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WELCOME

Welcome to Southern Utah University English as a Second Language program (SUU ESL)!

We are happy you will be studying English with us. We want you to have a good time here and be successful in accomplishing your goals. To have a good time at ESL, you must work hard at learning and using English, and work hard at trying to understand different cultures. We at ESL will do everything we can to help you. Activities in and out of class will help you improve your English as you meet other international students as well as English native speakers on and off campus. You will experience the world.

This handbook will give you information that you will need to know as an ESL student. The information in this book will answer many of your questions. It is important that you understand everything in this book. If you do not understand something, or would like more information, please ask your teachers or someone in the office. We will be glad to help.

**Mission STATEMENT**

The Southern Utah University (SUU) English as a Second Language (ESL) program is a safe teaching and learning community designed to aggressively prepare students to succeed in English communication and in college life. We share the larger mission of SUU to engage students in personalized and rigorous experiential education, empowering them to be productive individuals, socially responsible leaders, high achievers, and lifelong learners.

Important Information

**Southern Utah University ESL**

351 West Center, Cedar City UT 84720

435-865-8033 office

435-865-8013 fax

**ESL Student Help Hours: Monday through Friday**

**10-1 p.m. and 3-4 p.m. ONLY!!!**

Telephone numbers

At the school:

ESL Office 435-865-8033

Academic Coordinator, Bob Goodman 435-865-8197

 robertgoodman@suu.edu

Administrative Assistant, Cindy Hailstone 435-865-8033

 cindyhailstone@suu.edu

Homestay Coordinator, Cindy Hailstone

Student Assistants:

 Aziz Alamro 435-592-4777

 Sultan Alrakyan 435-592-9616

**Please call Aziz & Sultan by 6 p.m., NOT later. For your information, they are full time SUU students, so leave a message and they will return your call as soon as they are able. Do not call again and again, only if there is a health emergency can you call after 6 p.m.**

Other Important Numbers

Emergency only: Police, Fire or Medical 911

Nearest Hospital: 435-858-5000

Valley View Medical Center

1303 North Main Street

Cedar City, UT 84721

Dentist, Doctor, and Bank information:

1. You will need to use a telephone book.
2. Look in the yellow pages.
3. At the top of the page, look for “Dentist”, “Physician”, or “Bank”, etc.
4. Choose any professional that is listed in Cedar City.

Use these same steps to find doctor and bank information.

Grocery stores:

 Lin’s Supermarket – 150 North Main Street 435-586-3346

 Smith’s Food & Drug Center – 633 South Main Street 435-586-1203

 WalMart SuperCenter – 1330 South Providence Center Dr. 435-586-0172

Post Office:

 333 North Main Street 435-586-6701

 Sharwan Smith Center 435-586-7998

SUU Activity Cards and T Numbers

 You will receive a SUU Student Activity Card (a student ID card) with your picture on it when you enroll as an SUU student. This ID card is your personal identification card. You can receive many discounts in Cedar City by showing your card.

You will also receive a T number. Memorize this number. You will use it often.

Student Orientation and Registration

Make sure you do **ALL** of the following:

ESL OFFICE:

□ Fill out the ESL Office Registration form and take your Placement Test.

□ Receive a SUU Student File Folder.

*It will contain an agenda of Student Orientation, a campus map, brochures of Cedar City and Utah, and the Student Handbook.*

□ ESL will take your I-20 and passport, make copies of them, return the originals to you, and keeps the copies in your student file.

□ The ESL Office will interview you and give you a Payment Form, which shows how many sessions you plan on attending during the current semester.

COC:

**To enter the ESL program and to receive a class schedule each student is required to make payment arrangements and fill out all SUU registration forms with the**

**ESL Cashiers Office (the COC).**

□ Fill out all registration forms needed for **each** semester Fall, Spring or Summer.

□ All students must pay $1,000 per session or $4,000 for the semester.

OTHER IMPORTANT THINGS TO DO:

□ Get your picture student ID card.

□ Go to Trudy Smith’s office. She must have a copy of your I-20 and passport.

*For your information: Trudy Smith must have your current address at all times. If you move you must give her your new address. Immigration always needs to have your current address.*

***Saudi Students only: Trudy is the only person can help you with the Financial Guarantee and any communication with the Saudi Arabia Cultural Mission, SACM.***

***The ESL Office cannot help.***

□ Purchase all textbooks needed for each class at the SUU Bookstore.

*All students who are taking Computer Language Labs* ***are required*** *to purchase headsets with earphones that cover the whole ear and also have a microphone.*

□ Receive your SUU computer password. Which usually takes 4 to 5 days of registration.

