

ENGLISH LANGUAGE INSTITUTE
THE UNIVERSITY OF ALABAMA

STUDENT HANDBOOK
INTENSIVE ENGLISH PROGRAM

(Updated January 5, 2012)

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ENGLISH LANGUAGE INSTITUTE THE UNIVERSITY OF ALABAMA 2011/12

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ENGLISH LANGUAGE INSTITUTE

MISSION STATEMENT

The mission of the University of Alabama English Language Institute (ELI), which was established in 1982, is *to provide high quality instruction in English as a second language (ESL) and orientation in US culture to international students who are nonnative speakers of English*. Through its array of internal and external programs, including the Intensive English Program, the International Teaching Assistant Program, the Academic Support Program, and various external group programs, 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 satisfactorily, both academically and socially, in the United States;
- To prepare 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 provide appropriate ESL instruction for matriculated international students at UA who participate in the ELI's Academic Support Program;
- To ensure that international students who serve as graduate teaching assistants and provide undergraduate instruction at UA have adequate proficiency in English and sufficient knowledge of US culture to work effectively with undergraduate students;
- To inform students enrolled in ELI programs about options and opportunities for academic study at The University of Alabama and encourage them to consider applying for admission;
- To recruit international students to the UA 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 The University of Alabama; and,
- To encourage students, as citizens of the world, to learn to respect and appreciate countries and cultures different from their own and therefore play a role in promoting peace and understanding in the world.

CAPSTONE INTERNATIONAL CENTER (CIC)

The English Language Institute is one of three units (the other two being International Programs and International Services) that comprise UA's Capstone International Center (CIC). The Director of the ELI reports to the Executive Director of CIC, who reports to the Provost/Vice-President for Academic Affairs.

The mission of the Capstone International Center is to initiate, promote, and support The University of Alabama's international efforts both on campus and throughout the state and world. The Center, comprised of Capstone International Academic Programs, Capstone International Services, and the English Language Institute, coordinates the University's international endeavors, facilitates the development of a campus-wide global perspective, and supports students, faculty, and staff in global outreach, teaching, and research. The Capstone International Center welcomes all students, staff, faculty, and visitors.

INTENSIVE ENGLISH PROGRAM: COURSES & PROFICIENCY LEVELS

The ELI's Intensive English Program consists of 6 proficiency levels which are offered throughout 6 sessions per year. Sessions begin in January, March, May, June, August, and October, last 6-8 weeks (8 weeks in fall and spring, 6 weeks in summer), and offer full-time students up to 156 class hours of instruction (20-24 hours per week).

<u>Course Title</u>	<u>Class Hours*</u>	<u>Course Type</u>	<u>Eligible Levels</u>
Reading/Writing	9 hours/week	required core	Levels 1 - 6
Speaking/Listening	6 hours/week	required core	Levels 1 - 6
Structure	5 hours/week	required core	Levels 1 - 6
Culturally Speaking*	2 hours/week	optional*	Levels 2 - 6
Oral Communication I	9 hours/week	elective core	Levels 4 - 6
Oral Communication II	9 hours/week	elective core	Levels 4 - 6
TOEFL Preparation	5 hours/week	elective	Levels 4 - 6

* Class hours per week listed are for fall and spring sessions; actual summer session hours per week are higher, although the total number of class hours in each session is the same.

Required Core Classes: Full-time students must register in the appropriate level of each required core class (Reading/Writing, Speaking/Listening, Structure) upon enrollment in the ELI's Intensive English Program (IEP). Students must complete the required core classes of Reading/Writing, Speaking/Listening, and Structure with a satisfactory grade point average (GPA) in Levels 4 - 6 in order to earn the ELI Certificate of Proficiency. (See pages 39-40 for more information.)

Elective Classes: When elective classes are offered, students may choose to register for them instead of or in addition to a required core class. However, elective classes do not substitute for required core course requirements for earning an ELI Certificate of Proficiency or Completion. Students who miss a session of enrollment in required core classes because they enroll in elective classes are eligible to take the appropriate section of the ELI Replacement Exam at the beginning of the following session in order to determine their correct placement level in the required core class. Beginning with the Fall 1 2012 session, a certain number of elective class credits will be required to obtain an ELI Certificate of Proficiency; in the meantime, students who elect to take these classes will, in most cases, receive grades which count toward their ELI GPA.

Culturally Speaking: Culturally Speaking is offered every session at no extra charge to full-time IEP students. Enrollment in Culturally Speaking is required for new full-time students and optional for returning students.

Friday Afternoon Seminars: Friday Afternoon Seminars, which are offered on most Fridays during each session, are free of charge to all students enrolled in the IEP. Anyone who is not enrolled in the IEP and wishes to participate is charged \$25 per seminar.

INTENSIVE ENGLISH PROGRAM (IEP) COURSE DESCRIPTIONS

IEP COURSES

Reading/Writing (9 hours/week, M - F)

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 and essay writing are required. Students will acquire new vocabulary and develop effective reading strategies for different types of tests. Working on closely related reading and writing assignments, students will develop 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/Listening (6 hours/week, M - F)

The main objectives of Speaking/Listening (SL) are to provide students the opportunity to improve their listening and speaking skills 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 (5 hours/week, M - R)

The main objective of Structure (ST) 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).

Culturally Speaking (2 hours/week, M/W or T/R)

Culturally Speaking (CS) is a conversation class in which ELI students meet with UA students for informal conversation, often about cultural topics. Registration in CS is required of all new students on F-1 or J-1 visas, but optional for all other ELI students. Attendance is required of all students who register for CS; poor attendance will affect whether students receive the ELI Certificate of Attendance and/or are placed on Attendance Probation.

Oral Communication (9 hours/week, M - F)

Students in levels 4, 5, or 6 can choose to substitute the Oral Communication (OC) class for the Reading/Writing class. OC is designed for students who wish to focus their attention on improving their speaking and listening skills. The class focuses on practical rather than academic oral skills and may include conversation and discussion, impromptu speaking, story-telling, presenting data, problem solving, vocabulary, and pronunciation.

TOEFL Preparation (5 hours/week, M - R)

Students in levels 4, 5, or 6 can choose to substitute the TOEFL Preparation (TP) class for the Structure class. TP is designed for students who wish to focus their attention on improving their Institutional and/or iBT TOEFL scores. Students receive a final grade of Pass or Fail in this class.

ENGLISH + BUSINESS PROGRAM

Students in Levels 4, 5, or 6 of the IEP can apply for admission to the ELI's English + Business Program (EBP), which is typically offered during the Spring 1 and Summer 2 sessions. Students who are admitted to the EBP may participate in this program in addition to their IEP classes, or they may substitute the EBP for one of the regular IEP courses. EBP participants attend lectures offered by faculty members in the UA College of Commerce & Business Administration and take a Business English class taught by an ELI instructor.

FRIDAY AFTERNOON SEMINARS

ELI Friday Afternoon Seminars are offered most on Friday afternoons during each IEP session. These seminars, which meet for 1.5 – 2 hours, are optional and free of charge to students enrolled in the IEP. A schedule of the seminars available each session is available at the beginning of the session, and students who wish to attend a particular seminar must sign up in the ELI office by 3:00 pm on the Thursday before the seminar. Seminars must have a minimum of 10 participants in order to make, and students will be notified by email each Thursday afternoon as to which seminars have made and which have been cancelled for that particular Friday.

IEP CLASS SCHEDULES

New full-time students in the ELI's Intensive English Program (IEP) take a minimum of 20 class hours* per week of required core courses and/or electives (at least 156 total hours of instruction) each session. Students who enroll in *Culturally Speaking*, which is required for new students, may add 2 additional class hours per week to their schedule. Students who want additional hours of instruction, up to 12 hours per session, may attend the optional Friday Afternoon Seminars.

Two different class schedules are followed in the IEP: **Schedule A** is used during the fall and spring sessions (8 weeks), and **Schedule B** is used during the summer sessions (6 weeks). The same total number of instructional class hours is provided by both Schedule A and Schedule B.

