English Language Institute
Student Handbook
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Welcome to the ELI!

We are happy that you have chosen Central Michigan University in your path to a higher education. We look forward to welcoming you as a new member of our campus and our community.

The English Language Institute (ELI) is here to prepare you for success in your academic studies. Our main goal is to help students master the English language skills needed for success in their studies and professional life. In our classes, we can help you with all aspects of English. You can improve your ability to listen and understand spoken English and also improve your own ability to speak English in your classes and social life. You can also learn strategies for successfully reading academic textbooks and doing the kinds of writing that are needed in academic classes. We also teach about American classroom and university culture. Living in a new country can be confusing sometimes (I know, I have done it myself!), and in our English classes we not only teach you grammar and vocabulary, we also teach you how to interact with other students in group work and how to talk to your professors.

Some of you may have chosen our courses as part of your plan to earn a university degree from a US university. Others may be taking ELI courses as a bridge to academic classes in a CMU program of study. No matter what you study, you will need to use English in your classes, write research papers, and understand lectures, and we can help you become ready for the demands of university coursework. We want you to be successful, and together we can help prepare you for whatever English is needed in your time here at CMU.

Please stop by the ELI in Ronan 350 if you have any questions about our classes and program. We are happy that you have chosen Central Michigan University, and we welcome you to our campus and community.

Sincerely,

Richard W. Forest, Ph.D.
Director, English Language Institute
Associate Professor, Department of English Language and Literature
Mission Statement

The English Language Institute (ELI) at Central Michigan University provides English instruction to students who require language skills and strategies necessary for successful completion of academic classes and acclimation to university life in the U.S. Our faculty and staff work to help students become independent, critical thinkers who make beneficial contributions to their academic, social, and global communities.

The English Language Institute Office

Location & Contact Information

Central Michigan University  
Ronan Hall 350  
1100 S. Washington Street  
Mount Pleasant MI 48859  
USA

Email: eli@cmich.edu  
Phone: (989) 774-1717  
Fax: (989) 774-1161  
Website: www.eli.cmich.edu

Office Hours, Services, and Staff

The English Language Institute (ELI) office is generally open from 8:30 am to 4:30 pm, Monday through Friday. The office is closed Saturday and Sunday, as well as major holidays and during staff meetings. Students should make an appointment to see their instructor or the Associate Director before they come to the office.

The ELI office offers:

- English Proficiency testing
- ELI class placement
- ELI class registration
- ELI student record maintenance
- ELI course advising
- ELI Final Grade Reports
- Consulting with prospective students
- Conversation Partners registration
- Cultural experiences

The ELI consists of a Director, an Associate Director, an Office Professional, and faculty (instructors). You may find a listing of these people on the ELI website at https://www.cmich.edu/colleges/chsbs/Centers/ELI/about/FacultyandStaff/Pages/default.aspx

Instructors and Instructional Approach

The ELI instructors are highly trained professionals. All of them have or are currently working on advanced degrees in Teaching English to Speakers of Other Languages. Many have master’s degrees in other fields, have studied other languages, and lived or taught in countries outside the United States. Because of the teachers’ language and teaching experiences, they understand the difficulties faced by second-language learners in their classrooms.
Instruction is communicative and content-based with a focus on preparation for academic study. While learning and practicing tasks such as writing papers, giving oral presentations, engaging in discussions about topics, and completing projects, students often work with others to produce and use language that is appropriate in both academic and non-academic situations.

**ELI Programs and Curriculum**

The ELI curriculum was developed by English as a Second Language professional instructors and reviewed by the College of Social and Behavioral Sciences curriculum committees. It was approved by the Academic Senate of Central Michigan University and aligns with the ELI mission statement. The Master Course Syllabus (a detailed description of the course and its student learning outcomes) for each course is available on CMU's Academic Senate Page>Master Course Syllabi. All ELI courses are on the CMU academic calendar schedule. You can find CMU's academic calendar at [https://www.cmich.edu/ess/registrar/RegistrarCalendars/Pages/default.aspx](https://www.cmich.edu/ess/registrar/RegistrarCalendars/Pages/default.aspx).

**The Intensive English Program (IEP)**

The Intensive English Program (IEP) gives personal attention to students in small classes. There are two 16-week semesters: Fall and Spring. There are 20 hours of English language instruction per week in Fall and Spring semesters. There is also a 12-week semester in the summer. There are 25 hours of English language instruction per week in Summer semester.

The IEP is for students who:

- Have no TOEFL/IELTS/PTE Academic/MELAB scores
- Have TOEFL score 60iBT or below
- Have IELTS score 5.0 or below
- Have PTE Academic Score 43 or below
- Have MELAB score 68 or below
- Want to study only English

There are four levels in the IEP, with three courses in each level:

<table>
<thead>
<tr>
<th>Classes</th>
<th>ELI Basic: Beginning</th>
<th>ELI Level 1: Advanced Beginning</th>
<th>ELI Level 2: Intermediate</th>
<th>ELI Level 3: High Intermediate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 contact hours each week; (12 credit hours each semester)</td>
<td>All appear on transcript as Credit (CR)/No Credit (NC)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Intensive Program courses are described below. In addition to the academic skills listed, all ELI courses also help students with acclimation to university life, developing independence and critical thinking skills, and becoming part of local and global communities.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Integrated Skills</strong></td>
<td>The focus of these classes is listening, speaking, note-taking and pronunciation skills; reading, writing, and grammar are also used. Students participate in communicative activities to increase their speaking and listening fluency. Students often work in groups to practice the skills they are learning.</td>
</tr>
<tr>
<td>ELI 041</td>
<td>5 credits; 8 contact hours</td>
</tr>
<tr>
<td><strong>Listening &amp; Speaking</strong></td>
<td>The focus of these classes is listening, speaking, note-taking and pronunciation skills; reading, writing, and grammar are also used. Students participate in communicative activities to increase their speaking and listening fluency. Students often work in groups to practice the skills they are learning.</td>
</tr>
<tr>
<td>ELI 051</td>
<td>5 credits; 8 contact hours</td>
</tr>
<tr>
<td>ELI 061</td>
<td>5 credits; 8 contact hours</td>
</tr>
<tr>
<td>ELI 071</td>
<td>5 credits; 8 contact hours</td>
</tr>
<tr>
<td><strong>Reading &amp; Writing</strong></td>
<td>These classes focus on developing analytical reading and writing skills. Students read texts and then respond (informally and formally) in writing. Additionally, these courses focus on learning and integrating new vocabulary through reading and writing, and developing critical thinking. Students often work in groups to discuss the ideas in reading texts and the texts they are writing.</td>
</tr>
<tr>
<td>ELI 042</td>
<td>4 credits; 8 contact hours</td>
</tr>
<tr>
<td>ELI 052</td>
<td>4 credits; 8 contact hours</td>
</tr>
<tr>
<td>ELI 062</td>
<td>4 credits; 8 contact hours</td>
</tr>
<tr>
<td>ELI 072</td>
<td>4 credits; 8 contact hours</td>
</tr>
<tr>
<td><strong>Word Studies and Grammar</strong></td>
<td>This class focuses on developing the vocabulary students need in day-to-day life, as well as for academic life in an American university.</td>
</tr>
<tr>
<td>ELI 043</td>
<td>3 credits; 4 contact hours</td>
</tr>
</tbody>
</table>
Grammar classes work on improving students’ overall language ability. Most time is given to difficult areas such as verb tenses and developing the ability to construct simple and more complex sentence structures. Students practice using the language in speaking, writing, listening, and writing.

