Millersville University

ENGLISH LANGUAGE INSTITUTE

STUDENT HANDBOOK
2017 - 2018

Updated 10/11/2017
# Table of Contents

- Welcome! .................................................................................................................. 4
- ELI Mission Statement .............................................................................................. 4
- Program Overview .................................................................................................... 5
- Email Communication and Announcements ............................................................. 5
- Curriculum & Academic Information ........................................................................ 9
- Placement, Promotion & Completion ....................................................................... 10
- Level Descriptions .................................................................................................. 10
- Level Placement ....................................................................................................... 11
- Sample Schedules per Level .................................................................................... 15
- Policies and Expectations ......................................................................................... 18
- Immigration – Maintaining Status ......................................................................... 18
- Class Attendance & Participation .......................................................................... 18
- Classroom Conduct ................................................................................................. 18
- Textbooks & Supplies .............................................................................................. 19
- Syllabus .................................................................................................................... 19
- Homework ................................................................................................................. 19
- Student Evaluation & Grading ................................................................................. 19
- Academic Probation & Dismissal .......................................................................... 19
- Grade Appeals .......................................................................................................... 20
- Cheating and Plagiarism ......................................................................................... 20
- Student Rights and Responsibilities ....................................................................... 20
- Student Grievances ................................................................................................. 20
- Transitioning to Life at Millersville University ....................................................... 21
- ELI Student Support Services ................................................................................ 21
- International Student Services ............................................................................... 22
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Involved</td>
<td>22</td>
</tr>
<tr>
<td>Clubs and Organization</td>
<td>22</td>
</tr>
<tr>
<td>Campus Services and Resources</td>
<td>23</td>
</tr>
<tr>
<td>Field Trips and Activities</td>
<td>23</td>
</tr>
<tr>
<td>Maintaining Good Immigration Status</td>
<td>24</td>
</tr>
<tr>
<td>Immigration Documents</td>
<td>24</td>
</tr>
<tr>
<td>Who to contact in the ELI</td>
<td>27</td>
</tr>
<tr>
<td>Millersville University Office Phone Numbers</td>
<td>27</td>
</tr>
<tr>
<td>Emergency Phone Numbers</td>
<td>28</td>
</tr>
</tbody>
</table>
Welcome!

Welcome to Millersville! It is a great community to learn in. We are pleased that you have chosen Millersville University as a place to improve your English language skills, learn more about American culture, and experience University life. This handbook has information that will help answer questions about the program and Millersville University. The ELI instructors and staff are here to help you, not only in mastering English, but also in adjusting to a different way of life. We wish you all the best in the upcoming semester.

Sincerely,
The ELI Team

Administrative Staff
Patrice Campbell, Director, Global Education
Daniel McClary, Program Coordinator, Global Education
Kristin Thomson, Program Coordinator, Global Education

Instructors
Maria Mando-Fedorcova, Academic Coordinator/ELI Instructor
Janet Purcell, ELI Instructor

ELI Mission Statement
As part of Global Education, the English Language Institute at Millersville University equips English Language Learners for a successful transition into U.S. university programs, where they participate fully as confident members of the campus and local community.

To achieve this mission, the ELI will:

- **Prepare** English language learners for academic and professional success through progressive levels of instruction in a student-centered environment.
- **Support** English language learners throughout their student journey by providing individualized academic and student services.
- **Engage** students in diverse learning opportunities, not only in the classroom, but through civic service, trips and social activities.
Program Overview

The English Language Institute at Millersville University (MU) is a non-credit, intensive English program designed to help students improve their English proficiency for academic, personal or professional purposes. Most students in the program plan to begin undergraduate or graduate study in an American college or university after they complete their English program.

The ELI follows Millersville’s academic calendar, which generally is:

- **Fall:** late August- mid- December (14 weeks)
- **Spring:** late- January- mid-May (14 weeks)
- **Summer:** mid- June- mid- August (10 weeks)

The curriculum is divided into six levels, with students in levels 4- 6 having the option of enrolling concurrently in non-ELI, MU undergraduate courses. Students can expect to be in classes 18- 24 hours per week.

Students are responsible for following classroom and program policies, as communicated at orientation and in the *ELI Student Handbook*. Students are accountable for their actions. Students must be respectful to their classmates, teachers and ELI administrators at all times. Students should strive to use English 100% of the time.