SCHEDULE A: Fall 1, Fall 2, Spring 1, Spring 2

Speaking/Listening

8:00 - 8:50 MWF and 8:00 - 9:15 TR
OR
4:00 - 5:15 MW and 4:30 - 5:45 TR

Reading/Writing

9:00 - 10:50 MWF and 9:30 - 10:45 TR
OR
2:00 - 3:50 MWF and 2:00 - 4:20 TR

Structure

11:00 - 11:50 M-F
OR
1:00 - 1:50 MW and 12:30 - 1:45 TR

Oral Communication*

9:00 - 10:50 MWF and 9:30 - 10:45 TR
OR
2:00 - 3:50 MWF and 2:00 - 4:20 TR

TOEFL Preparation*

11:00 - 11:50 M-F
OR
1:00 - 1:50 MW and 12:30 - 1:45 TR

Culturally Speaking

12:00 - 12:50 MW or TR
OR
1:00 - 1:50 MW or TR
OR
5:30 - 6:20 MW

* Students may choose to substitute *Oral Communication* for *Reading/Writing* and *TOEFL Preparation* for *Structure*.

SCHEDULE B: Summer 1, Summer 2

Reading/Writing

9:00 - 11:10 M-F

Oral Communication*

9:00 - 11:10 M-F

Speaking/Listening

11:25 - 12:45 M-F

Structure

1:45 - 3:15 M-R

TOEFL Preparation*

1:45 - 3:15 M-R

Culturally Speaking

3:30 - 4:20 MW or TR

* Students may choose to substitute *Oral Communication* for *Reading/Writing* and *TOEFL Preparation* for *Structure*.

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 (reading, writing, grammar) 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 6, for each student in three core classes: *Reading/Writing*, *Speaking/Listening*, and *Structure*. Students can be placed into different levels for each class, but students are seldom placed more than one level apart.

Two 30-minute tests are used to place students into the *Reading/Writing* class—a reading test and a writing test. On the reading test, students read short passages and then answer multiple-choice questions related to the passages. Passages and questions progress in level of difficulty from beginning to intermediate to advanced, and the more correct answers student have, the higher their placement level. For the writing test, students compose a written response to a given question or topic. Each student's response is then evaluated by three different ELI teachers to determine the student's writing proficiency in terms of the ELI's six 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.

Another 30-minute test is used to place students into the *Structure* class. For the structure test, students answer 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 correct answers students have, the higher their placement level in *Structure*.

For placement into the *Speaking/Listening* class, each student participates in an individual oral interview with two ELI teachers and, based on this interview, is placed into the appropriate proficiency level for the *Speaking/Listening* class.

REPLACEMENT EXAM

During the first day of classes, teachers informally evaluate whether new students in their classes have been placed into the appropriate levels. If a teacher or the student believes that the student has been placed in a level which is too low, the student is encouraged to take the Replacement Exam, which is normally

given on the afternoon of the first day of classes and/or on the morning of the second day of classes.*

Students may choose to take the Replacement Exam for one, two, or all three of their core classes. Just like the Placement Exam, the Replacement Exam consists of three written tests (reading, writing, structure) and an oral interview (speaking/listening). 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. Depending on the test results for each test taken, students will either remain in the same levels or be placed in lower or higher levels for their three core classes.

If a teacher or the student believes that the student has been placed in a level which is too high, the student is encouraged to speak to one of the ELI Associate Directors to request placement in a lower level by noon of the 2nd day of classes.

* From time to time, the Replacement Exam may be administered in class to all ELI students for test calibration.

PLACEMENT PROCEDURES FOR CONTINUING STUDENTS

Students who continue studying in the Intensive English Program from one 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 be satisfactory, 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 complete session of study at the ELI unless they take the Replacement Exam and demonstrate that they are ready for placement in the next highest level for a particular class. 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" are what students are able to do at the end of an instructional course. The outcomes listed below come from the ELI Curriculum, which is the written plan of study for ELI students that teachers follow when they are planning and teaching your classes.

Learning outcomes for ELI core courses are listed below.

Reading/Writing

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

0	<ul style="list-style-type: none"> • Read and write numbers, letters, words, phrases, and very simple sentences
1	<ul style="list-style-type: none"> • 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
2	<ul style="list-style-type: none"> • Read and understand straightforward texts of multiple paragraphs (300-400 words) • Write a unified paragraph of 12-14 sentences (150-200 words)
3	<ul style="list-style-type: none"> • 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
4	<ul style="list-style-type: none"> • Read and understand complex multi-page texts (600-800 words) • Write basic five-paragraph essays of approximately 2 pages (700 words)
5	<ul style="list-style-type: none"> • Read and understand unsimplified 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	<ul style="list-style-type: none"> • Read and understand unadapted 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/Listening

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

0	<ul style="list-style-type: none"> • 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
1	<ul style="list-style-type: none"> • 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 for 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
2	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

4	<ul style="list-style-type: none"> • 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
5	<ul style="list-style-type: none"> • 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 for utterances at this level • Listen to and understand 70% of both face-to-face and adapted conversation at near-normal speech with some repetition
6	<ul style="list-style-type: none"> • 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 4 and ST 5, 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	<ul style="list-style-type: none"> • Verb "be" • simple present • present progressive • nouns and pronouns--singular/plural, count/non-count, subjects/objects
2	<ul style="list-style-type: none"> • simple past • past progressive • future • nouns and pronouns-irregular, possessive
3	<ul style="list-style-type: none"> • present perfect • past perfect • future perfect • modals-ability, possibility, advice, necessity • nouns and articles-expressions of quantity, definite vs indefinite
4	<ul style="list-style-type: none"> • adverb clauses of time • passive voice • modals-past and progressive • subject-verb agreement
5	<ul style="list-style-type: none"> • noun clauses • adjective clauses and phrases • gerunds and infinitives
6	<ul style="list-style-type: none"> • 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. 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 65% in each skill area in order to move up to the next level, even if your overall course grade is 70% or better.

READING = 50% of the final grade	WRITING = 50% of the final grade
<p>35% – Midterm Exam (standardized exam) 50% – Final Exam (standardized exam) 15% – Other (4 to 6 items)</p> <p><i>Examples</i> of "other" assessments:</p> <ul style="list-style-type: none"> • a vocabulary quiz • a skimming quiz • a presentation of new vocabulary from an ELI Student Library book • a stem/affix quiz • a grade on a homework scanning exercise from the class textbook • a summary of a class reading 	<p>20% – Midterm Exam (standardized exam) 20% – Final Exam (standardized) 40% – Papers</p> <p>Papers are written works produced by following the writing process—brainstorming and writing multiple drafts, with feedback from peers and conferencing with the instructor.</p> <ul style="list-style-type: none"> • <i>Level 1:</i> 5 texts of 8-10 sentences • <i>Level 2:</i> 4 1-paragraph texts • <i>Level 3:</i> 2 3-paragraph texts • <i>Level 4:</i> 2 basic 5-paragraph essays • <i>Level 5:</i> 2 5-paragraph essays (argument and compare/contrast) • <i>Level 6:</i> 2 essays of 6 or more paragraphs (cause/effect and argument supported with sources) <p>20% – Other (4 to 6 items)</p> <p><i>Examples</i> of "other" assessments:</p> <ul style="list-style-type: none"> • 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/Listening

Speaking/Listening 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% or better.