Placement Test

Every student is given a Placement Test to determine the level of each class a student will take.

*During the first week of class, a teacher may determine that a student has been misplaced; therefore, a student might be moved to a different level at that time. This is based only on the student’s performance.*

Each Placement Test is graded and the results will be given back to the student on the 2nd day of Student Orientation.

Classes

Grammar – 5 hours in class each week

Reading/Writing – 6 hours in class each week

Listening/Speaking – 5 hours in class each week

Computer Language Lab – 4 hours in class each week

 No grade is given, but it affects your Listening/Speaking and Reading/Writing grades by how much you work on the “Tell Me More” program.

ESL Levels

Each level has three, 4-week sessions.

**1A** – Beginner

**1B** – High Beginner

**2** – Low Intermediate

**3** – Intermediate

**4** – High Intermediate

**5** – Advanced

**½ ½ -** Prior to becoming a full-time Academic student at SUU.

ESL Sessions

**Sessions -** Each session is 4 weeks long.

There are 12 sessions each year

 Spring 1 Summer 1 Fall 1

 Spring 2 Summer 2 Fall 2

 Spring 3 Summer 3 Fall 3

 Spring 4 Summer 4 Fall 4

Advancement

**Level 1A** – A student moves to 1B as soon as the *teacher* feels a student is ready to advance.

 **Levels 1B through 4**

 1 – When a student has completed all three sessions of a level, with an average grade of “C” or better for the three sessions, the student will generally qualify to advance to the next level.

 2 – A student may qualify to advance after only two sessions of a level by fulfilling all of the following requirements: a) Earn an “A” in the class for at least one of the two sessions. b) Earn an “A” or “A-“ (not lower) in the class for the other session. Have an attendance of at least 90% in that class for both sessions.

 **How to Qualify for Half Half**  –

1. A student must have taken at least two level 5 classes for two sessions.
2. Received at least a “B-“ grade in each class for each session.
3. Passed any other classes with at least a “C” grade or better.
4. Maintained an attendance rate of 80% or better.

The student may advance to ½ ½ status at the beginning of the following SUU semester.

*If a student does not pass each class with a C or better during the Half Half semester, the student will be required to remain in ½ ½ status until he or she does. The student will also be subject to academic probation if the* ***average*** *of his or her grades falls below* C *during the time he/she is in the Half Half program.*

**OR**

**How to Qualify for Full-Time SUU Enrollment (Graduation Track) -**

1. A student must take 3 sessions of all level 5 classes Core classes

 Listening/Speaking 5

 Reading/Writing 5

 Grammar 5

 Academic Preparation

1. Pass each class with a B average each session.

**Upon graduation, each student receives a Certificate.**

Becoming a Full-Time SUU Student

**There are three ways to become a full-time SUU student:**

1. Finish all the requirements of the **Half Half** program.

OR

1. Finish all requirements for the **Graduation Track**.

OR

1. Pass a standardized test:

 A - TOEFL exam with a 71 or higher.

 Here is a link to TOEFL: <http://www.toeflgoanywhere.org/>

 SUU now offers the official TOEFL. You register online at the above link.

OR

 B – IELTS exam with a 6 or higher.

 Here is a link to ILETS: http://www.ielts.org/

Attendance and Tardies

Attendance will be kept in each class. You are expected to be in class every day and to be on time. If you arrive three minutes late, a tardy will be given.

\*Three times tardy = one absence.

\*Leaving during class for more than five minutes or leaving class early = one tardy.

\*Only one student at a time should be allowed to use the restroom.

\*We encourage you to use the time in between classes to use the restroom and/or get drinks, etc.

Classwork and Tests

● Your teacher will give class assignments, quizzes and tests. The student is

 expected to be prepared at all times.

● **It is your responsibility** to make up any missed assignments or tests if you are absent.

● Your teacher will deduct points when an assignment or test is late.

Homework

**You should study about three to five hours outside of class each day.** Do your homework at home, in the library, or with other students. If you study 3 to 5 hours each day you will most likely get good grades and advance quickly.

Grades

Students receive grades for their classwork.

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 0-59

10% of the total grade will apply to participation (distractions, eating, not responding to teacher, etc.).

Teachers and staff are not allowed to discuss with any student the scores of another student. Please do not ask about other student’s grades or scores.

**● Session Grades** are given to the students by the teacher only. The ESL Office is not allowed to give out grades to students**.**

**● Semester Grades** are given by looking on-line 1 week after the 4th session finals. You may ask for a transcript from the Registrar’s Office in the Sharwin Smith Student Center.

