INDIANA UNIVERSITY

INTENSIVE ENGLISH PROGRAM
Department of Second Language Studies

Student Manual
Spring 2016
The Program

- Welcome to the IEP
- Directors and Staff
- What is the Intensive English Program?
- How do I pass to the next level?
- Repeating a level policy
- What if I have a problem?
- Attendance policy
- Late Registration policy
- Refund policy
- Indiana University Code of Student Conduct
- Email & IU computers
Welcome to the IEP

Office Address:
Memorial Hall 313
1021 E. 3rd Street
Indiana University
Bloomington, IN 47405

Office Hours:
Monday – Friday
8:00 a.m. – 12:00 p.m.
1:00 p.m. – 5:00 p.m.
*The IEP Office is closed from 12:00 p.m. – 1:00 p.m. for lunch.

Contact Information:
Phone Number: (812) 855-6457
Fax: 812-855-5605
Email: iep@indiana.edu
Internet: http://iep.indiana.edu
Facebook: Indiana University Intensive English Program
Administration

Mr. Gordon Clark – Director
Ms. Michelle Fleener – Assistant Director
Ms. Leslie Gabriele – Curriculum Coordinator
Dr. Kathleen Bardovi-Harlig – ESL Coordinator

Staff

Ms. Mary Ely – Sponsored Student Coordinator
Ms. Natalie Banks – Office Assistant
Ms. Korryn Barrow – Office Assistant
Ms. Elise Schnaars – Office Assistant
Ms. Elizabeth Huttle – Database Coordinator

Department of Second Language Studies

Dr. Laurent Dekeydtspotter – Chair, Department of Second Language Studies
Intensive English Program
Mission Statement

The mission of the Intensive English Program is to serve learners of English by offering courses designed to support development of English language skills for academic studies in North American universities. As part of the Department of Second Language Studies, the IEP also contributes to the development of ESL professionals, encourages curricular innovation, and supports the research mission of the department. In these ways the IEP contributes to the broader mission of Indiana University in fostering a community of global citizens.

What is the Intensive English Program?

The Intensive English Program (IEP) teaches English and academic skills to international students who want to make rapid progress and study in a multi-cultural setting.

After taking a placement exam, students are placed into one of the IEP’s seven levels. During each seven-week session, they take classes in reading, writing, grammar, and communication.

Full-time students attend 4 or 5 hours of class, Monday through Friday. Advanced students take 2-4 required core classes and choose 1-3 elective classes.
How do I pass to the next level?

IEP teachers look at 3 things when deciding to pass students:

1. Class grades based on achievement of the student learning outcomes (SLOs)\(^1\)
2. TOEFL score
3. IEP Final Exam score

To pass to the next level, a student must:

- Pass each class with a C letter grade or better
  
  **AND**

- Meet the TOEFL score requirement
  
  **OR**

- Meet the IEP Final Exam score requirement

**NOTE:** IEP grades appear on IU transcripts and are part of your official academic record.

\(^1\) The student learning outcomes (SLOs) are located in the appendix of this manual.
Class Grades

Class Grades are based on a combination of achievement of SLOs (75% or more) and performance – participation and completion of assignments (25% or less). Evaluations of assignments, tests, participation, presentations, ability, improvement, attendance, or any other class related criteria should be used to calculate the grade.

Grade Point Average (GPA): calculated in the following way:

1. Convert each Class Grade to a grade point. The IEP letter grade point system is equivalent to the 4.0 system used at Indiana University.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
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<tr>
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<td>1.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
</tbody>
</table>

2. Add the grade points and divide by the number of hours taken.

• To pass this part, a student must pass each class with a C letter grade or better.
IEP Final Exam Score

This is the average of the Level-based Achievement test scores (writing, listening, grammar, & reading). The IEP Final Exam score is based on the 4.0 system used at Indiana University. (see page 9)

• To pass this part, the score must be 2.0 or higher. A 2.0 score is equivalent to a “C” grade.

TOEFL Score

• To pass this part, the scores should correspond to the levels below:

<table>
<thead>
<tr>
<th>Levels 1 &amp; 2:</th>
<th>TOEFL score is not calculated in final recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3:</td>
<td>400 = pass to Level 4</td>
</tr>
<tr>
<td>Level 4:</td>
<td>420 = pass to Level 5</td>
</tr>
<tr>
<td>Level 5:</td>
<td>450 = pass to Level 6</td>
</tr>
<tr>
<td>Level 6:</td>
<td>500 = pass to Level 7</td>
</tr>
<tr>
<td>Non-Core Students:</td>
<td>Under 500 = retake current level core classes</td>
</tr>
</tbody>
</table>
IEP Session Evaluation Report
Intensive English Program
Indiana University
Bloomington, Indiana 47405 USA
(812) 855-6457 FAX: (812) 855-5605
Email: iep@indiana.edu
http://iep.indiana.edu

Level 4A

Summer 1, 2015
5/11/2015 - 6/19/2015

IEP FINAL EXAM SCORES

<table>
<thead>
<tr>
<th>SKILL</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Listening</td>
<td>3.0</td>
</tr>
<tr>
<td>Grammar</td>
<td>3.0</td>
</tr>
<tr>
<td>Reading</td>
<td>2.0</td>
</tr>
<tr>
<td>Writing</td>
<td>3.0</td>
</tr>
<tr>
<td>GPA</td>
<td>2.75</td>
</tr>
</tbody>
</table>

TOEFL SCORES

TEST DATE: 6/19/2015

<table>
<thead>
<tr>
<th>Skill</th>
<th>Score</th>
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<tbody>
<tr>
<td>Listening</td>
<td>43</td>
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<tr>
<td>Grammar</td>
<td>43</td>
</tr>
<tr>
<td>Reading</td>
<td>55</td>
</tr>
<tr>
<td>TOTAL</td>
<td>470</td>
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</tbody>
</table>

A TOEFL score of at least 550 is required to complete the program. *

CLASS GRADES AND HOMEWORK SUMMARY FOR THIS SESSION

<table>
<thead>
<tr>
<th>Level</th>
<th>Class</th>
<th>Instructor</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>Writing</td>
<td>Kelly Cover</td>
<td>A-</td>
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<tr>
<td>4</td>
<td>Reading</td>
<td>Kelly Cover</td>
<td>B</td>
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<tr>
<td>4</td>
<td>Grammar</td>
<td>Jean Young Chun</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>Extensive Reading</td>
<td>Danielle Daidone</td>
<td>S</td>
</tr>
<tr>
<td>4</td>
<td>Communication</td>
<td>Travis Sago</td>
<td>B+</td>
</tr>
</tbody>
</table>

GPA 3.25

Attendance

Absences Determining Status 0
Total Absences 0
Total Class Meetings Each class meeting is 50 minutes.

General Recommendations

Level Next Session 5
Status Next Session Probationary Pass

Comments

Director's Signature

Date 6/19/2015

*For an interpretation of the TOEFL scores go to: https://www.ets.org/toefl/itoa/research
Policy for Repeating a Level

IEP Students may need to repeat a level in order to raise their level of English proficiency necessary to begin the next level. Repeating a level once or twice is not unusual. However, no student should repeat a level a third time. Students who need a fourth time at a level are not making satisfactory progress in developing English language proficiency.

**Students in Levels 1 – 6 who are required to repeat a level a third time will be dismissed from the program.**

The student should plan to transfer to a different English program and the IEP will advise the Office of International Services that a transfer request may be made by the student. IEP students in Level 7 are required to make satisfactory academic progress and will be monitored by the Director on a case-by-case basis. Students dismissed for lack of progress who wish to return to the IEP must demonstrate language proficiency at a level above their last level in the IEP by taking the IEP Placement Exam.
IEP Complaint Process

What if a student has a problem or complaint?

1. The student should first talk to his or her instructors, especially the Section Coordinator. If the Section Coordinator cannot assist the student, the Section Coordinator will direct the student to the IEP Director for assistance.

2. If the student believes the situation was not satisfactorily resolved, the student should ask for and fill out the Student Complaint/Incident Resolution Form, which is to be turned in to the Director. Upon receiving the form, the Director will discuss the issue with the Department Chair or ESL Coordinator.

Students will be notified of the resolution, and all appropriate documents will be filed in the Student Complaint Folder and in the Student’s file.
Attendance Policy

1. Every student is expected to attend ALL classes.

2. Attendance records are on evaluation forms and may be on letters of recommendation sent by the program. Excessive absences for medical reasons may result in withdrawal from the program for that session.

3. There are **NO** excused absences. All absences are counted. This is an intensive program. Medical documents may be considered for excused absences but must be signed by a U.S. medical doctor, licensed clinical psychologist, or doctor of osteopathy.