SPEAKING (all activities equally weighted)	LISTENING (all activities equally weighted)
Levels 1-3: 70%	Levels 1-3: 30%
4 activities (3 during session and 1 as final) demonstrating communicative competence through conversation management skills or presentations	4-6 activities (all during session) demonstrating listening comprehension and sociolinguistic competence through non-oral feedback channels
Levels 4-6: 50%	Levels 4-6: 50%
4 activities (3 during session and 1 as final) demonstrating communicative competence through conversation management skills or presentations	4-6 activities (all during session) demonstrating listening comprehension and sociolinguistic competence through non-oral feedback channels
<i>Examples</i> of activities	<i>Examples</i> of activities
<ul style="list-style-type: none"> • In-class planned or impromptu presentation • Oral report based on outside sources • Interview • Information-gap conversation • Creative role play • Group discussion (participate, lead) • Team debate 	<ul style="list-style-type: none"> • Quiz at variable times after listening to level-appropriate material • TPR role play • Note-taking based on lectures, presentations or discussions • Written summary using notes taken during listening • Cloze activity • Peer evaluation of a presentation

Structure

Structure final course grades are determined as follows:

LEVELS 1, 2	LEVELS 3, 4, 5, 6
<ul style="list-style-type: none"> • 45% — 3 short exams (each exam = 15%) • 45% — final exam • 10% — other (4-6 items) 	<ul style="list-style-type: none"> • 50% — 2 exams (each exam = 25%) • 40% — final exam • 10% — other (4-6 items)

GRADING SYSTEM

The English Language Institute uses the same grading system used by The University of Alabama. The grading system is based on a 4.0-point scale for most core classes and *Pass* or *Fail* for all other classes.

A+	= 4.33	Excellent	(ready for next level)
A	= 4.00	Excellent	(ready for next level)
A-	= 3.67	Excellent	(ready for next level)
B+	= 3.33	Good	(ready for next level)
B	= 3.00	Good	(ready for next level)
B-	= 2.67	Good	(ready for next level)
C+	= 2.33	Okay	(can choose to repeat level)
C	= 2.00	Okay	(can choose to repeat level)
C-	= 1.67	Okay	(can choose to repeat level)

D+	= 1.33	Poor	(must repeat level)
D	= 1.00	Poor	(must repeat level)
D-	= 0.67	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. Once grades are submitted to the ELI office, they are final and cannot be changed by teachers. Grades of "A" or "B" mean that the student is ready for the next level in that skill area. A grade of "C" means that the student is ready for the next level but may repeat the class if he or she wants to. Grades of "D" or "F" mean that the student needs more time with that particular skill area and level and must repeat the class.

Students who enroll in the ELI for a half session will not receive grades. 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

Once final grades have been posted by teachers, ELI students can view their final grades by logging on to their "My Bama" account.

In addition, students are encouraged to meet individually with their teachers during the designated *Student-Teacher Conferences* on the last day of the session. During this final conference time, students can discuss their grades and their overall progress

with their teachers. If students want to discuss their grades and progress, it is important that they do so during the designated *Student-Teacher Conferences*, as teachers may not be available to discuss grades with students at other times.

As stated above 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 is inaccurate, he/she must, first, notify the teacher and the Associate Director for Internal Programs, before the next session begins, that he/she plans to appeal the grade. The student will then complete a Grade Appeal Form and submit it to the Associate Director for Internal Programs, who will forward the request to an 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 Associate Director will then inform the student of the committee's final decision.

Grade-appeal forms are available in the ELI office upon request.

HOW TO SUCCEED IN YOUR CLASSES

- Attend every day.
- Don't be late.
- Pay attention.
- Have a positive attitude.
- Don't be shy.
- Participate in class and group discussions.
- Do the homework and hand it in on time.
- Ask your teacher questions when you are confused or don't understand.
- Take notes in class.
- Study every day-don't wait until the last minute to study for a test.

GRADE & PROFICIENCY SCALE

Students have access to their final grades via their *MyBama* account. Students may also request an official transcript of their ELI grades and progress

from the Office of the University Registrar in the Student Services Building.

See Appendix 1 of this handbook (pages 32-33) for a copy of the ELI Proficiency Scale.

ACADEMIC POLICIES

- a) **COURSE POLICY STATEMENTS:** On the first or second class day, students will receive from their teachers a written course policy statement listing learner outcomes, class requirements, and grading procedures.
- b) **TEXTBOOKS:** Teachers will inform their students of the required textbooks for each of their ELI classes on the first day of class, and students must bring their own copies of the textbooks with them to class by the third day of classes. Students who do not bring their textbooks with them by the 3rd day of classes will not be allowed to return to the class until they have the textbooks.
- c) **NORMAL PROGRESS:** Students are expected to make "normal progress" in their classes in each session of enrollment. This means that a student who begins in Level 1 should be able to complete the entire program (Levels 1-6) in six sessions.

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 be different from student to student and that some students may need more time to complete the program than do 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 to discuss their lack of progress.

When students do not earn a passing final grade and therefore must repeat one or more classes, their teachers provide the ELI office with a "lack of progress" report on these students to indicate why they did not pass the class.

Students who receive failing grades because they do not attend class regularly or do not complete class assignments, or because they intend to fail in order to prolong their stay at the ELI, are given a warning and will be placed on Academic Probation. (See next section below.) Students who do not pass but who show good effort and

are deemed at risk of being placed on Academic Probation are assigned a tutor who meets with them regularly during the following session for instructional tutoring.

- 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; they must show progress during each subsequent session of study in order to continue as an ELI student. Once students are placed on Academic Probation, they remain on Academic Probation until they leave the ELI.
- f) **ACADEMIC 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 dismissed students are allowed to return, they must wait at least one full semester (fall or spring) before they can return. Also, dismissed students who return 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.
***Important:** Being dismissed can negatively affect a student's visa status.*
- g) **LACK-OF-EFFORT DISMISSAL:** Students who show an extreme lack of effort in their classes during a session may be dismissed from the ELI at the end of that session.
***Important:** Being dismissed can negatively affect a student's visa status.*
- h) **REPEATING CLASSES:**
 1. Students who initially earn a final grade of A or B may not retake the class, whereas students who initially earn a final grade of D or F must repeat the class.
 2. Students who initially earn a final grade of C may retake the class 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 ask in the ELI office to be sure.

3. Continuing students may not repeat lower level classes. For example, once students have passed Structure 4 and take and complete Structure 5, they may not take Structure 4 again.

- i) **FINAL EXAMS:** Except in rare circumstances, students cannot take their final exams early or late; final exams can only be taken on the designated final-exam days as scheduled on the IEP Session Calendar. Students who have a compelling reason to be absent during the designated final-exam days may request permission from the ELI administration to take their final exams late. (Late final exams can only be taken on the first day of the next session, which is the same day as when new students take the Placement Exam.)

To request permission to be absent during the designated final-exam days and to take final exams late (i.e., on the first day of the next session), students must complete and submit a form entitled, "Request to Take Late Final Exams," which is available upon request in the ELI Office. After receiving a student's request, the ELI administration will decide whether or not to grant permission and will inform the student of the decision in writing.

- j) **"INCOMPLETE" GRADES:** Students who receive permission from the ELI administration to take their final exams late will receive a temporary grade of "Incomplete" in each of their classes. These students must then take their missed final exams on the 1st day of the next session—the same day and time (typically 8:15 am) when new students take the Placement Exam. The student's final exams will then be scored so that final grades can be calculated and substituted for the previous temporary grades of "Incomplete." (Students who have permission to take their final exams late but who do not come on the designated day and time to take their exams will receive a grade of 0 on each of their exams, and their final grades will be calculated accordingly.)
- k) **ACADEMIC MISCONDUCT:** 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. 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. Instances of academic misconduct at the ELI are initially handled by the student's instructor, with the ELI administration assisting as needed.

CLASS ADMINISTRATIVE POLICIES

- a) **CLASS SIZE:** The ELI uses the following policies with regard to class size in the IEP:
 1. **Minimum Class Size for Core Classes:** The minimum number of students in a required core class is four, while the minimum in an elective core class is ten. 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 ten students enroll in an elective core class, the ELI may choose not to make the class.
 2. **Minimum Class Size for Optional Classes:** The minimum number of students in an optional IEP class is ten. When fewer than ten students register for an optional class, the ELI may choose not to make the class.
 3. **Maximum Class Size for Core Classes:** Except on rare occasions, a maximum of 16 students is allowed in core IEP 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 IEP classes, the actual average core class size is historically 10 students per class.
- b) **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 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.

