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CELCIS MISSION STATEMENT

The mission of the Center for English Language and Culture for International Students (CELCIS), established in 1975, is to provide instruction in English as a second language for non-native speakers who will use English to study at an American college or university or in their workplaces.

CELCIS accomplishes this mission by offering language instruction and cultural orientation in:

- a year-round intensive English language program
- English as a second language bridge courses offered through the Department of English
- training and consultation to international teaching assistants and faculty through the Graduate College and the Office of the Provost

CELCIS has three target areas of service:

- service to international students
- service to Western Michigan University
- service to the southwestern Michigan community

CELCIS is accredited by the Commission on English Language Program (CEA);
CELCIS complies with the guidelines and regulations of the following professional organizations:
CEA, TESOL, UCIEP, AAIEP, and NAFSA

Welcome to the Center for English Language and Culture for International Students (CELCIS)

This student handbook has information that will help you during your time with CELCIS at Western Michigan University. Please read your handbook to find answers to questions you may have about CELCIS, about WMU, and about living in Kalamazoo.

□ **FACULTY AND STAFF**

Office Staff

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Christie Gates, Assistant Director	christie.a.gates@wmich.edu	387-4803
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□ **OFFICE HOURS**

The CELCIS office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The office is closed Saturday and Sunday, as well as major holidays. The CELCIS office is located in the garden level of Ellsworth Hall.

□ **WORLD WIDE WEB AND CELCIS EMAIL ADDRESS**

<http://www.wmich.edu/celcis>

celcis-info@wmich.edu

□ **CELCIS TUITION REFUND POLICY (excludes \$100 application fee)**

If you need to drop out of CELCIS during the first few days of class, tuition will be refunded. The refund date will be determined by the date the CELCIS office receives the refund request.

Spring 2012 Semester

January 9 – January 17	100%	Tuition refund
January 18 – January 23	50%	Tuition refund
After January 23	0%	Tuition refund

CELCIS AND WESTERN MICHIGAN UNIVERSITY

❑ INTRODUCTION TO CELCIS

One Semester = 15 Weeks

The CELCIS curriculum prepares non-native English speakers to use English effectively in their university study or careers. The classes emphasize a holistic approach to language learning. Whenever possible, students participate in activities that simulate those that they will experience in their future academic or professional environments.

The CELCIS academic year is divided into 3 semesters, each being 4 months long. Fall Semester includes September, October, November, and December. Spring Semester consists of January, February, March, and April. Summer Semester consists of May, June, July, and August.

The CELCIS curriculum has five proficiency levels: Pre-Elementary, Elementary, Intermediate, Pre-Advanced, and Advanced. Each level is composed of four hours of instruction per day, five days a week. The instruction is divided into four classes. Students take one hour a day of Speaking & Listening, one hour a day of Grammar & Communication, and two hours a day of Reading & Writing.

The Speaking/Listening class and the Grammar/Communication meet for the full semester while the Reading/Writing/Content 1 and the Reading/Writing/Content 2 meet with the possibility of a teacher/content change half way through the semester. There are no promotions in the middle of the semester.

Advanced level students of CELCIS must pass all of their classes with a grade of C or better to qualify their English for a restricted admission to WMU. If there is no TOEFL score or if the TOEFL score is under 550, students will be required to take either English 3600 (a five-credit hour reading/writing course) or English 3610 (a five-credit speaking/listening course) during their first semester at Western Michigan University. Students do not need to take the TOEFL for this restricted admission unless they are applying to a graduate program that requires a TOEFL score of more than 500.

❑ DUAL ENROLLMENT

Dual enrollment may be permitted to students who are in their final semester at CELCIS.

Students studying part-time at the Advanced level in CELCIS may take a class at Davenport University during this time.

Students studying full-time at the Advanced level may be given special permission to take Davenport University classes at the discretion of the Director of CELCIS.

Students who are ONLY enrolled in Advanced Grammar may take either English 3600 or 3610 during this time.

Students who wish to be dual-enrolled must first talk to the Director of CELCIS. They must then complete a dual enrollment form and take it to International Admissions and Services Office on the 4th floor of Ellsworth Hall for final permission.

□ **FALL, SPRING, AND SUMMER CLASSES AT CELCIS**

CELCIS at Western Michigan University is an approved program by the U.S. Student and Exchange Visitor Program (SEVP).

As an approved SEVP-Program, all CELCIS students who have F-1 or J-1 visas are required to enroll full-time during Fall and Spring semesters.

Summer I/Summer II is considered a university break period for student enrollment.

However, CELCIS offers optional Summer I/Summer II classes. If you are receiving a financial scholarship by a sponsor, please follow their enrollment requirements for funding purposes.

Please know that if students study during the summer, they are required to take both Summer I and Summer II sessions.

Returning students will not be allowed to register for only Summer II classes.

*The CELCIS department recommends that students take summer semester classes. Taking long breaks may cause students to forget English that they have learned.

