehension (listening and reading) and production (speaking and writing).

OPTIONAL COURSES

ELI optional courses meet for 2 or 3 hours per week. The schedule for optional courses during a given session is determined by the number of students who register for each particular course. Optional courses which may be offered include the following: *TOEFL Preparation, Pronunciation, Conversation Partners, American Culture, Business English, Slang, English through Music, English through Film, American Humor and American History.*

INTENSIVE ENGLISH PROGRAM CLASS SCHEDULES

New full-time students in the ELI's Intensive English Program (IEP) take a minimum of 19 class hours* per week of core courses (160 total hours of instruction) each session. Students who wish to enroll in optional courses may add up to 6 additional class hours per week (48 total additional hours per session) to their schedule, depending on whether or which optional classes are offered.

Schedule A

Core Course	Class Time	Days
Structure/Grammar	9:00 - 9:50	M-F
Reading/Writing	10:00 - 11:50	M-F
Speaking/Listening	1:00 - 1:50	M-F
TOEFL Preparation	2:30 - 4:15	M/W
Optional Classes	2:00-3:30	M/W or T/R

PLACEMENT PROCEDURES FOR NEW STUDENTS

PLACEMENT EXAM

On the first day of each session all new students in the Intensive English Program take the ELI Placement Exam, which consists of three written tests (R*eading, Writing and Structure*) and an oral interview (*Listening/Speaking*). The results of the Placement Exam are used to determine the appropriate level of study, from Level 1 to Level 3, for each student in three core classes: *Structure, Reading/Writing,* and *Speaking/Listening*. While students may be placed into different level classes, most students will not be placed in a class that is more than one level higher than any other class they are taking.

The *Reading/Writing* class placement requires two 30-minute tests: a reading test and a writing test. On the reading test, students read short passages and answer multiple-choice questions related to the passages. Passages and questions progress in level of difficulty from beginning to intermediate to the most advanced. The more questions students correctly answer, the higher their placement level. The writing test requires students to compose a written response to a given question or topic. Each student's response is evaluated by three ELI teachers to determine the student's writing proficiency in terms of the ELI's three levels. The combined results of both the Reading test and the Writing test are used to decide each student's final placement level in the *Reading/Writing* class.

Placement into the appropriate level *Structure* class requires an additional 30-minute test. The Structure Test consists of multiple-choice questions which focus on the grammatical structure of English and correspond to the items covered in the *Structure* curriculum. The questions progress in level of difficulty from beginning to intermediate to advanced. The more questions students correctly answer, the higher their placement level in *Structure*.

For placement into the *Speaking/Vocabulary* class, each student may participate in an individual oral interview with two ELI teachers. Based on the teachers' evaluations from this interview, each student is placed into the appropriate proficiency level for the *Speaking/Vocabulary* class.

REPLACEMENT EXAM

During the first two days of classes, teachers will informally evaluate whether students in their classes have been placed into the appropriate levels. If the teacher determines that the student has been placed in a level which is too low, the student may be asked to take **The ELI Replacement Exam** after the last class on the second day of the session.*****

The Replacement Exam is consistent with the Placement Exam and comprises three written tests (*Reading, Writing, Structure*) and an oral interview. However, unlike the Placement Exam, for reading and structure the Replacement Exam consists of level-specific tests which cover the same content as the final exams for each particular level. Based upon the results of each test taken, students will either remain in the same level or be placed in a lower or higher level course. *If the teacher believes that the student has been placed in a level which is too high, the teacher may request placement in a lower level by the 3rd day of classes.*

*** For the purpose of test calibration, the ELI Replacement Exam will be periodically administered in class to all ELI students.**

PLACEMENT PROCEDURES FOR RETURNING STUDENTS

Students who continue their studies in the Intensive English Program, from one uninterrupted session to the next, are assigned a level for each of their classes based on their

grades from the previous session. *(See the "Grading System" section.)* Continuing students are allowed to take the Replacement Exam for a particular class only if they achieved a grade of "A+" in that skill area the previous session. For example, a student who made an "A+" in Structure 2 the previous session may choose to take the Replacement Exam for Structure 3. Should the test results indicate mastery of *Level 3 Structure*, the student will be allowed to enroll in *Structure 4*.

Students who leave the Intensive English Program for a period of one session will be placed into classes based on the grades from their last completed session of study at the ELI. Returning students may opt to take the Replacement Exam and demonstrate that they are ready for placement in the next highest level for a particular class. If level mastery is established, then they will be appropriately placed. ***In such cases, the Replacement Exam must be taken on the morning of the first day of the new session while new students are taking the Placement Exam.***

Students who leave the ELI for a period of two or more consecutive sessions will be retested as new students and placed into classes on the basis of their ELI Placement Exam scores rather than on their previous ELI levels and grades.

LEARNING OUTCOMES

Learning outcomes indicate the skills and abilities students are expected to have attained by the end of an instructional course. The outcomes listed below come from the ELI Curriculum. Learning outcomes for ELI core courses are listed below.

Reading /Writing- At the end of each level of ELI R*eading/ Writing* classes, students will be able to do the following:

0	• **Read and write** numbers, letters, words, phrases, and very simple sentences	**3**	• **Read** and understand moderately complex, multi-paragraph texts (400-600 words) • **Write** multi-paragraph texts of approximately 1½ pages (500 words) on a single topic
1	• **Read** and understand the main ideas and details of short, simple readings of approximately 200-300 words • **Write** 8-10 simple sentences on a topic	**4**	• **Read** and understand complex multi-page texts (600-800 words) • **Write** basic five-paragraph essays of approximately 2 pages (700 words)
2	• **Read** and understand straightforward texts of multiple paragraphs (300-400 words) • **Write** a unified paragraph of 12-14 sentences (150-200 words)	**5**	• **Read** and understand regular academic texts of multiple pages (800-1000 words) • **Write** essays of approximately 2½ pages (800 words) using varied rhetorical modes and varied organization and transition techniques
		6	• **Read** and understand regular academic literature of multiple pages (1000-1200 words) from a variety of fields • **Write** essays of approximately 3½ pages (1200 words) that go beyond the five paragraph model and incorporate citations

Speaking /Vocabulary--At the end of each level of ELI *Speaking/Vocabulary* classes, students will be able to do the following:

0	• **Speak** using words/phrases to communicate basic personal information and needs • **Listen** to and understand simple, commonly used words and phrases related to basic personal information and needs when they are spoken slowly and repeated frequently	**2**	• **Speak** and express simple ideas and opinions on a variety of topics, including unfamiliar ones; use the basic grammar of *ST 1* and *ST 2*, especially the simple past; speak with 70% comprehensibility for utterances at this level • **Listen** to and understand 70% of informal conversation and short talks that contain some unfamiliar vocabulary and are spoken with repetition and/or slow speech
1	• **Speak** using simple phrases and short sentences to communicate survival needs, personal information, and information about basic everyday activities; use some of the basic grammar in *ST 1*, especially the verb "be;" speak with 70% comprehensibility form utterances at this level • **Listen** to and understand 70% of simple, slow speech about personal information, basic everyday topics, and things in the immediate context when it contains familiar vocabulary and is frequently repeated	**2B**	• **Speak** and support opinions in extended discussions on somewhat complex issues; use the grammatical structures of *ST 1, ST 2*, and *ST 3*, especially verb tenses, effectively but with limited control of complex grammar; speak with 70% comprehensibility for utterances at this level • **Listen** to and understand 70% of conversation on both familiar and unfamiliar topics, including short academic lectures, when spoken at near-normal conversational rate and with occasional repetition
1B	• **Speak** in simple conversations in routine social situations and talk about things not in the immediate context; use the basic grammar of *ST 1*, especially the simple present verb tense; speak with 70% comprehensibility for utterances at this level • **Listen** to and understand 70% of simple conversations in routine social situations and known contexts when they contain both familiar and unfamiliar vocabulary and are spoken slowly with repetition	**3**	• **Speak** and express ideas in extended formal and informal conversation on complex issues; use the basic grammar of *ST 1, ST 2, ST 3*, and the more complex grammar of *ST 4*, especially time clauses and passive voice; speak with 70% comprehensibility form utterances at this level • **Listen** to and understand 70% of both face-to- face and adapted conversation at near normal speech with some repetition•
		3B	**Speak** fluently with little or no hesitation in formal and informal conversations on practical or academic topics; use a wide range of vocabulary and complex grammar, including from *ST 3* and *ST 3B*, especially noun and adjective clauses; speak with 70% comprehensibility for utterances at this level • **Listen** to and understand 70% of complex discourse, including academic lectures, which is spoken at the normal rate of speech without much rephrasing or rewording