ATTENDANCE POLICIES and VISA REQUIREMENTS

- a) **TARDINESS:** If you are not in class on time, you will be marked *late* if you arrive within 10 minutes after the beginning time of the class. You will be marked *absent* once for every three times that you come to class *late*. You will also be marked *absent* if you arrive more than 10 minutes late.
- b) **ABSENCES:** If you are not in class on a particular day, you will be counted *absent*. You do NOT need to provide a written excuse when you are absent, but you should ask your teachers about any work that you missed and need to make up.
- c) **ATTENDANCE REQUIREMENTS:** You must attend a minimum of 80% of each of your core classes, including Culturally Speaking, each session in order to maintain good standing at the ELI. If you have less than 80% attendance, but at least 70% attendance, you will be placed on **Attendance Probation** for the next session. Warning: If your attendance is lower than 70% in any one of your core classes, you will be dismissed from the ELI at the end of that session.
- d) **ATTENDANCE PROBATION:** If you are on **Attendance Probation**, you must attend at least 80% of each of your core classes and Culturally Speaking (if you take it). If you have at least 80% attendance in each class, you will be removed from Attendance Probation for the next session; if you do not have at least 80% attendance in each class, you will be dismissed from the ELI. (See "Attendance Dismissal" below.) Students who are placed on Attendance Probation for a second time will remain on Attendance Probation for as long as they study at the ELI.
- e) **ATTENDANCE DISMISSAL:** You will be **dismissed** from the ELI for poor attendance if: (1) You do not attend at least 70% of each of your classes, or (2) You are on Attendance Probation and you do not attend at least 80% of each of your classes, including Culturally Speaking. ***Important: Being dismissed can negatively affect your student-visa status.***

- f) **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 (20 hours per week of core classes). F-1 students may be enrolled for fewer than 20 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 or of how many classes you should take, please ask in the ELI office.
- g) **SUMMER SESSIONS:** All six sessions in the ELI's Intensive English Program consist of the same number of instructional hours. (Each session offers a minimum of 156 hours of classroom instruction.)

However, the two summer sessions are shorter in length and therefore more intense than the fall and spring sessions. (Fall and spring sessions are approximately 8 weeks long and contain 34 class days, while summer sessions are approximately 6 weeks long and contain 26 class days.)

Because summer sessions at the ELI are 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."

This policy means that, during the summer, ELI students have several options:

1. **Be a part-time student both summer sessions.** The total number of classes taken must be the equivalent of one session of full-time study. Class selection in such cases must be approved by the ELI.
2. **Be a full-time student one summer session only.** Students may complete their full-time requirement by enrolling as a full-time student one session only. They may also be a full-time student one session and a part-time student in the other session. As long as students complete one full-time session, they may legally stay in the US even during the session they are not enrolled.
3. **Be a full-time student both summer sessions.** Students who wish to progress rapidly may want to choose this option.

Important Notes for Summer Registration

1. Changes in Summer registration (adding or dropping classes) will not be allowed after the 1st day of classes.
 2. Students on Academic or Attendance Probation must meet with an ELI Associate Director to determine their summer registration options. Not all of the choices listed above may apply to students on probation.
 3. Students whose first session of enrollment in the ELI is the Summer 1 session must enroll in both sessions, although they may choose to be part-time students both sessions (See information above concerning part-time registration.)
 4. Students who enroll in Summer 1 only must also enroll in Fall 1. If Summer 1 is your last session, your full-time status ends at the end of Summer 1.
 5. All students must complete a registration form during the Summer 1 registration period. Students who plan to study only in the Summer 2 session (no Summer 1 classes) must register and pay for their Summer 2 classes before the Summer 1 session begins.
 6. Students who choose to study part time during both summer sessions must enroll in both sessions to complete their full-time equivalency. These students are not eligible to transfer to another school until both sessions are completed.
- h) **WITHDRAWAL:** If your circumstances change and you must withdraw from one or more of your ELI classes before the session 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 office of International Services in 105 BB Comer Hall.
- i) **TRANSFER/CHANGE OF PROGRAM:** If you have received full admission to UA 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.

- j) **VISA ASSISTANCE:** For information, advice, and assistance with your visa and/or I-20, visit UA International Services (105 BB Comer Hall).

REGISTRATION AND PAYMENT

Students must register and pay the tuition and fees for each session as follows:

New students register and pay their tuition and fees during the designated registration times on the second day of the session.

Continuing students should register and pay their tuition and fees during the designated registration period near the end of the previous session. Continuing students who register or pay after the official registration times will have to pay a Late Registration Fee and cannot be guaranteed space in the classes they need.

Important: *Not being able to enroll as a full-time student can negatively affect a student's visa status.*

Students will not be allowed to begin classes until they have completed the registration and payment process each session. The Late Registration Deadline is the end of the 2nd day of classes. If students have not completed the registration and payment process by the end of the 2nd 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.*

It is possible that students who register late may not be able to take a full load of classes, since the classes which they need may be closed because they are full. Because students on F-1 (student) visas must be enrolled full time, students who cannot register for a full load of classes may have to leave the ELI and either transfer to another English program or return to their home country.

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 80% of each of your core classes, including *Culturally Speaking* (if you take it).

- b) You will receive the ***ELI Certificate of Perfect Attendance*** if you attend 100% of each of your core classes and *Culturally Speaking* (if you take it).
- c) You will receive the ***ELI Certificate of Proficiency*** if you complete Levels 4, 5, & 6 with a 3.0 or higher grade point average (GPA). A GPA of 3.0 meets the English-proficiency requirements for full-time undergraduate study at The University of Alabama, while a GPA of 3.5 meets the English-proficiency requirements for full-time graduate study.
- d) You will receive the ***ELI Certificate of Completion*** if you complete Level 6 but do not qualify for a Certificate of Proficiency.

Students must attend the ELI Certificate Ceremony, which takes place near the end of each session, in order to receive the certificates which they have earned. Students who do not attend the Certificate Ceremony in person can get their certificates from the ELI office during the 2nd week of the following session, or they can provide the ELI office with a self-addressed stamped envelope so that their certificate(s) can be mailed to them.

STUDENT QUESTIONS & 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 (101 Comer Hall):

- 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 have questions about registration or fee payments 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 The University of Alabama or another college or university;
- If you need information about the TOEFL;

- If you need ELI application information for a friend or relative;
- If you need help with something, but you don't know where to begin or what to do!

SUGGESTIONS & COMPLAINTS

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

- Make your suggestion or complaint on the Program Evaluation form which is completed by all ELI students at the end of each session.
- Make your suggestion or complaint on the Course & Instructor Evaluation Form which is completed by students in each ELI class at the end of each session.
- Write down your suggestion and put it in one of the ELI's two "Suggestion Boxes," which are located in the ELI Office and the Study Center.
- Make an appointment to talk with either the ELI Director or one of the Associate Directors
- To make a formal complaint, complete a "Grievance Form," which you can get from the ELI Receptionist. Once you submit this form, the ELI Director or an Associate Director will meet with you or respond to you in writing.

UNIVERSITY OF ALABAMA ADMISSION

ELI students who wish to study at UA should make contact with the appropriate admissions office as soon as possible. Applications for admission must be completed and submitted by the published deadlines. For details on how ELI students can meet UA English proficiency requirements,, see Appendix 3 in this handbook. If you have questions or would like to discuss your situation, please make an appointment with the ELI Academic Advisor.

INSTITUTIONAL TOEFL

The Institutional TOEFL is offered near the end of each session to students currently enrolled in the ELI's Intensive English Program. Students who want to take the Institutional TOEFL must register during the registration week designated on the session calendar.

The University of Alabama does not accept ELI Institutional TOEFL scores for admission purposes; however, ELI Institutional TOEFL scores may be used in conjunction with ELI grades to meet the

English proficiency requirements for admission to UA. (See Appendix 2 of this handbook for details.)