□ OVERVIEW OF CELCIS CLASSES

<i>Pre-Elementary</i>	(ESL 0100) Speaking & Listening	(ESL 0101) Grammar & Communication	(ESL 0102) Reading & Writing 1 (2 hour block)	(ESL 0103) Reading & Writing 2 (2 hour block)
<i>Elementary</i>	(ESL 0110) Speaking & Listening	(ESL 0120) Grammar & Communication	(ESL 0130) Reading & Writing 1 (2 hour block)	(ESL 0140) Reading & Writing 2 (2 hour block)
<i>Intermediate</i>	(ESL 0210) Speaking & Listening	(ESL 0220) Grammar & Communication	(ESL 0230) Reading & Writing 1 (2 hour block)	(ESL 0240) Reading & Writing 2 (2 hour block)
<i>Pre-Advanced</i>	(ESL 0310) Speaking & Listening	(ESL 0320) Grammar & Communication	(ESL 0330) Reading & Writing 1 (2 hour block)	(ESL 0340) Reading & Writing 2 (2 hour block)
<i>Advanced</i>	(ESL 0410) Speaking & Listening	(ESL 0420) Grammar & Communication	(ESL 0430) Reading & Writing 1 (2 hour block)	(ESL 0440) Reading & Writing 2 (2 hour block)

□ **OVERVIEW OF CELCIS CURRICULAR COMPONENT**

Pre-Elementary Level (offered when needed)		
<i>Speaking & Listening</i>	<i>Grammar & Communication</i>	<i>Reading & Writing</i>
<ul style="list-style-type: none"> • Develop fluency in speaking • Learn basic communication skills in English • Learn to participate in small group and whole class discussions • Practice giving short talks • Learn to recognize and use basic English vocabulary 	<ul style="list-style-type: none"> • Develop fluency in speaking and writing • Learn basic English grammar • Learn to self-edit for grammatical accuracy in speaking and writing • Develop awareness of the relationship of grammar to meaning 	<ul style="list-style-type: none"> • Develop fluency in reading and writing • Develop vocabulary skills • Develop the ability to use text organization for comprehension • Learn to write well-formed paragraphs with main ideas and supporting details • Learn conventional writing mechanics • Develop the ability to react to readings in writing and speaking

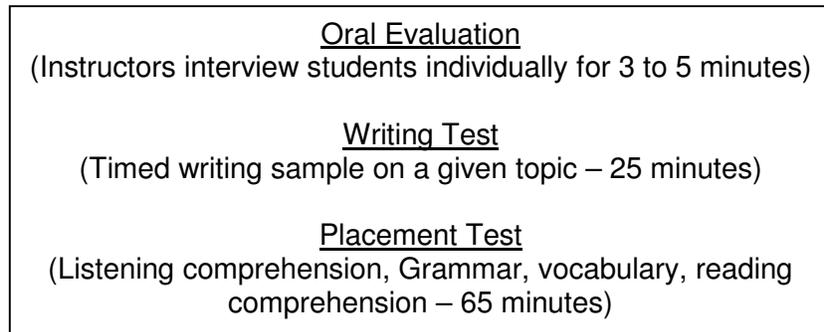
Elementary Level		
<i>Speaking & Listening</i>	<i>Grammar & Communication</i>	<i>Reading & Writing</i>
<ul style="list-style-type: none"> • Develop fluency in speaking • Learn basic communication skills in English • Learn to participate in small group and whole class discussions • Practice giving short talks • Learn to use basic note-taking skills 	<ul style="list-style-type: none"> • Develop fluency in speaking and writing • Learn basic English grammar • Learn to self-edit for grammatical accuracy in speaking and writing • Develop awareness of the relationship of grammar to meaning 	<ul style="list-style-type: none"> • Develop fluency in reading and writing • Develop vocabulary skills • Develop the ability to use text organization for comprehension • Learn conventional writing mechanics • Develop the ability to react to readings • Develop basic research and library skills

Intermediate, Pre-Advanced, and Advanced Levels		
<i>Speaking & Listening</i>	<i>Grammar & Communication</i>	<i>Reading & Writing</i>
<ul style="list-style-type: none"> • Communicate with and comprehend English speakers • Participate in small group discussions in academic situations • Participate in whole class discussions and activities • Give oral presentations • Take comprehensible notes 	<ul style="list-style-type: none"> • Develop fluency in writing and speaking • Increase grammatical accuracy in writing and speaking • Self-edit for accuracy in writing and speaking • Develop awareness of the relationship of grammar to meaning 	<ul style="list-style-type: none"> • Read and comprehend texts • Write academic papers • Create study guides • Write essay exam answers • Use research and library skills

□ **CELCIS TESTING AND PLACEMENT**

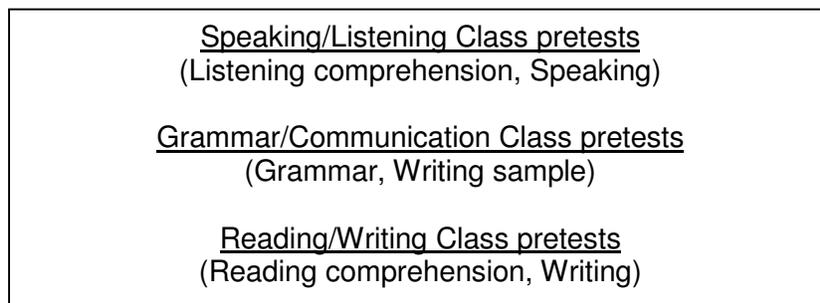
Step 1:

