ENGLISH LANGUAGE INSTITUTE

STUDENT HANDBOOK

English Language Institute (ELI)
Professional and Public Programs (P3)
The University of Texas at El Paso (UTEP)
Memorial Gym, Suite 111
101 W. Robinson Ave.
El Paso, TX 79968-0602
CONTACT INFORMATION

ENGLISH LANGUAGE INSTITUTE
For questions and more information, please contact the ELI Program Manager.
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Fax: 915-747-5538
Website: ppp.utep.edu/index.php/programs/language

PROFESSIONAL AND PUBLIC PROGRAMS
Memorial Gym,
101 W. Robinson Ave., Suite 111
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Website: ppp.utep.edu

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Welcome to the English Language Institute (ELI) at the University of Texas at El Paso (UTEP). ELI offers an excellent English as a Second Language program for participants from all over the world. ELI is a quality, intensive program designed so non-native speakers gain a functional command of English through listening, speaking, reading and writing. English is the official language in many countries and our program will enhance your English Language Learning skills, so you can communicate effectively in social and business settings.

As an ELI student, you will experience the highest academic quality and lowest tuition cost in the United States. You will also have the unique experiences of learning to speak and use the English language while gaining exposure to the rich culture and diversity of the U.S.-Mexico borderland. This is an once-in-a-lifetime experience, and we invite you to join us for our campus classes and group enrichment activities in beautiful El Paso, Texas. Your culture, traditions and world-knowledge will be respected and appreciated.

Program Highlights:

- ELI is located on campus
- Our classes are small so you get the attention you need. All classes meet for five hours per day
- ELI instructors have a wide range of teaching experience and knowledge
- We offer the institutional TOEFL every month

Our teachers and staff are ready to make your experience a remarkable one.

We look forward to working with you!

Sincerely,

The English Language Institute
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GENERAL INFORMATION

ABOUT PROFESSIONAL AND PUBLIC PROGRAMS (P3)

ELI is a unit within Professional and Public Programs (P3); P3 is a unique and varied learning agency within The University of Texas at El Paso. P3’s mission is to provide high-quality continuing education, non-traditional academic instruction, and lifelong learning opportunities for professional development, personal enrichment, and academic growth. It fosters and supports the larger University’s mission to serve as a gateway to an improved quality of life for people of the Paso Del Norte Region.

ABOUT THE UNIVERSITY OF TEXAS AT EL PASO (UTEP)

Founded in 1914, the University of Texas at El Paso has become an internationally recognized research university. UTEP is dedicated to teaching and to the creation, interpretation, application, and dissemination of knowledge. UTEP prepares its participants to meet lifelong intellectual, ethical, and career challenges through quality educational programs, excellence in research and in scholarly and artistic production, and innovative participant programs and services, which are created by responsive faculty, participants, staff, and administrators.

As a component of The University of Texas System, UTEP accepts as its mandate the provision of higher education to the residents of El Paso and the surrounding region. Because of the international and multicultural characteristics of this region, the University of Texas at El Paso provides its participants and faculty with distinctive opportunities for learning, teaching, research, artistic endeavors, cultural experiences, and service.

UTEP offers bachelors and master’s degrees in business administration, education, engineering, liberal arts, health sciences and computer science. Doctoral degrees are offered in geological sciences, computer engineering, civil engineering, environmental science, English rhetoric and composition, educational leadership, history, psychology, materials science, biology, international business, nursing, and pharmacy. UTEP’s enrollment is over 22,000 and our students come from over 60 countries. For more information, visit http://www.utep.edu.

The campus’ architecture is beautifully derived from temples in the Himalayan kingdom of Bhutan and is the only example of its kind in the Western Hemisphere.
OVERVIEW

ABOUT THE ENGLISH LANGUAGE INSTITUTE
ELI is a noncredit program specifically designed to help non-native speakers like you gain functional command of the English language through listening, speaking, reading and writing. Courses during the fall and spring meet for intensive eight-week sessions. Core classes include grammar, listening & speaking, and reading & writing. You may increase your course load by adding electives, such as conversation or TOEFL preparation. The program is divided into levels from beginning to advance.

VISION AND MISSION
Our mission is to provide a richly diverse experience to non-native English speakers so they may gain a functional command of the English Language and achieve academic and personal success. The program will help you achieve two primary goals:
1. To have a successful academic experience in an American institution of higher learning
2. To pass the Test of English as a Foreign Language (TOEFL).