ENGLISH PROFICIENCY VERIFICATION REPORT

Students who wish to use their Institutional TOEFL scores for UA admission must formally request an *English Proficiency Verification Report (EPVR)* from the ELI by meeting with the ELI Academic Advisor and completing an EPVR request form. This request form, including the advisor's signature, must be completed by the deadline (the last day of classes-the day before final exams begin) of the session immediately preceding the semester in which the student will enroll in UA classes. For example, students who want to begin study at UA during the Spring semester must complete their EPVR request by the deadline during the Fall 2 session.

Important: (1) The deadline for submitting the EPVR request form is last day of classes, which is the day before final exams begin, and (2) EPVRs are not issued at the end of Fall 1 or Spring 1 sessions. To qualify for an EPVR, students must:

- Meet one of the English proficiency requirements as stated in Appendix 3 of the ELI Student Handbook;
- Be currently enrolled in the ELI; and
- Meet with the ELI Academic Advisor and complete the request form by the deadline.

Important: EPVRs are only valid for the UA term/semester immediately after they are issued, as follows:

- Issued ELI Fall 2 = valid Spring semester
- Issued ELI Spring 2 = valid Summer I or II terms (or, in special cases, Fall semester) and validated only if student earns a total of 6 UA credit hours during the summer
- Issued ELI Summer 1 = valid Summer II term or Fall semester
- Issued ELI Summer 2 = valid Fall semester

IMPORTANT EPVR NOTES

- 1) Be sure to make an appointment for academic advising with the ELI Academic Advisor as early in the session as possible. If you wait until the end of the session, appointment schedules may be full and you will miss the deadline.
- 2) EPVRs are not issued at the end of ELI Fall 1 or Spring 1 sessions and are only valid for study beginning in the specified UA semester.

- 3) EPVRs for qualified students will be sent to the appropriate UA admissions office soon after final grades have been processed by the ELI office.
- 4) It is the responsibility of the students to contact the ELI office to know if their request for an EPVR was granted and, if they wish, to get a copy of their report.

ENGLISH LANGUAGE REQUIREMENTS OF US COLLEGES & UNIVERSITIES

The TOEFL score requirements vary a great deal. Although some universities may accept the Institutional TOEFL, most require the iBT (internet-based TOEFL). The scores required on these tests vary among institutions. It is suggested that students contact their chosen university for information about English language requirements.

UNIVERSITY/COLLEGE ADMISSION

Information on most universities, colleges, and language programs can be found on the internet. If you would like advice on how to search for an appropriate school, please talk with one of the ELI Associate Directors or one of your teachers.

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 US. 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 therefore is mentioned on the I-20 or IAP-66 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 receive 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, a stamp will be placed in the upper right-hand corner of your Form I-94. This stamp 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 12.)

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 UA campus housing (residence halls) or in housing located off campus. The ELI office assists students with finding on-campus housing.

IMPORTANT: (1) *In most cases, must sign a contract (lease) whether you live on campus or off campus. Be sure that you understand the terms of this lease before you sign it. 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. 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) *If you begin living on campus in the summer, you must reapply as soon as possible to continue in the fall.*

UNIVERSITY RESIDENCE HALLS

There are a variety of types of residence halls (dormitories) on the campus of the University of Alabama. Although private rooms exist, usually two students share one room. If you experience any problems with your room or roommate, you should talk to your Resident Advisor (RA). There is a Resident Advisor 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 UA residence halls will close and students will be required to leave their rooms temporarily. However, at least one residence hall (usually Rose Towers, where many ELI students choose to live anyway) will remain open during the holiday period, and students who wish to remain on campus during the holidays may stay in this residence hall, usually free of charge. ***Important:*** *You must register for break housing by the deadline. Ask in the ELI office for details.*

OFF-CAMPUS APARTMENTS

Information on Tuscaloosa apartments can be found at the Off Campus Association Office located at 1004 7th Avenue (phone: 752-7663). You may also find apartments listed in The Tuscaloosa News (the local daily newspaper) or The Crimson White (the University student newspaper). The owners of such an apartment 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, they will keep 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

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 utilities to be turned on. The cost of the deposit varies for each utility. For more information on arranging for utilities, contact the Off-Campus Association.

RENTAL FURNITURE

Most University apartments are furnished. However, if you choose to live off campus, you may find the apartment unfurnished. Sometimes the landlords will furnish the apartment and increase the rent accordingly. 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 Tuscaloosa News as well as The Crimson White. More expensive furniture can be found at local department and furniture stores. Some local furniture rental establishments in Tuscaloosa are:

Your Way Furniture (553-3222)
Rent-A-Center (758-0221)

MEALS

Bama Dining is the name of the food service on the UA 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 \$100 will open your personalized Dining Dollar account, or you can make an initial \$200 deposit. Dining Dollars may be used at any Bama Dining location which includes snack bars, cafeterias, convenience stores, and the food court and Fresh Food Company in Ferguson Center.

STUDENT IDENTIFICATION CARDS

Each student will be issued an ACTion card by The University of Alabama. This card will identify the

student by name and photograph. Students may use this ACTion card to gain admission to most university facilities. It costs \$25 to replace lost ACTion cards; a temporary replacement card is available for one week only while you try to find the original card. For more information, visit www.actcard.ua.edu.

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 Tuscaloosa for one year. An Alabama driver's license is required after one year.

ALABAMA DRIVER'S LICENSE

In order to get an Alabama driver's license, you must present your passport and Form I-20. You will also be required to take three examinations: 1) written, 2) sight, and 3) driving. Driver's license manuals are available at the Alabama State Trooper's Office which is located at 2645 Skyland Boulevard East. 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 an Alabama driver's license.

AUTOMOBILE REGISTRATION

In order to use an automobile or motorcycle on campus, you must obtain a parking permit by registering with UA Parking Services. If you park your car without a permit, Parking Services 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 the University of Alabama Department of Public Safety:

- 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

There are six libraries on the University of Alabama campus. To borrow books from any of the libraries on campus, present the book or books that you wish to check out plus your identification (ACTion) card at the circulation desk of that particular library.

UNIVERSITY OF ALABAMA LIBRARIES

Main Library (Gorgas Library)

Business Library (Bruno)

Education Library (McClure)

Science and Engineering Library (Rodgers)

Law Library (Law School)

Check with the individual libraries for days and times when they are open.

COMPUTER USAGE ON CAMPUS

All students will have a student email account located on a Google Gmail server at crimson.ua.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.

There are many computer labs on campus which students can access using their ACT cards and in which they can print their documents by using BAMA Cash on their ACT cards (\$.05 per page). It is recommended that students utilize a "flash drive" to save and transport their documents when using campus-based computers for printing.

Students who have personal computers (desktop or laptop) can connect to the campus internet system ("Resnet") in their residence hall rooms via ethernet cable and/or wireless service. This internet service is free for enrolled students, but they must sign an "Acceptable Use Agreement." For details, visit <http://oit.ua.edu/services/resnet/>.

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 at the Alabama Credit Union in Ferguson Center.

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, and (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.

SAMPLE CHECK

Almost all personal checking accounts issue a standard form of checks. It is important that the checks be filled out neatly and correctly. A sample check and check register are shown on the following page. The blanks should be filled in as follows: ❶ Date check is written. ❷ Name of person or business receiving payment. ❸ Amount of check, written numerically. ❹ Amount of check, written in words. ❺ This blank does not have to be used but it is useful for writing your account number if paying bills or notes about the payment. ❻ Account holder's signature (your signature).

Mr. John Doe 207 15th Street South Tuscaloosa, AL 35401 Phone: 555-0000	101
	❶ _____ 20____
PAY TO THE ORDER OF ❷ _____	\$ ❸ _____
❹ _____	DOLLARS
COMPASS BANK	
FOR ❺ _____	❻ _____

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 #). Ask your banker for more information. Many of these machines are also located at Ferguson Center.

TRAVELER'S 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 RECEIVABLES

The Office of Student Receivables, which also may be called the Bursar's office, is where students pay charges (tuition, fees, etc.) associated with studying at the English Language Institute. The office is located in 105 Student Services Center.