### The English for Academic Purposes Program (EAP)

The English for Academic Purposes Program (EAP), also known as the Dual Program, is for:

- Students with TOEFL scores of 61iBT through 78iBT
- Students with IELTS scores of 5.5 and 6.0
- Students with PTE Academic Scores of 44 through 52
- Students with MELAB scores of 69 through 76
- Students who place into this level on the ELI Placement Test
- Students who have successfully completed the Intensive Program

The Dual Program has one level (Level 4: Advanced) and is mainly for degree-seeking students. Courses in the 100 range in Level 4 are graded (A-E) and accumulate undergraduate credits toward undergraduate GPAs. Level 4 courses are undergraduate courses and do not count toward graduate GPAs even though they are graded. (ELI 094 is not an undergraduate course.) Students may choose to take the 100 level courses as Credit/No Credit (CR/NC). To do this, students must go to the Registrar’s Office and fill out paperwork after they register for these courses. (See “Credit/No Credit Option” section.)

<table>
<thead>
<tr>
<th>Dual Program (EAP)</th>
<th>ELI Level 4: Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate</strong></td>
<td><strong>Graduate</strong></td>
</tr>
<tr>
<td>(13 credit hours total)</td>
<td>(13 credit hours total)</td>
</tr>
<tr>
<td><strong>Classes</strong></td>
<td><strong>ELI Level 4: Advanced</strong></td>
</tr>
<tr>
<td>Listening &amp; Speaking</td>
<td><strong>Listening and Speaking for International Students</strong></td>
</tr>
<tr>
<td></td>
<td>ELI 181</td>
</tr>
<tr>
<td></td>
<td>Graded: A-E; accumulates undergraduate credits</td>
</tr>
<tr>
<td>Reading</td>
<td><strong>Academic Reading Skills for International Students</strong></td>
</tr>
<tr>
<td></td>
<td>ELI 182</td>
</tr>
<tr>
<td></td>
<td>Graded: A-E; accumulates undergraduate credits</td>
</tr>
<tr>
<td>Grammar (Undergraduate students only)</td>
<td><strong>Advanced Grammar for International Students</strong></td>
</tr>
<tr>
<td></td>
<td>ELI 183</td>
</tr>
<tr>
<td></td>
<td>Graded: A-E; accumulates undergraduate credits</td>
</tr>
<tr>
<td>Writing</td>
<td><strong>Academic Writing for International Students</strong></td>
</tr>
<tr>
<td></td>
<td>ELI 184</td>
</tr>
<tr>
<td></td>
<td>Graded: A-E; accumulates undergraduate credits</td>
</tr>
</tbody>
</table>
Each student who places into the Dual Program may be required to take one to four classes in the Dual-level, **depending on the student’s MSUELT sub-test scores.** Undergraduate students take 181, 182, 183, and 184. Graduate students take 181, 182, 184, and 094. The Dual Program courses are described below. In addition to the academic skills listed, all ELI courses also help students with acclimation to university life, developing independence and critical thinking skills, and becoming part of local and global communities.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Listening &amp; Speaking for International Students</strong></td>
<td>This course focuses on speaking, listening, and note-taking skills required for success at the university level. Students listen to a variety of materials, take notes, and respond to tasks either orally or in writing. Speaking tasks will mirror those students will encounter in their academic classes. Students give oral presentations, group presentations, and participate in group discussions. Some attention is given to pronunciation as well.</td>
</tr>
<tr>
<td>ELI 181</td>
<td>4 credits 4 contact hours</td>
</tr>
<tr>
<td><strong>Academic Reading Skills for International Students</strong></td>
<td>This course focuses on developing proficiency in reading for academic purposes through improving reading comprehension, strategies, speed, and vocabulary development. In addition to reading, students are required to respond to readings in an oral or written format and often lead group discussions on reading selections of their choice.</td>
</tr>
<tr>
<td>ELI 182</td>
<td>3 credits 3 contact hours</td>
</tr>
<tr>
<td><strong>Advanced Grammar for International Students</strong></td>
<td>(Required for undergraduate students only) This course focuses on advanced structures such as complex verb tenses and modals, noun and adjective clauses, and passives. Attention is given to form and meaning, with considerable emphasis placed on use. The goal is to reduce student error in the context of the student’s oral or written work.</td>
</tr>
<tr>
<td>ELI 183</td>
<td>3 credits 3 contact hours</td>
</tr>
<tr>
<td><strong>Academic Writing for International Students</strong></td>
<td>This course focuses on writing academic texts. Students review paragraph structure and move quickly to different types of essay structures, effectively integrating source material into their texts.</td>
</tr>
<tr>
<td>ELI 184</td>
<td>3 credits 3 contact hours</td>
</tr>
<tr>
<td><strong>Writing Seminar for Graduate Students</strong></td>
<td>(Required for graduate students only) This course focuses on writing graduate-level academic texts. Students review essay structure with source integration and</td>
</tr>
<tr>
<td>ELI 094</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
3 contact hours

practice different types of academic writing tasks such as data commentary, summary and critique, and research paper writing.

Undergraduate Competency Courses (CMU required classes)

The ELI offers two undergraduate academic courses for credit, available to any international student who has the appropriate English proficiency test score or has completed ELI coursework: ELI 198 and ELI 199. These courses are available to all international students at CMU, not just those who took ELI courses. They are part of the University Program and count toward your academic competencies. The chart below contains more description of the ELI academic classes. Undergraduate academic advisors are able to register Dual and academic students for these courses.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Bulletin Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI 198</td>
<td>Development of nonfiction, composition writing for non-native English speakers. Students prepare various texts by applying knowledge of composing processes, rhetorical strategies, and textual conventions. Meets the University's 1st Written Competency requirement.</td>
</tr>
<tr>
<td>American Language for</td>
<td></td>
</tr>
<tr>
<td>International Students:</td>
<td></td>
</tr>
<tr>
<td>Writing Component</td>
<td></td>
</tr>
<tr>
<td>Graded: A-E, 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>ELI 199</td>
<td>Instruction and practice in developing speech communication and listening skills for non-native speakers of English. Meets the University's Oral Competency requirement.</td>
</tr>
<tr>
<td>American Language for</td>
<td></td>
</tr>
<tr>
<td>International Students:</td>
<td></td>
</tr>
<tr>
<td>Speech Component</td>
<td></td>
</tr>
<tr>
<td>Graded: A-E, 3 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

ELI Placement Testing

General Information

Students are not required to have an international English proficiency test before they apply to CMU. However, if students do have a proficiency test score less than two years old, that score may be used to determine how much English instruction they will need.