***Structure*--**At the end of each level of ELI *Structure* classes, students will be able to use the following:

1	• Verb "be" • simple present • present progressive • nouns and pronouns-–singular/plural, count/non-count, subjects/objects	**4**	• adverb clauses of time • passive voice • modals—past and progressive • subject-verb agreement
2	• simple past • past progressive • future • nouns and pronouns—irregular, possessive	**5**	• noun clauses • adjective clauses and phrases • gerunds and infinitives
3	• present perfect • past perfect • future perfect • modals—ability, possibility, advice, necessity • nouns and articles—expressions of quantity, definite vs indefinite	6	• coordinating conjunctions—parallel structures • adverb clauses and phrases • connectives expressing cause/effect, contrast • conditions and wishes

GRADING & TESTING

In order to pass a class and move up to the next level, students must meet the learning outcomes of the class with 70% proficiency. A student's ability to meet the learning outcomes is evaluated using a variety of sources, depending on the class. It is important to remember that at the ELI grades must only reflect the student's ability to meet the learner outcomes. *Effort, attendance, and attitude are not part of the student's grade, but students cannot pass if they exceed the maximum number of absences.* Here is how you will be graded at the ELI:

Reading /Writing

Reading/Writing final course grades are the average of the reading and writing scores for the session as shown below. Please note that your grade must be at least 70% in each skill area in order to move up to the next level, even if your overall course grade may be 70% or better.

READING = 50% of the final grade	**WRITING = 50% of the final grade**
35% – Midterm Exam **50% – Final Exam** (standardized) **15% – Other** (4-6 items) Examples of "other" assessments: • a vocabulary quiz	**20% – Midterm Exam** **20%** – **Final Exam** (standardized) **40% – Papers** Papers are written works produced by following the writing process—brainstorming and writing multiple

• a skimming quiz • a stem/affix quiz • a summary of a class reading • a presentation of new vocabulary from an ELI Student Library book • a grade on a homework scanning exercise from the class textbook	drafts, with feedback from peers and conferencing with the instructor. ***Level 1:*** 5 texts of 8-10 sentences ***Level 1B:*** 4 one-paragraph texts ***Level 3:*** 2 three-paragraph texts ***Level 2B:*** 2 basic five-paragraph essays ***Level 3:*** 2 five-paragraph essays (argument and compare/contrast) ***Level 3B:*** 2 essays of six or more paragraphs (cause/effect and argument supported with sources) *20%* – **Other** (4-6 items) Examples of "other" assessments: • a spelling quiz • an in-class written summary of a book from the ELI Student Library • the past week's notebook journal entries • a homework exercise on transitions • the past week's online blog entries • a peer evaluation exercise

Speaking /Vocabulary

Speaking/Vocabulary-- final course grades are a compilation of the speaking and listening scores throughout the session, as shown below. Please note that your grade must be at least 65% in each skill area in order to move up to the next level, even if your overall course grade is 70% of better.

SPEAKING (all activities equally weighted)	**Vocabulary** (all activities equally weighted)
Levels 1-2: 70% 3 activities (2 during session and 1 as final) demonstrating communicative competence through conversation managements skills or presentations	**Levels 1-2: 30%** 4-6 activities (all during session) demonstrating listening comprehension and sociolinguistic competence through non-oral feedback channels
Levels 3: 50% 3 activities (2 during session and 1 as final) demonstrating communicative competence through conversation managements skills or presentations	**Levels 3: 50%** 4-6 activities (all during session) demonstrating listening comprehension and sociolinguistic competence through non-oral feedback channels
Examples of activities • In-class planned or impromptu presentation	**Examples of activities** • Quiz after listening to level-appropriate material

• Oral reports • Interviews • Creative role play • Group discussions • Team debates	• TPR role play • Note-taking • Written summary using notes take during listening • Cloze activity • Peer evaluation of a presentation • Vocabulary quizzes

Structure

Structure final course grades are determined as follows:

LEVELS 1, 2	**LEVELS 3**
• 45% — 3 short exams (each exam = 15%) • 45% — final exam (standardized) • 10% — other (4-6 items)	• 50% — 2 exams (each exam = 25%) • 40% — final exam (standardized) • 10% — other (4-6 items)

GRADING SYSTEM

The English Language Institute uses the same grading system used by Valdosta State University. The grading system is based on a 4.0- point scale for all core ELI classes and *Satisfactory* or *Unsatisfactory* for all other classes.

A = 4.00 Excellent (ready for next level)

B = 3.00 Good (ready for next level)

C = 2.00 Fair (can choose to repeat level)

- -

D = 1.00 Poor (must repeat level)

F = 0 Failure (must repeat level)

Grades are rounded to the nearest tenth in order to determine a student's GPA (grade point average) at the ELI. Normally, each student receives a grade for each class. Teachers explain their grading procedures to the class on the first or second day of class each session. Grades of "A" or "B" mean that the student is ready for the next level in that skill area. A grade of "C" usually indicates that the student is ready for the next level, but either the student or the teacher may determine that it would be in the student's best interest to repeat the class. Grades of "D" or "F" mean that the student needs more time with that particular skill area and level and must repeat the class. Although ELI students normally receive grades in each of their classes, a NO GRADE OPTION is available to students who prefer not to receive grades. Students who wish to follow the NO GRADE OPTION must inform their teachers no later than the 4th day of classes in a given session. Students who select this option will not be eligible for admission based upon ELI performance. Students may not alter this decision after the fourth day of classes. At the end of a session, these students will simply receive a mark of PASS or REPEAT in order to indicate whether they will advance to the next level or repeat the current level for that class. Students who enroll in the ELI for a half session will receive grades of "S" (satisfactory) or "U" (unsatisfactory). If these students return to the ELI, they will be treated as new students and placed into classes based on the results of the ELI Placement Exam.

FINAL GRADES

ELI students have the following options for receiving notification of their final grades at the end of each session:

a) **Meet individually with your teachers during the designated** *Student-Teacher Conferences* **on the first day of the next session (New student testing day).** Students should choose this option if they wish to discuss their grades with their teachers. Teachers may not be available to discuss grades with students at a time other than the officially designated student-teacher conference time.

b) **Send an email to your teachers *no later than 9:00 a.m.* on the last day of the session to request that your grades be sent to you via email.** Teachers will respond to emailed grade requests from students by the end of the next business day following the end of the session. ***No discussion of final grades will take place by email***— teachers will simply inform students of their grades without further elaboration or discussion.

As stated in the previous section of this handbook, *once ELI teachers have submitted final grades for their students to the ELI office, these grades are considered final and cannot be changed by teachers.* Students may choose to appeal final grades by following stated ELI procedures for "grade appeals."

GRADE APPEALS

If, after talking with the teacher during end-of session student-teacher conferences, a student feels that a final grade does not accurately reflect his/her achieved competency, he/she must comply with the following procedure:

1) Notify the teacher *before the beginning of the next session* that he/she plans to appeal the grade.

2) Fill out the Grade Appeal Form (Appendix 1, page 36), including the evidence for the desired grade change.