Email Communication and Announcements

The ELI and MU send important announcements and notices to students on a regular basis. Most of these announcements will be sent to students’ MU email addresses. It is important that students check their MU email daily, or forward their MU email to their primary email account.
Admissions and Registration
ELI admission policy follows the MU undergraduate admissions policies. These policies are found here: http://www.millersville.edu/admissions/undergrad/apply/international.php

Admissions
Admission is open to U.S. citizens and permanent residents. Students must have graduated from high school. Students must be 17 years of age, unless part of a short-term program. Students in levels 4-6 will have the option for concurrent enrollment in non-ELI, MU courses.

Students must apply and be admitted to the ELI before attending classes. English proficiency test scores must be provided, if student has taken a formal, standardized test. However, a TOEFL or IELTS score is not required for admission to the ELI; an English language proficiency test will be given prior to the start of classes to determine level placement for those students without a standardized proficiency score.

Conditional Admission
Applicants who are academically admissible to MU programs, but do not meet the minimum English language requirement, may be conditionally admitted to Millersville University, with the understanding that they will first enroll in ELI courses. More about the English proficiency requirement is found here: http://www.millersville.edu/international/prospective-students/english-proficiency.php

Orientation & Registration
All international students are required to attend all MU and ELI orientation activities. Orientation offers an opportunity for students to learn about the services and programs at Millersville University and the ELI. Orientation also covers immigration laws and expectations, as well as guest speakers from many university departments. There are also a lot of fun activities and chances to make new friends!

Student ID Cards
You will receive your MU student ID card during orientation. ID cards are necessary to enter your residence hall, for identification in the library, health services, and athletic facilities, as well as to purchase meals at any of the many dining options on campus.
Testing & Initial Placement
During student orientation prior to the start of the term, all new students must take an English language placement test. The ELI currently uses the Pearson’s Versant English Placement Test to determine student English level. The test will assess a student’s spoken and written language ability. Students will be placed within level 1 through 6, according to their placement test results.

Registration
ELI staff will register students for classes. ELI students may enroll full-time or part-time. Students who are on an F-1 student visa are not allowed to study part-time in the ELI, unless enrolled full-time in an academic program, or if taking courses during the summer months. Students with F-2 and J-2 visas, as well as other visa categories, have the option of studying part-time.

Program Fees & Payment
ELI students will not receive a tuition and fee bill until they are registered for classes. Payment can be made in-person or online. Students should make payment or begin a payment plan within that first week. Non-payment will lead to late fees added to your bill; non-payment also leads to a hold being placed on your account, which would restrict registration in later terms.

Flywire
International students are encouraged to use Flywire for tuition payments. This service offers an opportunity to pay securely from any country or bank using any currency.

Concurrent Enrollment
Students who take advantage of the concurrent Millersville University course enrollment option during ELI levels 4, 5 or 6 will be responsible for the additional tuition and fees required by MU.

Sponsored Students
Students who are sponsored through a government or other third-party must work with Global Education and the Office of Student Accounts to ensure timely invoicing and payment of tuition and fees.
Refund Policies
The Add/Drop period is during the first week of the program only. During that week, students are able to withdraw from the program and receive a full refund on tuition paid. A student who withdraws from the ELI after the first week is not eligible for any refund.

The refund policy applies to tuition only. Other fees are not refunded. Special cases may be reviewed on a case-by-case basis.
Curriculum & Academic Information

The following highlights key elements of the ELI Curriculum

Writing

Our goal related to writing skills is for our students to be able to write a relevant, comprehensible, and convincing text by understanding that writing is a process composed of series of steps. By breaking down the process into manageable stages, we are hoping that students will approach a writing task with more confidence and that the end product will be well-structured. We understand that in order to be successful, academics students need to be able to find and interact with outside sources in their field and incorporate them in their writing. We are striving to strike a balance between writing accuracy and fluency so that our students are able to write correctly and efficiently.

Speaking

ELI students need to able to communicate orally with confidence. First of all, they need to be able to participate in classroom discussions, but also to talk to other students in a more informal way. They will also benefit greatly from learning how to give a presentation in front of audiences in both their academic and professional careers.

Reading

It’s crucial for our students to be able to comprehend an academic text in an efficient way so that they do not get overwhelmed with the amount of detail, and at the same time are able to extract relevant content.

Listening

Listening skills are at the core of students’ success in academic and professional communication. Not only do they need to be able to understand a lecture or presentation but they also need to be able to understand their peers in more informal context.