4. The number of absences and the number of classes you take per day determine your absence status.

<table>
<thead>
<tr>
<th>Classes Enrolled In</th>
<th>Dismissal Status</th>
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<tr>
<td>5 classes</td>
<td>26 absences</td>
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<tr>
<td>4 classes</td>
<td>21 absences</td>
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<tr>
<td>3 classes</td>
<td>16 absences</td>
</tr>
<tr>
<td>2 classes</td>
<td>11 absences</td>
</tr>
<tr>
<td>1 class</td>
<td>6 absences</td>
</tr>
</tbody>
</table>
IEP/OIS Policy for Students
Dismissed for Attendance

a. **For students with a valid I-20 for the subsequent session:**
   If an IEP student is dismissed (ineligible to enroll) for the subsequent session, the student will have 21 days from the last day of classes of the current session to:

   1. Transfer their SEVIS record to another university,
   2. Apply for a change in immigration status, or
   3. Depart the United States.

   On the 21st day, if the student has not transferred to another university, the student’s SEVIS record will be terminated. The SEVIS record will be terminated in both of the other cases.

b. **For students without a valid I-20 for the subsequent session:**
   These students may transfer on or prior to the last day of the current session.

   These students are not eligible for extension, unless their document was extended prior to the attendance dismissal. If the student fails to transfer their SEVIS record on the last day of the current session, then their SEVIS record will be terminated immediately for “Otherwise Failing to Maintain Status – Program Dismissal.” These students are viewed to have not “completed” their program requirements. As such, these cannot be given the 21 day reporting period.
Late Registration Policy

Late registration will not be permitted after Week 1 of the IEP Session. Returning students must register during Week 0.

Any student attempting to register after Week 1 will not be allowed to continue in the IEP and will have to transfer and enroll at a different language school.

Refund Policy
1. IEP cannot refund registration fees because class schedules are based on the number of students who register each session.

2. If you are not sure that you want to be in the IEP, you should NOT register.

3. The IEP must bill sponsors for a whole session regardless of the student’s length of stay.
4. Questions regarding refunds should be made to the Director.
Code of Student Conduct at Indiana University

IEP Students are IU students and are responsible to follow the regulations in the Code of Student Rights, Responsibilities, and Conduct. [http://dsa.indiana.edu/Code/](http://dsa.indiana.edu/Code/)

IEP Students are Indiana University students and are responsible for the following:

1. Follow all rules for Indiana University students.

2. Attend class regularly, complete class assignments and prepare for class.

3. Use facilities appropriately.


5. Be honest (academically & professionally).

6. Be responsible for your behavior, and respect the rights and dignity of other students and members of the community.
Academic Misconduct

Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources. Policies of academic misconduct apply to all course-, department-, school-, and university-related activities. Faculty members must report all cases of academic misconduct to the dean of students, or appropriate official.

Academic misconduct means:

1. Cheating
2. Fabrication
3. Plagiarism
4. Helping someone else cheat or copy

Possible consequences for academic misconduct:

1. A score of “0” or failing the assignment
2. “F” for the IEP Class
3. Dismissal from the IEP
Personal Misconduct

The university may discipline a student for personal misconduct on or off university property and inform local authorities (police).

**Personal misconduct on university property:**

1. Lying or false reports
2. Pretending to be someone else.
3. Dangerous or harmful actions
4. Not following directions of university officials
5. Disorderly conduct
6. Damage or destruction to property
7. Stealing
8. Having weapons
9. Harassment, Physical or Verbal Abuse

**Personal misconduct not on university property:**

Indiana University is committed to the promotion of a civil community both on campus and off campus.
Quick Guide to Computing at Indiana University

How to Log On to an IU Computer (PC)
1. Press the Ctrl – Alt – Delete keys (all three at the same time)
2. In the “Logon” box, enter your username and passphrase.
3. Click OK (or press Enter)

How to change your passphrase
1. Log on to a computer
2. Open a web browser
3. Go to passphrase.iu.edu
4. Follow the instructions on the screen

Do Not Forget Your Passphrase!
If you forget your passphrase, no one in the IEP can help you. You will have to go to the UITS help desk in the Main Library to have your passphrase reset. Take your IU ID card with you.

How to Log on to your IU Mail
You will automatically have an e-mail address at I.U. The address is your username@indiana.edu. You can check your mail from any computer with a web browser.
Here’s how:
1. Log on to a computer
2. Open a web browser
3. Go to https://onestart.iu.edu/
4. Enter your username and passphrase
Computing Guide – Dos and Don’ts

1. DO READ your IU email every day.
   Important announcements are sent to your IU e-mail from the IEP and other University offices. You are required by Indiana University to check your IU email account daily.

2. DO NOT forward your IU mail to another account
   Many students already have non-IU e-mail accounts. Even though you can set your IU account to automatically send your IU e-mail to your other account, you should never do this.

3. DO NOT allow anyone else to use your account.
   This could lead to identity theft, and can cause many problems with your IU online accounts, including your bursar account!

4. DO NOT give anyone else your passphrase.
   If someone knows your passphrase, they will have access to all of your personal information. Your grades, class schedule, and ID number are just a few examples of what is available to a person with your passphrase.

If you have a computing problem: Tell your coordinator or writing teacher. If they can’t help you, they will find someone who can.
### InfoStations (Quick Email Access)

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<th>Location</th>
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<td>Informatics 099</td>
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<td>Library 1998</td>
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| Residential Technology Center (RTC) Labs

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</table>
Read Your IU Email Daily

You must check your IU email account daily. This is a university as well as an IEP requirement. Teachers and staff will use your email to inform you of class schedule changes, trip information, upcoming due dates, etc. You are held responsible for accessing this information.

IU email is the official means of communication from all university departments, including the IEP, the bursar and the Office of International Services (OIS). Email messages from OIS are very important (intlserv@indiana.edu) Communication from these offices can affect your immigration and SEVIS status.

Printing

All IEP students receive 300 black and white printing pages per session. IEP student printing accounts are active once your registration has been processed by the Registrar and Student Technology Centers. It takes more than one week to be fully processed.

If you cannot print in Week 3 from a STC lab, please contact the IEP Office.
Academic Information

- Sponsored Students
- Letter Request Form
- Academic Information Permission Form
- How can I receive academic advice?
- What is the TOEFL score for admission to IU?
- Where can I take the International TOEFL, the GRE and other tests?
Sponsored Students

Students who are funded by an agency are supported by the IEP Sponsored Student Advisor.

The Sponsored Student Advisor is responsible for the following:

1. Sponsor communication about academic matters.
2. Sending final evaluations (or midterm reports) to your sponsor each session.
3. Issuing requests for extension from the IEP for financial guarantees.
4. Writing and sending letters from the IEP to sponsors.

If you have questions about your sponsorship, or if you need the IEP to contact your sponsor, please email the IEP Sponsored Student Advisor at iuiep@indiana.edu
Letter Request Form

If you need a letter from the IEP, please fill out the Letter Request Form online or at the IEP Office.

Letter Request Form

Please allow at least 48 hours (or two [2] business days) to process this request

What is the purpose of this letter?

☐ Enrollment Verification – Statement of Current Registration
☐ Extension Letter – Sponsored students’ updated financial guarantee
☐ Proficiency Evaluation – From the Level [of 7] started through the current level and highest TOEFL score
☐ Evaluation Requests – Copies of all enrolled session final evaluation reports
☐ Other __________________________

Are you taking IEP classes now? Yes or No

Please fill out your contact information below:

Today’s Date (mm/dd/yyyy) __________________________ Are you: Male or Female?

Name: __________________________________________ Student ID#: ______________________

Do you want the letter sent to someone else?

If you would like this letter sent to another person or organization, please complete the Access Information Permission Form as well and attach it to this page. In the space below, write the address of the person or organization you want to receive the letter:

Name: __________________________________________
    Family Name, First Name

Organization Name: __________________________________________

Street Address 1: __________________________________________
Street Address 2: __________________________________________

City: __________________________ State: __________

Country: __________________________ Zip Code: __________

Recipient Email: __________________________________________

☐ Attached is the completed Access Information Permission Form

Please note: Payment Verifications may be issued on a case-by-case basis, and are not guaranteed.
Academic Information Access

If you want to have someone pay your tuition or pick up your final evaluations, you need to fill out the Academic Access Information Permission Form in the IEP Office. All sponsored students must fill out this form.

NOTE: Because of the Family Educational Rights & Privacy Act (FERPA), we are not allowed to share academic or financial information about you with anyone (including spouses, parents, cousins, friends, or classmates) without your permission.
How can I receive academic advice?

Students who want advice about studying at a college or university in the US should contact the IEP Director, Mr. Clark.

University Applications

The Director is always available to help students with their applications for university or college admission.