3) Submit the Grade Appeal Form to the Assistant Director, who will review the request with the teacher and director.

An ELI administrator will inform the student of the final decision. Grade-appeal forms are located in Appendix 1 on page 36 of this handbook.

HOW TO SUCCEED IN YOUR CLASSES

- Attend every day.
- Arrive on time or a few minutes early for class; *don't be late.*
- Pay attention-many classes will be structured for questions and discussion. *It's essential that you actively listen, even if you are not being directly addressed.*
- Have a positive attitude- *an open-mind will optimize your learning.*
- Be friendly-*people will want to meet, spend time with, and help a smiling and pleasant person.*
- Participate in class and group discussions- *this is the model for most American University classes; become comfortable with this structure at the ELI so you will be successful at the university.*
- Do the homework and hand it in on time.

- Ask your teacher questions when you are confused or don't understand-*you are expected to take an active role in your learning; your teachers are happy to answer questions.*

- Take notes in class-*this will keep you alert and actively learning.*

- Study every day—*don't wait until the last minute to study for a test; language skills are developed over time, not instantly attained in a few cram sessions.*

PROGRESS REPORTS

At the end of each session, the student receives an ELI Progress Report. This report includes:

1) The student's grades, which indicate the student's achieved level of learner outcomes for each class.

2) The student's class attendance record.

3) The student's profile, which provides information on the student's effort and attitude. A proficiency scale and an explanation of the scale is kept in each student's file with the progress report. *See Appendix 1 of this handbook (pages 33-35) for a sample progress report and a copy of the Proficiency Scale.*

ACADEMIC POLICIES

A. COURSE POLICY STATEMENTS: On the first or second day of classes, students will receive from their teachers a written course policy statement containing learner outcomes, class requirements, and grading procedures.

B. TEXTBOOKS: Within the first two class meetings, students will receive textbooks or packets from their teachers. Students are expected to bring their material to each class meeting, unless otherwise directed by their teacher. Some texts are used for two consecutive sessions. In this case, students will not get new texts and are expected to continue using their textbooks from the previous session.

C. NORMAL PROGRESS: Students are expected to make "normal progress" in their classes each session during their period of enrollment at the ELI. This means that a student who begins in Level 1 should be able to complete the entire program (Levels 1-3) in three semesters. While "normal progress" is generally defined as passing each class each session with a grade of C or higher, the ELI recognizes that the rate of progress can vary from student to student and that some students may need more time to complete the program than others.

D. LACK OF PROGRESS: Students who do not have a passing grade (C or higher) at midterm are required to meet with their teacher and, in some cases, with an ELI Administrator. If a student does not earn a passing final grade for a course, the student's teacher will submit a **Lack of Progress Report,** which specifies why the student did not pass the class. A student who, despite hard work and study, has failed a course, and is deemed at risk of being placed on Academic Probation, will be assigned to supplementary sessions for instructional tutoring. Attendance at these sessions is mandatory. **In contrast, students *who receive failing grades because they do not attend class regularly, do not complete class assignments, or because they intend to fail in order to prolong their stay at the ELI, are issued a warning and will be placed on Academic Probation.***

E. ACADEMIC PROBATION: Students who show a consistent lack of progress in their classes will be placed on **Academic Probation**, which can lead to dismissal from the ELI. Students who are placed on Academic Probation are informed of their status in writing before they register and are expected to show progress during each subsequent session of study in order to continue studies at the ELI.

F. ACADEMIC PROBATION DISMISSAL: Students on **Academic Probation** who do not make satisfactory progress may be **dismissed** from the ELI. Dismissed students who wish to return to the ELI must request and receive written permission from the ELI director, who may require that students meet certain conditions before permission to return is granted. If permission to return is granted, students must wait at least one full session before they can return. If and when dismissed students are allowed to return to the ELI, they will remain on Academic Probation for every future session in which they enroll. ***Students who are dismissed twice from the ELI will not be allowed to return.***

G. REPEATING CLASSES:

1) Students who initially earn a final grade of A or B in a course may not retake the class, whereas students who initially earn a final grade of D or F *are required to* repeat the class.

2) Students who initially earn a final grade of C in a course may choose to retake the class, or their teacher may suggest retaking the class. Students may repeat a course only once, and they must do so in the very next session. Students who voluntarily repeat a class and then earn a final grade of D or F may not retake the class again. Students who earn an ELI Certificate of Completion but who want to repeat eligible courses in Level 6 must do so during the very next ELI session. *Due to student visa regulations, in some cases it may not be possible for students to repeat a class in which they have made a passing grade of C.* ***Please check your VISA eligibility with the ELI office before you voluntarily choose to repeat a course.***

3) Continuing students may not repeat lower level classes. For example, once students have passed Structure 2 and take and complete Structure 3, they may not retake Structure 2.

H. INCOMPLETE GRADES: Final exams are not administered early. Students who need to leave the ELI before final exams are given because of unavoidable circumstances will receive a temporary mark of "Incomplete" on their progress

report. Upon returning to the ELI at the start of the following session, these students may complete the previous session and receive a final grade by taking their final exams on the first day of the new session during the administration of the Placement Exam for new students. If students choose this option, they must make prior arrangements with the teacher to take any missed final exams on the first day of the new session. Once the missed final exams have been taken, final grades for each class will be tabulated and recorded on each student's progress report.

I. ACADEMIC MISCONDUCT:

Attitudes and policies regarding academic misconduct vary from culture to culture, and it is important that students be aware of the attitudes toward and consequences of academic misconduct in the US. Students are expected to be honest and do their own work in all matters which pertain to the grades they receive in their classes. *This means that students must not cheat on tests or copy ideas or sentences from other individuals, books, electronic media, or the internet.* Instances of academic misconduct at the ELI are initially handled by the student's instructor, with the ELI administration assisting as needed.

ADMINISTRATIVE POLICIES

A. CLASS SIZE

The ELI uses the following policies with regard to class size.

1) ***Minimum Class Size for Core Classes:*** The minimum number of students in a core class is four. When fewer than four students enroll in a required core class, the ELI may choose to arrange an "independent study" class or a "tutorial" class for the students enrolled. Independent study and tutorial classes meet for one half of the time that regular classes meet, and students' progress through the class at the same speed as if the regular class had been offered. When fewer than six students enroll in an elective core class, the ELI may choose not to offer the class for the particular session.

2) ***Minimum Class Size for Optional Classes:*** The minimum number of students in an optional class is six. When fewer than six students register for an optional class, the ELI may choose not to offer the class for the particular session.

3) ***Maximum Class Size for Core Classes:*** Except on rare occasions, a maximum of 15 students is allowed in core classes.

4) ***Maximum Class Size for Optional Classes:*** Maximum optional class size varies from class to class.

5) ***Average Class Size:*** While there is no ELI policy regarding the average size of classes, the actual average core class size is historically 12 students per class.

6) ***Collapsing Classes:*** On rare occasions the ELI may collapse two or more smaller sections of the same class into one larger section at midterm. This may happen when large numbers of half-session students leave the ELI at midterm. Whenever the ELI plans to collapse two or more sections of the same class at midterm, students are notified of the plan and procedures on the first day of classes.

B. ATTENDANCE POLICIES and VISA REQUIREMENTS

The ELI encourages students to attend class every day. Of course, we understand that absences for sickness or emergencies are sometimes necessary.

1) ***Tardiness:*** If you are not in class on time, you will be marked *tardy*. If you arrive *after the first 15 minutes of the class, you will be marked absent.* ***When you are tardy three times, it counts as one absence.***

2) ***Absences:*** If you are not in class on a particular day, you will be counted *absent*. You do NOT need to present a written excuse when you are absent, but you should ask your teachers about any work that you missed and need to make up.