MAIL SERVICE

The University of Alabama's branch of the US Post Office is located on the ground floor of Ferguson Student Center. 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 ACTION card. The cost is approximately \$22 for six months or \$44 for one year. If your application is accepted, you will receive a PO Box number for your mailing address. The following is a sample mailing address:

Mr. John Doe
P.O. Box 9376
Tuscaloosa, Alabama 35487

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
Box 870250
Tuscaloosa, AL 35487-0250, USA

NEWSPAPERS

Tuscaloosa has one daily newspaper, The Tuscaloosa News. If you want to subscribe to this newspaper and have it delivered to your home, you can call 345-0505. The Tuscaloosa News, along with other regional newspapers, can be purchased at newsstands. UA journalism students publish The Crimson & White newspaper for the UA community daily during the fall and spring semesters and frequently during the summer. Foreign and domestic newspapers can be found on the 2nd floor of the main library in the Reserve Periodicals area.

STUDENT HEALTH CENTER

Any full-time student enrolled at the English Language Institute or any part-time student who pays the UA Activity Fee is eligible for care at the Student Health Center located on University Boulevard near the Student Recreation Center. If you are sick and need to visit the Student Health Center, you must present your student ACTion card. The Student Health Center retains eight full-time doctors with specialties or training in Family Medicine, Internal Medicine, Pediatrics, Psychiatry, and Gynecology. Visit www.shc.ua.edu for information about days and times that the Student Health Center is open. If you are too ill to return to your place of residence, you can stay in one of the Health Center's 36 patient rooms on the 3rd floor. You can purchase medication, if required, at the Health Center's pharmacy. Charges for this medication will be billed to your student account. Spouses of students currently enrolled in the English Language Institute may also receive care through the Health Center for a fee. Applications for spouse care should be made directly to the Student Health Center.

HOSPITAL

For a chronic illness or emergency which the Student Health Center is unable to treat, DCH Regional Medical Center, located at the intersection of University Boulevard and McFarland Boulevard, 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

Look in the Yellow Pages of the telephone book for a complete list of local doctors, filed under "Physician." There is also a complete listing of dentists under "Dentists." If you make an appointment, it is important that you keep the appointment and arrive on time. If for some reason you are unable to keep the appointment, you must call the doctor's office to cancel as early in advance as possible.

BOOKSTORES

There are several bookstores located on and nearby campus. You can purchase textbooks, study supplies, magazines and souvenirs at these bookstores. Books used by the English Language Institute can be purchased at the UA Supply Store located at Ferguson Center.

TRAIN AND BUS TRAVEL

In addition to air travel, transportation to destinations other than Tuscaloosa is available by bus and train. Buses leave daily for Atlanta, Birmingham, and New Orleans. Tuscaloosa is also served by AMTRAK, which provides train transportation to New Orleans, Birmingham, Atlanta, Washington, D.C., New York City, and various connecting cities.

GREYHOUND BUS LINES

7022 Hwy 82 E, 758-6651
(inside BP Country Mart)

AMTRAK (train)

Information/Reservations (800-872-7245)
Passenger Station (758-3578)
2405 Greensboro Avenue

CAR RENTAL

There are several car rental agencies in Tuscaloosa. 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.

TUSCALOOSA TROLLEY

The Tuscaloosa Trolley and city buses offer limited service throughout the city of Tuscaloosa. For more information, visit www.tuscaloosatransit.com.

TAXI SERVICE

Taxi service is available within the Tuscaloosa area. You must telephone for a taxi because local taxis do not cruise the streets as they do in larger cities. Look under "Taxicabs" in the Yellow Pages of the telephone directory for the phone numbers and hours of operation of local taxi companies.

SHOPPING

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

University Mall: University Mall is located at the intersection of McFarland Boulevard and 15th Street. The mall contains stores connected by indoor walkways. You will find restaurants, clothing stores, and specialty shops.

Midtown Village: Midtown Village, located on McFarland Boulevard directly across from University Mall, is Tuscaloosa's newest shopping area and consists of many popular stores and restaurants.

Downtown Tuscaloosa: Downtown Tuscaloosa is located on University Boulevard about 1 mile from campus and offers various opportunities for shopping and dining.

Department Store - This type of store is very large and sells a wide variety of merchandise. A department store is convenient because you can do much of your shopping in one store. However, you often pay for this convenience with higher prices.

Local Department Stores

Sears - University Mall

JC Penny - University Mall

Belk - University Mall

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

K-Mart - 635 Skyland Boulevard

Walmart - 1501 Skyland Boulevard

Target – Veteran’s Memorial Pkwy, behind
The Home Depot

Family Dollar - 14th Street, near Bama Bowl

Dollar General – 15th Street, near Taco Bell

SHOPPING TRANSPORTATION SERVICE

The Crimson Ride offers a Sunday shopping trip to MidTown Village, University Mall and Target. Please visit www.crimsonride.ua.edu for the shopping schedule.

RESTAURANTS AND TIPPING

Various restaurants are located within the vicinity of The University of Alabama. In most restaurants tipping is a usual practice. 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. Tipping is not necessary at fast food restaurants.

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. Several are located within walking distance of the campus.

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 9% is added to the purchase price of goods bought in Tuscaloosa.

HOUSEKEEPING

Garbage Pick-Up - The City of Tuscaloosa 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 on the east side of campus, just beyond the playing fields, and contains basketball and racquetball courts, an indoor jogging track, fitness classes and equipment, a sauna and indoor/outdoor swimming pools. Lockers and showers are also provided. ACTion cards are required.

Aquatic Center: The indoor olympic-sized heated swimming pool is located south of Martha Parham Hall. Students may use the pool during hours scheduled for swimming (call 348-6155). ACTion cards are required.

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

Tennis Courts: There are 16 tennis courts for student use located next to the Rec Center.

Golf Course: There are several public and private golf courses located in Tuscaloosa.

University of Alabama Collegiate Teams: Fall is the season for varsity football games. Full-priced tickets for these games may be obtained from the athletic ticket office at the beginning of the Fall semester. Sale dates are announced through The Crimson White newspaper. Reduced price tickets may be ordered in July (call 348-6111 for the exact sale date).

The basketball season begins in November or December. The games are held in the Coleman Memorial Coliseum behind the tennis courts. Admission to the basketball games is free for students who present a valid ACTion card.

Baseball is a spring sport and is played at Sewell-Thomas Field located north of the coliseum. Admission to the baseball games is free for students with valid ACTion cards.

Women's softball is a spring sport and is played at the Alabama Softball Stadium located across the street from the Recreation Center. Admission to the softball games is free to students who present a valid ACTion card.

Varsity swim meets are held regularly in the Aquatic Center. For competition schedule, call 348-5244 or see the UA web site. Varsity women's gymnastics competition events are held during the Spring semester in Coleman Memorial Coliseum. Admission to the gymnastics events is free to students who present a valid ACTion card. Call 348-5407 for dates and times.

Varsity tennis, volleyball, and track meets are held at various times of the year. Contact the Athletic Department for more information.

University of Alabama Movies: Films are shown in the Ferguson Center Theater during the Fall and Spring semester, usually for free. Check at the Ferguson Center for the current list of movies and their dates and times.

Campus Programs Lounge: provides students with a place to hang out, play games, and work. By night, however, the Lounge transforms into a venue for indie film showings, concerts, stand up comedy, and coffee house style music!

CAMPUS ACTIVITIES AND ORGANIZATIONS

Getting involved on campus means getting to know the University and making new friends. These organizations and activities are for YOU!! The University offers more than 250 service, professional, social, and recreational organizations like those listed below. For more information contact the Office of Student Life.