To make an appointment:

Email:  goclark@indiana.edu
Call:  812-855-6457
Come to Memorial Hall 313

NOTE: Admission to the IEP does not guarantee admission to Indiana University degree programs.
Indiana University Bloomington requires all non-native English speaking international undergraduate applicants to demonstrate English proficiency. Undergraduate applicants must obtain one of the following scores:

<table>
<thead>
<tr>
<th>Internet-Based TOEFL</th>
<th>MELAB</th>
<th>Paper-Based TOEFL</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>79</td>
<td>550</td>
<td>6.5</td>
</tr>
</tbody>
</table>

→ The testing service should report scores directly to IU Bloomington.
→ Applicants to the Jacobs School of Music MUST submit a TOEFL score.
→ Graduate departments have different requirements. Check with the department.

All admitted students also need to take the IEPE (Indiana English Proficiency Exam) and complete all classes indicated by IEPE results.

*Please note: If your TOEFL score is below 500 (71 iBT), you should expect to enroll in full-time English before you begin your academic coursework.*
IUB Admission

If you are an admitted student at Indiana University Bloomington, you have to show English proficiency to be able to study at IU. All new international students are required to take the Indiana English Proficiency Exam (IEPE) before beginning academic work.

If the Indiana English Proficiency Exam (IEPE) requires that you enroll in IEP classes or if you register for IEP classes after being dismissed from Indiana University then you will need to retake the IEPE before returning to University Division (UD).

UD has a strict GPA requirement for students wishing to return to studies at Indiana University. You must earn grades of C+ or better in your IEP classes.

IEP class grades are printed on IU transcripts and remain an official part of your IU record.

For information about returning to IUB, contact the IEP Office or the University Division Office to verify your status with the IEP and with UD.
Where can I take the International TOEFL (iBT), the GRE, and other tests?

Indiana University Bloomington
Computer-Based Testing Center
Franklin Hall 014
Center #7736
(812) 856-0684
Monday - Saturday, 8:00 am - 10:00 pm
http://www.iub.edu/~best/

IU Bloomington Evaluation Services and Testing (BEST) offers the following exams in a computer-based testing format:
- GRE (Graduate Record Examinations General Test)
- iBT TOEFL (Test of English as a Foreign Language)

To schedule an exam:
Visit www.ets.org/toefl and choose Register for the Test

GMAT is offered in Bloomington in an off-campus location.
http://www.mba.com/mba/thegmat

Visa Information

- Office of International Services
- What types of visas are there?
- What visa definitions should I know?
- International Student Service Fee
- How do I stay in status?
- Travel information
- 5th Session Off
- How do I finish the IEP?
- What will happen if I am out of status?
- e-forms on iStart
Office of International Services (OIS)

OIS issues and maintains IEP students’ immigration records. Any questions about your visa, I-20, or SEVIS status should go to OIS.

Office Address:
Poplars 221
400 East Seventh Street
Bloomington, IN 47405

Office Hours:
Monday through Friday
9:00 a.m. – 12:00 p.m.
1:00 p.m. – 4:00 p.m.

Contact Information:
Phone Number: (812)855-9086
Fax: (812)855-4418 fax
Email: ois@indiana.edu
Internet: http://ois.indiana.edu

Student e-forms: http://istart.iu.edu
- Extension Request (I-20 or DS-2019)
- Travel Signature Request
- Transfer Out Request
- Next Session Plans
Types of student visas

**F-1**
This visa allows a person to enter the US for full-time study at an authorized institution.

**F-2**
This visa allows spouses or children of F-1 students to enter the US.

**J-1**
There are several types of J-1 visas, also called exchange visitor visas. This visa may be used to allow a person to study.

**J-2**
This visa allows spouses or children of J-1 exchange visitors to enter the US.

There are many other types of visas with different requirements. If you are not sure about your visa status, please ask at the IEP Office or the Office of International Services.
What visa definitions should I know?

Visa
- A visa is a stamp in your passport issued by an American Embassy or Consulate in your country.
- It allows you to get on a plane to the US and request entry to this country.
- The date of a visa does not affect how long you can stay in the country. Your visa can expire while you are in the US without affecting your status.

USCIS
- The United States Citizenship and Immigration Service is a part of the Department of Homeland Security. It controls the status of aliens who are in the U.S.
- Note: The State Department issues visa stamps at Embassies or Consulates abroad. It is a different part of the government.

SEVIS
- SEVIS is a government required web-based system used to maintain accurate and current information on F-1 students, J-1 exchange visitors, and their dependents. SEVIS enables schools to produce visa documents and record information about a student’s stay in the United States.
Visa definitions (continued)

I-20
- This document is issued to an F-1 student.
- It shows the beginning and expected completion of studies, level of study, field of study, and funding. It is issued by the school the F-1 student will attend.

DS-2019
- This document is issued to a J-1 exchange visitor.
- It shows the beginning and expected completion dates, level of study, field of study, and funding. It is issued by the program sponsor. This may be Indiana University or some other sponsor.

I-94
- This important immigration document must be printed out from the U.S. Customs and Border Protection website at https://i94.cbp.dhs.gov. If you do not have this document, please see the Immigration Specialist in the IEP office in Memorial Hall (MM) 313.
- Your visa status and D/S will be on the I-94 document.
- The official name of the I-94 is the Departure Record. When you leave, it is given to the airline so immigration can confirm that you are no longer in the US.
Visa definitions (continued)

**D/S**
- I-94 documents for F and J students and dependents should be marked D/S, which means *duration of status*.
- This means that a student may remain in the US until the “completion of studies” date on the I-20 or DS-2019, as long as the student remains in status.

**OIS**
- The Office of International Services located in room 221 in the Poplars building.
- OIS helps IEP students with visa problems or questions about their student immigration status.

**iStart**
- iStart provides on-line services for all Indiana University international students.
- Use iStart for e-form requests for travel signatures, extensions, transfers and other immigration-related requests.

**One.IU**
- Another Indiana University on-line service used by students to provide updates to the university, including address changes.
Example of an I-20 Document

This sample is for reference purpose only.
Example of a US Visa

This sample is for reference purpose only.
Example of an Electronic I-94 Document

This sample is for reference purpose only.
International Student Service Fee

• All IEP students are billed the Indiana University International Student Service fee.

• This fee is $45.00 per session.

• All international students pay this fee.

• The fee will be billed to your bursar’s account about three weeks after IEP classes start. You can check your bursar’s account online through OneStart.

• You can pay this bill online or at the Bursar’s Office on the first floor of the Poplars Building. NOTE: This fee cannot be billed to a sponsor.

• NOTE: This fee is separate from IEP Tuition and must be paid, in addition to any past due Bursar bills, before you register for the next session or before you leave IU.
Travel Information

If you plan to travel outside the country and return to the IEP, you need to follow the procedures below:

1. Complete an iStart Travel Signature Request e-form and tell the IEP Office (Travel Permission Form). Your I-20 and any dependent I-20s need to be signed by OIS for travel before you leave.

2. If your plans change while you are home and you will not be returning for the next session, contact IEP and OIS by email as soon as possible.

3. If you decide to return to the US to attend another school (including a degree program at IU Bloomington), you MUST enter the country using the new I-20. You will need to complete a transfer e-form in iStart (http://istart.iu.edu).

4. Your F-1 and F-2 visa stamps must be valid on the date of your return travel. If they are not, you will need to have them renewed while you are in your home country.

5. Your passport MUST be valid for at least 6 more months after your return date. If it is not, you will need to have it renewed while you are in your home country.

NOTE: If you plan to travel inside the US, you do not need to have your I-20 signed.
5th Session Off

(If you want to stay in the U.S. and not register for classes)

A student who has studied 4 consecutive sessions in the IEP may take the 5th session off or study part-time and remain in the U.S. After taking the 5th session off, students MUST return to the IEP to study during the next session.

To qualify for a 5th session off a student must:

1. study with the IEP for 4 consecutive sessions
2. request 5th session off from the IEP Office
3. purchase health insurance for the 5th session
4. fill out the 5th session off form on iStart

For Example: Fall 2 - Full-Time
Spring 1 – Full-time
Spring 2 – Full-time
Summer 1 – Full-time
Summer 2 – Session off
Fall 1 – **Must** study full-time in the IEP

NOTE: Sponsored students must have written permission from their sponsors sent to the Sponsored Student Advisor before 5th session off is approved.
**5th Session Off**

*For F-1 Students:*
If you change your mind and decide to go home or transfer to another school, you must do this within 60 days of the end of your 4th session, not at the end of your 5th session off.

*For J-1 Students:*
If you change your mind and decide to go home or transfer to another school, you must do this within 30 days of the end of your 4th session, not at the end of your 5th session off.

**Remember: You can exit and re-enter the USA if you follow the correct procedures.**

Students who do not wish to continue their studies may return home or leave the USA at the end of any IEP session, after informing IEP and OIS of their decision.

You will receive information about re-entering the USA from OIS.
How do I stay in status?

Your I-20 or DS-2019 must be valid.

AND

You must be enrolled in the IEP.

AND

You must attend classes.

AND

You must add or edit your current local address in OneStart or in the IEP Office within ten (10) days of moving

AND

You must maintain contact with the IEP.*

*Failure to maintain contact will require us to begin the termination process. If you are terminated in SEVIS, you would be out of status.