3) ***Attendance Requirements:*** You must attend a minimum of 85% of each of your core classes each session. If you do not meet the minimum attendance requirement, you will be placed on **Attendance Probation** for the following session**.**

4) ***Attendance Probation:*** If you are placed on **Attendance Probation**, you *must attend at least 85% of each of your core classes*. If you meet this requirement, you will be removed from Attendance Probation for the following session. If you fail to meet the minimum requirement of 85% attendance, you will be dismissed from the ELI. (See ***Attendance Dismissal*** below.) If you are placed on Attendance Probation for a second time, you will remain on Attendance Probation for as long as you continue to study at the ELI.

5) ***Attendance Dismissal:*** If you are on Attendance Probation and fail to attend at least 85% of each of your core classes, you will be ***dismissed*** from the ELI and thus ineligible to enroll in ELI classes for the following session. If and when you return to the ELI, you will remain on Attendance Probation for every session in which you enroll. *(Dismissal can negatively affect your student visa status; please ask in the ELI office if you have questions.)* **Students who are dismissed twice from the ELI will not be allowed to return.**

6) ***Full Time Status:*** Students holding student (F-1) visas are required to be full-time students and maintain "full-time status" while they are in the United States. For ELI students, this means "full-time" registration (19-20 hours per week of core classes). F-1 students may be enrolled for fewer than 19 hours per week during their final session at the ELI if they have completed level 6 of one or more of their core classes and have no other classes available to take. *If you are unsure of your visa status and perhaps of how many classes you should take, please ask in the ELI office.*

7) ***Summer Sessions:*** All three semesters in the ELI's Intensive English Program consist of the same number of instructional hours. (Each semester offers a minimum of 320 hours of classroom instruction.) The ELI may occasionally offer two summer sessions depending on student needs and teacher availability. However, the summer sessions may at times be shorter in length and therefore more intense than the fall and spring sessions. (Fall and spring sessions are approximately 16 weeks long and contain approximately 80 class days, while summer sessions may be approximately 12 weeks long and

contain 60 class days.) Because summer sessions at the ELI may be more intense and can be somewhat more demanding for full-time study, the following attendance policy applies to summer study:

"ELI students holding student (F-1) visas are required to study full time for the equivalent of one complete session during the summer."

C. WITHDRAWAL: If your circumstances change and you must withdraw from one or more of your ELI classes before the semester is over, please go to the ELI office to complete the necessary forms for withdrawal. *(See Appendix 2 of this handbook for the current withdrawal/ refund schedule.)*

Important: Students holding a student (F-1) visa should follow all visa regulations concerning withdrawals. These regulations may be verified in the ELI office or the Center for International Programs on Georgia Avenue.

D. TRANSFER/CHANGE OF PROGRAM: If you have received full admission to VSU or another school prior to the first day of class of the next ELI session, you are not required to register for ELI classes while you are waiting for the next term of study to begin at the new school.

E. VISA ASSISTANCE: For information, advice, and assistance with your visa and/or I-20, visit the Center for International Programs.

F. REGISTRATION AND PAYMENT

Students must pay the tuition and fees for each session as follows:
New students register and pay their tuition and fees by the first Friday of the session.
Continuing students should register and pay their tuition and fees during the scheduled registration period near the end of the previous session, or the first week of the new session.. *If this process has not been completed by the end of the fifth day of classes for a given session, the student will not be allowed to enroll for that session.*
Important: Not being enrolled can negatively affect a student's visa status.

G. CERTIFICATES

The ELI awards several types of certificates at the end of each session:

a) You will receive the ***ELI Certificate of Attendance*** if you attend at least 85% of each of your core classes.

b) You will receive the ***ELI Certificate of Proficiency*** if you complete Level 3 with a 3.0 or higher grade point average (GPA).

H. STUDENT QUESTIONS and PROBLEMS

The faculty and staff of the English Language Institute want to help you if you have a question or a problem. Read the list below to find out who can best help you. If you are still not sure whom you should see, please ask in the ELI office!

See your teacher:

- If you have a question about your class, books, assignments, homework, exams, etc.
- If you miss a class or an exam.

Come to the ELI office:

- If you want to talk about a personal problem.
- If you have a problem with your class that you cannot discuss with your teacher.
- If you need to register.
  - If you have questions about a fee or payment that you need to make.
  - If you need insurance information.

- If you need to leave the ELI early and would like to withdraw from classes.
- If you need a letter of enrollment sent to your parent or sponsor.
- If you will be absent from class for a long time.
- If you need information about or assistance with applying for admission to Valdosta State University or another college or university.
- If you need information about the TOEFL.
- If you need ELI application information for a friend or relative.
- Finally, if you need help with something, but don't know where to begin or what to do!

I. SUGGESTIONS & COMPLAINTS

If you have a suggestion for how the ELI can improve, or if you are unhappy about something at the ELI, please use one of the procedures below:

- Make your suggestion or express your concern on the Course & Instructor Evaluation Form which is completed by students in each ELI class at the end of each session.
- Convey your suggestion or concern using the comment form in the student section on the ELI Webpage: http://www.valdosta.edu/eli/.
- Make an appointment to talk with either the ELI director or the assistant director.
- To make a formal complaint, complete a Grievance Form, which is in the Appendix 1 on page 36. Once you submit this form, the ELI director or an assistant director will meet with you or respond to you in writing.

VALDOSTA STATE UNIVERISTY ADMISSION

ELI students who wish to study at VSU should make contact with the admissions office as soon as possible. Applications for admission must be completed and submitted by the published deadlines. If you have questions or would like to discuss your situation, please make an appointment with the International Student Advisor or the ELI Director.

INSTITUTIONAL TOEFL

The Institutional TOEFL is offered near the end of each semester to students currently enrolled in the ELI. Students who want to take the Institutional TOEFL must register during the registration week designated on the session calendar. The Institutional TOEFL scores may be used in conjunction with ELI grades to meet the English proficiency requirements for admission to VSU.

ENGLISH LANGUAGE REQUIREMENTS OF US COLLEGES & UNIVERSITIES

The TOEFL score requirements significantly vary among different colleges and universities throughout the U.S. Although some universities may accept the Institutional TOEFL, most require the internet-based TOEFL (IBT). It is suggested that students contact their chosen university to find out its specific requirements about English language tests and scores.

US VISA POLICIES & REGULATIONS

The US government enforces several laws and regulations that you must follow:

PASSPORT - Before you came to the United States, your government gave you a passport. *Please note that your passport has an expiration date and that you must renew your passport before it expires.*

VISA - You needed a visa in order to enter the U.S. This visa, which was placed in your

passport before you came to this country, shows the following:

1) Visa Status-*This is your visa type.* Common visa types include the F-1 (student), J-1 (exchange visitor), and the B-1 (business) or B-2 (tourist).

2) Number of entries—This is the number of times it is possible to use this visa to enter the United States. This may be once, twice, or multiple times.

3) Date to which visa is valid—This is the last day you may use this visa to **enter** the US. *After this date, you must get a new visa if you leave the country and want to* ***re-enter*** *the US; you do not need a new visa simply to* ***stay*** *in the US.*

4) School you attend--This is the name of the school which you told the consul you would attend and which is mentioned on the **I-20** or **DS-2019** which you processed with the US Citizenship and Immigration Service (USCIS) when you entered the United States. *You should attend at least one session of study at this school before you transfer to another school.*

FORM I-94

The **Form I-94** is an arrival/departure card. You should print this card when you enter the US, and you must return it when you leave. The Form I-94 is the official record of your nonimmigrant status in the US. It is important that you keep it in your passport because all USCIS notations regarding your status are made on this card. Information on this card includes the following:

1) USCIS admission number
2) Date of birth
3) Name (family and first)
4) Country of citizenship

When you enter the US for the first time, your I-94 includes the date on which you entered the United States, the portal of your entry, your status upon entry (F-1 in most cases), and the length of your stay. (Duration of status [D/S] means that you may stay and continue to work on the completion of your program of study as long as you remain in lawful status. See ***Attendance Policies, page 22.***

TRANSFER

After you have completed at least one session at the English Language Institute, you are eligible to transfer to a different school if you wish. To transfer, you must first apply and be accepted to the new school and follow the **SEVIS** regulations to change your I-20 form to that school. If you plan to leave the United States and re-enter to begin your studies at a different school, you should re-enter the United States using the new school's **Form I-20.** This will notify the USCIS of your transfer. If you will not be leaving the US before you transfer to the new school, *you must take your original I-20 to the new school within 15 days of the beginning of classes and the new school will notify* ***USCIS*** *of your transfer.*

ON-CAMPUS HOUSING

ELI students may choose to live in VSU campus housing (residence halls) on a space-available basis, or in housing located off campus. Students must meet application deadlines.