Cheating

If you cheat, your teacher will give you an F on the assignment or test and you will receive a written notice. If you cheat again you are in danger of being “kicked” out of school. We follow SUU policies on cheating. Please refer to suu.edu/pub/policies/pdf/PP633.academic.pdf.

Plagiarism

**Do not copy anything from the internet in Arabic or English** or from your friend’s work. *Plagiarism is cheating!* Your teacher wants to see your writing ability, not someone else’s. If you do this, you will receive an F on your assignment and no points will be given. If you continue to do this you may be asked to leave the program.

Probation

1. If the average grade of **all** ESL classes during a 4-week session falls below C, that student will be placed on probation for the next session. The student can get off probation by ending the probation session with a C or better average.

2. If the student ends the probation session ***with less than a C average***, the student will be placed on **sudden-death probation** for the next session. The student can get off sudden-death probation by ending the sudden-death probation session with a C or better average.

 The student needs to have grade average of “C” or better for the rest of the semester or the student will be put back on Sudden-Death Probation.

Student Activities

There will be a Field Trip most sessions.

● To reserve a place it costs $5. The $5 will be returned if you show up. Otherwise, we keep it.

● Usually a Field Trip will be held on the 2nd or 3rd Thursday of each session during class time.

● Sometimes a Field Trip will last for 2 to 5 days. These trips will cost the student the full price of the trip: transportation, any events costs, hotel costs, etc. These will be advertised weeks in advance.

● Teachers will announce all Field Trips.

● You must sign-up in the ESL Office.

Things Every Student Should Know

● Grades and class schedules are given out **ONLY** when you have paid for the new session.

● Each time you move or change your email address, you MUST let Cindy (cindyhailstone@suu.edu) know. Cindy will inform Trudy Smith of your change. The ESL office and Immigration always need to know where you live and how to get a hold of you.

● Stickers: Students may receive a sticker so you can attend games and go swimming at the SUU pool for free (if you do not have a sticker you will have to pay), receive discounts throughout Cedar City, and at the SUU gym. Each semester, students may get a sticker when you have paid your tuition. If you owe any tuition or Homestay you will NOT receive a sticker.

● ESL Student Help hours: 10 to 1 p.m. and 3 to 4 p.m., Monday through Friday.

● Trudy’s office hours: 12 to 3 p.m. each day.

● The SUU Lost and Found is at the SUU Post Office.

● Always save your receipts for everything including receipts for books (to return a book), tuition, and Homestay.

● Do **Not** throw cigarette butts on the ground. Always put them in a trash container. Otherwise, you may have to pay a fee.

● In America, we expect you to be honest in everything you do. However, if you lie it is very difficult to gain trust.

● You have received a T number. Memorize this number. You will use it often.

● When a Saudi student is applying for the Financial Guarantee, always let Lisa Swanson know what SACM, Saudi Arabia Cultural Mission, tells you about your application or extension. It is very helpful for her to know about your communication with SACM.

● Lisa Swanson at the COC answers all payments questions, not the ESL Office.

● A Student Social is held every Friday at 11 to 1 p.m. in the Cedar Breaks Room for all students. Sometimes at the Student Social special announcements and awards are given to students.

**● Session Grades** are given to the students by the teacher only. The ESL Office is not allowed to give out grades to students**.**

**● Semester Grades** are given by looking on-line 1 week after the 4th session finals. You may ask for a transcript from the Registrar’s Office in the Sharwin Smith Student Center.

Helpful Hints

We want you to learn English quickly. You should always:

● **Attend Class:** If you want to progress quickly, you need to come to class every day.

● **Be on time:** This is polite (nice) as well as necessary (you must do this).

● **Come prepared:** Bring your books, pens, pencils, notebooks, and homework to class every day.

**● Behavior in Class:** Students are expected to be polite and respectful to other classmates, teachers, and staff at all times.

● **Speak only English:** You must speak English at all times, even when you are talking to people from your own country. Teachers and office workers who hear you speaking your native language will ask you to speak only ENGLISH.

 If you continue to speak only your language, you must speak to the Academic Coordinator or the ESL Director about this. Make lots of friends with other students who do not speak your native language and with people who speak English.