You must be careful to stay in status. If you decide to stop studying in the IEP, go to the IEP Office and the staff will refer you to OIS in Franklin Hall immediately to discuss your visa status. Remember: The IEP and OIS offices are here to help students.

Check your IU e-mail account (“username”@indiana.edu) every day. Important messages will come to you through this account from OIS (ois@indiana.edu) and IEP (iep@indiana.edu). You are responsible for reading these messages.
What should I do with my status after the IEP?

- Students in F-1 status must transfer to a new program or leave the US within 60 days of the last day of IEP classes.

- Students in J-1 status must leave the US within 30 days of the last IEP class. J-1 students who wish to begin a new program in the US must speak with an advisor at OIS if the DS-2019 was issued by OIS. J-1 students whose DS-2019s were issued by another program sponsor must speak with that program sponsor.

There is an e-form (Next Session Plans) in iStart to inform OIS and IEP of your plans -http://istart.iu.edu.
What will happen if I am out of status?

US immigration laws make staying in-status very important. Students who are out of status or have overstayed their study time will have serious problems. It may be impossible for them to return to the US in the future.

You will be out of status if:

- You stop attending classes without permission before the end of a session.
- You are studying after the program end date on your I-20 or DS-2019.
- You are an F-1 and remain in the U.S. more than 60 days after your last IEP class.
- You are a J-1 and remain in the U.S. more than 30 days after your last IEP class.

If you are out of status:

- You cannot re-enter the US without a new I-20 or DS-2019
- You will have difficulty applying for a visa from a third country such as Canada or Mexico
Staying in Status: Basic Information

The Office of International Services (OIS) works to help IEP students with their immigration issues.

1. Contact Information

   Office of International Services (OIS)  
   Poplars 221  
   Email: ois@iu.edu  
   Phone: 812-855-9086  
   ois.iu.edu  

   Monday-Friday
   9:00 a.m. – 4:00 p.m.  
   Quick Question Advising (walk-in): 1:00 p.m. – 3:30 p.m.  
   Phone calls accepted  
   8:00 – 5:00 p.m.

   OIS is open from:

2. Immigration Documents
   a. Passport (from your country)
   b. I-20/DS-2019
   c. Visa
   d. I-94 Document

3. SEVIS (Student & Exchange Visitor Information System)
   All international students pay a $200 SEVIS fee when they apply for a U.S. visa. All schools must tell immigration (using SEVIS) about each international student several times:
   - when the student arrives at the school
   - student enrollment for each session
   - when a student transfers to a different school
   - when a student changes to a new program of study
   - when a student changes his/her address

4. Enrollment
   You must be a full-time student while you are studying in the IEP if you are on an F-1 or J-1 visa. Attendance is very important each session for you to be considered an enrolled student of the IEP.
5. Transferring
   If you transfer to IU from another school, you need to bring ALL your previous I-20s to the OIS in Poplars 221, even if you have submitted them to the IEP Office. This is VERY important.

6. Travel
   - Request a signature for page 3 of your I-20 (page 1 of your DS-2019) online via iStart
   - Inform the IEP Office of your travel plans
   - Do not leave the U.S. without a signature if you plan to return to the IEP

7. Program Changes
   Check the date of your I-20 (or DS-2019) expiration. OIS and the IEP work together to help students who want to:
   - extend their studies in the IEP (past the I-20 expiration date)
   - transfer to another school (including IU Bloomington)

8. Document Safety
   - Passport (from your country)
   - I-20/DS-2019
   - Visa
   - I-94 card
   Your documents are your responsibility!
   Keep them in a safe place.
   Do not throw them away (even if you transfer to a different school).

9. Employment
   - F-1 and J-1 students can work on campus for up to 20 hours per week.
   - IEP Students need permission from the IEP Director and OIS before getting a job.
   - J-1 students need additional authorization from OIS to work on campus.
   - International students CANNOT work off campus.
10. Address Updates
   - All international students must report address changes within 10 days!
   - Change your address in OneStart or bring your new address to the IEP Office.

11. IU Email
    You have to check your IU email account EVERY DAY (Indiana University Policy)
    OIS and IEP send important messages to your IU email account. Look for messages
    from these addresses:
    - ois@iu.edu
    - sevisiu@iu.edu
    - iep@indiana.edu
    - qp@indiana.edu
    Your email address is the only place you will receive important messages from the
    IEP, OIS, and your IU billing account from the bursar.

12. Remember, you must:
    - Maintain full time enrollment
    - Attend IEP classes
    - Get a travel signature
    - Know your I-20 expiration
    - Transfer through SEVIS
    - Leave after finishing the IEP
    - Keep the I-20 or DS-2019 valid
    - Work only on campus with permission
    - Update your address within 10 days
    - Read all messages sent to your IU email

Remember, OIS Staff and IEP Office Staff are here to help IEP students and give good advice.
Have a great session and welcome to Bloomington!
Healthcare

- TB Testing Policy
- Health Insurance
- Medical Emergency
- Bloomington and IU Services
TB Testing

Intensive English Program Students (IEP) must be tested for Tuberculosis (TB) by Quantiferon Blood Test (QFT). Testing for TB is required by the State of Indiana, Indiana University and the IEP unless you are a citizen or permanent resident of the United States. This test is a blood sample. It is a highly accurate blood test for TB infection that replaces the tuberculin skin test (PPD, Mantoux Test, Tine Test). This test will be done in a single visit. This blood test does not react to BCG vaccine for TB.

The cost of the test is $65.00. You must pay for the test when it is performed and you will be given a receipt to mail to your health insurance company.

RESULTS: You will receive a written notice via your IEP coordinator with your test results within two weeks. Keep this notice with your health records.

If you test negative, no further action needs to be taken.

If you test positive, you will be required to take a chest x-ray within one week for an additional charge. This is MANDATORY and failure to get the chest x-ray could result in penalties. After the chest x-ray, you will receive another letter via your IEP instructor with the results and further instructions regarding another appointment.

Indeterminate:
This means that your TB infection status could not be determined. And the test must be repeated in 4 weeks. You will be required to take the test again for an additional charge. This is MANDATORY and failure to repeat the test could result in penalties. If the second blood test remains indeterminate or is positive, a chest x-ray will be required for another charge.
Health Insurance Requirement

The United States Immigration and Naturalization Service requires all non-immigrant student visa (F & J) holders to show proof of health insurance before attending schools. All accompanying family members must also be covered. This insurance must provide coverage for sickness and accident while in the US, and also for your return home in case of illness or death (this may be called repatriation, rescue, evacuation, or simply “special”). The coverage should be as follows for each category:

1. $100,000 coverage per accident or injury
2. $100,000 coverage per sickness or illness (must include maternity/pregnancy benefits)
3. $50,000 coverage for medical evacuation
4. $25,500 coverage for repatriation
5. Deductible of not more than $500
6. Dependents (spouse/children) must also have insurance.
7. This coverage must be in force throughout a student's stay in the U.S.

Proof of insurance, in this case, means the policy information contained in a booklet, pamphlet, or itemized receipt specifying the AMOUNTS OF COVERAGE (not the premiums which you paid). The insurance card alone does not usually provide sufficient information.
IU Student Health Insurance

Students may choose instead to be insured under Indiana University’s international student health insurance policy, which provides coverage at the level of INS regulations at a reasonable price. Students are automatically enrolled upon registration with the IEP.

Students with their own insurance will need to provide proof of insurance to the Office of International Services (OIS).

The Spring 2016 prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Spring 1 2016</th>
<th>Spring 2 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$252</td>
<td>$273</td>
</tr>
<tr>
<td>Spouse</td>
<td>$252</td>
<td>$273</td>
</tr>
<tr>
<td>1 Child</td>
<td>$252</td>
<td>$273</td>
</tr>
<tr>
<td>Children 2+</td>
<td>$504</td>
<td>$547</td>
</tr>
<tr>
<td>TOTAL Student + Spouse + Children</td>
<td>$1,008</td>
<td>$1,093</td>
</tr>
</tbody>
</table>

UNIVERSITY HUMAN RESOURCE SERVICES
Poplars E165
400 E. 7th St.
Bloomington, IN 47405
(812) 855-2172

Contact Student Health Insurance: studenhc@indiana.edu
Proof of Insurance Enrollment

To obtain a copy of the Health Insurance Receipt or Proof of Enrollment, the following options are available to students:

1. Call Aetna Customer Service at 877-437-6512 to request a receipt for enrollment. This should be done after the enrollment is received and updated in the Aetna system, which could be up to 2 weeks after the IEP registration since the paper forms have to be mailed in and data entered. The receipt will be generated and mailed to the student’s address on file.