Grammar

In terms of grammar we are striving for accuracy and variety of structures.

- To be able to produce language with fair amount of correctness. Our students need to able to create language structures that are appropriate for a language situation and have correct forms.
- To draw on a variety of grammar structures. Students need to be able to create complex language in order to produce language that is exact and professional.
Vocabulary

Vocabulary is an essential part in all the areas of language as it carries the meaning of language units. ELI is recognizing this and that is why vocabulary focus is integrated in our reading and listening classes.

Placement, Promotion & Completion
Before students start our program they take Versant test that will determine their placement in the correct level. The Academic Coordinator may allow students to change their level in the first two weeks of the semester, if this is recommended by their instructors and if the additional testing also supports this transition.

Level Descriptions
The ELI has six levels represented in the table below, referencing CEFR and to Versant test scores.

- Levels 1&2 are beginner levels and the focus is on developing general English. Students learn to communicate about familiar topics and to use the language in everyday situations. The emphasis is on writing on a sentence level, and on reading and listening to shorter passages on general topics. The other goal include building their foundations of grammar and vocabulary.

- Level 3, 4 and 5 are intermediate levels and the focus is on developing academic skills. Students learn to construct paragraphs and essays, practice reading and listening to more academic material, and practice communication in a classroom. Students also expand their grammar and vocabulary range.

- Level 6 is an advanced level and it serves to prepare students for graduate classes. Students practice research skills, editing writing, giving presentations, and reading and listening longer more complex academic passages.
<table>
<thead>
<tr>
<th>Level</th>
<th>CEFR</th>
<th>Versant Test (0-80)</th>
<th>IELTS* (0-9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>A1</td>
<td>0-25</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td>A1</td>
<td>26-35</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>A2</td>
<td>36-46</td>
<td>4.0-4.5</td>
</tr>
<tr>
<td>Level 4</td>
<td>B1</td>
<td>47-51</td>
<td>5.0</td>
</tr>
<tr>
<td>Level 5</td>
<td>B1</td>
<td>52-57</td>
<td>5.5</td>
</tr>
<tr>
<td>Level 6 exit</td>
<td>B2</td>
<td>58-68</td>
<td>6.0-6.5</td>
</tr>
</tbody>
</table>

**Level Placement**

**Repeating a Level**
Students are expected to make progress in their study of English. A student may not take a level in the program for more than two semesters.

**Promotion**
ELI Students must earn a minimum of a C- (70%) average in each course to pass from one level to the next. Students in levels 4 through 6 will have the opportunity to take undergraduate courses concurrently as a part of their ELI electives.

**Level Skipping:**
All students must take level 4. Otherwise, skipping a level is possible if testing, class performance and instructor recommendations support such a change. The following steps would be taken to confirm skipping over a level.
- Student must achieve a 95% grade and test score at the next level benchmark required to move to that higher level.
- Student must submit an essay, which includes a rationale and case for skipping to the next level.
- Student must have a speaking evaluation, to be determined by the Academic Coordinator and ELI staff.

**Program Completion**
Students must earn a minimum of a B- average (80%) at level 5 (undergraduate) or level 6 (graduate) to matriculate to their full-time academic major. Students must work with the respective Admissions Office to be admitted to an academic program. For more information regarding being admitted to MU’s academic programs, visit our International
Important Note: Applicants must meet all other Millersville University admission requirements, including program-specific requirements.

Length of Study
The amount of time it takes to learn a new language depends on the individual. Students who begin the ELI program in levels 1 or 2 should expect to study for at least 12 months prior to taking full-time courses in their academic programs. Students in levels 3 or 4 should expect to study for at least 8 months prior to taking full-time courses in their academic programs. Students beginning in levels 5 or 6 should expect to study at least 4 months prior to taking full-time courses in their academic programs.

ELI Curriculum
The English Language Institute (ELI) provides six levels of intensive English instruction designed to meet the academic needs of international students attending Millersville University. Full-time ELI students receive a minimum of 18 hours of English instruction and 4 hours of supervised language lab work per week, depending on the program.