IMPORTANT: *(1)* You must sign a contract (lease) whether you will live on or off campus. ***Be sure that you understand the terms of this lease before you sign it.*** <u>When you sign a lease for a period of time, you must stay in the residence hall for the full amount of time of the lease.</u> ***If you leave before the end of the lease, you are legally responsible for the remaining amount of rent money stated in the contract.***

(2) Students who begin living on campus in the summer ***must reapply as soon as possible if they want to remain in campus housing for the fall semester.***

UNIVERSITY RESIDENCE HALLS

There are a variety of types of residence halls (dormitories) on the campus of the Valdosta State University. While most first year students have roommates, most dorms where international students stay offer private bedrooms. If you experience any problems with your room or roommate, you should first talk to your Resident Advisor (RA). There is an RA on each floor of the residence hall. This person is usually a student who has experience in handling different problems which may arise. *For example, if there is a lot of noise when you are trying to study, please talk to the Resident Advisor.*

BREAK HOUSING

During certain holiday periods, some VSU residence halls will close and students will be required to temporarily leave their rooms. However, at least one residence hall (usually Centennial Hall, where many ELI students often choose to live) will remain open during the holiday period, and students who wish to remain on campus during the holidays may stay in this residence hall.

Important: *You must register for break housing by the deadline. Ask in the housing office for details.*

OFF-CAMPUS APARTMENTS

Information on Valdosta apartments can be found at the Housing Department. You may also find apartments listed in *The Valdosta Daily Times* (the local daily newspaper), *Apartment Finder* (a rental publication), or online. The owners or management of an apartment building usually require a one-year lease as well as a security or damage deposit equal to one month's rent. When your lease ends and you leave, the apartment manager will inspect the apartment; if there is damage or if the apartment is not clean, the owner or management will retain all or part of the deposit. *It is important, therefore, that you keep the apartment clean and that you do not damage the apartment.*

UTILITIES

In order to rent an apartment, you must pay rent and utility bills each month. Utilities include electricity, gas, water, garbage service, and telephone. A deposit is required for all utility service. The cost of the deposit varies for each utility.

FURNITURE: RENTAL & PURCHASE

Most on-campus apartments are furnished. However, if you choose to live off campus, you may find the apartment unfurnished. Sometimes a landlord will offer furnished apartments at an increased fee. However, many apartments are unfurnished, and you must either purchase or rent furniture. Reasonably priced furniture can be found at local thrift stores or from individuals who advertise in the classified ad section of *The Valdosta Daily Times*. More expensive furniture can be purchased at local department and furniture stores. Some local furniture rental and retail establishments in Valdosta are:

Rent-A-Center--1104 North Ashley Street, Valdosta - (229) 244-6758
www.rentacenter.com

Buddy's Home Furnishings--2019 Marion Street, Valdosta - (229) 241-1122
www.buddyrents.com

Aarons Sales & Lease --2145 N Ashley St # A, Valdosta (229) 242-3272
www.aaronsinc.com

Walmart Supercenter--340 Norman Dr, Valdosta (229) 249-8400
www.walmart.com

Target--1815 Norman Dr, Valdosta (229) 242-0330
http://www.target.com/

Turners Budget Furniture--3395 North Valdosta Road, Valdosta - (229) 249-0181
www.turnersbudgetfurniture.com

MEALS

Blazer Dining is the name of the food service on the VSU campus. If you wish to eat your meals on campus, you may pay for each meal separately, or you may purchase a meal plan. Several meal plans are available, and you can purchase the meal plan that works best for you. A minimum deposit of $475 will open your personalized Blazer Bucks account if you live on campus. Blazer Bucks may be used at any VSU Dining location which includes snack bars, cafeterias, convenience stores, and the food court.

STUDENT IDENTIFICATION CARDS

Each student will be issued an ID card by Valdosta State University. This card will identify the student by name and photograph. Students may use this card to gain admission to most university facilities. There is a $25 replacement fee for lost cards. For more information, visit www.valdosta.edu/onecard

DRIVER'S LICENSE

INTERNATIONAL DRIVER'S LICENSE

Persons who have an International Driver's License plus a valid driver's license from their country may drive in Valdosta for one year. After one year, a Georgia driver's license is required.

GEORGIA DRIVER'S LICENSE

In order to get a Georgia driver's license, you must present your passport, proof of residency, and **Form I-20** *(names and birth dates on both must be identical)*. You will also be required to take three examinations:

1) written,
2) eye
3) driving

Driver's license manuals are available at the Georgia State Trooper's Office which is located at

371 Gil Harbin Industrial Blvd
Valdosta, GA 31601-6576
(229) 333-5215

You must go to the test center with a licensed driver, and you must have a car to use for the test.

NOTE: *You must have a minimum of 6 months on your I-20 to be eligible for a Georgia driver's license.*

AUTOMOBILE REGISTRATION

In order to use an automobile or motorcycle on campus, you must obtain a parking permit by registering with VSU Parking & Transportation. ELI students may register motor vehicles by applying for a parking permit in person at the Parking & Transportation Department, paying the appropriate fee there, and picking up the permit. If you park your car without a permit, Parking & Transportation will issue a ticket and you will have to pay a fine. The following requirements must be met in order to register an automobile with VSU's Parking & Transportation:

1) Must have a current driver's license (international or domestic)
2) Must have vehicle license plate (tag) number
3) Must have current residence address
4) Must have current registration fee
5) Must have liability insurance coverage

LIBRARIES

The Odum Library is located in the heart of the main campus between the Student Union and the Brown and Lowndes residence halls. Its hours of operation are:

Monday - Thursday (7:45am - 2:00am)
Friday (7:45am - 9:00pm)
Saturday (9:00am - 9:00pm)
Sunday (12:00pm - 2:00am)

COMPUTER USAGE ON CAMPUS

All students will have a student email account located on a server at Valdosta.edu. *This account will be used for all official notifications and information sharing, so you should check it regularly.* All campus classroom and service buildings have wireless servers. With their student ID cards, students

have access to the many campus computer labs where they can work on, research, write, and print their documents and projects. It is recommended that students utilize a flash drive to save and transport their documents when using campus-based computers for printing. *Students should also consider sending an electronic copy of their work to their email addresses to ensure another "back up" copy in case the flash drive is lost, stolen, or damaged.* Students who have personal computers (desktop or laptop) can connect to the campus internet system Blazenet in their residence hall rooms via ethernet cable and/or wireless service.

MONEY AND BANKING

There are specific guidelines that must be followed in order to open a bank account. You may ask in the ELI office for more information about how to open a bank account.

CHECKING ACCOUNTS

Writing Checks: A check is an order to pay someone an amount of money you have on deposit in the bank. Debit cards can also be used like checks to pay for goods and services.

The advantages of checks are:

1) They can be sent safely by regular mail
2) If a check is lost or stolen, the money is not necessarily lost
3) Checks can serve as evidence of payment.

The disadvantages of checks are:

1) They can usually only be cashed locally
2) To cash a check in a store, supermarket, or restaurant, you often must show some kind of identification (e.g., a driver's license), and (3) Some businesses and restaurants do not accept personal checks.