2. Email Aetna Customer Service through the website using the following process. The emails are typically turned around in 2 business days, however the email box is not monitored on the weekends, whereas the phone lines are answered and the request may be completed more quickly.

   b. Click on the Help Center link on the left-hand side of the page.
   c. Click on the Ask a Question via Email link.
   d. Click on Enrollment to enter request for receipt enrollment.
To File a Health Insurance Claim

Insurance claim forms can be printed from the following website: http://www.indiana.edu/~uhrs/benefits/student-internat-2015-16.html#q

Make copies of all your documents and send the forms to the address printed on the back of your insurance card.
Let’s say you’re playing soccer and sprain your ankle. Your ankle requires medical attention. Here are your options.

**I.U. Health Center**  
600 N. Jordan St.  
Hours: 8AM-4:30, M-F  
855-4011

With the Student Health Insurance Plan, you can minimize your out-of-pocket expenses by using the IUB Student Health Center. When using the IU Health Center the deductible is waived and students pay only a $15.00 co-pay per office visit. After the co-pay, insurance pays 100%. The Health Center is the best option for medical treatment.

**IU Health**  
East: (Closest to campus)  
326 Woodcrest Road  
812-352-6888  
Hours: 8am – 8pm Daily

West:  
3443 W. 3rd Street  
812-353-3443  
Hours: 8am – 8pm, Mon-Sat

IU Health clinics are more expensive than the Health Center on campus, but they are also open longer. IU Health clinics are open during the evening hours and accept patients with the IU student insurance. The co-pay per office visit is $25.00

**Bloomington Hospital**  
601 W. 2nd St.  
Hours: 24 hours a day, every day  
353-9515

Bloomington Hospital should only be used in case of emergency. Student insurance pays less for medical services done at Bloomington Hospital than at the Campus Health Center or IU Health Clinics. The co-pay for Bloomington Hospital is $100.00 (paid by insurance only if student is admitted).
**Bloomington & IU Services Available**

**IUSA Safety Escort (855-SAFE)**
IUSA safety escort is a proactive transportation/escort service, which is available for IU students and staff as an alternative to walking alone at night. Safety escort provides rides for individuals (men and women) within the IU campus and the Bloomington community. When you call for a ride you will be asked a few questions to help us provide an efficient service. You must have your IU ID card with you when you ride. The service does not run during school breaks or holidays. For more information call 855-7233.

**Bloomington Hospital Community Health Services - 353-2901**
- Adult Immunizations / Booster Shots
- Well Child Physical Exams
- Free Immunizations For Children

**Sexual Assault Crisis Services (free) - 4th floor of the Health Center**
The Sexual Assault Crisis Services is staffed by professional counselors 24 hours a day, seven days a week. This service is free to all students, faculty, staff, and other members of the IU community.

If you have been sexually assaulted and need assistance, information, or someone to talk to, call the sexual assault crisis service. Hours: Weekdays, by appointment, 855-5711. Crisis calls on a 24-hour basis at 855-8900.

**Counseling and Psychological Services (CAPS) - 4th floor of the Health Center**
Counseling and Psychological Services offers IU students individual counseling, group counseling, couples counseling, and psychiatric consultation. CAPS is open weekdays from 8:00am to 5:00pm, and counseling appointments can be made by calling 855-5711. A walk-in service is available weekdays from 8:00am to 4:30pm for those who require immediate emergency care.
GLBT (Gay, Lesbian, Bisexual, and Transgender) Student Support Services
The Office of GLBT Student Support Services is part of the Division of Student Affairs and is a resource for IU students, staff, faculty, and the Bloomington community who would like more information on GLBT issues. In addition to programs they run and events they host for IU and the Bloomington community, they provide resources on GLBT groups, diversity at IU, groups and organizations, and information at campus, local, national, and international levels. For more information go GLBT website at http://studentaffairs.iub.edu/glbt/.

Harassing Phone Calls
If you experience harassing, threatening, or obscene phone calls, contact the Indiana University Police Department (IUPD) by dialing 855-4111 or 857-4111. Please be prepared to provide information regarding the harassing calls, including frequency and content. IUPD will advise you of options and procedures to follow. Important: If you experience calls of a racial, sexual, or threatening nature, contact IUPD immediately.

Campus Emergency Web Site
IUB students, staff, and faculty have always relied on the news media to bring news about IUB during times of crisis. Now, whenever crisis looms, call 1-877-IU-BLGTN or go to http://emergency.service.indiana.edu/ for the latest news.

Middle Way House Shelter
Middle way house, Inc., provides 24-hour crises intervention over the phone and at the scene; shelter and two-year transitional housing; legal advocacy; employment assistance; and supportive services to victims of domestic violence and sexual assault. Resident clients can access a comprehensive children’s program, join support groups, and participate in a full range of activities designed to promote personal growth. In addition to advocacy services, we also provide referrals for housing, support groups and a parenting program to non-residents. Call 333-7404 or go to www.bloomington.in.us/~mwhouse.com. MWH’s crisis line is 336-0846 (call collect if necessary). All services are free and confidential.
Free Time on Campus

- IEP Extras
- IEP Connections
- Campus Events
- Exercise
- Career Services
- RPS
- Campus Map
- Campus No-Smoking Policy
IEP Extras!
The IEP Provides many extracurricular activities to help students improve their English quickly. These activities are not required, but they are free and a good way to interact with other IEP students, IEP teachers, and IU students.

1. Connect Online
   - http://twitter.com/IUIEP
   - http://facebook.com/#!/iuiep

2. IEP Extras : Language Table, Coffee Hours, Reading Circle, Grammar Circle, and Saturday Morning Classes

3. Campus Connections
   - International Conversation Exchange (ICE)
   - J/ECT (Japanese English Conversation Table)
   - AELE (Arabic/English Language Exchange)

4. IEP Session Events
   Spring 1- Indianapolis Trip or Edinburgh Outlet
   Spring 2- Bryan Park Picnic
   Summer 1- Holiday World
   Summer 2- Chicago or Kings Island
   Fall 1- Brown County Park Picnic
   Fall 2- IEP Holiday Reception

5. Other Trips & Activities
   Teachers and staff organize other events each session, such as trips to see sporting events or local points of interest (museums, concerts, etc.)
IEP Extras!

**English Table—Conversation Dinners**
Come eat with IEP teachers and students.
Enjoy casual conversation while you eat!
**Tuesdays:** See calendar for dates and locations.

**Coffee Hour Socials**
Weekly opportunities to casually practice English, to meet IEP students and teachers, and to eat doughnuts, bagels & coffee.
**Wednesdays:** See calendar for times and locations.

**Reading Circle (For Levels 5-7 primarily)**
A great opportunity to improve your reading and speaking skills, while learning new vocabulary.
**Wednesdays:** See calendar for times and locations.

**Grammar Circle**
An informal meeting where students can ask questions about grammar topics that they find difficult. Typical TOEFL grammar questions are used for practice to supplement the Q & A period.
**Thursdays:** See calendar for times and locations.

**Saturday Morning Classes**
Conversation Circle and TOEFL Practice
**Saturdays:** 9:00 a.m. – 12:00 p.m.
See calendar for dates and locations.
Indiana University Connections

The Intensive English Program has established Conversation Exchange programs with the various language departments on campus, including:

- AELEEx: Arabic/English Language Exchange
- J/E CT: Japanese-English Conversation Table
- Chinese Language Partners Table

These groups meet on different nights in different campus locations. Check with the IEP Office for more information on the meeting times.

Student Organizations

Indiana University has over 750 student organizations. IU has student organizations in the following areas of interest.

- Academic and Professional
- Arts and Entertainment
- International and Multicultural
- Sport and Recreation
- Environmental

To find out more about student organizations go to https://myinvolvement.indiana.edu
Free IEP Mug

All new students get an official IEP coffee [or tea] mug for FREE when they register for classes.

- The IEP is going green!
- Bring this mug with you to coffee hour and each time you want to get coffee from our coffee room.
- The IEP is helping IU become a little greener – more environmentally friendly.
- We’re counting on you to help us make IU a more environmentally friendly place for everyone!

Did You Know?

- The average college student uses 500 paper cups, lids, and straws every year. That’s 21,173,500 each year for IU alone.
- Recycling just two aluminum cans can save the equivalent energy required to power a computer for a workday.
- Recycling 5 plastic soda bottles are enough to make the fiberfill to insulate a ski jacket.
- Every Saturday morning during the Spring, Summer and Fall, Bloomington hosts a farmer’s market at 401 N. Morton St. (City Hall).
Indiana University Events

In addition to events organized by the IEP, you are strongly encouraged to participate in all activities organized by Indiana University. Take advantage of your time here and get involved!

Indiana University hosts thousands of lectures, exhibitions, film series, sporting events, and music concerts each year. Students often pay nothing or a reduced ticket fee for these events.

There is always something to do on campus.

Indiana University’s event calendar is available at events.iu.edu/
Where can I exercise?