Recreational/Athletic

Alabama Crew Team
Alabama Flying Club
Alabama Lacrosse Club
Alabama Rugby Football Team
Alabama Soccer Team
Alabama Waterski Team
Alabama Women's Soccer Team
Amateur Skateboarding Association
Bama Chess Club
Bama Fencing Club
Bama Ultimate Frisbee Club
Bama Volleyball Club
Billiards Club
Crimson Cabaret
Fantasy Game Club
ISSHINRYU Bama Karate Club
WADO-RYU Bama Karate Club
Yoselkan Budo Club

Religious

Abba Club
Ambassadors for Christ
Baptist Campus Ministries
Catholic Student Fellowship
Chinese Christian Fellowship
Campus Crusade for Christ
Wesley Foundation (United Methodist Center)
Capstone Bible Study Group
Canterbury Chapel (Forum)
Christian Science Organization
University Christian Ministry
Lutheran Student Group
Traditional Episcopal Student Association

Special Interests

Engineers Without Borders
American Institute of Chemical Engineers
Alabama Finance Association
Alabama Society of Professional Engineers
American Marketing Association
Society of Women Engineers
Circle K
Civitan - Action Club
Afro-American Gospel Choir
Amateur Radio Club
Association of Chinese Student -PRC
Chinese Student Association
Indian Association of Tuscaloosa
Japan Club
Japanese Student Association
Korean Student Association
Malaysian Student Association
Crimson Kayettes
Amnesty International
International Student Association
French and German Clubs

RECREATIONAL ACTIVITIES OFF CAMPUS

Movie Theaters: Currently popular films are shown both on campus and at Tuscaloosa's local cinema, which is located approximately 2.5 miles from campus:

Cobb Theaters - Hollywood 16 Cinemas
4250 Old Greensboro Road

Bowling: There are two facilities in town:

Bama Bowl
520 15th Street
752-2302

Leland Bowling Lanes
1125 26th Avenue East
553-3467

Parks: Several parks are located in and around Tuscaloosa. Below are listed just a few. For further information, contact the Tuscaloosa Convention and Visitors Bureau.

Lake Lurleen Park- located about 10 miles west of Tuscaloosa on Highway 82 West; is excellent for camping, picnicking, swimming, boating, and hiking.

Tannehill State Park-off of Interstate Highway 59 North between Tuscaloosa and

Birmingham; offers beautiful hiking trails, a lodge with full service dining, and frequent exhibits and demonstrations by various local artists and craftsmen.

Moundville State Park-located approximately 20 miles south of Tuscaloosa and Highway 69 South; is the site of excavated ancient Indian ruins.

Bowers Park-located in Tuscaloosa; offers playgrounds, softball fields, playing fields, tennis courts, and sheltered picnic areas.

Snow Hinton Park- MacFarland Blvd in Tuscaloosa; offers walking trails, playgrounds, and soccer fields.

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 in US culture. For this reason, Americans bathe daily and use deodorant daily to prevent body odor. 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. For example, Americans typically wash a shirt after wearing it one time, especially when the weather is hot.

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.

CLASSROOM CULTURE

Attendance: Attendance is very important at the ELI (see the ATTENDANCE POLICIES and VISA REQUIREMENTS section). When you can't come to a class, it is polite to send your teacher an email, if possible, to explain the problem. Also, when you arrive late to the classroom and the class has already started work, it is polite to apologize to the teacher for interrupting the class.

Dress: Students usually wear informal, casual clothing to class. Shorts and T-shirts are OK. In the summertime, most classrooms have strong air conditioning, so you might get cold! Even if it is very hot weather outside, it is a good idea to bring a light jacket or sweater to classes (and even to other places, like restaurants and movie theaters).

Participation: Classes in the ELI are small. Students usually learn their classmates' names and have opportunities to talk and work together often. Students are expected to pay attention, be involved, and be ready to talk and work together with students from many other countries.

“English Only.” In ELI classes, we have an informal rule for “English only.” This means that when an ELI class starts, the teacher will teach and answer questions in English only, even if he or she knows your native language. With lower-level classes, teachers may speak more slowly and carefully than usual, to help students understand.

The “English Only” rule also means that during class, you should try to use English only, even if some or many of your classmates also speak your language.

Original Work & Plagiarism: It is important to do your own original work for each class. If you have questions about your classwork and need some help, it is a good idea to get suggestions and advice from other students, tutors, or your teachers. But just remember that only you should do the assignment and complete the work. Also, if you get a used textbook, make sure to erase any writing in the book at the beginning of the class so that you can do your own work.

For writing assignments, it is especially important to do your own original writing. Copying someone else's writing (a friend's writing, writing on the Internet, or even your own writing from another class) is called ***plagiarism***. It is considered a kind of cheating. If there is plagiarism in your work for a class, you may

get a failing grade or may have to redo the assignment.

Teachers: Teachers at the ELI are from many different states in the United States. They teach English at the ELI because they enjoy language, culture, and meeting people from around the world. Most speak other languages and have lived, studied, or worked in foreign countries.

Usually, teachers at the ELI are called by their first name. (If any of your teachers have a preference, they will tell you.) If you feel uncomfortable calling your teachers by their first names and you want to be more formal, you can use “Mr.” or “Ms.” Along with the teacher's last name. For example, if your teacher is a man named “Bill Henderson”, you can call him “Bill” or “Mr. Henderson.” If your teacher is a woman named “Catherine Dockery,” you can call her “Catherine” or “Ms. Dockery.”

Getting Help from Teachers: If you are confused by something or have questions during class, don't be shy about asking your teacher. You can raise your hand during a class discussion to get a teacher's attention. And if the class is working on something quietly, you can also go up to the teacher's desk to ask a question. This is very common, and teachers are glad that you ask questions when you are confused or need help.

You can also send your teacher an email with questions or drop by the teacher's office to talk about the class, your class assignments, or get extra help. If the teacher is not available, you should ask the teacher before or after class for an appointment.

APPENDIX 1

English Language Institute
The University of Alabama

Grading & Proficiency Scale for Intensive English Program

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

A+ 98 – 100% (Excellent)	C+ 78 – 79% (OK)	
A 92 – 97% (Excellent)	C 72 – 77% (OK)	
A- 90 – 91% (Excellent)	C- 70 – 71% (OK)	
B+ 88 – 89% (Good)	D+ 68 – 69% (Poor. Must repeat)	
B 82 – 87% (Good)	D 62 – 67% (Poor. Must repeat)	
B- 80 – 81% (Good)	D- 60 – 61% (Poor. Must repeat)	
	F below 60% (Failing. Must repeat)	

IMPORTANT:

In order to pass a class and advance to the next level, students must meet the listed learning outcomes with 70% proficiency

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

Name of Class	Level 1 (Low-Beginning Proficiency)	Level 2 (High-Beginning Proficiency)	Level 3 (Low-Intermediate Proficiency)
Reading and Writing	<ul style="list-style-type: none"> • Read and understand the main ideas and details of short, simple readings of about 200-300 words • Write 8-10 simple sentences on a topic 	<ul style="list-style-type: none"> • Read and understand texts of multiple paragraphs (300-400 words) • Write a unified paragraph of 12-14 sentences 	<ul style="list-style-type: none"> • Read and understand moderately complex, multi-paragraph texts (400-600 words) • Write multi-paragraph texts of 500 words on a single topic
Speaking and Listening	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 situation and known contexts when they contain both familiar and unfamiliar vocabulary and are spoken slowly with repetition 	<ul style="list-style-type: none"> • 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	<p>Understand and use:</p> <ul style="list-style-type: none"> • the verb <i>TO BE</i> • the simple present verb tense • the present progressive verb tense 	<p>Understand and use:</p> <ul style="list-style-type: none"> • the simple past and past progressive verb tenses • future time • nouns and pronouns • comparisons grammar 	<p>Understand and use:</p> <ul style="list-style-type: none"> • the present and past perfect tenses • the future perfect and future progressive verb tenses • basic modals • nouns and articles

(Proficiency Scale, page 2)