IMPORTANT: When there is not enough money in a checking account to cover checks written, your bank will charge you a fee for "bouncing" a check. *It is therefore important to keep enough money in your checking account to pay for all checks that you write and to keep accurate records.*

AUTOMATIC TELLER MACHINES (ATMs)

Most banks have automated teller machines to handle banking transactions after hours. To use this service, your bank must issue you an ATM card and a PIN (personal identification number). Ask your banker for more information. There is a bank of America ATM at the University Center.

TRAVELERS CHECKS

Travelers' checks are often used when traveling internationally. If travelers' checks are lost or stolen, you can get a full refund, usually on the same day. Travelers' checks cannot be cashed by anyone except the buyer. This makes them worthless to a thief and a safe way to carry larger-than-usual sums of money with you. However, lost or stolen checks should be reported immediately.

STUDENT BURSARY

The Bursary is where students pay charges (tuition, fees, etc.) associated with studying at the English Language Institute. The office is on Patterson Street, across from the University Center.

MAIL SERVICE

Valdosta State University's branch of the US Post Office is located in Hopper Hall, near the Student Union. You can apply to lease a PO Box by submitting a copy of your housing contract or lease and showing your passport or driver's license and ID card. For more information on leasing a campus mailbox, call Campus Mail: 229-333-5672.

The following is a sample mailing address:
Mr. John Doe
P.O. Box 9376
Valdosta, Georgia 31698

If you live off campus, you can have your mail delivered directly to your residence address. You are invited to use the English Language Institute's mailing address until you are settled and have your own personal mailing address. However, the ELI will receive your mail for only one week after your arrival; after one week, you must have your own mailing address.

English Language Institute
Valdosta State University
1500 N. Patterson St.
Valdosta, GA 31698, USA
.

MEDICAL CARE

STUDENT HEALTH CENTER

Any full-time student enrolled at the English Language Institute or any part-time student who pays the Health Center Fee is eligible for care at the Student Health Center located on Georgia Avenue. If you are sick and need to visit the Student Health Center, you must present your student ID card. The Student Health Center retains a full-time doctor and several nurses.
Visit www.valdosta.edu/health/ for information about days and times that the Student Health Center is open.

HOSPITAL

For a chronic illness or emergency which the Student Health Center is unable to treat, South Georgia Medical Center, located next to the Langdale School of Business is available. This hospital has a fully-staffed emergency room which serves patients 24 hours a day. (There is a charge for this service). *However, for minor illnesses and accidents, it is better for students to go to the Health Center on campus first.*

DOCTORS & DENTISTS

Look in the Yellow Pages of the telephone book, or at
http://www.yellowpages.com/valdosta-ga for a complete list of local doctors and dentists, listed under "Physicians" and "Dentists." If you make an appointment, it is important that you keep the appointment and arrive on time. Most doctors and dentists require that you contact them at least 24 hours in advance if you are unable to keep the appointment, or they will charge you for the appointment. Therefore, you must call the doctor's office to cancel as far in advance as possible. If you don't have an emergency, you can go to *Valdosta Family Medicine at 2112 N. Oak Street, Tel. 229 244-1400.*

BOOKSTORES

There are several bookstores located on and nearby campus. You can purchase supplementary materials, study supplies, magazines and souvenirs at these bookstores. Unless otherwise instructed, books used by the English Language Institute are provided to you by the ELI. The primary bookstore at VSU is located in the Student Union.

BUS TRAVEL

In addition to air travel, transportation is available by bus. Buses leave daily for Atlanta, Jacksonville, and Tampa.

GREYHOUND BUS LINES

200 North Oak Street
Valdosta, GA 31601-5513
(229) 242-8575

CAR RENTAL

There are several car rental agencies in Valdosta. To rent a car, the driver must be at least 21 (sometimes 22) years of age (you may present your passport as proof of age). You must also have a valid driver's license and an acceptable credit card. The cost varies depending on the type of car you rent; however, you can expect to pay from $25 - $50 per day for the car, excluding insurance. Before signing the contract, it is important to read and understand the contract completely.

TAXI SERVICE

Taxi service is available within the Valdosta area, but you must telephone for a taxi because they do not cruise the streets as they do in larger cities. You can use the yellow pages or internet to look up taxis. Listed below are 24/7 taxi companies in Valdosta:
244 Taxi-- (229) 244-8294
Checker Cab Company--(229) 245-2505
You can also call an **Uber** car to take you shopping, etc.

SHOPPING

Valdosta has a number of shopping centers conveniently located throughout the city.

Valdosta Mall: Valdosta Mall is located at 1700 Norman Drive. The mall contains stores connected by indoor walkways. It is anchored by three department stores: JC Penney, Sears, and Belks. You will find two, casual table-service restaurants, a food court, clothing stores, and specialty shops. For more information, visit
http://www.shopvaldostamall.com/

Downtown Valdosta: Downtown Valdosta is located on Patterson Street about one mile south of campus and offers various boutiques, coffee houses, restaurants, bars, salons, galleries, and street festivals for shopping, dining, and entertainment. For more information, visit
http://www.valdostamainstreet.com/index.htm

Discount Store - This type of store is very similar to the department store. There are usually fewer clerks so you must be able to shop more independently. One benefit of shopping at discount stores is that the merchandise is usually sold at a lower price.

Local Discount Stores

Walmart, Target, & Dollar Tree- Norman Drive

FOOD STORES

Food Stores are generally called grocery stores. You can do your food shopping at Walmart, or you can shop at other local grocery stores:
Publix 1741 Gornto Road;
Bi-Lo's 1715 Norman Drive

SHOPPING VAN SERVICE

The English Language Institute offers a shopping van service to Wal-Mart once weekly throughout the session. Please see the ELI Student Activities Coordinator for details regarding the schedule and availability.

RESTAURANTS AND TIPPING

Various restaurants are located within the vicinity of Valdosta State University. Since waiters and waitresses generally receive much lower wages than other workers, in all but fast food restaurants tipping is expected. The tip, money placed on the table for the waiter, is usually 15% - 20% of the total bill. The cost of the tip is not usually included in the total amount of the bill.

BARGAINING

Generally, bargaining is not practiced in stores in the United States except for expensive purchases such as cars and appliances.

PURCHASING CUSTOMS

Before purchasing an item, be sure to find out the policy of the store for returning items. Most stores will allow returns provided that:

1) merchandise is accompanied by a register receipt
2) too much time has not elapsed since the sale (usually within a week to ten days)
3) merchandise is in original condition.

Some stores allow only exchanges, not refunds.

LAUNDRY AND DRY CLEANING

Laundries, where clothes are washed with soap and water, and dry cleaners, where clothes are cleaned with chemical solutions, are often

located together. There are self-service coin operated laundries located in each of the dormitories and also at various locations off campus. Correct change, usually quarters, is necessary for the operation. Telephone numbers and addresses of dry cleaners may be found by looking under "Cleaners" in the Yellow Pages of the telephone directory or online:
http://www.yellowpages.com/valdosta-ga/
Inquire about the cost of various services. Prices may vary from one dry cleaner to another.

CLOTHING SIZES

Shopping in a new country can be difficult and sometimes frustrating. Taking a conversion chart and tape measure can be helpful in finding what you need. It is customary that a person buying a piece of clothing try it on first. Clothing stores have dressing rooms where you can try on as many items as you wish until you find exactly what you are looking for. *However, by law, underwear and swimsuits cannot be returned after being worn.*

TAXES

A state/local sales tax of 7% is added to the purchase price of goods bought in Valdosta.