Core Courses
Each level is made up of courses focusing on key areas, which are:

- **Academic Reading** – Students will develop the skills needed to be successful readers of academic material with increased fluency and understanding.
- **Academic Writing** – Students will learn to write academic essays and practice skills necessary to write a research paper.
- **Academic Listening** – Students will practice comprehending lectures and effective notetaking strategies.
- **Academic Speaking** – Students will learn to conduct a presentation and engage in academic conversations in a classroom.
- **Grammar** – Students will learn to compose grammatically correct structures in oral and written communication.
- **Vocabulary** – Students will expand their academic and general vocabulary to enable communication on a wide range of topics.
Course foci varies per level, as can be seen in the following table.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading &amp; Writing 1</td>
<td>Reading &amp; Writing 2</td>
<td>Academic Reading &amp; Vocabulary 3</td>
<td>Academic Reading &amp; Vocabulary 4</td>
<td>Academic Reading &amp; Vocabulary 5</td>
<td>Advanced Reading &amp; Research 6</td>
</tr>
<tr>
<td>Listening &amp; Speaking I</td>
<td>Listening &amp; Speaking 2</td>
<td>Academic Listening and Speaking 3</td>
<td>Academic Listening and Speaking 4</td>
<td>Academic Listening and Speaking 5</td>
<td>Advanced Communication and Listening Skills 6</td>
</tr>
<tr>
<td>Foundations 1</td>
<td>Foundations 2</td>
<td>Academic Writing 3</td>
<td>Academic Writing 4</td>
<td>Academic Writing 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grammar &amp; Communication 3</td>
<td>Grammar &amp; Communication 4</td>
<td>Grammar &amp; Communication 5</td>
<td>Advanced Grammar for Writers 6</td>
</tr>
</tbody>
</table>

Each core course has a laboratory period for additional practice, with tutors and staff available for assistance.

**Elective Courses**

In addition to core courses, the ELI offers specialized classes that students may choose based on interest and availability; not every course is offered every semester and will vary per level.

**Civic Engagement Elective**

ELI students have the opportunity to learn more about the community around them through civic engagement. Students will engage in a variety of programs in the city of Lancaster through service or experiential learning. Students will have the opportunity
to reflect on their experiences through blogging, and journal writing.

Language Lab
The ELI’s Language Lab provides opportunities for students to practice a variety of language skills, such as grammar, listening, punctuation, reading, writing and vocabulary, in simulated and real-life contexts. Software and materials used are customized to the learner’s need.

Program Schedule
Classes are held Monday through Friday and hours range between 9:00 a.m. and 5:00 p.m. depending on a student’s level.
### Sample Schedules per Level

#### SAMPLE SCHEDULE – LEVEL 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30-11.45</td>
<td>Reading &amp; Writing 1: ELI 011</td>
<td>Listening &amp; Speaking 1: ELI 012</td>
<td>Reading &amp; Writing 1: ELI 011</td>
<td>Listening &amp; Speaking 1: ELI 012</td>
<td>Elective Class: ELI 017</td>
</tr>
<tr>
<td>(10 min break)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.45-1.30</td>
<td>Lunch</td>
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<tr>
<td>(10 min break)</td>
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<td></td>
</tr>
<tr>
<td>4.00 – 5.00</td>
<td>Language Lab: ELI 016</td>
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#### SAMPLE SCHEDULE – LEVEL 2

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</thead>
<tbody>
<tr>
<td>9.30-11.45</td>
<td>Reading &amp; Writing 2: ELI 021</td>
<td>Listening &amp; Speaking 2: ELI 022</td>
<td>Reading &amp; Writing 2: ELI 021</td>
<td>Listening &amp; Speaking 2: ELI 022</td>
<td>Elective Class: ELI 027</td>
</tr>
<tr>
<td>(10 min break)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11.45-1.30</td>
<td>Lunch</td>
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<tr>
<td>(10 min break)</td>
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</tr>
<tr>
<td>4.00 – 5.00</td>
<td>Language Lab: ELI 026</td>
<td>Language Lab: ELI 026</td>
<td>Language Lab: ELI 026</td>
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## SAMPLE SCHEDULE – LEVEL 3

<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>9.30-11.45</td>
<td><strong>Academic Writing 3</strong>&lt;br&gt;ELI 033</td>
<td><strong>Academic Reading and Vocabulary 3</strong>&lt;br&gt;ELI 031</td>
<td><strong>Academic Writing 3</strong>&lt;br&gt;ELI 033</td>
<td><strong>Academic Reading and Vocabulary 3</strong>&lt;br&gt;ELI 031</td>
<td>Elective Class&lt;br&gt;ELI 037</td>
</tr>
<tr>
<td>(10 min break)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.45-1.30</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.30-3.45</td>
<td><strong>Academic Listening and Speaking 3</strong>&lt;br&gt;ELI 032</td>
<td><strong>Grammar and Communication 3</strong>&lt;br&gt;ELI 034</td>
<td><strong>Academic Listening and Speaking 3</strong>&lt;br&gt;ELI 032</td>
<td><strong>Grammar and Communication 3</strong>&lt;br&gt;ELI 034</td>
<td>Language Lab&lt;br&gt;ELI 036</td>
</tr>
<tr>
<td>(10 min break)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4.00-5.00</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 036</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 036</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 036</td>
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## SAMPLE SCHEDULE – LEVEL 4