**New Student Testing
(Orientation)**



Step 2:

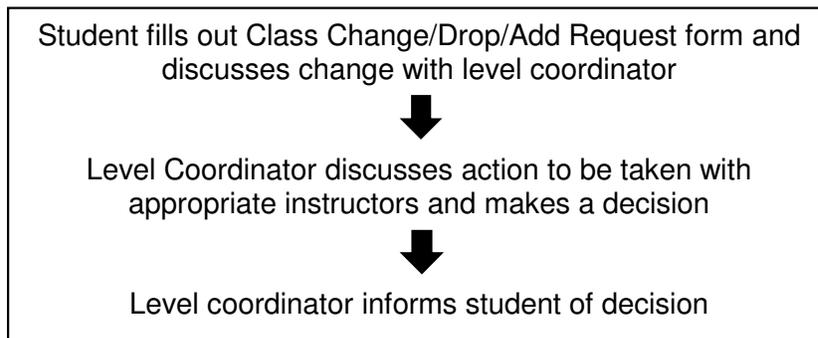
**Course Pretests for All Students
(First days of classes)**



***Step 3:**

**Placement and Level Change
(First 4 days of classes: Fall/Spring/Summer)**

*If a student feels they were placed incorrectly, they have the option of requesting a level change.



□ PLACEMENT AND LEVEL CHANGE

You will be assigned to classes according to the results of your placement tests. During the first four days of classes, you should tell your Level Coordinator if you are finding the work too easy or too hard. After your teachers have worked with you in class, they will discuss your work, and the Level Coordinator may change your class if he or she decides it would be better for you. Your class will not be changed if it is decided that you are already in the class where you will learn English best. Your class will not be changed if you do not attend every day.

Process:

1. Student fills out Class Change/Drop/Add Request form and discusses change with Level Coordinator
2. Level Coordinator discusses action to be taken with appropriate Instructors
3. Level Coordinator determines action to be taken and informs Placement Coordinator
4. Placement Coordinator places student based on space available

Eligibility:

- Students on Probation 2 are not eligible for level changes.
- Change requests may be made in the first 4 days of classes
 - Late Arriving students *may* get additional consideration beyond that date
- To move to a higher level, a student must demonstrate English proficiency above the level he/she is currently in.
 - Students on Probation 1 who are moved to a higher level will remain on Probation 1.
- Changing sections is not permitted except in special circumstances (such as physical restrictions)

❑ ATTENDANCE/GRADING POLICY

All CELCIS students must attend classes and make normal progress in learning English.

For Students on F-1 and J-1 visas:

1. If you have 7 absences in one class (4 absences in Summer I, Summer II, Reading/Writing I or Reading/Writing II), your class grade will be lowered.
2. If you have 10 absences in one class (5 absences in Summer I, Summer II, Reading/Writing I, or Reading/Writing II):
 - a. You will receive a written warning from the CELCIS office.
 - b. You will be required to meet with the CELCIS Director or the Assistant Director.
3. If you have 15 absences in one class (7 absences in Summer I, Summer II, Reading/Writing I or Reading/Writing II), you will be in violation of your U.S. immigration status.
 - a. Your SEVIS record will be terminated and the U.S. Department of Homeland Security will be notified of your failure to attend class.
 - b. The CELCIS office will send you an e-mail message or a letter.
 - c. You must immediately meet with the International Student Admissions Counselor to ask for a Reinstatement.
 - d. You must go to classes while U.S. Citizenship and Immigration Services make a decision on your application.
 - e. Your reinstatement might be approved or might be denied. If your application for reinstatement is denied, you must leave the U.S. immediately.
 - f. If you do not file for reinstatement, U.S. Immigration will require you to leave the U.S. immediately.

What happens if I cannot attend class for some reason?

4. There are no excused absences.
5. If you arrive more than 10 minutes late to class or if you miss more than 10 minutes of class at any other time, you will be marked absent.
6. If you cannot come to class because you are sick or you have an emergency:
 - a. If you can, please tell your teacher that you will be absent.
 - b. You must do the work from the class that you miss.
 - c. If you have a letter from a doctor, you may give it to the CELCIS Director or Assistant Director if you wish.
 - d. This is not an excused absence.

Application for Reduced Course Load (RCL) for medical reasons:

7. If you have a temporary illness or medical condition and you are not able to attend classes, you may be able to apply for a Medical RCL.
 - a. See Mrs. Kim Cho, International Student Admissions Counselor, in 4245 Ellsworth Hall.
 - b. Fill out an RCL application.
 - c. Get a letter from a licensed medical doctor or clinical psychologist.

*Please note that only a Designated School Official (International Student Admissions Counselor) may approve your request for Medical Reduced Course Load through SEVIS. You will be notified after it is approved by your Designated School Official.

REMINDERS

1. You are responsible for contacting your teachers when you are absent. You are also responsible for doing all homework, quizzes, and tests.
2. All absences will be reported on the CELCIS Progress Report
3. Students who arrive late and begin classes after the start of a semester or session will be counted absent for the classes they have missed.
4. The instructor's record book is the official record for attendance.