CMU English proficiency test score requirements (by test score):

<table>
<thead>
<tr>
<th>Proficiency Test</th>
<th>ELI-Only</th>
<th>Dual Classes</th>
<th>No English Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL</td>
<td>60 or lower</td>
<td>61-78</td>
<td>79+</td>
</tr>
<tr>
<td>IELTS</td>
<td>5.0 or lower</td>
<td>5.5-6.0</td>
<td>6.5+</td>
</tr>
<tr>
<td>PTE Academic</td>
<td>43 or lower</td>
<td>44-52</td>
<td>53+</td>
</tr>
<tr>
<td>MELAB</td>
<td>68 or lower</td>
<td>69-76</td>
<td>77+</td>
</tr>
</tbody>
</table>
If a student has a test score that puts them in “ELI-Only,” they must take the ELI placement test--the Michigan State University English Language Test (MSUELT)--to determine the correct level of study. If a student has an international English proficiency test score that places them into the Dual Program, they should take the MSUELT, but they do not have to. If students take the MSUELT and get a high enough score, they may not have to take certain (or any) classes in the Dual Program. When a student has an international English proficiency test score that places him or her into the Dual Program but that student doesn’t take the MSUELT, he/she must take all required Dual courses.

Through the MSUELT, students are tested in four skill areas (writing, reading, grammar, and listening) before they begin their first semester of study. The test results will determine which courses students take.

<table>
<thead>
<tr>
<th>MSUELT results indicate</th>
<th>Students Enroll In</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Program Courses Required (English-only)</td>
<td>Intensive Program classes from Levels Basic-3</td>
<td>12 credit hours of ELI courses (20 hours of instruction per week)</td>
</tr>
<tr>
<td>Dual Program Courses Required</td>
<td>Dual Program Level 4 classes and CMU classes (if admitted to CMU)</td>
<td>3-13 credits of ELI courses + CMU academic courses for a total of 12 or 13 credits for undergraduates and 9 credits for graduate students</td>
</tr>
</tbody>
</table>

Students classified as ELI-only take courses in the Intensive Program until they reach the level needed to enter the Dual Program (English for Academic Purposes, Level 4). At this point, the students may re-apply to CMU for admission as either a graduate or undergraduate student. Students should contact an International Admissions Officer for information about applying to CMU for admission.

The number of courses Dual Program students need to take depends on the sub-test scores on the MSUELT (ELI placement test). The maximum number of ELI courses Dual students are required to complete is four courses. Students having two or more Dual courses to complete must take at least two Dual ELI courses per semester. No further ELI courses or language tests will be required by the ELI after a student successfully passes all ELI classes needed in the Dual Program.

Some graduate programs may have English prerequisites unrelated to ELI classes.

**Placement Test Policies**

Students have the right to review their essays from the writing portion of the exam and have their results explained to them. For test security purposes, they may not keep the essay. Students must make an appointment with the ELI Testing Coordinator to do this.

Students have the right to request a re-test. They must make an appointment with the ELI Associate Director and the Testing Coordinator to explain their request. If the reasons are valid, a re-test will be given at a time and place decided by the Testing Coordinator.
All re-tests must be done within the first week of the semester. *If the request is approved, the student only will be allowed to re-take the MSUEL T once.*

At the end of the MSUEL T, the test proctors (usually teachers) will tell students when and where to pick up the results of the test. Students may also get their class schedules when they receive their placement test results. If a student does not get a schedule, then he/she will need sign up for classes with the Administrative Secretary, Associate Director, or the ELI Director. Placement test results will not be sent to students.

Students have the right to view the results of their MSUEL T soon after they take it (usually within two business days). This report will be in the form of a test report sheet that will contain:

a. Placement information: Intensive, Dual, or No English Required
b. Percentage score on each subtest of the placement test

Students have the right to have the results on any portion of the MSUEL T explained to them. For test security purposes, students will not be allowed to view the actual questions and answers selected. If requested, students will be given an explanation of the subject matter missed. For example, if a student missed a grammar question dealing with infinitives vs. gerunds, we will explain that to the student. Students must make an appointment with the ELI Testing Coordinator to request such an explanation.

Students have the right to see the scoring rubrics used to grade the writing sub-test. Students must make an appointment with the ELI Testing Coordinator in order to discuss how the rubric is used to rate student performance.

### Student Advising

**ELI Advising**

Please see the Office Professional or Associate Director for advising and plan of progress related to ELI courses. The Office Professional and the Associate Director help students choose appropriate ELI courses and understand the CMU registration system. The Associate Director, Office Professional, or your teachers can explain the ELI levels and classes to you and how students can move from one class to the next.

**CMU Academic Advising**

It may help you to know the CMU course numbering system. Most American universities follow this system. The CMU Course Numbering System is:

- **0-99**  
  Credits in these courses do not apply to the minimum 124 hour requirement for graduation. However, earning less than 74% in any course may lead to dismissal from the University. The ELI courses in this category include Basic, all courses in Levels 1-3, and ELI 094.

- **100-499**  
  Undergraduate Courses. The ELI courses in this category include ELI 181, 182, 183, 184, 198, and 199. When you take a 100-499 numbered course, you are earning credit and accumulating undergraduate Grade Point Average (GPA) for these courses.
Advanced Undergraduate Courses (Graduate credit when on a graduate transcript).

Graduate Courses

For advising about CMU classes, undergraduate students should see an academic advisor through Undergraduate Academic Advising or through the department they will study in, such as business or engineering. To make an appointment with an academic advisor, please visit Undergraduate Academic Advising and Assistance in Ronan Hall 250, call 989-774-7506 to make an appointment, or go to the Academic Advising site at https://www.cmich.edu/ess/academic_advising_assistance/Pages/default.aspx

For advising about graduate CMU classes, graduate students should see their graduate academic advisor through their department of study. Go to the College of Graduate Studies website for more information: https://www.cmich.edu/colleges/cgs/Pages/default.aspx

Personal Advising

If you have problems or questions about things such as living in U.S., culture, culture shock, feeling comfortable with life at school, or help finding or explaining information about any part of your new life here (doctors, childcare, cars, food, paying bills, banks, safety, etc.), you can ask your teachers, the Office Professional, or the Associate Director.