HOUSEKEEPING

Garbage Pick-Up - The City of Valdosta offers garbage collection twice a week. Check with your neighbors to find out the days and times of collection.
Rental Property - If you live in a rented dorm room, apartment or house, you probably paid a deposit before you moved in. You will most likely get all or most of this deposit back when you leave *if the facility is left in the same condition as it was when you moved in.* Apartments are equipped with different conveniences, such as garbage disposals and dishwashers. Ask your landlord to show you how to use them.

CAMPUS RECREATIONAL ACTIVITIES

Recreation Center: The center is located next to Centennial Hall, just beyond the VSU gymnasium, and contains basketball and racquetball courts, an indoor jogging track, fitness classes and equipment, and an indoor swimming pool. Lockers and showers are also provided. ID cards are required.

Playing Fields: Playing fields are located next to Centennial Hall. These fields may be used by students any time except when they are reserved for intramural competition or tournaments.

Tennis Courts: There are eight tennis courts for student use located next the gymnasium

Golf Courses: There are several public and private golf courses located in Valdosta and Lake Park.

VSU COLLEGIATE TEAMS FALL & WINTER SPORTS

Men's Football Full-priced tickets may be purchased from the athletic ticket office at the beginning of the Fall semester. ***The ELI will offer at least one special tailgating event for a football game-- if you have never been to a traditional American College Football game, you won't want to miss the experience!***

Women's Soccer—Enjoy the international pasttime that's finally made it to south Georgia! Games begin in September.

Women's Volleyball An exciting sport beginning in September and held in The PE Complex off Baytree Road. A great activity with a minimal ticket price--go with some friends and practice your English!

Men's and Women's Basketball season begins in November. Games are also held in The Complex, which seats 5,350 fans and is located off Baytree Road. Admission to the

basketball games is inexpensive and well worth the fun and excitement. Enjoy this American University experience!

SPRING & SUMMER SPORTS

Men's Baseball and Women's Softball are played on the North Campus. These are all-American games not to be missed!

Men's and Women's Tennis The season begins in February and matches are played on the courts outside The Complex off Baytree Road.
For additional information about these and any other collegiate teams, contact the Athletic Department for more information: 229-333-7328.
http://www.vstateblazers.com/index.aspx

CAMPUS ACTIVITIES AND ORGANIZATIONS

Getting involved on campus means getting to know VSU and making new friends.
These organizations and activities are for YOU!! VSU offers many service, professional, social, and recreational organizations. For more information contact the Office of Student Life: 229-333-5674.

Valdosta State University Residence Life Cinema
If you live in the dorms, all you have to do is click on the "housing and residence life" link on the VSU website, and many movie selections are at your fingertips. Enjoy!

Recreational/Athletic

Blazer Cycling
Blazer Women's Lacrosse
Men's Club Soccer
Ultimate Frisbee
VSU Men's Lacrosse
Outdoor Adventure
Trailblazers Triathlon Club
Women's Club Soccer
Women's Club Volleyball
Karate Club
Tennis Club
Table Tennis
Ballroom Club
Paintball Team
Rugby Club

Social/Special Interest

Club Chess
Amnesty International
Dance Club
Habitat for Humanity
American Sign Language Club
Deep Release Poetry Society
Film and Video Society
Model United Nations
Society of International Students (SIS)
The Japan Club
The Spectator (Newspaper)
United Nations International Emergency Fund (UNICEF)
Valdosta State Astronomical Society
WVVS-Blaze FM Valdosta State Radio
Anime Aftermath
Blazer Gardens
Anthropology Club
Gamer's Gathering

Religious

Baptist Collegiate Ministries
Catholics on Campus
Wesley Foundation (Methodist)
Episcopal Campus Ministry
Value Creation Society (Buddhist)
The Center (Presbyterian)
Islamic Student group (See Prof. Mboup)
Hillel (Jewish)

RECREATIONAL ACTIVITIES OFF CAMPUS

Movie Theaters: Currently popular films are shown both on campus and at Valdosta's local cinemas:
Valdosta Stadium--1608 Baytree Road (229) 247-7986

Bowling: A bowling facility is available in Valdosta:
Jac's Bowling Lanes - 406 Connell Road (229) 242-2695

Local Parks: Several parks are located in and around Valdosta. Below are listed just a few. For further information, contact **Valdosta Recreation, Parks and Community Affairs Dept. at 229-259-3507.**

State Parks: Georgia has over 60 state parks and historic sites with terrain as diverse as

mountains & canyons; forests, fields & marshes; waterfalls, lakes, swamps & rivers; battlefields, historic homes & Native American sites. For more information call the Georgia Division of Natural Resources: 1-800-864-7275 or visit online: http://www.gastateparks.org/

Okefenokee State Park— located about 60 miles east of Valdosta on Highway 82; is excellent for camping, picnicking, boating, and viewing wildlife.
Reed Bingham State Park—off of Interstate Highway 75 North between Valdosta and Tifton; offers beautiful hiking trails; boating, swimming, and frequent exhibits and demonstrations by various local artists and craftsmen.

SOCIAL CUSTOMS

Native Language: When you are relaxing, it is good to be able to use your native language. *But you should try to speak English as much as possible, especially when someone who does not understand your language is present.*
Food: American cooking and food may not be the same as in your country. Part of the fun of living abroad is the chance to try different foods, though you may need a week or two to get used to a new diet. In general, Americans are very concerned about the quality, nutritional value, and cleanliness of their food and its surroundings.
Cleanliness: Americans are very concerned about personal cleanliness of both their bodies and clothing. Strong body smells and odors in unwashed clothing are very bad. For this reason, Americans use deodorant and bathe daily, even several times a day if it is necessary, to keep their bodies clean and fresh. American men usually do not use strong perfumes or lotions on their bodies. Clothing is also kept fresh and clean by frequent washing or dry cleaning. Clothing worn for a day is usually washed before it is worn again.
Dating: Dating customs vary widely all over the world. In the US, all dates are based on the assumption that men and women have equal rights and dignity. A date is not regarded as a preliminary to marriage or an invitation to engage in sexual activity. The US has very strict laws about sexual relationships between an adult (someone 18 and over) and a minor (someone under 18). These laws should not be treated lightly; the penalty for an offense can be a very long period in jail.

VISITING IN AMERICAN HOMES

The following social customs may be important to know in the event that you are invited to visit in someone's home. Most important is punctuality. Arrive no earlier or later than 5 to 10 minutes of the meeting time. If you must be late or cancel, be sure to call to inform the person as early as possible. RSVP on a written invitation means "please reply." Your reply should be made as soon as your intentions to attend are known. If you have been invited to someone's home, it is generally appreciated if you write a brief "thank you" note or telephone your thanks a day or two after the visit. A small gift, such as candy, flowers, or a small souvenir from your country is appreciated, but not necessary.
Some Americans enjoy casual and spur-of-the-moment visits. Even so, it is always wise to telephone before making an unexpected visit to be sure that your friend will be at home and that it is a convenient time for visiting

APPENDIX 1

Student Forms & Resources

GRADE APPEAL FORM

If, after talking with the teacher during end-of session student-teacher conferences, a student feels that a final grade does not accurately reflect his/her achieved competency, he/she must notify the teacher *before the beginning of the next session*, that he/she plans to appeal the grade, and fill out the Grade Appeal Form including the evidence for the desired grade change. The student then must submit the Grade Appeal Form to the Assistant Director, who will review the request with the appeals committee. The student may request to meet with the committee in person. The committee will decide whether or not to change the grade. The ELI Administrator will then inform the student of the committee's final decision.

Student Name:_____ Phone:_____ Date:_____

Email Address: _____

Course: _____ Instructor: _____

Grade Recorded _____

Reason for request for grade change:

Reason for Approval or Denial of request for grade change:

Change Final Grade from: _____ to: _____

Instructor name: _____

Instructor signature: _____ Date: _____

ELI Administrator Signature: _____ Date: _____

ELI Valdosta State University
Student Grievance Form

Student's Full Name: Date:

Current Phone Number: Email Address:

Type of Complaint

❑ Classroom Related ❑ Non- Classroom Related

GRIEVANCE INFORMATION

Date(s) of Incident: _____ Individual(s) Involved: _____

Briefly Describe the incident/issues:

COMMUNICATION

Briefly describe the outcome of your direct communication with the person(s) involved in the incident/issue in your attempt to resolve it. If you did not communicate with the individual(s) involved please specify.