Fall and Spring Semesters (Speaking/Listening and Grammar/Communication)

If you are not absent more than 6 days	→	you will receive <i>an Attendance Certificate</i> at the end of the semester
If you are absent 7 days or more	→	your class grade will be lowered
If you are absent 10 days or more	→	you will be required to meet with the CELCIS Director or Assistant Director & receive a letter of warning
If you are absent 15 days or more ...	→	your SEVIS record will be terminated

Summer I and Summer II and Reading/Writing I and Reading/Writing II

If you are not absent more than 3 days	→	you will receive <i>an Attendance Certificate</i> at the end of the semester
If you are absent 4 days or more	→	your class grade will be lowered
If you are absent 5 days or more	→	you will be required to meet with the CELCIS Director or Assistant Director & receive a letter of warning
If you are absent 7 days or more ...	→	your SEVIS record will be terminated

Students who have violated the attendance policy will receive a lowered grade or fail the class. Advanced-level students who do not pass their Advanced courses with a 75/C or higher must have a passing TOEFL score to be admitted to Western Michigan University (500PBT, 173CBT, 61 iBT).

Class grade adjustments for absences
Fall and Spring Speaking/Listening and Grammar/Communication

Class Grade	7-8 absences	9-10 absences	11-12 absences	13-14 absences	15-16 absences	17-18 absences	19-20 absences
A	B/A	B	C/B	C	D/C	D	E
B/A	B	C/B	C	D/C	D	E	E
B	C/B	C	D/C	D	E	E	E
C/B	C	D/C	D	E	E	E	E
C	D/C	D	E	E	E	E	E
D/C	D	E	E	E	E	E	E
D	E	E	E	E	E	E	E
E	E	E	E	E	E	E	E

Class grade adjustments for absences
Summer I and Summer II Reading/Writing I and Reading/Writing II

Class Grade	4 absences	5 absences	6 absences	7 absences	8 absences	9 absences	10 absences
A	B/A	B	C/B	C	D/C	D	E
B/A	B	C/B	C	D/C	D	E	E
B	C/B	C	D/C	D	E	E	E
C/B	C	D/C	D	E	E	E	E
C	D/C	D	E	E	E	E	E
D/C	D	E	E	E	E	E	E
D	E	E	E	E	E	E	E
E	E	E	E	E	E	E	E

□ **CELCIS PROGRESS REPORT (EXAMPLE)**

LEVEL: INTERMEDIATE/PRE-ADVANCED

NAME:

COMPONENT: SPEAKING AND LISTENING

INSTRUCTOR:

ACADEMIC EVALUATION:

_____ Class

_____ Final Grade

_____ Assessment

_____ Probation

ATTENDANCE (Class meets one hour per day):

_____ Total class days

_____ Days absent since semester began

_____ Days present

_____ Days absent since student began

CLASS GOALS:

At the Intermediate Level **Failing** **Poor** **Satisfactory** **Good** **Excellent**

Communicate with and comprehend English speakers					
Participate in small group discussions in academic situations					
Participate in whole class discussions and activities					
Give oral presentations					
Take comprehensible lecture notes					

ATTITUDE AND EFFORT: **Failing** **Poor** **Satisfactory** **Good**
Excellent

Assignments					
In-class Participation					

INSTRUCTOR COMMENTS:

PERCENTAGE GRADE

95 - 100 = A = Excellent

90 - 94 = B/A

85 - 89 = B = Very Good

80 - 84 = C/B

75 - 79 = C = Satisfactory

PERCENTAGE GRADE

70 - 74 = D/C = Unsatisfactory

65 - 69 = D = Poor

0 - 64 = E = Failing

Audit = No letter grade due to approved late arrival

W = Authorized early withdrawal

A FINAL GRADE OF: A, B/A, B, C/B, C = PROMOTION TO THE NEXT LEVEL

A FINAL GRADE OF: D/C, D, E = STUDENT REMAINS IN THE SAME LEVEL

□ **PROMOTION**

Students who pass a class will be promoted to the next level of that class. Students who fail (having a final grade of D/C or less, or an average less than 75%) must repeat the course. Students who fail the same class twice may be removed from CELCIS and may have to return to his/her home country. Promotion in the Reading/Writing courses is based on a weighted average of the R/W1 and R/W2 courses, with equal weight on both classes (see Promotion Table). Students may request a level change during the first few days of classes during a semester or session. The instructors, level coordinators, and placement coordinator will decide on changes. Students who are on Probation II will not be granted level changes.