CMU also has Success Coaches who are trained to help students with the following:

- Academic Planning
- Development of Study Plans
- Effective Note-taking
- Effective Reading
- Exam Anxiety & Preparation
- Financial Planning
- Goal Setting & Action Planning
- Memory Enhancement
- Time Management
- Transition to College Life & Learning

More information about Success Coaches is available here: https://www.cmich.edu/ess/oss/Pages/Success-Coaching.aspx

If you have a bigger or more serious problem (anxiety, depression, homesickness, loneliness, identity concerns, alcohol/drug abuse, eating concerns, college transitions, stress management, relationship concerns, couples concerns, family stress, grief/loss, relapse prevention, sexual orientation, strengthening coping skills, and personal growth and development; improving academic success by reducing stress and focused anxiety (e.g., test, math, speech), and learning study and time management skills; primary and secondary survivors of sexual and domestic violence, stalking, and harassment), the ELI faculty and staff will help you contact qualified people at Counseling Services so that you can get the help you need. There is also a group led by Frank Kuo, a counselor who is a
former international student and knows how being in a different culture feels. Free, confidential services for CMU Students: 
https://www.cmich.edu/ess/studentaffairs/CounselingCenter/Pages/default.aspx

**Immigration Advising**

All Immigration Advising is done by the Office of International Affairs in Ronan 330. You may contact them by going to the office or calling 989-774-4308. Their website is: https://www.cmich.edu/office_provost/InternationalAffairs/Pages/default.aspx.

The CMU Office of International Affairs Student Handbook also has helpful information. https://www.cmich.edu/office_provost/InternationalAffairs/Student%20Services/Pages/Student_Handbook.aspx.

**ELI Hold Policy & Class Registration**

**ELI Proficiency Hold**

All ELI students are required to take ELI classes. To make sure students take the classes they need, all students have English language proficiency holds on their CMU accounts during each semester they study at the ELI. The ELI Proficiency Hold remains on students’ accounts until all required ELI courses are completed or until an official international proficiency test of English score that meets the condition for regular admission is submitted. Because of the ELI Proficiency Hold, all ELI students must register for ELI courses in the ELI Office in Ronan 350 as long as they are taking courses in the ELI. Dual students must register for academic courses through their academic advisor.

**Student Registration (Making your Schedule)**

New ELI students will receive their schedules as soon as they are available after MSUELT placement testing, usually on Monday of the first week of classes.

Current ELI students with an average of 80% or higher in all courses at mid-semester may register for ELI courses for the next semester starting in Week 10.

Current ELI students who do not have an average of 80% or higher in all ELI courses at mid-semester must wait until final grades are posted at the end of the semester to register for their next semester. It is best not to wait until the beginning of the next semester.

Current Dual Program students and students going into the Dual Program in the next semester must see an academic advisor to sign up for academic classes. To make an appointment with an undergraduate academic advisor, please go to the Academic Advising web page on Centrallink. Graduate students should see their graduate program academic advisor for class advising. It is best not to wait until the beginning of the next semester. Academic advisors get very busy at the end of semesters, so it is a good idea to make an appointment with them during the middle of the semester before a student expects to be able to take academic courses.
The first priority of ELI students is to fulfill their English proficiency requirement—that is the condition of admission. Therefore, while taking academic courses is important, the focus should be on developing English proficiency first. The ELI will make every effort to fit regular academic courses in semester schedules. However, where there is a conflict between regular academic classes and ELI classes, ELI classes will have first consideration. This means a student may be required to change or drop an academic course if it conflicts with a required ELI course. The ELI also cannot guarantee that students can change sections of ELI classes to accommodate a CMU class; this is usually impossible.

Students must continue to make progress in their English classes while at CMU. Students having two or more Dual courses to complete must take at least two Dual ELI courses per semester. Students with one course must take that course if they choose to take non-ELI/other classes that semester.

Students may not drop or withdraw from courses if doing so would violate their visa requirements.

If a student fails their current ELI courses for any reason, they must repeat those courses (and pay for them).

Credit/No Credit Option (Dual undergraduate students only)

Undergraduate Dual ELI students’ performance in Level 4 ELI classes will affect their CMU undergraduate grade point average because the number of ELI credits taken will go into their undergraduate GPA calculation. Undergraduate students may choose to take Dual courses (ELI 181, ELI 182, ELI 183 and ELI 184) for Credit/No Credit so these grades do not affect their undergraduate grade point average. Students are responsible for making this change with the Registrar's Office in Warriner Hall 212 BEFORE the deadline on the Registrar’s website on Centrallink (Search for “Registrar Calendar.”) If students do not make this change, their grade in the class will affect their undergraduate GPA.

Intensive Level ELI classes do not result in a reported grade; they are considered pass (Credit) or fail (No Credit). Whether a student earns Credit or No Credit is decided by his/her total percentage achieved in each class. Students must achieve an overall percentage of 74% or higher in each class to receive a passing (Credit) score. If a student fails a class (No Credit), the student will have to repeat that class the following semester.

Cancellation, Deadlines, and Refunds

Cancellation of ELI courses:

ELI students who want to drop individual courses must have the ELI Associate Director's permission. Because ELI students do not register themselves, only the Associate Director can cancel a course for them. A course will not be dropped if doing so would violate the student's visa status and/or if the student is required through MSU ELT results to take the course. If the ELI student is allowed to drop the course, courses may be dropped any time from the start of registration through the end of registration (the deadline published on the Academic Calendar on the CMU website: https://www.cmich.edu/academics/Pages/Academic_Calendar.aspx) with full cancellation of tuition. At any time during the semester a course may be dropped with a refund if it
has not met for the second time. After the course meets twice, the student may not drop
the course and must instead withdraw from the course. There are no refunds for individual
course withdrawals.

- If you do not officially drop classes, you must pay for them.
- If you do not attend a course and do not officially drop it, you must pay for it.

Students may withdraw from all courses through the tenth week of classes. A student will
automatically receive a W to show a withdrawal through the tenth week of the Fall and
Spring semesters. The instructor and the student will be notified of the course withdrawal
by email. In cases of academic dishonesty, the instructor will notify the Registrar's Office
to reinstate the course and the instructor will submit the final grade. No individual course
may be withdrawn after the tenth week of the semester. Students withdrawing from the
university (dropping all courses) between the tenth week and the Friday of the 14th week
will receive W's for passing work of C or better and E's for failing work. During this period,
students enrolled in a CR/NC only course will receive W's for passing work of C or better
and a grade of E (which is changed to NC) for failing work.

No student may withdraw from all classes during the week before final examination week.

Withdrawing from classes may affect your student visa.

A student following the above steps may get some refunds, if possible, following
university policies. A student leaving the university without filing a withdrawal form
cannot get refunds or a W grade.

Drop and Withdrawal Policy for Online Courses:

All CMU Online courses start on a Monday and end on a Friday. Students are should log
into their online course every day. If you cancel before the start of the class, you will get
a full refund. The start time for CMU Online courses is 12:01 a.m. on the first day of class.
There is a $50 fee if you ask for a drop/withdrawal after that. Each new week for an
online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00
midnight. The amount of tuition refunded is based on the week the request is received.
Holidays do not have any effect on this definition of a week. Students may not withdraw
after the middle of the course.