SUGGESTED RESOLUTION

What do you think would be a good solution?

AUTHORIZATION TO INVESTIGATE

By signing this form, I confirm that the above statements are true and that I am requesting assistance from the ELI administration. I also grant permission to discuss this complaint with the individual(s) named in order to resolve the situation.

Student Signature_____ Date_____

CONCLUSION

Recommendation/Resolution: Date_____

Director/Administrator Signature

APPENDIX 2

Sample Student Progress Report
with Grading & Proficiency Scale

English Language Institute
Valdosta State University
Session: _____

Student: Student Number: Home Country:

Course Title	Level	Teacher	Attendance	Final Grade
Reading	3	Starling	87%	A
Writing	3	Failor	96%	B
Grammar	3	Quick	100%	C
Speaking/Listening	3	Royce	100%	A
Grade Point Average: 3.5		Average Attendance: 96%		TOEFL: 510

Grading System: The English Language Institute uses a grading system based on a 4.0 scale. The following letter grade/point correlation will be helpful in understanding the student's GPA.

Grade	Points		
A	4.00	Excellent	W-Withdraw
B	3.00	Good	S – Satisfactory (optional classes)
C	2.00	Fair	I-Incomplete
D	1.00	Failure	N-No Grade
F	0.	Failure	

Student Profile:			
Areas Evaluated	**Structure**	**Reading/Writing**	**Speaking/Listening**
Evaluation:	Good	Good	Excellent
Completes Assignments	Fair	Good	Excellent
Cooperation	Excellent	Excellent	Excellent
Participation	Good	Fair	Excellent

Grading & Proficiency Scale for Intensive English Program

The following grading scale is used in the Intensive English Program:

A……..90 – 100% (Excellent)
B…….. 80 – 89% (Good)
C…….. 70 – 79% (Fair)
D…….. 60 – 69% (Poor. Repeat)
F…….. 59-0% (Bad. Repeat)

IMPORTANT: In order to pass a class and advance to the next level, students must meet the listed learning outcomes with 70% proficiency. ***However, it is always up to the teacher's professional judgment and discretion to determine whether or not a student is prepared to move to the next level.***

By the end of each level of proficiency, students can...

Name of Class	**Level 1** (Low-Beginning Proficiency)	**Level 1B** (High-Beginning Proficiency)	**Level 2** (Low-Intermediate Proficiency)
Reading and Writing	• **Read** and understand the main ides and details of short, simple readings of about 200-300 words • **Write** 8-10 simple sentences on a topic	• **Read** and understand texts of multiple paragraphs (300-400 words) • **Write** a unified paragraph of 12-14 sentences	• **Read** and understand moderately complex, multi-paragraph texts (400-600 words) • **Write** multi-paragraph texts of 1½ pages (500 words) on a single topic
Speaking and Vocabulary	• **Speak** using simple phrases and short sentences to communicate survival needs, personal information, and information about basic everyday activities • **Listen** to and understand 70% of simple, slow speech about personal information, basic everyday topics and things in the immediate context when it contains familiar vocabulary and is frequently repeated	• **Speak** in simple conversations in routine social situations; talk about things not in the immediate context • **Listen** to and understand 70% of simple conversations in routine social situations and known contexts when they contain both familiar and unfamiliar vocabulary and are spoken slowly with repetition	• **Speak** and express simple ideas and opinions on a variety of topics including unfamiliar ones • **Listen** to and understand 70% of informal conversation and short talks that contain some unfamiliar vocabulary and are spoken with repetition and/or slow speech
Structure	**Understand and use:** • the verb TO BE • the simple present verb tense • the present progressive verb tense	**Understand and use:** • the simple past and past progressive verb tenses • future time • nouns and pronouns • comparisons grammar	**Understand and use:** • the present and past perfect tenses • the future perfect and future progressive verb tenses • basic modals • nouns and articles

English Language Institute Valdosta State University
(Proficiency Scale, page 2)

By the end of each level, students can...

Name of Class	**Level 2B** (High-Intermediate Proficiency)	**Level 3** (Low-Advanced Proficiency)	**Level 3B** (High-Advanced Proficiency)
Reading And Writing	• **Read** and understand complex multipage texts (600-800 words) • **Write** basic five-paragraph essays (about 2 pages or 700 words)	• **Read** and understand regular academic texts of multiple pages (800- 1000 words) • **Write** essays of about 2½ pages or 800 words using varied rhetorical modes and varied organization and transition techniques	• **Read** and understand unadapted academic literature of multiple pages (1000-1200 words) from a variety of fields • **Write** essays that incorporate citations and go beyond the 5-paragraph model (about 3½ pages or 1200 words)
Speaking And Vocabulary	• **Speak** and support opinions in extended discussions on somewhat complex issues • **Listen** to and understand 70% of conversations on both familiar and unfamiliar topics, including short academic lectures, when spoken at near-normal conversational rate and with occasional repetition	• **Speak** and express ideas in extended formal and informal conversation on complex issues • **Listen** to and understand 70% of both face-to-face and adapted conversation at near-normal to normal rate of speech with some repetition	• **Speak** fluently with little or no hesitation in formal and informal conversations on practical or academic topics • **Listen** to and understand 70% of complex discourse, including academic lectures, which is spoken at the normal rate of speech without much rephrasing or rewording
Structure	**Understand and use:** • adverb clauses of time • the passive • modals • subject/verb agreement	**Understand and use:** • noun clauses • adjective clauses • gerunds and infinitives	**Understand and use:** • coordinating conjunctions • adverb clauses • connectives that express cause/ effect and contrast • conditional sentences and wishes

APPENDIX 3

VSU English Language Institute
Withdrawal Fee Schedule

$100.00
Students who withdraw from ELI classes before the end of the second (2nd) official class day of the session* will be charged a $100 registration fee.

25%
Students who withdraw from ELI classes before the end of the tenth (10th) official class day of the session* will be charged 25% of the tuition for those classes.

50%
Students who withdraw from ELI classes ***before the end of the fourteenth (14th)*** official class day of the session* will be charged 50% of the tuition for those classes.

100%
Students who withdraw from ELI classes ***after the fourteenth (14th)*** official class day of the session* will be charged 100% of the tuition for those classes.

NOTE: NO REFUNDS will be made for withdrawals which occur after the fourteenth (14th) day of classes.*

******Official class day of the session* **refers to each day on which any ELI classes are held during a given session.**

APPENDIX 4

Admission Requirements
to Valdosta State University
for
ELI Students

UNDERGRADUATE STUDY

ELI students who wish to apply for admission for undergraduate study at VSU should apply as early as possible, but no later than the published deadlines. Proof of satisfactory English proficiency is not required for **conditional admission**. ELI students who have already received conditional admission to VSU simply need to meet the English proficiency requirement as explained below in order to begin taking undergraduate classes at VSU. Proof of English proficiency through TOEFL, IELTS, or B grades in all level three coursework is acceptable for entry into the undergraduate program at VSU

GRADUATE STUDY

ELI students who wish to apply for admission to graduate study at VSU should apply as early as possible, but no later than the published deadline. For more information, http://www.valdosta.edu/gradschool/. ELI students who have already received a TOEFL simply need to meet the English proficiency requirement in order to begin taking graduate classes at VSU. Demonstration of satisfactory English proficiency is required before students may begin taking VSU graduate courses for credit. Acceptable minimum score requirements are as follows: 69 on TOEFL iBT or 6.0 on IELTS. Some majors may accept ELI proficiency reports.