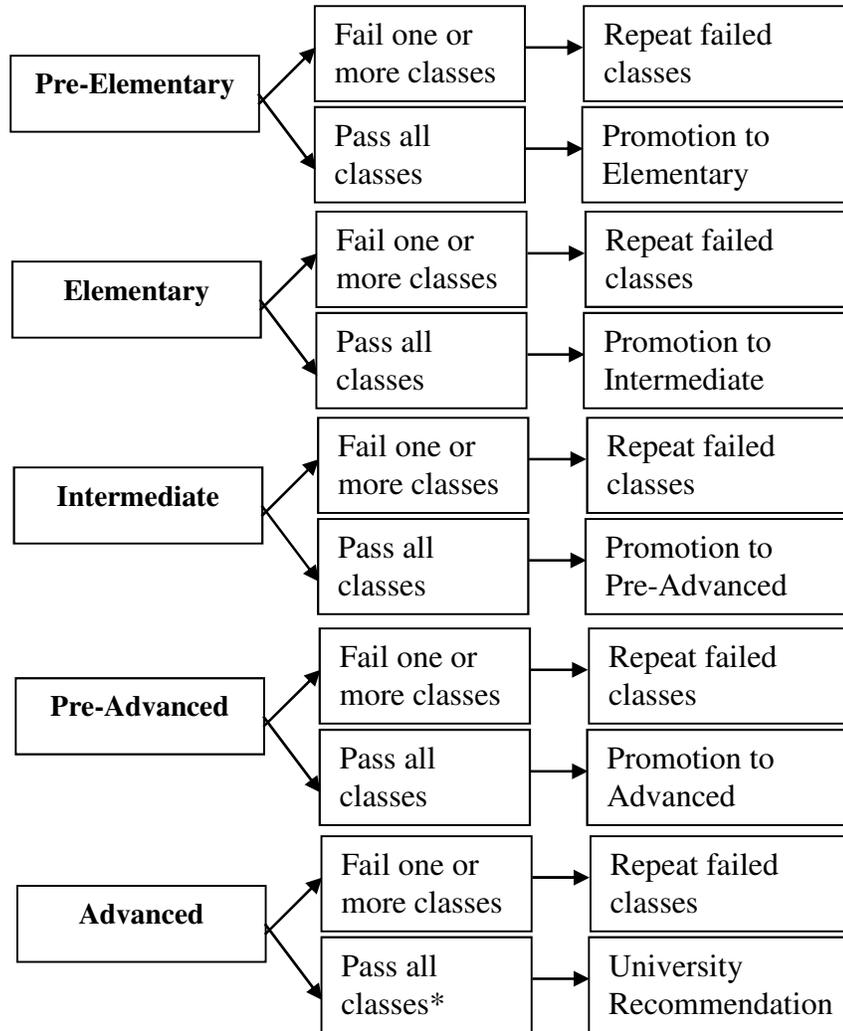
Promotion Table RW1 - RW2

		R/W2 Grade								
		A	BA	B	CB	C	DC	D	E	
		4	3.5	3	2.5	2	1.5	1	0	
R/W1 Grade	A	4	4.0	3.8	3.5	3.3	3.0	2.8	2.5	2.0
	BA	3.5	3.8	3.5	3.3	3.0	2.8	2.5	2.3	1.8
	B	3	3.5	3.3	3.0	2.8	2.5	2.3	2.0	1.5
	CB	2.5	3.3	3.0	2.8	2.5	2.3	2.0	1.8	1.3
	C	2	3.0	2.8	2.5	2.3	2.0	1.8	1.5	1.0
	DC	1.5	2.8	2.5	2.3	2.0	1.8	1.5	1.3	0.8
	D	1	2.5	2.3	2.0	1.8	1.5	1.3	1.0	0.5
	E	0	2.0	1.8	1.5	1.3	1.0	0.8	0.5	0.0

Promotion table - R/W1 and R/W2 have equal weights

*Advanced level students must receive a passing grade (C or higher) in Speaking/Listening, Grammar/Communication, Reading/Writing 1 and Reading/Writing 2.

□ **PROGRESSION THROUGH THE CELCIS LEVELS**



*Advanced level students must receive a passing grade (C or higher) in Speaking/Listening, Grammar/Communication, Reading/Writing 1 and Reading/Writing 2

Result:

- Automatic recommendation from CELCIS
- No TOEFL score is required for admission to undergraduate and most graduate programs at Western Michigan University
- If there is no TOEFL score or if the TOEFL score is under 550 (213 CBT,80 iBT), the student will be required to take either English 3600 (a five-credit hour reading/writing focused course) or English 3610 (a five-credit hour speaking/listening focused course) during his/her first semester/session at Western Michigan University.

□ ASSESSMENT PROCESS

Assessment Results Affect the Final Grade Statement

The final grade in this class will have two parts. The first is the class grade. The second is the assessment rating. The class grade will be assigned by the instructor according to this syllabus. The assessment rating will be assigned according to your performance on one final product produced in this course. This product will be rated by a group of CELCIS instructors. In this class, students will be taught how to produce the product.

At the end of the semester, CELCIS instructors will evaluate the assessment product based on a set of rubrics for each level. The instructors will give you a copy of these rubrics. The product will be evaluated as either “satisfactory” or “unsatisfactory.” Satisfactory means the product meets the criteria for the level. Unsatisfactory means the product does not meet the criteria for the level. An unsatisfactory rating will lower your class grade by a half grade (see Example 1). Students who do not produce the assessment product will earn an “unsatisfactory” rating on the product and their grade will be lowered. A satisfactory rating will raise your class grade by a half grade (see Example 2).

	Example 1	Example 2
Class Grade	C	D/C
Assessment Grade	U	S
FINAL GRADE FOR THE CLASS*	D/C	C

*The FINAL GRADE (not the assessment grade or the class grade) will determine whether or not you passed a class.