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

Name of Class	Level 4 (High-Intermediate Proficiency)	Level 5 (Low-Advanced Proficiency)	Level 6 (High-Advanced Proficiency)
Reading and Writing	<ul style="list-style-type: none"> • Read and understand complex multi-page texts (600-800 words) • Write basic five-paragraph essays of 700 words 	<ul style="list-style-type: none"> • Read and understand unsimplified academic texts of multiple pages (800-1000 words) • Write essays of 800 words using varied rhetorical modes and varied organization and transition techniques 	<ul style="list-style-type: none"> • Read and understand unadapted academic literature of multiple pages (1000-1200 words) from a variety of fields • Write 1200-word essays that incorporate citations and go beyond the 5-paragraph model
Speaking and Listening	<ul style="list-style-type: none"> • Speak and support opinions in extended discussions on somewhat complex issues • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<p>Understand and use:</p> <ul style="list-style-type: none"> • adverb clauses of time • the passive • modals • subject/verb agreement 	<p>Understand and use:</p> <ul style="list-style-type: none"> • noun clauses • adjective clauses • gerunds and infinitives 	<p>Understand and use:</p> <ul style="list-style-type: none"> • coordinating conjunctions • adverb clauses • connectives that express cause / effect and contrast • conditional sentences and wishes

APPENDIX 2

UA English Language Institute Withdrawal Schedule for Fall and Spring Sessions

Full Session: Fall and Spring

- \$30.00** - Students who withdraw from ELI classes before the end of the second (2nd) official class day of the session* will be charged a \$24 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 seventeenth (17th) 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 seventeenth (17th) 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 seventeenth (17th) day of classes.*

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

Half Session: Fall and Spring

- \$30.00** - Students who withdraw from ELI classes before the end of the second (2nd) official class day of the session* will be charged a \$24 registration fee.
- 25%** - Students who withdraw from ELI classes before the end of the fifth (5th) 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 eighth (8th) 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 eighth (8th) 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 seventeenth (17th) day of classes.*

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

UA English Language Institute Withdrawal Schedule for Summer Sessions

Full Session: Summer

- \$30.00** - Students who withdraw from ELI classes before the end of the second (2nd) official class day of the session* will be charged a \$24 registration fee.
- 25%** - Students who withdraw from ELI classes before the end of the seventh (7th) 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 thirteenth (13th) 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 thirteenth (13th) 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.*

Half Session: Summer

- \$30.00** - Students who withdraw from ELI classes before the end of the second (2nd) official class day of the session* will be charged a \$24 registration fee.
- 25%** - Students who withdraw from ELI classes before the end of the fourth (4th) 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 seventh (7th) 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 seventh (7th) 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 seventh (7th) 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 3

Admission to The University of Alabama (UA) for ELI Students

UNDERGRADUATE STUDY

Students in the ELI's Intensive English Program (IEP) who wish to apply for UA undergraduate admission should apply as early as possible, but no later than the published deadlines. Proof of satisfactory English proficiency is not required to receive **conditional admission**. For more information, visit <http://gobama.ua.edu/international/>.

Conditionally admitted UA undergraduate students who are studying at the ELI may qualify to enroll in a full or partial load of UA undergraduate courses according to the UA Course Load column in the table below by meeting the criteria in each of the following columns: Test Score, ELI Grade Point Average, and ELI Recommendation.

Test Score				ELI Level and Cumulative Grade Point Average (GPA)	ELI Recommendation	UA Course Load
INST	iBT	IELTS	PTE			
---	71	6.0	50	---	(not required)	100%
530	---	---	---	Completed Level 5 with 3.0 GPA in Levels 4+ and electives	Favorable	
520	68	---	---	Completed Level 5 with 3.3 GPA in Levels 4+ and electives	Favorable	
---	---	---	---	Completed Level 6 with 3.0 GPA in Levels 4+ and electives = <i>Certificate of Proficiency for Undergraduate Study</i>	(favorable)	
510	64	---	---	Completed Level 4 with 2.7 GPA in Levels 4+ and electives	Favorable	50%
500	61	---	---	Completed Level 4 with 3.0 GPA in Levels 4+ and electives	Favorable	
490	57	---	---	Completed Level 4 with 3.3 GPA in Levels 4+ and electives	Favorable	
500	61	---	---	Completed Level 4 with 2.7 GPA in Levels 4+ and electives	Favorable	25%
490	57	---	---	Completed Level 4 with 3.0 GPA in Levels 4+ and electives	Favorable	
480	54	---	---	Completed Level 4 with 3.3 GPA in Levels 4+ and electives	Favorable	

Students who meet one of the above conditions and wish to participate in Concurrent ELI/Undergraduate Study are required to meet with the ELI Academic Advisor to request an English Proficiency Verification Report (EPVR) and to receive academic advising before registering for any UA courses. Students must maintain the required GPA in their ELI classes from session to session to remain eligible for concurrent study.

Students may participate in Concurrent ELI/Undergraduate Study for a maximum of two UA semesters and may earn a maximum of 12 UA credit hours provided that they maintain the required GPA in their ELI coursework. To qualify for full-time undergraduate study at UA, these students must meet the requirements for full admission (100% UA course load) by the time they complete their ELI courses.

Concurrent ELI/Undergraduate Study is not available to conditionally admitted students who have submitted an official, valid test score (iBT, IELTS, or PTE) which meets the minimum requirement for full admission.

GRADUATE STUDY

ELI students who wish to apply for admission to graduate study at UA should apply as early as possible, but no later than the published deadline. For more information, visit <http://graduate.ua.edu/applicants.html>. Proof of satisfactory English proficiency is not required for **provisional language admission (PLA)**. ELI students who have already received PLA simply need to meet the English proficiency requirement as explained below in order to begin taking graduate classes at UA.

Demonstration of satisfactory English proficiency is required before students may begin taking UA graduate courses for credit. Acceptable minimum score requirements are as follows: 79 on TOEFL iBT or 6.5 on IELTS. In the case of most UA graduate departments, it is also possible for students who complete the ELI with good grades to begin graduate study without a TOEFL or IELTS score. All options are described below.

Full-Time Graduate Study at UA

Full-time ELI students may meet the UA Graduate School English language proficiency requirement for full-time academic study in one of three ways. Item 2 also requires a favorable recommendation from the ELI.

1. Achieve a minimum TOEFL score of 79 (iBT) or a minimum 6.5 IELTS score.
2. Achieve a minimum 550 TOEFL (Inst*) score **and** a 3.0 minimum GPA** in Levels 4 and higher.
3. Earn an ELI Certificate of Proficiency by completing Level 6 with a 3.5 minimum GPA** in Levels 4-6.

Concurrent ELI-Graduate Study at UA

Full-time ELI students who meet one of the following conditions may be eligible to enroll in one graduate course (3 credit hours) per semester for a maximum of two semesters while completing their ELI classes. Each condition below also requires a favorable recommendation from the ELI.

1. Achieve a minimum TOEFL score of 61 (iBT) or an IELTS score of 6.0.
2. Receive initial placement into ELI Level 5 or higher.
3. Obtain a 500 TOEFL (Inst) coupled with a GPA** of 3.0 in Levels 4 and higher.
4. Complete Level 4 and higher with a 3.5 minimum ELI GPA**.

Permission must be granted by the Graduate School, the student's academic department, and the ELI in order for students who meet one of the above conditions to enroll in graduate course work. The specific course which the student takes must be approved by the instructor and the department prior to enrollment. Students must maintain a 3.0 GPA in ELI classes each session to remain eligible for concurrent study.

The following table provides a summary of the information discussed above:

TOEFL (iBT/Inst*)	IELTS	Placement/GPA in ELI	Recommendation	Program of Study
79 / -	6.5	(not required)	(not required)	full-time graduate courses
- / 550	(not required)	3.0** (Level 4 complete & higher)	favorable	
(not required)	(not required)	3.5** (Levels 4-6 complete)	(not required)	
61	6.0	(not required)	favorable	combination of ELI courses and one graduate course (maximum 2 semesters)
(not required)	(not required)	initial placement in Level 5 or 6	favorable	
- / 500	(not required)	placement in Level 5 or 6 with GPA of 3.0** (Level 4 & higher)	favorable	
(not required)	(not required)	3.5** (Level 4 & higher)	favorable	

* The Institutional TOEFL (Inst) is offered to ELI students at the end of each ELI session.

** ELI GPA must contain a full set of core classes (Reading/Writing, Speaking/Listening, and Structure).