IEP students can exercise at:

**SRSC** (Student Recreation Sports Center)
**HPER** (Health, Physical Education, and Recreation)

All students need to pay a fee to gain entry to these facilities.

Cost = $67.38 for the entire semester

OR

$33.69 for one session.

You can pay this fee at SRSC 115 or HPER 290.

You must have your student ID card with you at the time of purchase.

If you are interested in club sports, intramurals, or swimming pools at Indiana University, please visit [www.iub.edu/athletic/](http://www.iub.edu/athletic/)
Career Services

IEP students are eligible to work on campus after they finish one session in the IEP. Because the IEP has 4-5 hours of class every day and there is a lot of homework, we do not recommend that IEP students work on campus, especially their first session.

The Indiana University Career Development Center is located directly across the street from the Wells Library on the corner of North Jordan Avenue and 10th Street.

The Career Development Center provides many services to students including:

- Career Advising
- Career Courses
- Help Finding Jobs and Internships
- Career Resource Library
- Career Events

Also, you can make an account on the Career Development website: www.indiana.edu/~career/ with your IU username and passphrase.

This account can help you find jobs and career events.
Residential Programs & Services (RPS)

- If you live in a dormitory, you will have to inform RPS each session whether you want to stay for the next IEP session or leave the dormitory.
- The IEP helps RPS collect the IEP Housing Intent Forms each session.
- For questions about your housing rates or meal plans, please contact RPS directly.

RPS

- Division of Residential Programs & Services (RPS)
  801 North Jordan Avenue
  Bloomington, IN 47405-2107
- http://www.rps.indiana.edu/
- Administrative Offices: 812-855-1764
- Residence Hall Assignments: 812-855-5601 or housing@indiana.edu
- Dining Services: 812-855-1764

Apartment Housing

- Apartment Housing Office,
  800 N. Union Street, Room 119,
  Bloomington, IN 47408
- Apartment Assignments: 812-855-6600 or apthouse@indiana.edu
Remember!
IU is smoke-free.
Students, teachers, and staff may not smoke on campus.

Exception:
- Privately owned vehicles
Bloomington

- Entertainment & Dining in Bloomington
- Volunteering
- Movie Theatres in Bloomington
- Bloomington Transportation
- Important Places in Bloomington
- Bloomington Weather
- Weather Emergency Information
- Renter’s Insurance Information
- Travel Outside Bloomington
Entertainment and Dining

Bloomington offers a wide array of international and regional-American cuisines and cultural events. For example, 4th Street has Tibetan, Indian, Moroccan, Italian, and Korean restaurants.

Bloomington’s calendar of events and dining guide are available at

www.visitbloomington.com/

Volunteering Opportunities

Volunteering is a great way to meet new people, connect with the community, practice English, and help those in need.

Many organizations welcome elementary and intermediate English learners. Volunteer opportunities are available at schools, hospitals, animal shelters, soup kitchens, and women’s shelters.

For information for international student volunteers, please contact:

City of Bloomington Volunteer Network
812-349-3433
volunteer@bloomington.in.gov
Bloomington Movie Theatres

Indiana University Cinema
www.cinema.indiana.edu

Showplace East 11
www.kerasotes.com
812-331-2032
1351 S. College Mall Road
Bloomington, IN 47401

Showplace West 12
www.kerasotes.com
812-323-0884
2929 W. 3rd Street
Bloomington, IN 47403

The Ryder
www.theryder.com
812-339-2002
1316 E. 3rd Street
Bloomington, IN 47401
Bloomington Transportation

There are two bus systems in Bloomington, IN: IU campus buses and public (city) buses. The IU campus buses are free to ride without an IU photo ID. The public city buses are free to IU students with their IU photo IDs. If you do not have your ID, the public buses cost $1 per ride.

The IU campus buses which stop in from of Memorial Hall include:

- **A Bus:** Starts at the Stadium and runs along Fee Lane to 10th St. by the Wells Library, through Jordan Ave. by the School of Music, onto 3rd St. passing by Memorial and Jordan Hall, through Indiana Ave. by SPEA, and back onto 10th St. and Fee Lane. Runs every 10 minutes from 7:30 A.M. to 5:50 P.M. Monday through Friday.

- **B Bus:** Begins at Fishers Ct. and runs along North Jordan Ave. through Jordan Ave. by the School of Music, onto 3rd St. passing by Memorial and Jordan Hall, through Indiana Ave. by SPEA, and back onto 10th St. before ending on Jordan Ave. Runs every 20 minutes from 7:30 A.M. to 7:00 P.M. Monday through Friday.

- **D Bus:** Runs along 10th St. by the Wells Library onto Union St. and Rose Ave. and through 3rd St. passing by Memorial Hall and Jordan Hall, onto Indiana Ave. passing by the SPEA building and back onto 10th St. Runs every 20 min. on Monday through Thursday from 7:40 A.M.- 6:15 P.M. and from 7:40 A.M.- 5:55 P.M. on Friday.

- **E Bus:** Runs along Union St. and Rose Ave., onto 3rd St. passing Memorial and Jordan Hall, through Indiana Ave., passing the SPEA building, back onto 10th St. and Jordan Ave. to end on Union St. Runs every 30 minutes from 7:30 A.M.-12:45 A.M. Monday through Friday.

Route information about IU campus buses is available at http://www.iubus.indiana.edu/campus_bus/index.html
Public city buses which stop on 3rd Street include:

- **College Mall/Bradford Place bus**: Runs by Campus Corner apartments, Covenanter Gardens, the Woods at Latimer, and Hunter Ridge apartments, College Mall, Eastland Plaza, Jackson Creek shopping centers and K Mart east. This bus runs every 30 minutes, Monday through Saturday.

- **3 Highland Village/Curry Pike bus**: Runs by Sherwood Oaks, Acadia Court apartments, Winslow Ridge apartments, Heritage apartments, and Maxwell Terrace apartments. This is also a good route to get to the YMCA. Runs every 30 minutes, Monday through Saturday.

- **High Street/ Sherwood Oaks bus**: Runs by Sherwood Oaks, Acadia Court apartments, Winslow Ridge apartments, Heritage apartments, and Maxwell Terrace apartments. This is also a good route to get to the YMCA. Runs every 60 minutes, Monday through Saturday.

- **Sare Road**: Steeplechase apartments, the Gardens, Oaklawn townhomes, Woodlands, and Maxwell Terrace apartments. It also provides service to Jackson Creek Middle School and Child’s Elementary. It runs every 60 minutes, Monday through Saturday.

- **Henderson/Walnut Express bus**: Hoosier Court at Henderson, Summitt Pointe, Timber Ridge, or Brandon Court. This is also a great way to get from the Winslow Farms area to campus and downtown. Frequency of this route is every 15-20 minutes, Monday through Friday.

- **IU Campus/College Mall/Campus Corner bus**: Campus Corner, Covenanter Gardens, the Woods at Latimer, the Fields, Hunter Ridge, Park Doral, Tulip Tree, and Eigenmann Hall to get to the IU Library, Kelley Business School, Music School, Jordan Hall, Memorial Hall, Sample Gates, Geology, Psychology, and most areas of campus on or south of 10th Street. Runs every 10-20 minutes, Monday through Friday. Runs every 40 minutes on Saturday and Sundays.

Route information about Bloomington’s public buses is available at www.bloomingtontransit.com
Important Places in Bloomington

PUBLIC LIBRARY
Hours:  Monday – Thursday:  9:00 a.m. - 9:00 p.m.
       Friday:                   9:00 a.m. - 6:00 p.m.
       Saturday:                9:00 a.m. - 5:00 p.m.
       Sunday:                  1:00 p.m. - 5:00 p.m.

Address:  303 E. Kirkwood
Phone: 349-3228
Cards: - Picture ID
       - Document with current address in Bloomington (housing contract, rental
         agreement, Bursar’s bill, or mail sent to student at Bloomington address)

DRIVER’S LICENSE BUREAU (BMV)
Hours:  Monday:       CLOSED    Thursday:   8:30 a.m. - 5:00 p.m.
       Tuesday: 8:30 a.m. – 6:30 p.m.  Friday:  8:30 a.m. - 5:00 p.m.
       Wednesday: 8:30 a.m. - 5:00 p.m.  Saturday:        8:30 a.m. - 12:30 p.m.

Address:  1612 LIBERTY WAY #A
Phone:   336-3018
Webpage:: http://www.in.gov/bmv/

Cost for Indiana Driver’s license:  $12.00

AUTOMOBILE INSURANCE
1. Examples of companies and addresses
   A)  ISU The May Agency:  334-2400  1327 N. Walnut
   B)  Bill Reisch Insurance:  336-6838  1612 Liberty Dr., #B
   C)  Woodward Insurance:  332-2131  320 E. 3rd Street

2. Examples of insurance costs:
   Basic Coverage: Liability
   Other possibilities: Bodily injury, property damage, uninsured motorist

   Male: 25 years old                  Male: 18 years old
   6 months: $400-500                   6 months: $600-700
## Bloomington Temperatures

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What if there is a weather emergency?