<table>
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<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30-11.45</td>
<td><strong>Academic Reading and Vocabulary 4</strong>&lt;br&gt;ELI 041</td>
<td><strong>Academic Writing 4</strong>&lt;br&gt;ELI 043</td>
<td><strong>Academic Reading and Vocabulary 4</strong>&lt;br&gt;ELI 041</td>
<td><strong>Academic Writing 3</strong>&lt;br&gt;ELI 043</td>
<td>Elective Class&lt;br&gt;ELI 047</td>
</tr>
<tr>
<td>(15 min break)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.45-1.30</td>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.30-3.45</td>
<td><strong>Academic Listening and Speaking 3</strong>&lt;br&gt;ELI 042</td>
<td><strong>Grammar and Communication 3</strong>&lt;br&gt;ELI 044</td>
<td><strong>Academic Listening and Speaking 3</strong>&lt;br&gt;ELI 042</td>
<td><strong>Grammar and Communication 3</strong>&lt;br&gt;ELI 044</td>
<td>Language Lab&lt;br&gt;ELI 046</td>
</tr>
<tr>
<td>(15 min break)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.00-5.00</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 046</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 046</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 046</td>
<td><strong>Language Lab</strong>&lt;br&gt;ELI 046</td>
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### SAMPLE SCHEDULE – LEVEL 5

<table>
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<tr>
<th>Time</th>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| 9.30-11.45    | Academic Writing 5  
  _ELI 053_          | Academic Reading and Vocabulary 5  
  _ELI 051_       | Academic Writing 5  
  _ELI 053_       | Academic Reading and Vocabulary 5  
  _ELI 051_       | Elective Class  
  _ELI 037_       |
| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)|
| 11.45-1.30    | Lunch                                       |                                              |                                              |                                              |                                     |
| 1.30 – 3.45   | Academic Listening and Speaking 5  
  _ELI 052_       | Grammar and Communication 5  
  _ELI 054_       | Academic Listening and Speaking 5  
  _ELI 052_       | Grammar and Communication 5  
  _ELI 054_       | Language Lab  
  _ELI 056_       |
| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)|
| 4.00 - 5.00   | Language Lab  
  _ELI 056_       | Language Lab  
  _ELI 056_       | Language Lab  
  _ELI 056_       | Language Lab  
  _ELI 056_       |                                     |

### SAMPLE SCHEDULE – LEVEL 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>
| 9.30-11.45    | Advanced Reading & Research 6  
  _ELI 061_       | Advanced Communication & Listening Skills 6  
  _ELI 062_       | Advanced Reading & Research 6  
  _ELI 061_       | Advanced Communication & Listening Skills 6  
  _ELI 062_       | Elective Class  
  _ELI 067_       |
| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)|
| 11.45-1.30    | Lunch                                       |                                              |                                              |                                              |                                     |
| 1.30 – 3.45   | Advanced Grammar for Writers 6  
  _ELI 064_       |                                              | Advanced Grammar for Writers 6  
  _ELI 064_       |                                              | Language Lab  
  _ELI 056_       |
| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)| (10 min break)|
| 4.00 - 5.00   | Language Lab  
  _ELI 066_       | Language Lab  
  _ELI 066_       | Language Lab  
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Policies and Expectations

Immigration – Maintaining Status
Your attendance, participation and success in the ELI classroom is directly related to maintaining your immigration status. Please pay special attention to the following policies, expectations and requirements.

Class Attendance & Participation
It is expected that students show up and actively participate in enrolled classes. Participation is included in the final grade. Students must attend at least 80% of ELI classes to be eligible to pass. There is no distinction between an excused or unexcused absence. Students who fail to meet attendance requirements will automatically fail the course and will be required to repeat that level.

Class attendance is checked daily at the beginning of class. Attendance is reported to the ELI office by each of your instructors on a regular basis. You will receive one warning if you are approaching your limit. It is your responsibility to keep track of your absences.