Students who stop attending (virtual or otherwise) and have not formally withdrawn from
the course will receive a grade of “E.”

Refunds:

ELI students follow CMU policies about refunds. Refunds are sent electronically from the
university, by direct deposit or to a CMU Money Card. For more information, see CMU’s
“Refunds” and "Electronic Refund Payment Dates" pages:
https://www.cmich.edu/fas/fsr/student_acct_university_billing/SASUBRefunds/Pages/default.aspx

https://www.cmich.edu/fas/fsr/student_acct_university_billing/SASUBRefunds/Pages/Electronic_Refund_Payment_Dates.aspx
Deadlines:

ELI students follow CMU’s Academic Calendar for deadlines. Information related to tuition payment due dates, cancellation and withdrawal deadlines, refund deadlines, and fees all available on the CMU Registrar’s Office Semester Calendar on Centralink each semester: https://www.cmich.edu/ess/registrar/RegistrarCalendars/Pages/default.aspx.

Tuition statements are sent out to the students' CMU email account by the university.

ELI students may not drop an online course if doing so would violate the student's visa status and/or if the student is required through MSUELT results to take the course. Any dropping, adding, or withdrawing of ELI courses must be done through the Registrar’s Office.

For more details about CMU policies regarding registration, enrollment, cancellations, deadlines, and refunds, see the Academic Bulletins on-line: https://bulletins.cmich.edu/

University Requirements

Undergraduate and ELI-Only international students are required to register for at least 12 credit hours of classes. Graduate students in Level 4 who are taking graduate academic level courses are required to register for at least 9 credit hours of courses. Dropping below this number or not attending ELI classes violates the conditions of your student visa status. Please visit the Office of International Affairs in Ronan 330 for all questions about your visa.

If you change your address, you must change your address on Centrallink (“My Account,” “My Profile,” “Change Address”), or you will not be able to register for classes or meet your visa requirements. All holds except the ELI Proficiency Hold need to be removed before you will be able to register for any CMU courses.

ELI Policy for Split-Level Students

ELI students in the Intensive Program are allowed to take classes in two different levels at the same time as long as they maintain a balance of 12 credits. For example, a student can take Reading/Writing in Level 2, as well as Listening/Speaking and Grammar in Level 3. However, a student will never be allowed to take classes in three levels at the same time. When this happens, the student may need to repeat a previously passed course in order to maintain full time status.

ELI students whose placement score requires them to take both Level 3 and Level 4 classes in the same semester may find it difficult in some cases to enroll for the entire 12 credits needed to be a full-time student. Split-level students who have completed only one Level 3 class (ELI 071, 072, or 073) will be considered Intensive and must take their two remaining Level 3 courses and the appropriate course in the Dual Program. Split-level students who have completed two Level 3 classes will be considered Dual. These students must take their remaining Level 3 class and at least two Dual ELI courses for which they qualify. Students who are in any Intensive course are not eligible to take any non-ELI classes, so the balance of credits can be taken through ELI 080 (ELI tutoring) and ELI 099 (a one-credit Writing Center credit).
ELI Proficiency: Level Advancement Policy

Each ELI student is required to:

- attend and participate in at least 80% of scheduled classes and labs (see “Attendance Policy”).
- complete all assignments with at least a “C” average for the class (74%).
- come to class prepared and be an active part of class. This includes attitude and level of participation in individual and group work.

Advancement in the Intensive Program (IEP)

Students complete the Intensive Program by passing all required courses determined by the initial ELI placement procedures (MSUELT) or subsequent teacher written recommendations; no exit examination is required to complete the program. Advancement generally follows the course sequence depending on initial MSUELT results—from Level 1 to Level 2, etc. For example, students who take ELI 062 (Reading and Writing II) in the fall semester and receive a C (74%) or better in the class will take ELI 072 (Reading and Writing III) in the spring semester.

Advancement in the Dual Program (EAP)

Students move through the Dual Program by successfully completing required coursework (74% or higher course grades). Students having two or more courses to complete will be required to take at least two Dual ELI courses per semester. This policy applies to both graduate and undergraduate students.

TOEFL/IELTS/PTE Academic/MELAB scores

Test scores must be submitted to CMU by the date of the administration of the MSUELT at the beginning of a semester. If students don’t have a proficiency test score at that time, the ELI will use the MSUELT. The last day to drop and add classes is CMU’s official drop/add deadline (See “Academic Calendar” on Centralink). Students may not hand deliver the test scores, nor may they send an email; test scores must come directly from the testing service so they can be validated.

If a student submits a valid score after the drop and add deadline at the beginning of a semester, he or she must still complete his or her current ELI courses. Students may not drop out of a course that is already in progress at the time the test score is received. All students must complete their courses for the semester.

TOEFL/IELTS/PTE Academic/MELAB subtest scores are not recognized by CMU or the ELI for individual class placement.

It is not a good idea to stop attending your ELI classes to study for an international proficiency test of English. If a student hasn’t done many assignments or has missed a lot of class, he/she may fail ELI classes, and if he/she doesn’t get a high enough score on the test, it may be necessary to repeat the level. Therefore, if taking an international
proficiency test of English, students should continue to work hard in classes, just in case they don’t get a score that will place them into Level 4 or out of English classes.

Please note that the ELI programs are not meant to teach you how to take an international proficiency test of English; they are designed to improve your English, academic, and critical thinking skills, and your knowledge of American academic culture. ELI classes are difficult by design to give students the greatest chance of success at CMU. Passing an international proficiency test of English may get students into the university, but students will miss all the benefits ELI courses provide.

**Advancement through Application for Level Reevaluation**

If a student believes he/she was placed into the wrong level, he/she can fill out the Application for Level Re-evaluation and write a letter explaining why he/she believes he/she is in the wrong level. Students must submit these two items to the Office Professional before the middle of the first week of the Fall and Spring semesters or on day one of Summer semester. The applications and letters are reviewed by the Level Re-evaluation Committee. Students will be contacted by email about the results from the committee. Students cannot submit more than one level reevaluation application per semester, and they cannot ask about the status of their reevaluation until the end of week one, after the committee meets to discuss the applications.

*The application for level re-evaluation is at the end of this handbook.*

**Mid-Term Evaluations and Final Grade Reports**

If students want to know their grades during the semester, they should ask their teachers.

**Midterm Evaluations**

At the midterm, teachers will calculate class grades and attendance for the first eight weeks of the semester. This will show the student’s performance during the first half of the semester. If the student is failing, he/she is required to meet with the instructor (and perhaps the ELI Associate Director) to discuss how to improve and get a passing score by the end of the semester. Midterm scores will also determine when students can register for the next semester’s classes. If students have a B- or better in all of their classes, they will be able to register for next semester’s classes starting in Week 10 of the semester. If students do not have a B- or better in all classes, they have to wait to register until the end of the semester after final grades have been reported.