❑ **GRADE APPEAL PROCESS**

The Office of the Ombudsman will assist students with the process of filing grade appeals. The Ombudsman office is located in 2420 Student Services Building – Faunce Hall. The telephone number is (269) 387-0718.

❑ **PROBATION POLICY**

Note: One semester is equal to 15 weeks.

A student who fails a CELCIS class or fails to meet the attendance policy will be put on probation for the next semester/session. To be removed from probation, a student must pass all classes.

Students who are on probation more than two semesters in a row may be removed from CELCIS and may have to return to his/her home country.

Also, students who fail the same class twice may be removed from CELCIS and may have to return to his/her home country.

Students on Probation 2 will not be able to receive a travel signature on their I-20 Form until the final progress report becomes available on the last day of the semester. This is not the same as the last day of classes. Be sure to confirm the last day of the semester.

❑ **TOEFL PREP CLASS AND iBT**

Each semester, CELCIS offers an optional TOEFL Preparation class. This course provides students with instruction in skills and strategies for taking the iBT. Students do exercises taken directly for the TOEFL sub-sections. They also practice and review completed tests.

The cost for this class is in addition to the regular CELCIS tuition.

The iBT will be offered at Western Michigan University at least one time/month during the semester.

❑ **UNIV 1010 AND UNIV 1020 CLASSES**

All CELCIS students (except F-2 students) are required to take either UNIV 1010 or UNIV 1020 in the Fall semester.

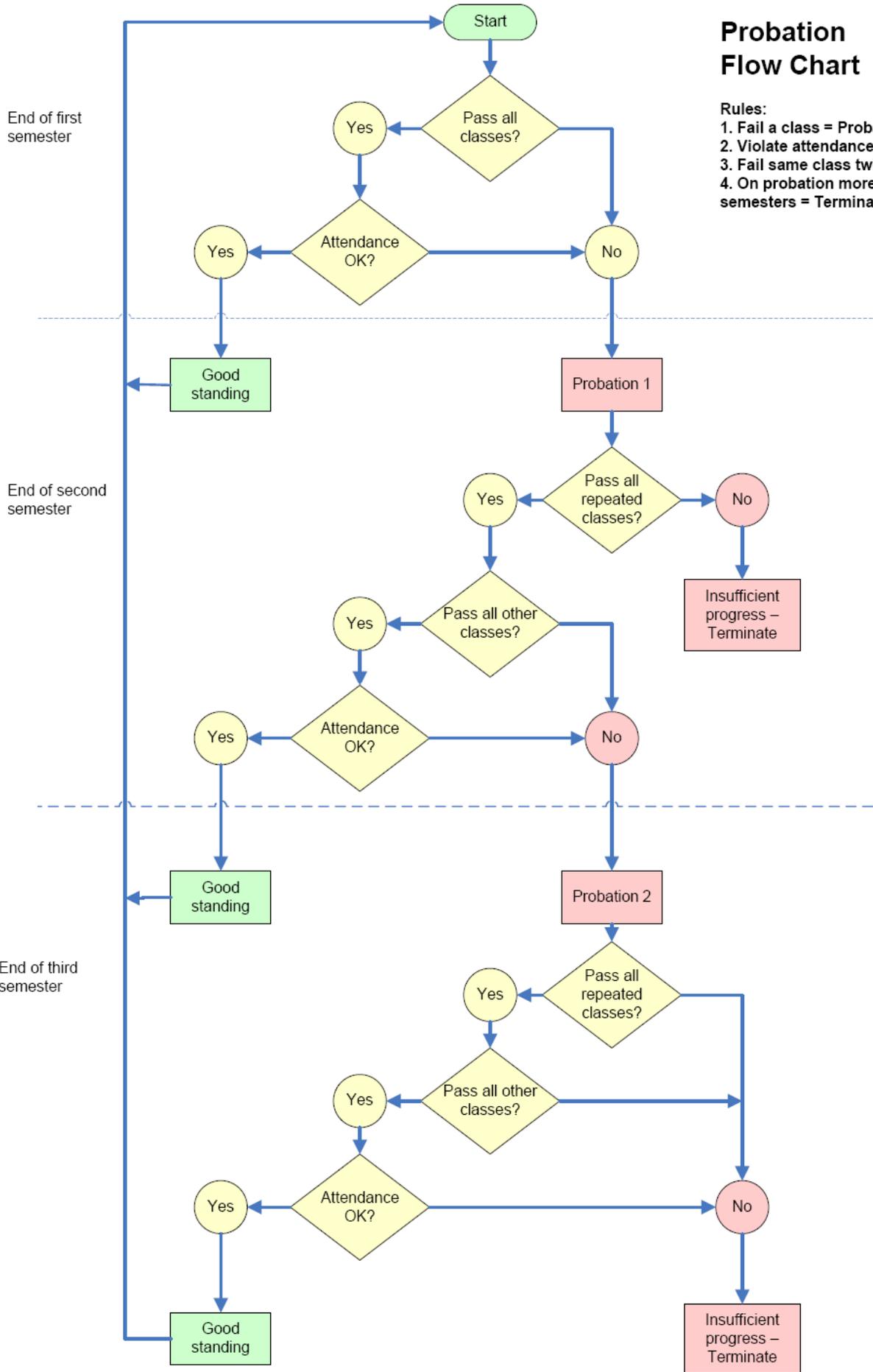
UNIV 1010 is an “Introduction to the University” course, and UNIV 1020 is a “Career Exploration and Development” course.