Missing up to 10 minutes of class time before or during class counts as a tardy. Tardiness will affect your overall participation grade. Students missing more than 10 minutes of class are marked as absent. Instructors may also refuse entry to a student who is habitually tardy or after a test or other graded assignment has begun.

Important Note: Field trips are designed to enhance a student’s English language acquisition. Students are expected to attend all ELI field trips and co-curricular activities. Failure to attend will count as an absence for the day.

Classroom Conduct
It is important for students to demonstrate appropriate behavior in class. This includes expectations of student interaction and timely completion of work. Behavior in that is disruptive or disrespectful to fellow students or to instructors is not acceptable, and students will be asked to leave. Cellphones should generally be put away during instruction or any time of interaction and engagement with the class material. It is okay to use phones during 1:1 work as a resource or tool, or as instructed by the teacher. If not specifically instructed otherwise, please turn phones off during class time.
Textbooks & Supplies
Students are provided with textbooks at the beginning of a semester, and must use this clean, new text, not a book with all the answers. It is expected that students bring textbooks, notebooks and other classroom materials to each class session. Failure to do so will result in low participation grades.

Syllabus
Students will receive a syllabus in each class at the beginning of the semester. This syllabus gives information about how to contact the instructor, the name of the textbook, the goals of the class, the grading system and weighting, and the weekly class schedule.

Homework
It is important for students to complete homework assignments as a part of improving their English. Homework must be completed and turned in on time. ELI instructors and tutors are here to assist if you do not understand an assignment. Please ask! Missing homework will result in a lowered final grade.

Student Evaluation & Grading
ELI students are evaluated on a continuous basis through in-class activities, graded assignments, quizzes and tests. Students will also be given a placement level test as they begin studies and then at the end of each course level. Students will receive a mid-term grade and a final grade report at the end of each term. For official transcripts, students must contact the Office of the Registrar for processing.

All students enrolled in ELI courses will be given a grade for each class taken. ELI follows the Millersville University grading scale. The grades are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>66-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>0-60%</td>
</tr>
</tbody>
</table>

In order to pass a course for level completion, ELI students must earn a C- (70%) or higher. In order to complete the program and matriculate to their full-time academic majors, students must earn a minimum of a B- average (80%) at level 5 (undergraduate) or level 6 (graduate). If a student fails to make adequate progress in the program, they will be placed on academic
probation, which can lead to dismissal from the program and result in your I-20 being terminated in SEVIS, affecting legal immigration status.

**Academic Probation & Dismissal**
Students are placed on probation if they fail to meet expected standards for grades or attendance. Students will receive warnings and probation before dismissal. Students who are dismissed will need either to find admission to another program or university or to return home.

**Grade Appeals**
Students who believe there is an error on their mid-term or final grade report may submit a Grade Appeal Form to the English Language Institute. This appeal will be reviewed by the appropriate ELI administrators in consultation with the instructor.

**Cheating and Plagiarism**
Academic integrity rules vary from country to country, so it important for ELI students to understand the academic integrity expectations of Millersville University and the U.S. In some cultural contexts, it is considered honoring a person to use his or her words without giving credit. However, in the U.S. this practice is considered very bad and is called plagiarism. Plagiarism is taking credit for an idea or statement that did not originate in your mind. Students who present someone else’s work, words or ideas, whether it be another student’s or from a publication, as if their own creation, have committed plagiarism.

**Student Rights and Responsibilities**
ELI students must abide by the same rules as all other students at Millersville University. Failure to do so may result in suspension or expulsion from Millersville University, which will result in your I-20 being revoked, taking you out of legal status on your visa. Click [here](#) for more information.

**Student Grievances**
The ELI staff will work hard to make your experience here a great one. However, if there are any situations or issues that are causing you difficulty, we will be happy to talk with you about them. Students have the opportunity to meet and discuss any concerns or issues with the Director of Global Education. If students have complaints about ELI policies or classroom instruction, other programming or their overall experience, they may file a complaint with Global Education.
Transitioning to Life at Millersville University

College is a journey as much as it is a destination. Over your time at Millersville University you will meet new people who become life-long friends, learn from knowledgeable mentors both in and out of the classroom, challenge yourself, your abilities, and your beliefs, and gain knowledge and skills that will propel you forward in life. At the conclusion, you will have obtained both a degree and an education. And it all starts with orientation.