**Final Grade Reports**

At the end of each semester, a Final Grade Report is made available to students. The Final Grade Report for each semester lists ELI courses taken, final scores, percentage of attendance, and if credit was received or not (Credit or No Credit). Students must ask the ELI Office Professional for this end of semester evaluation; it will not be sent to them automatically. Only the student or those listed on the “Authorization to Release Information” sheet given by the student to the ELI at the beginning of each semester may
pick up Final Grade Reports. Final grades are also listed on Centrallink under “My Account,” “My Grades.”

**Enrollment Certificates**

Students may obtain enrollment certificates by logging on to Centrallink and clicking on Academics, then the Student Clearinghouse Record link. A separate window will open, allowing the student to obtain an enrollment certificate to print and mail as needed. Student may also check their enrollment history, view student loan deferment notifications that have been sent to providers, view proofs of enrollment notifications that have been sent to health insurers and other providers, and view information about student loans. Online enrollment certification may not be available until the second week of the semester.

**ELI Classroom Policies**

**Classrooms**

The primary ELI classrooms are 341, 342, 343 and 345 in Ronan Hall and 214 in Rowe Hall; however, there are also other rooms around campus that are used. Students will receive a detailed class schedule from the ELI office upon registration.

**Attendance Policy**

The ELI requires students to attend 80% of each of their ELI courses. Failure to attend 80% of a course will result in the instructor filing an Early Alert to CMU and a written warning and/or a meeting with the Associate Director or Director. It may also affect student visas and scholarships. Attendance in ELI courses is necessary for success and progression through the ELI program.

**Tardiness/Lateness**

To insure the most effective use of class time, all students must come to class on time. If a student does not arrive to a class at the scheduled start time, the student will be considered tardy/late. If a student is late too many times, it may result in additional absences (review your instructor’s syllabus for his/her tardiness policy). For example, in most ELI classes 3 tardies = 1 absence.

**Textbooks and Supplies**

Textbooks and supplies may be purchased at the CMU bookstore with cash or by putting them on your CMU student account. Each teacher will have the title of the class textbook on the syllabus for that class. The bookstore also has the textbook information for every class at CMU before the semester starts. Textbooks should be bought in the first week of the class.

**Plagiarism**

According to CMU policy:
Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

https://www.cmich.edu/ess/ombuds/Documents/ACADEMIC_INTEGRITY_POLICY.pdf

In other words, copying another student’s work or taking information from an outside source and submitting it as your own is considered cheating and is a serious academic offense. All outside information must be cited and credit must be given to the original source.

If a student has a question about plagiarism and citation, then he/she should talk to his/her instructor about appropriate citation. For more information, please see CMU’s official Academic Integrity Policy at Centrallink (Keyword: Academic Integrity Policy).

If plagiarized information is submitted, the instructor will follow the CMU Policy on Academic Integrity. This may result in failing the assignment or the course. Instructors use SafeAssign and other resources to check papers and will easily find out if a student has plagiarized, so please DON’T DO IT! Students should ask for help if they are not sure how to use a source in an assignment.

Religious Holidays

It is Central Michigan University policy to permit students to be absent from classes or examinations for reason of observing religious holidays. Students are allowed to make up course requirements when they are unable to avoid a conflict between their academic and their religious obligations. Absence from classes or examinations caused by observing religious holidays does not relieve students from responsibility for any part of the coursework required during the period of absence. It is the obligation of students to provide faculty with written notice of the religious holiday they will be observing and the date on which they will be absent at least two weeks prior to the date of the religious holiday. Students who miss classes or are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a makeup opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Department Chair, the Dean of the College or the Ombudsperson. Final appeals will be resolved by the Provost.

CMU Code of Conduct

All students (both graduate and undergraduate) are subject to the CMU Code of Student Rights, Responsibilities, and Disciplinary Procedures. See your CMU academic advisor or Centrallink (Keyword: Code of Student Rights) for more information.
Academic Questions

The CMU Office of International Affairs Student Handbook has information that is helpful. [https://www.cmich.edu/office_provost/InternationalAffairs/Student%20Services/Pages/Student_Handbook.aspx](https://www.cmich.edu/office_provost/InternationalAffairs/Student%20Services/Pages/Student_Handbook.aspx).

The CMU Bulletin website allows you to browse CMU academic programs, subjects, and departmental offerings to find the program that is right for you. Then you can view and print all the requirements for that program. [https://bulletins.cmich.edu/](https://bulletins.cmich.edu/)

CMU Grade Grievance Policy

If you feel that a grade for an assignment, test, or for a course is unfair, please discuss the matter with your teacher first. If after you talk to your teacher the grade is still unclear, please go to the ELI office and make an appointment with the Associate Director or contact the Associate Director by email to discuss your issue. A more detailed explanation of these rules can be found below and in the CMU Bulletin. This is not just an ELI rule—it is a CMU rule. All students and all faculty must follow the rules in the CMU Bulletin for Grade Grievances.

Steps for ELI Students to take:

1. **Talk to the teacher within 30 days of the grade being posted.** This may solve the problem. If this doesn’t solve the problem, only then move to the next step.
2. **Contact the Associate Director or Director in writing** (email), if your meeting with the teacher did not solve the problem. This may solve the problem. If this doesn’t solve the problem, then move to the next step.
3. **Ask to meet with the Associate or Director and the teacher.** This may solve the problem. If this doesn’t solve the problem, then move to the next step.
4. **Ask to meet with the Director.** This may solve the problem. If this doesn’t solve the problem, then move to the next step.
5. **Write an appeal (request) to the Dean of CHSBS.** This appeal must be a written statement that explains the reason the student thinks the grade was “capricious” and presents any evidence that the student has to prove it. This may solve the problem. If this doesn’t solve the problem, then move to the next step.
   *this step must be completed within 45 days of the posted grade date
6. **A CHSBS committee will investigate, make a decision** and contact the teacher and student. This is the final step, and the committee’s decision is final.

You may find the official CMU Grade Grievances policy on Centrallink at: [https://www.cmich.edu/AcademicSenate/secure/Documents/Grade%20Grievance%20Policy%2003-16-15%20FINALversion.pdf#search=grade%20grievance](https://www.cmich.edu/AcademicSenate/secure/Documents/Grade%20Grievance%20Policy%2003-16-15%20FINALversion.pdf#search=grade%20grievance)

Other Complaints

ELI students who have complaints about any other part of university life at CMU should follow this general process:

1. Speak to the person directly involved in the problem (e.g. the teacher, student or administrator in the department where you have the problem)
2. If step 1 does not resolve the problem, advance to the next level. Write an email to the Associate or Assistant Director of the department where you have the problem to request a meeting to resolve the problem.

3. If step 2 does not resolve the problem, advance to the next level. Write an email to the Director of the department to request a meeting to resolve the problem.