If there is a weather emergency, it is unlikely that classes will be canceled. If you think classes might be canceled, please check your IU email and one or more of the following mediums:

Radio
- WTTS 92.3 FM (primary Emergency Alert System [EAS] station)
- WFIU 103.7 FM
- WBWB 96.7 FM
- WGCL 1370 AM
- WQRK 105.5 FM
- WIBC 1070 AM

Television
- WTTV (Channel 4) CBS
- WRTV (Channel 6) ABC
- WTHR (Channel 13) NBC
- WTIU (Channel 30) PBS
- WXIN (Channel 59) FOX
- Campus Cable Channel 2

Websites
- http://www.iub.edu/~prepare/
- http://www.indiana.edu/~wfiu/ (look for the snowy school bus)

In case of a snow emergency, you should stay inside your home until roads are clear. During the winter, you should keep your car’s gasoline level near full in case you slide off the road or are stopped for long periods of time. You can keep the engine running to stay warm. If your power goes out, use blankets to keep warm, and call your local power provider.
Thunderstorm/Tornado definitions

**Severe Thunderstorm Watch:**
Severe thunderstorms are possible - continue activities but have someone monitor the situation.

**Severe Thunderstorm Warning:**
Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

- Stay indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter.
- Report injuries and damage to the University Police, or call 911.

**Tornado Watch:**
Tornado and severe thunderstorms are possible - continue normal activities but turn on a local radio or TV station and check on it every few minutes.

**Tornado Warning:**
A tornado is occurring in the area!

- If in the warning area, seek shelter immediately.
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
- Do not open windows. Stay away from windows and exterior doors.
- Go to interior rooms or hallways and close the doors.
- Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Listen to local radio or television station.
- Report injuries, entrapment and damage to the University Police, 911. Notify your departmental administrative office.
- After the "all clear", leave badly damaged buildings and do not attempt to return to the building unless directed to do so by University Police. Do not attempt to turn utilities or equipment on or off.
Renter’s Insurance

If you rent an apartment, either on campus or off campus, it is a good idea to purchase renter’s insurance. Renter’s insurance will pay for damage to your apartment, as well as help replace damaged furniture and electronics. The average renter’s insurance policy will cover $30,000 to $35,000 worth of damage caused by the following:

- Fire or lightning
- Windstorm or hail
- Explosion
- Riot or civil commotion
- Aircraft
- Vehicles
- Smoke
- Vandalism or malicious mischief
- Theft
- Damage by glass or safety-glazing material that is part of a building
- Volcanic eruption
- Falling objects
- Weight of ice, snow, or sleet
- Water-related damage from home utilities
- Electrical surge damage

Most policies also cover living expenses if your apartment becomes unlivable.

The average cost for renter’s insurance is $150 - $350 per year, or $12.50 - $30.00 per month. All people living in the apartment will be covered, as long as their names are included on the application. Most insurance companies offer renter’s insurance. A few examples are:

- State Farm Insurance (812) 333-1322 (www.statefarm.com)
- Allstate (812) 339-5939 (www.allstate.com)
- ISU the May Agency (812) 334-2400 (www.mayagency.com)
- Farm Bureau Insurance (812) 336-0174 (www.infarmbureau.com)
- American Family Insurance (800) 692-6326 (www.amfarm.com)

It is a good idea to have your insurance agent help you fill out the application. There are many other local insurance agencies in Bloomington. You can find out about them by looking in the telephone book.
Travel outside Bloomington

Local transportation in Bloomington is very good.

If you want to go outside of Bloomington, it is a bit more difficult.

You have to use a private company to get to the Indianapolis International Airport (IND). There are three companies that provide transportation from IU Bloomington to Indianapolis International Airport.

Bloomington Shuttle  www.bloomingtonshuttle.com
Classic Touch Limousine Service  www.classictouchlimo.com
Star of America  www.starofamerica.com

From the airport, you can ride a shuttle downtown. The IndyGo shuttle runs every 20 minutes from the airport to Indianapolis downtown: http://www.indygo.net/green_line.htm

From downtown, you can take either a bus (www.greyhound.com) or a train (www.amtrak.com).

Using websites such as www.kayak.com to compare rates or student discount websites such as www.studentuniverse.com will allow you to book travel around the United States or to other international destinations.
Appendix
Goals and Student Learning Outcomes

Level 1

Course Goal: The overall goal of Level 1 is to develop students’ fundamental fluency to meet the basic needs of everyday student life.

Reading and Writing


Reading and Writing SLOs

By the end of Level 1 Reading and Writing, successful students will be able to:

1. Identify key facts in highly adapted simple texts
2. Write a description of at least 10 sentences in 10 minutes, using appropriate capitalization, periods and page formatting.
3. (Fall and Spring sessions only) Identify and produce appropriate American English spelling for a variety of basic vocabulary words, with special attention to the spelling of long vowels and beginning consonants.

Communication

Textbooks: Touchstone Student’s Book 1

Touchstone Workbook 1

Communication SLOs

By the end of Level 1 Communication, successful students will be able to:

1. Identify key facts from 30 sec. to 1 min. highly adapted oral texts
2. Describe a person or a place for 2 min. using simple sentences
3. Respond appropriately to basic social greetings and introductions
4. (Fall and Spring sessions only) Distinguish in listening and pronunciation between different long vowel and beginning consonant sounds
**Grammar**

**Textbook:**  *Grammar Dimensions I, 4th Ed. (Units 1-8, 15)*

**Grammar SLOs**

By the end of Level 1 Grammar, successful students will be able to:

1. Use the simple present
2. Use the present progressive
3. Use correct prepositions of place and time
4. Use possessive nouns and adjectives and demonstrative pronouns

**Phonics (class offered in summer only)**

**Textbooks:**  *ESL Phonics for All Ages, Book 4: Vowels, Part 1*
*ESL Phonics for All Ages, Book 1: Beginning Consonants*

**Phonics SLOs**

By the end of Level 1 Phonics, successful students will be able to:

1. Recognize the correspondence between American English long vowel sounds (in listening and pronunciation) and their variations of spelling (in reading and writing).
2. Recognize the correspondence between American English beginning consonant sounds (in listening and pronunciation) and their variations of spelling (in reading and writing)
Level 2

_Course Goal_: The overall goal of Level 2 is to develop student’s basic fluency to communicate in routine social and classroom situations.

**Reading and Writing**

*Textbook:* *All About the USA 2, 2nd Ed.*

**Reading and Writing SLOs**

By the end of Level 2 Reading and Writing, successful students will be able to:

1. Restate key facts from highly adapted simple texts
2. Write 2 paragraphs on a topic, using basic page format and punctuation.
3. (Fall and Spring sessions only) Identify and produce appropriate American English spelling for a variety of basic vocabulary words, with special attention to short vowels and ending consonants

**Communication**

*Textbooks:* *Contemporary Topics Intro*

**Communication SLOs**

By the end of Level 2 Communication, successful students will be able to:

1. Identify key facts and main topic from 2-3 min. adapted oral texts
2. Give and follow directions
3. Sustain an interpersonal conversation for 2-3 min.
4. Describe themselves and their environment for 2-3 min. using compound sentences
5. (Fall and Spring sessions only) Distinguish in listening and pronunciation between different short vowel and ending consonant sounds
Grammar
Textbook:  *Grammar Dimensions I, 4th Ed.* (Units 9-10, 13-14, 17-18, 20)

Grammar SLOs
By the end of Level 2 Grammar, successful students will be able to:

1. Use the simple past
2. Use the future
3. Use nouns and pronouns with appropriate number and gender
4. Use modality to express ability and possibility
5. Use imperatives

Phonics (class offered in summer only)
Textbooks:  *ESL Phonics for All Ages, Book 5: Vowels, Part 2*
*ESL Phonics for All Ages, Book 2: Ending Consonants*

Phonics SLOs
By the end of Level 2 Phonics, successful students will be able to:

1. Recognize the correlation between American English short vowel sounds (in listening and pronunciation) and their variations of spelling (in reading and writing).
2. Recognize the correlation between American English ending consonant sounds (in listening and pronunciation) and their variations of spelling (in reading and writing)
Level 3

Course Goal: The overall goal of Level 3 is to begin to develop students’ ability to understand and clearly express complex ideas. Focus is given to expository texts with basic academic structure and vocabulary.

Reading and Writing
Textbooks: Academic Encounters 1, 2nd Ed.