The transition to college can be a big adjustment for both you and your family. That's why we provide a variety of orientation programs to meet your individual needs. Whether this is your first time in college or you're coming to MU from another institution, whether you came from another country or state or from the surrounding Lancaster countryside, our goal is to position you for success throughout your time at Millersville University. Read more here: http://www.millersville.edu/orientation/index.php

ELI Student Support Services

Because the transition is a challenging and rewarding season in a student’s life, the ELI has put into place many support services to help you succeed at the highest level in making an adjustment to your new situation. Beyond the areas of support listed below, you will find that our ELI staff are available and eager to help you.

Academic Support Services

International students have the opportunity to improve writing and communication skills by participating in the ELI’s Academic Support Program. Non-native speakers are provided with English support through workshops and tutoring. Both academic and ELI students are eligible to participate in this service free of charge.

Academic Advising

ELI staff are available to meet with students on questions related to classes and future options at Millersville University. Advising is available for a range of topics, including level placement, repeated courses, probationary status and cultural adjustment issues.
International Student Services
International students making the adjustment to studying in the United States and being part of the Millersville community have many wonderful new opportunities; they also have unique challenges and extra requirements. Our staff is here to help you in the following ways:

**International Student Advising**
International student advisors are here to assist with immigration and cultural advising for all international students. They can also refer you to the appropriate Millersville University department and services, as needed.

**Health Insurance**
Remember that all F-1 and J-1 students and scholars whose immigration documents were issued by Millersville University are required to have health insurance for themselves and their dependents. Please ask for information or assistance, if needed.

**Getting Involved**
The ELI encourages students to participate and get involved in many activities and take advantage of services offered at Millersville University and the ELI.

**Clubs and Organization**
You will find many opportunities to be involved, make new friends and improve your English through joining any of the organizations you will find listed here:

- [https://getinvolved.millersville.edu/](https://getinvolved.millersville.edu/)
Campus Services and Resources
Read more about the many services and resources offered at Millersville University and listed below at this website:
www.millersville.edu/saem/student-resources/campusservices.php

- Shuttle Service
- Career Services
- Costume Rental Shop
- Counseling Services
- Dining Services
- Financial Aid
- Club de'Ville
- Internships & Civic Engagement Services
- University Police

Field Trips and Activities
In addition to language and academic instruction, the ELI offers students several mandatory cultural events, outside of class activities and trips to local and regional attractions, such as nearby locations like Washington D.C., Philadelphia, Baltimore and historic Lancaster County, Pennsylvania.
Maintaining Good Immigration Status

As noted earlier, there is a direct connection between your successful course work, attendance and participation in classes and your immigration status. Please pay special attention to all immigration requirements. The key is that if anything in your situation changes, such as address, schedule or other matters, you should be communicating with the immigration officials on campus; in this case, the ELI administrative staff other than the instructors can serve you in this way, as that team also acts as SEVP officials for Millersville University.

Immigration Documents

Passport

You must keep your passport valid. You should apply for passport renewal at least 6 months before the expiration date. The passport is the legal document issued by your country of citizenship; it must be valid for 6 months into the future upon your entry into the U.S. and remain valid at all times during your stay. The passport can usually be renewed through your embassy or one of your consulates in the United States. If you have been issued a Travel Document in Lieu of a Passport by the government of the country of which you are a resident, the information above, regarding passports, applies to Travel Documents.

I-20 & DS-2019 - "Certificate of Eligibility”

The I-20 (for those with F-1 status) or DS-2019 (for those with J-1 status) is the document which you must present to the U.S. Embassy or Consulate abroad to obtain a visa and which you present to immigration officials to enter the U.S. each time you travel abroad and return; for most Millersville University students the I-20 is issued by the university through the Global Education. Some J-1 students have documents issued by an outside agency. You should always keep these and any other immigration documents for your records even if you get new ones in the future. The I-20 and DS-2019 are issued via the SEVIS government tracking system and have a bar code and ID number. If any of the information on these documents changes, you MUST come to Global Education immediately to apply for a new document. Once again, the expiration date on the I-20 or DS-2019 is just an estimate. For F-1 students, your permission to stay in the U.S. ends 60 days from the date you complete the last requirement for your degree (for J-1 students your permission to stay ends within 30 days of completion). If you fail to
follow all the rules of legal student status, your stay expires on the day the violation occurs.