Students who have taken UNIV 1010 will be enrolled in UNIV 1020.

These courses are free of charge for CELCIS students and give each student one (1) university credit.

Probation Flow Chart

- Rules:
1. Fail a class = Probation
 2. Violate attendance = Probation
 3. Fail same class twice = Termination
 4. On probation more than two semesters = Termination



□ ENTERING WESTERN MICHIGAN UNIVERSITY

Admission to CELCIS does not mean that a student is also admitted to Western Michigan University. All prospective students who wish to apply to WMU must do so through the International Admissions and Services office. Their office is located in A-411 Ellsworth Hall.

If you plan to enter Western Michigan University after CELCIS, you must have a 2.5 (on a 4 point scale) average on past academic work for an undergraduate admission or a 3.0 (on a 4 point scale) average on past academic work for a graduate admission.

To apply:

1. Submit an application to the International Admissions and Services office. Applications are available in the CELCIS office.
2. If you have all classes (Speaking/Listening, Grammar/Communication, Reading/Writing 1 and Reading/Writing 2) at the Advanced Level of CELCIS, you must pass all of your classes with a final grade of C/75 or better for an automatic recommendation to WMU. Students MUST receive a passing grade on BOTH Reading/Writing I and Reading/Writing II. A combined grade will not be given. You do not need to take the TOEFL test unless you are applying to a graduate program which requires a TOEFL score of more than 500 (173 CBT,61 iBT). You will be required to take English 3600 or English 3610 your first semester/session.
3. If you are in any other level in CELCIS, you must take the TOEFL test to qualify your English for admission to WMU. A minimum TOEFL test score of 500 (173 CBT, 61 iBT) is required for a restricted admission. This means you must take English 3600 or English 3610 your first semester/session. For an unrestricted admission, you need a TOEFL test score of 550 (213 CBT,80 iBT) or higher. In this case you would not need to take either English 3600 or English 3610. (NOTE: Some graduate programs require a higher TOEFL test score even for restricted admission. Anthropology, Communication, Sociology, and Special Education, and social work require a 550 TOEFL; Music Education, Music Therapy, Social Work and Speech Pathology require a 575 TOEFL; Creative Writing and English requires a 575 TOEFL plus a 4 TWE.)

All students admitted to WMU with no TOEFL test score or with a TOEFL test score of less than 550 (213 CBT,80 iBT) will be required to take English 3600 or English 3610 the first semester/session.

iBT (internet-based TOEFL)

Students wishing to take the iBT exam must apply online at www.toefl.org. Students may take the iBT exam at Western Michigan University. This test is not required by CELCIS, but students who plan on entering Western Michigan University may want to take it.

English 3600 is a five-credit hour reading/writing focused course; English 3610 is a five-credit hour speaking/listening focused course.

U.S. IMMIGRATION RULES & REGULATIONS FOR F-1 STUDENTS

□ HOW TO MAINTAIN YOUR CELCIS STUDENT STATUS

NAME OF STUDENT: _____ **WIN** _____

NOTE: Immigration rules are difficult, so please always speak with the International Student Admissions Counselor (located on the 4th floor of Ellsworth in International Admissions and Services) if you have any questions. Your instructors, friends, or family may know some immigration rules, but they may not always have all the answers.

Students must do the following things:

1. You must maintain a valid passport at all times (which is valid for 6 months into the future at all times).
2. You must have a valid I-94 Arrival/Departure Record at all times.
3. You must have a valid, unexpired I-20 or DS-2019 at all times.
4. You must register and attend classes on a full-time basis. The International Student Admissions Counselor is required to report problems with absences or lack of progress to DHS (Department of Homeland Security).
5. You must attend CELCIS classes at Western Michigan University.
6. If you change your address, you must notify the International Student Admissions Counselor within 5 days of that change.
7. If you change your name, you must notify the International Student Admissions Counselor.
8. You must apply for an extension with the International Student Admissions Counselor before the expiration date on your I-20.
9. You must notify the International Student Admissions Counselor if your funding changes (example: from parents to scholarship) and request a new I-20 or DS-2019.
10. Always consult with the International Student Admissions Counselor before traveling outside the U.S.
11. If you want to bring your family to the U.S. on an F-2 or J-2 visa, please see the International Student Admissions Counselor.
12. You are not allowed to work off campus. F-1 students, who are maintaining their F-1 status, are allowed to work on campus up to 20 hours per week when they are studying. During your vacation term and winter closure, you may work full-time on campus. J-1 students may only work with their J-1 program sponsor's authorization in advance.
13. If you want to transfer to another school, you must talk to the International Student Admissions Counselor before the transfer. You will give a completed Transfer-Out Request form, along with official proof of admission from the new school, to the International Student Admissions Counselor.
14. If you need to withdraw from classes, or are asked to leave the university, you must report this to the International Student Admissions Counselor immediately. If you report to the International Student Admissions Counselor prior to your withdrawal, you will have 15 days to leave the U.S. If you do not report, your status ends immediately.
15. The normal time to remain in the U.S. following degree/program completion is 60 days for F-1 students and 30 days for J-1 students. This is called a "grace period". During this time, you are not allowed to work.