Reading and Writing SLOs
By the end of Level 3 Reading and Writing, successful students will be able to:

1. Restate main ideas and details of one-page adapted texts
2. Write a simple essay with an introduction, body, and conclusion using basic transitions (4-5 paragraphs), using basic computer paragraph and page format.
3. (Fall and Spring sessions only) Show an increase of 3 points in their reading TOEFL practice tests

Communication
Textbook: Contemporary Topics 1

Communication SLOs
By the end of Level 3 Communication, successful students will be able to:

1. Restate main ideas from a 3-5 min. adapted lecture
2. Participate in 3-5 minute conversations
3. Give a 5 minute talk on an academic topic
4. (Fall and Spring sessions only) Show an increase of 3 points in their listening TOEFL practice tests
Grammar

Textbook: *Fundamentals of English Grammar*, 4th Ed. (Chapters 6-9)

Review: Chapters 1, 2, 3;

Grammar SLOs

By the end of Level 3 Grammar, successful students will be able to:

1. Use nouns and pronouns with appropriate number and gender
2. Use correct basic sentence structure with appropriate subject-verb agreement
3. Use conjunctions and simple cause and contrast subordinate clauses
4. Use comparatives and superlatives
5. Use modality for polite requests and suggestions
6. (Fall and Spring sessions only) Show an increase of 3 points in their structure TOEFL practice tests

TOEFL Prep (class offered in summer only)

Textbook: *Longman Introductory Course for the TOEFL Test – The Paper Test*

TOEFL Prep SLOs

By the end of Level 3 TOEFL, successful students will be able to:

1. Increase an individual overall in-class TOEFL score by 30 points
Level 4

*Course Goal:* The overall goal of Level 4 is to develop students’ ability to understand, respond to, and clearly express complex ideas. Focus is given to refining the expression of supported opinions using academic structure and vocabulary.

**Reading and Writing**

**Textbook:** *Academic Encounters 2, 2nd Ed.*

**Reading and Writing SLOs**

By the end of Level 4 Reading and Writing, successful students will be able to:

1. Restate main ideas and details of multi-page texts
2. Write a medium-length (at least 5 paragraphs) essay responding to a reading

**Communication**

**Textbook:** *Contemporary Topics 2*

**Communication SLOs**

By the end of Level 4 Communication, successful students will be able to:

1. Restate main ideas and supporting details of a 5-7 min. lecture/talk
2. Participate in small group discussions
3. Present a 5-7 minute, organized formal presentation

**Grammar**

**Textbook:** *Understanding and Using English Grammar, 4th Ed.* (Chapters 3, 7, 8, 9, 11)

**Teaching Order:** 9, 11, 8, 7, 3

**Grammar SLOs**

By the end of Level 4 Grammar, successful students will be able to:

1. Use nouns with expressions of quantity
2. Use personal, reflexive, and impersonal pronouns
3. Use modality to express permission, advisability, and necessity
4. Use the passive in a variety of forms
5. Use the present perfect

**Extensive Reading**

**Textbook:** *Student-selected texts*

**No SLOs (see Overview of IEP Curriculum)**
Level 5

Course Goal: The overall goal of Level 5 is to begin to develop students’ ability to understand authentic academic texts and use academic language with fluency, clarity, and an increased focus on accuracy. Focus is on persuasive communication with support from multiple sources.

Reading and Writing
Textbooks: Academic Encounters 3: Life and Society, 2nd Ed. Sourcework

Reading and Writing SLOs
By the end of Level 5 Reading and Writing, successful students will be able to:
1. Summarize academic texts
2. Analyze academic texts
3. Write a persuasive multi-sourced paper supporting a thesis with credible, appropriate sources, using appropriate conventions of academic writing (quotes, paraphrases, citations)

Communication
Textbook: Contemporary Topics 3

Communication SLOs
By the end of Level 5 Communication, successful students will be able to:
1. Outline main ideas and supporting details of a 7-10 min. lecture
2. Lead a group discussion on an academic topic for 10 minutes
3. Present a 10 minute persuasive talk expressing a position with support from multiple sources

Grammar
Textbook: Understanding and Using English Grammar, 4th Ed. (Chapters 10, 12-14)

Grammar SLOs
By the end of Level 5 Grammar, successful students will be able to:
1. Use noun clauses
2. Use adjective clauses
3. Use gerunds and infinitives as subjects and objects
4. Use modality to express degrees of certainty

Academic Skills (summer only)
By the end of Level 5 Academic Skills, successful students will be able to:
1. Locate sources using academic search engines
2. Evaluate Sources
3. Use appropriate conventions of academic writing to incorporate sources (quotes, paraphrases, citations, APA formatting)
4. Demonstrate knowledge of the ethical and legal uses of information for academic purposes (understanding plagiarism)
Level 6

Course Goal: The overall goal of Level 6 is to develop students’ ability to understand authentic academic texts and use academic language with fluency, clarity, and accuracy. Focus is on evaluating and refuting arguments.

Reading and Writing
Longman Academic Writing 4: Essays, 5th Ed.

Reading and Writing SLOs
By the end of Level 6 Reading and Writing, successful students will be able to:
1. Analyze and critique unadapted academic and popular texts
2. Write a persuasive multi-sourced academic paper supporting a thesis (with credible, appropriate, accurate, and sufficient sources) and responding to a counterargument

Communication
Textbook:  Raise the Issues, 3rd Ed.

Communication SLOs
By the end of Level 6 Communication, successful students will be able to:
1. Outline authentic 15-20 min. lectures/talks
2. Participate in an argumentative discussion or debate by presenting and refuting arguments

Grammar
Textbook:  Understanding and Using English Grammar, 4th Ed. (Chapters 16-20)

Grammar SLOs
By the end of Level 6 Grammar, successful students will be able to:
1. Use coordinating conjunctions in parallel structures and independent clauses
2. Use adverb clauses
3. Use adverbs phrases
4. Use a variety of connectives to express cause and effect, contrast, and conditions
5. Use conditionals
Level 7

Course Goal: The overall goal of Level 7 is to develop students’ ability to understand authentic unadapted texts and use academic language with fluency, clarity, and accuracy. Focus is on evaluating and synthesizing sources.

Reading and Writing
Textbook: Teacher-selected texts

Reading and Writing SLOs
By the end of Level 7 Reading and Writing, successful students will be able to:
1. Critically evaluate a source of information using multiple criteria (reliability, significance, and usefulness, among others)
2. Synthesize multiple sources of information in writing using conventions of format, structure, and language appropriate to the purpose of academic writing

Content Electives

Course Goal: The overall goal of content electives is to provide advanced students with an experience approximating as much as possible what is regularly required in an American undergraduate university classroom, while still providing English language support. More specifically, in this class students will acquire a basic knowledge of class content, using integrated English reading, writing, listening, and speaking skills.

Textbook: Teacher-selected texts

Core Content SLOs (Each class will focus on 2)
By the end of this content elective, successful students will be able to:
1. Demonstrate basic knowledge of content area
2. Connect information presented in class to personal experience and/or background knowledge
3. Compare and contrast information presented in class
4. Critically evaluate information
5. Synthesize information from multiple sources

Core Skill SLOs for Content Electives. (Each class may focus on 1) By the end of this content elective, successful students will be able to:
1. Apply advanced strategies to improve their speaking skills (presentations and/or class discussions)
2. Apply advanced strategies to improve their academic writing skills and/or test-taking skills
3. Apply advanced strategies to improve their reading skills
4. Apply advanced strategies to improve their listening skills
Skill Electives

Course Goal: The overall goal of skill electives is to provide high intermediate and advanced students (levels 6 and 7) the opportunity to improve specific skills for academic success.

Textbook: Teacher-selected texts

Advanced Grammar
By the end of this skill elective, successful students will be able to:

1. Use a variety of subject-verb inversion structures
2. Use a variety of non-agentive constructions appropriately, including the passive.
3. Demonstrate improvement in targeted grammar points as determined by diagnostic tests and practice exercises

Debate
By the end of this skill elective, successful students will be able to:

1. Produce a good argument
2. Rebut an argument
3. Open or close a debate using a variety of rhetorical techniques

Pronunciation
By the end of this skill elective, successful students will be able to:

1. Demonstrate improvement in the production of targeted segmental features
2. Demonstrate improvement in the production of targeted suprasegmental features
3. Demonstrate knowledge of the system of English pronunciation and the features of speech that could aid in intelligibility

SAT Prep
By the end of this skill elective, successful students will be able to:

1. Demonstrate improvement in SAT practice test scores
2. Write analytical essays on authentic SAT prompts
TOEFL – Overview
By the end of this skill elective, successful students will be able to:

1. Demonstrate improvement in TOEFL test scores
2. Identify different types of TOEFL questions
3. Apply strategies to answer different types of TOEFL questions

Vocabulary
By the end of this skill elective, successful students will be able to:

1. Demonstrate knowledge of meaning and usage of a select set of words from the Academic Word List
2. Distinguish between vocabulary used for formal and informal register
3. Apply a variety of strategies, including knowledge of Latin and Greek roots, prefixes and suffixes, to infer meaning of new vocabulary

Extensive Reading
No SLOs (see Curriculum Overview)

Extensive Listening
No SLOs (see Curriculum Overview)