I-94 Departure Record
The electronic I-94 is the document that authorizes you to be in the U.S. as a student for a specified period of time, for the specified program of study, at the institution specified on the I-20/DS-2019. For F-1 and J-1 visa holders, the expiration date should be D/S (duration of status), which implies the date of program completion (not always the same date as graduation). The I-94, like the passport, must be valid at all times. When a student departs, the I-94 record is no longer valid but will be reactivated upon re-entry into the U.S. The number on the I-94 record is called your "Admission Number" or "I-94 Number."

Entry visa
The entry visa is a sticker with photograph on a page of your passport that permits you to enter the U.S. Individuals entering as students will have either an F-1 or J-1 entry visa. The visa may expire while you are in the U.S.; you cannot and need not renew it while you are here, however a new entry visa will be required if the original expires and you travel outside and then wish to re-enter the U.S. You must present a valid SEVIS form I-20 (F-1) or DS-2019 (J-1) from the school you will attend to the US Consular officer to obtain your entry visa. You may be able to travel to and return from Canada, Mexico, and adjacent islands (except Cuba) without a valid visa if you will be staying less than 30 days (check with an advisor for current regulations). Remember, the visa does not indicate how long you are permitted to stay in the U.S. Your permission to stay ends once you complete your program of study (plus grace period) or when you fail to “maintain legal student status”. Canadian citizens do not need a visa to enter the U.S.

Responsibilities of a Student in F/J Status:
• Must be enrolled as a full-time student. Full-time is defined as 18+ class hours per week for ELI students
• You may not legally drop below full-time enrollment without first receiving approval from Global Education.
• You must maintain class attendance, as outlined in an earlier section of this handbook.
• You must report address changes to Global Education within 10 days of a move
• You may not work off-campus without authorization. Students may work on campus up to 20 hours a week as long as the on-campus employment does not conflict with their class schedule and progress.
**Student Advising**
When you need information about immigration matters, always check with Global Education. It is extremely important that you have good information and good advice. Do not ask your friends!

**Transferring to/from Millersville University**
Millersville University welcomes transfer students from other regionally accredited institutions. Nationally, 60% of students begin their education at one institution and complete their bachelor’s degree at another. Annually, nearly 700 transfer students chose Millersville to continue their educational journey. Our aim for this site is to provide transfer students the essential information they need to apply and transition into Millersville University. Read more about your specific transfer situation here: [www.millersville.edu/admissions/undergrad/transfer/index.php](http://www.millersville.edu/admissions/undergrad/transfer/index.php)

**Withdrawal from Classes During the Term**
There are many implications and requirements, if withdrawing from classes or the University in the middle of a term. Please talk to your advisor and the ELI staff for assistance.
Who to contact in the ELI regarding:

**Academic Matter, e.g. Level Placement, Textbooks, Curriculum or Scheduling**
Maria Mando-Fedorcova, Academic Coordinator, ELI
Maria.Mando-Fedorcova@millersville.edu
412-863-9520 / 717-871-4041, Room 201, Adams House

**Administrative Matters or Services or Complaints**
Daniel McClary, Program Coordinator, Global Education
Daniel.McClary@millersville.edu
717-871-4039, Room 210, Adams House

**Other ELI Staff Available**
Patricia Campbell, Director, Global Education
Patricia.Campbell@millersville.edu
717-871-7506, Cumberland House

Kristin Thomson, Program Coordinator, Global Education
Kristin.Thomson@millersville.edu
717-871-4042, Room 209, Adams House

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**Millersville University Office Phone Numbers**

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>ELI</td>
<td>717-871-4040</td>
</tr>
<tr>
<td>Global Education</td>
<td>717-871-7506</td>
</tr>
<tr>
<td>Global Education Emergency Number</td>
<td>717-871-5506</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>717-871-5005</td>
</tr>
<tr>
<td>Office of Student Accounts</td>
<td>717-871-5101</td>
</tr>
</tbody>
</table>
Health Services 717-871-5250
Department of Housing and Residential Programs 717-871-4200
Center for Counseling and Human Development 717-871-7821
Library 717-871-7111
Help Desk (IT) 717-871-7777

**Emergency Numbers**

- Fire-Police-Ambulance-Medical Emergency 911 or 3-911
- Non-emergency Medical Care – Health Services at Witmer Building 717-872-3250
- Millersville University Police 717-872-3433
- Millersville University Facilities 717-872-3282 or 717-872-3275
- Millersville University Environmental Health and Safety 717-872-3017 or 717-872-3715