4. If step 3 does not resolve the problem, the Director can assist you with determining where you need to go next to try to resolve the problem. Alternatively, you can contact the CMU Student Ombudsperson, which is the campus department that provides information and resources about CMU policy and procedures to students: https://www.cmich.edu/ess/ombuds/Pages/default.aspx.

ELI/CMU Academic Dismissal Policy

**Intensive Program (IEP)**

All students in the ELI Intensive English Program who have failed the same class three semesters in a row (i.e. fail 073 in spring semester, summer semester, and then fall semester) will not be allowed to register for ELI courses. This means they will not be able to return to CMU. Students will be given a warning (sent to their CMU email account) each semester in which a failure/No Credit occurs.

**Dual Program (EAP)**

Dual Program students who are degree-seeking are subject to the CMU Academic Dismissal Policy (see CMU academic policies in the CMU undergraduate or graduate bulletin or on Centrallink: https://www.cmich.edu/ess/academic_advising_assistance/Academic_Assistance/Pages/Academic_Policies.aspx). This policy is related to CMU grade point average (GPA).

Dual Program (Level 4) ELI classes count toward undergraduate GPAs. If a student does not do well enough in his/her credit-bearing courses, he/she could be dismissed from CMU because of a low overall GPA. *This is especially important during the first semester of taking 100-level or higher courses. It is also important for undergraduates taking all ELI Level 4 courses (which are 100-level credit-bearing courses).*

All students in the ELI Dual Program who have failed the same ELI class three semesters in a row will not be allowed to register for ELI courses. This means they will not be able to meet CMU’s English proficiency requirement through the ELI. Students will be given a warning (sent to their CMU email account) each semester in which a failure/No Credit occurs. Students will then need to meet CMU’s English proficiency requirement through another way, as outlined in the CMU Bulletin.

**ELI Program Completion Scholarship**

Students who complete their Central Michigan University English language requirement through the English Language Institute (by completing the ELI Dual Program) may qualify for a $1,000 scholarship. This one-time scholarship will be applied towards the recipient's tuition during the next semester in which the student is enrolled at CMU.

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Who Qualifies

- Any student who is required to take ELI Dual Program courses based on his or her MSUELT scores.
- ELI-only students can qualify if they apply for admission to CMU and are accepted before completing all of their Dual Program requirements.
- Students must be fully enrolled in CMU after the drop/add period closes for the semester following their completion of the Dual Program. Students who complete the Dual Program in spring semester can have their scholarship applied to the following summer or fall semester, whichever applies.
- The Scholarship does not apply to students who complete the language requirement through taking the TOEFL, IELTS, MELAB, PTE Academic or other approved language test.

How to Apply

Students do not apply for the award. The ELI sends a list of qualified students to the Office of Financial Aid at the end of each semester. The award will then be directly applied to the student’s account after the student has registered for courses the following semester.

Tuition and Housing Payment Information

The ELI does not assess tuition and is not responsible for housing. Those things are the responsibility of other offices.

After a student has been registered for classes, CMU will send a request for payment to students’ CMU accounts about one month after the semester begins.

The Office of Residence Life is responsible for on-campus student housing at CMU. That office can answer questions about room and board. For more information, go to the CMU Office of International Affairs Student Handbook at https://www.cmich.edu/office_provost/InternationalAffairs/Student%20Services/Pages/Student_Handbook.aspx. If you wish to live off-campus, that is your responsibility.

Students may pay for their tuition, residence hall room, and meal plan at the Student Services Court in the Bovee University Center or online at the CMU website (Go to Centrallink, My Account, My Finances). The Student Services Court in Bovee UC 119 answers payment-related questions.

Students should check their CMU email once every day so bills and fees can be paid on time. If students do not pay on time, they may get a late charge and will not be able to register for the next semester until all accounts have been paid.

Health and Safety Information
Health Insurance: In the U.S., each person must pay for his or her own medical care (going to the doctor or hospital). The cost of medical care in the U.S. is very high ($$$$$). One very bad illness, injury, or medical emergency might cost a lot of money that most people can't pay for. Therefore, most Americans use health insurance to pay for medical costs.

F-1 international students do not have to have health insurance, but it is very, very important for you to have health insurance while you are in the U.S. (J-1 students must present proof of health insurance coverage that meets the J-1 visa requirements to the Office of International Affairs.)

If you are a J-1 student and need to buy health insurance, or if you want to buy health insurance while you are in the U.S. (which is a very good idea!!), contact the International Student Advisor in the OIA (Ronan 330). The International Student Advisor will help you find good health insurance. The ELI teachers, Office Professional, or Associate Director can help you if you have questions.

Definitions of health care vocabulary: https://www.healthcare.gov/glossary/


The websites below have a lot of health and safety information about the culture in which you are now living:

CMU University Health Services includes a year-round clinic with appointments in Foust Hall (2nd floor; Monday-Friday, 8:00am-5:00pm) and a walk-in clinic in the residential towers (Troutman 103; Monday-Thursday, 12:30pm-4:30pm). Lab services are also available.
https://www.cmich.edu/colleges/cmed/CMUHealth/CMUHealthMP/UHS/Pages/default.aspx

There is a lot of safety information on the CMU Police website.
https://www.cmich.edu/fas/police/Pages/default.aspx

General Internet Safety: http://www.gcflearnfree.org/internetsafety

Social and Recreational Opportunities

The ELI offers a couple opportunities for ELI students only. These may include on campus activities such as the CMU Pow Wow (Native American event) or off-campus activities such as a cultural visit to Papa’s Pumpkin Patch. Opportunities for ELI students and for all international students (including ELI students) are usually advertised through your cmich email.

All trips off-campus will require each student to sign a waiver form for that specific trip. This form means if you get injured while on the trip, you will not hold CMU responsible for your injury.
ENGLISH LANGUAGE INSTITUTE
APPLICATION FOR LEVEL REEVALUATION

Students who wish to have their level reevaluated with the goal of moving to a higher level must completely fill out this application and write a letter of request in order for their requests to be processed. Only students who show exceptional language ability and completely and clearly explain why their level should be changed will be granted permission to move. Students will be notified when a decision has been made.

This application form is for serious requests only. The MSUELT placement test is a rigorously developed placement instrument that provides accurate language placement data, and ELI instructors hold advanced degrees in English language education as well as training in the ELI proficiency levels. It is very rare that a student’s placement is lower than it should be. This form should only be submitted in cases where the student has a legitimate case for a language proficiency that is higher than their current placement.

1. Name (Last, First, Middle Initial)
   ________________________________________________________________
   ________________________________________________________________

2. Global ID ____________________________________________________________

3. Student ID ____________________________________________________________

4. Date Application Filled Out: __________________________

5. What level did you place in? OR What level are you currently in now?
   ________________________________________________________________

6. Which level would you like to change to? _______________________________________

7. Write a letter to the ELI Level Committee explaining why you should move levels. In your letter, you need to explain which level you are in, why, and you need to clearly explain why you believe you should move levels. You must use correct punctuation, spelling, grammar, and formatting, as this is a formal letter and request. Print and attach (staple) your letter to this application form.