*The more you speak English, the faster you will learn it, so speak it all the times!*

Health Insurance for ESL Students

The following companies are only suggested by ESL. You may go online and find other good companies. Compare prices and decide:

● **ISIC Basic Plan** 800-781-4040

 Statravel.com/isic

**● State Farm Insurance – Sheri Hansen (agent is in Cedar City)**

435-586-4467

 They have short term health insurance policies: 30 to 180 days

**● ISO Insurance**

isoa.org 800-244-1180

**● HTH Worldwide Insurance**

hthworldwide.com 888-243-2358

**● International Student Insurance**

internationalstudentinsurance.com

● **E Student Insurance** estudentinsurance.com 877-758-4941

Housing

**Dormitories**

SUU has many great dorms and is an excellent choice. They will try to place you with other American students. The price varies, so please refer to [www.suu.edu/ss/housing/](http://www.suu.edu/ss/housing/) for more information. Be aware that once you fill out the online form and send it in, you have made a personal contract with SUU until May of each school year. **Currently, on-campus housing is full.**

**Apartments**

Apartment living is always fun and is a great choice, but often you are living with other students from your own country. Be aware that you might not speak enough English. Cedar City has many apartments to choose from. The official policy of SUU ESL is for first-year, traditional students to live in on-campus housing or homestay.

**Homestay**

This is the best housing a student can choose. You will live with an American family. They provide a room (you may share this room with another student), three meals each day, and transportation to and from school each day. You become a part of their family and join in on their family activities, always learning English as you have fun. They also will assist you with your homework.

Cost: $658 each 4 week session

● There is a $50 placement fee. This is a one-time fee. However, if you change families there is additional $50 placement fee.

● You must pay for the next Homestay session before the next session starts or you will pay $700 ($658 + a $42 late fee = $700).

● If you do not pay the next Homestay session prior to the ending of the previous session, you may lose your spot.

● If you move out during the session, no reimbursement will be given.

● You must tell Cindy two (2) weeks before moving out.

Computer Password

About 4 or 5 days after registering at the COC you will get your computer password. Please follow this process. A library lab assistant can help you.

1. Go to <https://my.suu.edu/accounts/>
2. Click on "Activate your account"
3. Enter your email address
4. You will be sent an email with link in it to complete the activation process.
5. After finding the email that was sent and clicking on the link in that email, you are then asked to setup a security question.
6. Next you are asked to set a password.
7. Once you set a password, a confirmation email is sent to you that contains your username.
8. Now you can log in.

**SUU ESL 2012 Calendar**

**Session Mandatory Testing Mandatory Orientation Classes Begin Classes End**

**Spring 1 1/6 8:45 AM GC 006 1/9 8:45 AM GC 004 1/10 8:00 AM 2/2

Spring 2 2/3 8:45 AM GC 006 2/6 8:45 AM GC 004 2/7 8:00 AM 3/1

Spring 3 3/2 8:45 AM GC 006 3/5 8:45 AM GC 004 3/6 8:00 AM 4/5** 3/12-3/16 Spring Break (no SUU or ESL classes)
  **Spring 4 4/6 8:45 AM GC 006 4/9 8:45 AM GC 004 4/10 8:00 AM 5/3**

 **Summer 1 5/4 8:45 AM GC 006 5/7 8:45 AM GC 004 5/8 8:00 AM 5/31**  5/28 Memorial Day (campus closed, no classes) **Summer 2 6/1 8:45 AM GC 006 6/4 8:45 AM GC 004 6/5 8:00 AM 6/28

Summer 3 6/29 8:45 AM GC 006 7/2 8:45 AM GC 004 7/3 8:00 AM 7/26**  7/4 Independence Day (university closed, no classes)
 7/24 Pioneer Day (university closed, no classes) **Summer 4 7/27 8:45 AM GC 006 7/30 8:45 AM GC 004 7/31 8:00 AM 8/23**

 **Fall 1 8/24 8:45 AM GC 004 8/27 8:45 AM GC 004 8/28 8:00 AM 9/20
 1:45 PM GC 004** 9/3 Labor Day (university closed, no classes)  **Fall 2 9/21 8:45 AM GC 004 9/24 8:45 AM GC 004 9/25 8:00 AM 10/18

Fall 3 10/19 8:45 AM GC 004 10/23 8:45 AM GC 004 10/24 8:00 AM 11/15** 10/22 Fall Holiday (university closed, no classes)
 10/23 Fall Holiday (no SUU or ESL classes)
  **Fall 4 11/16 8:45 AM GC 004 11/21 8:19 AM GC 004 11/19 8:00 AM 12/13** 11/21 Thanksgiving Holiday (no SUU or ESL classes)
 11/22,23 Thanksgiving Holiday (university closed, no classes)