Always read any e-mail or letters from CELCIS or International Admissions and Services. Please contact the International Student Admissions Counselor if you have any questions or concerns about immigration.

I HAVE RECEIVED A COPY OF THIS FORM.

SIGNATURE: _____

DATE: _____

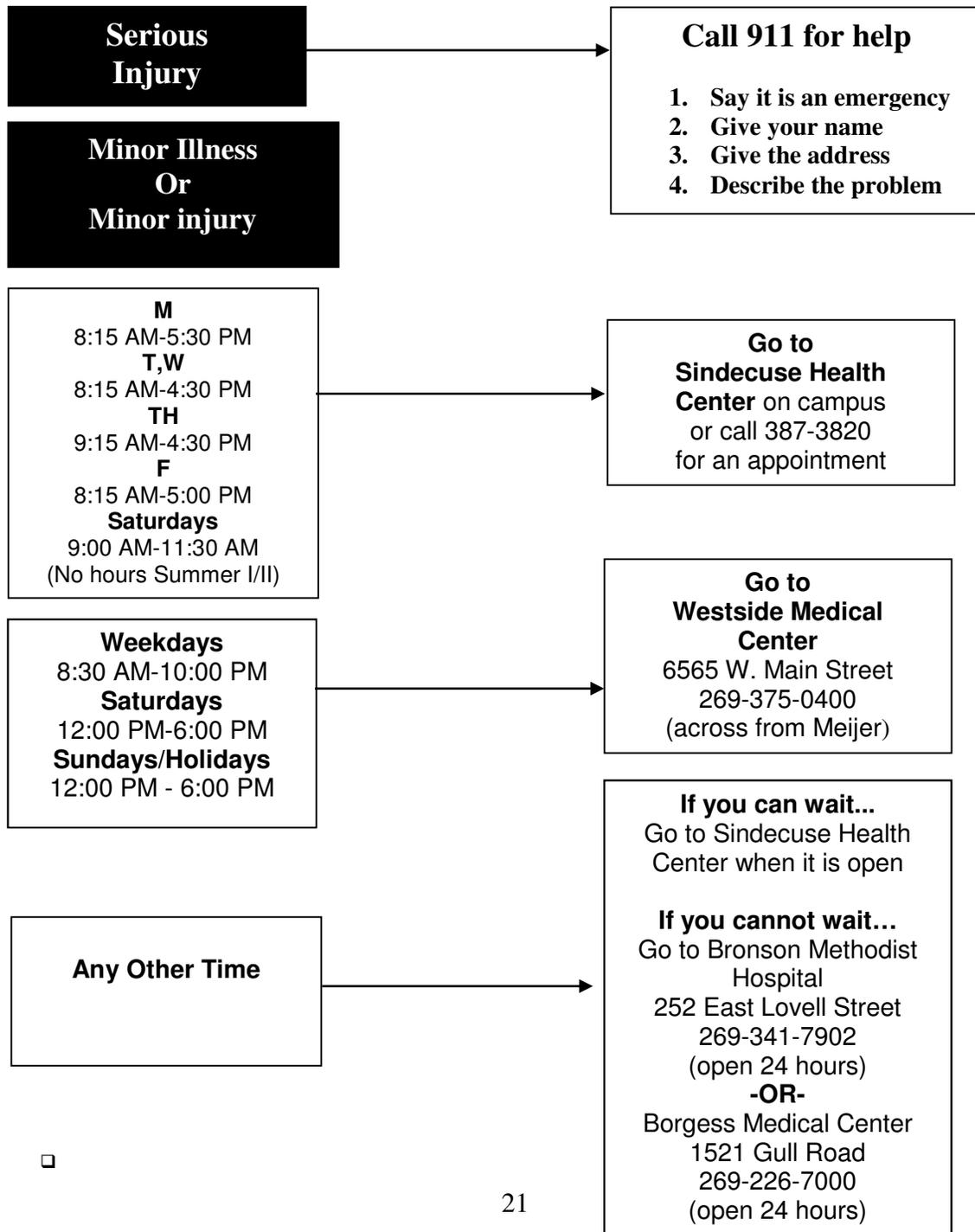
MEDICAL INFORMATION

❑ SICK OR INJURED

If you are sick or have a minor injury (**stomach ache, cough, etc.**), you may call the Sindecuse Health Center at 387-3290 to make an appointment to see a doctor.

If it is a serious emergency (**loss of consciousness, severe bleeding, etc.**), Call 911 for help and say it is an emergency. Make sure you give them your name, address, and description of the emergency.

If the Sindecuse Health Center is closed, go to Westside Immediate Medical Center, 6565 West Main Street (just west of Maple Hill Mall and before Meijer). *REMEMBER: KEEP YOUR INSURANCE CARD WITH YOU TO SHOW AT THE CLINIC OR HOSPITAL.*



❑