Your request will be processed by the ELI Level committee in the order in which it was received. In order for your request to be processed, you must complete all of the questions and attach your letter of request to this application. Incomplete applications will be denied. You will be notified when a decision has been made by the committee, so please have patience while you wait for the committee’s decision.
Helpful Links

**CMU Advising Workbench**
Advising Workbench keeps track of all the course requirements students need to graduate, checking them off as they’re completed. The big picture can be complicated. In addition to required courses all students need to graduate, there are major and minor requirements to keep track of, as well as 40 credits needed at the 300 level, 60 from a four-year college and the list goes on.
Login in to Centrallink, Click on My Account, Academics, Advising Workbench

**CMU Bulletin**
This site allows you to browse CMU academic programs, subjects, and departmental offerings to find the program that is right for you. Then you can view and print all the requirements for that program.
https://bulletins.cmich.edu/

**CMU Calendars (Registrar’s Office)**
Do you need to know when final exams are? Do you need to know when the semester starts and ends? This is the place to find out. This is also where you can find all student records, including transcripts with grades and credits for tracking progress toward graduation.
https://www.cmich.edu/ess/registrar/RegistrarCalendars/Pages/default.aspx
Warriner Hall 212, 989-774-3261, Registra@cmich.edu

**CMU Code of Student Rights, Responsibilities and Disciplinary Procedures**
This outlines what happens if you get caught cheating, harassing, or doing other bad things.
https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx

**CMU College of Humanities & Social & Behavioral Sciences**
The is the division in which the ELI is located.
https://www.cmich.edu/colleges/chsbs/school/Pages/default.aspx
106 Anspach Hall, 989-774-3341,

**CMU Computer-Based Testing Center**
CMU has a testing center that administers the TOEFL, MELAB and GRE. It is across the street from Ronan Hall in the center of the residential halls.
https://www.cmich.edu/office_provost/AcademicAffairs/CBTC/Pages/default.aspx
By appointment only, call between 9:00am-2:00pm weekdays, 989-774-1092

**CMU Counseling Center**
If you are homesick or need someone to talk to, you can always talk with Frank Kuo, a counselor who is available to help you. He is a former international student and knows how being in a different culture feels. Free, confidential services for CMU Students.
https://www.cmich.edu/ess/studentaffairs/CounselingCenter/Pages/default.aspx
Foust Hall 102, 989-774-3381
International Student Specialist: Frank Kuo, kuo1c@cmich.edu

**CMU Grade Grievance Policy**
If you think your teacher has graded you with different standards or been capricious in grading, this is how how to grieve your grade at the end of the semester.
CMU International Student Handbook
https://www.cmich.edu/office_provost/InternationalAffairs/Student%20Services/Pages/Student_Handbook.aspx

CMU Office of Civil Rights and Institutional Equity
If you feel you have been discriminated against on campus or off campus or that you have been sexually harassed, this is the office in which to file complaints.
https://www.cmich.edu/office_president/OCRIE/Pages/default.aspx
Bovee UC 306, 989-774-3253

CMU Office of International Affairs
This office will help you with immigration issues and I-20s. It also provides cultural activities, letters for SACM about enrollment, and can help with adjusting to U.S. life.
https://www.cmich.edu/office_provost/InternationalAffairs/Pages/default.aspx
Ronan 330, 989-774-4308, intlapp@cmich.edu

CMU Office of Student Ombuds
The Student Ombuds office:
● provides a safe place to discuss issues
● may assist in clarifying issues and answer questions
● explain university policy and procedures
● provide information regarding campus resources
● suggest referrals
● brainstorm and explore options
● track trends and general issues
The Student Ombuds does NOT:
● advocate for any individual or group
● make decisions for you
● offer legal advice
● hear formal complaints
● participate in any formal process
● maintain records
https://www.cmich.edu/ess/ombuds/Pages/default.aspx
989-774-3010, ombuds@cmich.edu
online reporting form: https://www.cmich.edu/ess/ombuds/Pages/report_concern.aspx

CMU Parking Services
Parking permits are required for every person who parks on campus. This is the place to buy them. It is also the place to pay a parking ticket.
https://www.cmich.edu/fas/police/Pages/Parking_Services.aspx
106 Combined Services Building, 989-774-3083, parking@cmich.edu

CMU Police
https://www.cmich.edu/fas/police/Pages/default.aspx

CMU Residence Life
Residence Life is committed to providing residents a comfortable, educational, diverse, and caring community where academic success, personal growth, and social responsibility
are valued. We work very hard to accomplish our mission in our 22 residence halls and three university apartment complexes.

https://www.cmich.edu/ess/ResLife/Pages/default.aspx
Ronan Hall 270, 989-774-3111, reslife@cmich.edu

**CMU Success Coach**
The Office of Student Success is in Ronan 230. This office will help you find tutors for your academic courses. The Success Coaches help you learn things like how to study, how to plan, how to be calm when taking tests, and other life management skills.

https://www.cmich.edu/ess/oss/Pages/Success-Coaching.aspx
230 Ronan Hall, 989-774-3401, oss@cmich.edu

**CMU Student Disability Services**
This department helps with academic accommodations and auxiliary aids to students with disabilities, ensuring access to services, programs and activities.

https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx
Park Library 120, 989-774-3018, TDD: 989-774-2568, sds@cmich.edu

**CMU Student Services Court**
The Student Services Court brings together the services of Student Account Services and University Billing, the Registrar's Office, and the Office of Scholarships and Financial Aid, all in one location.

https://www.cmich.edu/fas/fsr/student_acct_university_billing/StudentServiceCourt/Pages/default.aspx
Bovee University Center, Room 119, (989) 774-3618, recacct@cmich.edu

**CMU Undergraduate Academic Advising—Who is my advisor?**
All students in Level 3 should see an Academic Advisor in the middle of the semester to plan their academic studies. Academic Advisors will help you with academic plans, information about majors, academic tutoring, and other academic resources.

https://www.cmich.edu/ess/academic_advising_assistance/Academic_Advising/Pages/Who-is-my-Advisor.aspx
Ronan Hall 250, 989-774-7506

**CMU University Health Services**
There is a year-round clinic with health care services and programs on CMU’s campus in Foust Hall. A walk-in clinic is located in the residential towers. Appointments are available in Foust. Lab services are also available.

https://www.cmich.edu/colleges/cmed/CMUHealth/CMUHealthMP/UHS/Pages/default.aspx
Foust Hall 200, 989-774-6599, healthservices@cmich.edu

Internet Safety: http://www.gcflearnfree.org/internetsafety

Listening Ear Crisis Hotline
If you need to know where community resources are, such as food, shelter, transportation, medical care, this is the place to call.

www.listeningear.com
989-772-2918