You may register for as many sessions as you want and add electives such as conversation classes or TOEFL prep. You will also learn how to:
1. Interact comfortably with English speakers in a variety of cultural situations
2. Use English in vocational pursuits

ENROLLMENT PERIOD
Enrollment is open during any of the calendar sessions available. You may register in as many sessions as you wish, depending on your personal learning goals. ELI offers four regular sessions per year.
- Fall I (August-October)
- Fall II (October-December)
- Spring I (January-March)
- Spring II (March-May)
Each session is 8 weeks long. In the spring and fall, core classes run Monday through Thursday from 8 a.m. to 1:20 p.m.

In addition to these regular sessions, we also offer an intensive 10-week summer session (June-August) that covers 16 weeks of material. This option is only available for new students. If you are a new student but are unable to attend the complete summer session, you might be eligible to join the program for the just the last six weeks (July-August). In the summer, classes run Monday through Friday from 8 a.m.-1:20 p.m.
Please note: If you require an I-20, the ELI application and registration fee must be received at least one month prior to the placement exam to ensure there is enough time to process it.

COURSE CHARACTERISTICS
Classes consist of groups of 5-17 learners, ages 16 and over, from various countries of origin.

FACULTY
The faculty has a wide range of expertise in teaching English as a Second Language, applied linguistics in teaching, and communication. Most of the faculty has taught internationally, and instructors have an average of 17 years’ teaching experience. The faculty is friendly and patient with hands-on experience in the field and a plethora of knowledge ranging from creative to professional writing skills, and reading.
COURSE DESCRIPTIONS

CORE PROGRAM

Reading and Writing: You will learn the rules and formats for writing in English. Throughout the various levels of this class, you will learn how to write sentences, then paragraphs, and finally essays. Emphasis is placed on the writing skills you will need as a student enrolled in an undergraduate program in the United States.

Grammar: In this course, you will learn the grammatical structure of English. Through structured explanations, grammar-focused exercises and practice using reading, writing, listening and speaking, you will learn the rules that will help you write and speak English more accurately. This class focuses specifically on the mechanics of language, making it an excellent support for reading, writing, listening and speaking courses.

Listening and Speaking: This course will help you improve your listening comprehension skills and ability to speak English. The class is highly interactive, and as your skills improve, you will practice with more challenging listening and speaking tasks. Emphasis is placed on authentic language in order to prepare you for real-world interaction.

ELECTIVES

In addition to our core program, we also offer elective courses on a rotating basis. These classes are offered weekday afternoons or evenings and focus on such topics as conversation or Business English. Please consult our catalog at http://www.ppp.utep.edu for current listings.

Intermediate Conversation: For many, speaking a foreign language is the most challenging of all language skills. In this course, you will hone your conversational English skills, including pronunciation and listening. Strong emphasis is placed on achieving confidence in the ability to speak English. The course focuses on vocabulary, presentations, and discussions of current affairs.

Advanced Conversation: Here, you will continue to build your confidence in spoken English. The main emphasis of the course is to improve your fluency. The course focuses on presentations and debates.

TOEFL IBT: This course is designed to prepare students for the internet-based test (iBT) of English as a Foreign Language (TOEFL). Successful completion of the TOEFL iBT is required for admittance into American undergraduate and/or graduate programs. It will cover all the knowledge and skills evaluated by the TOEFL iBT, such as: listening and reading comprehension, vocabulary, English language structure and essay writing skills. In addition, test-making strategies will be addressed to help students make the most of their time when taking the test.

Note: Registration for the following courses is required in order to take the placement test.

Pronunciation: Accent Reduction: Students will strengthen their listening, speaking and pronunciation skills. The course emphasizes phonological rules (much like grammar rules), in particular, phonetic environments, stress, rhythm and inflection. Students will learn how to self-monitor and improve their English pronunciation.
SATURDAY COURSES
ELI also offers courses on Saturday mornings. Classes meet for 15 weeks in the spring and the fall and 10 weeks in the summer. Please consult our catalog at http://www.ppp.utep.edu for current listings.

CERTIFICATES
You will be eligible to receive a certificate of completion when you have satisfactorily completed all required coursework with a passing grade of 75 or better. ELI may refuse to give a certificate to a student for lateness, or incomplete homework assignments, tests, or activities.

GRADUATION REQUIREMENTS
In order to graduate from ELI, you must complete all six Level courses with a grade of 75 or better. You cannot enroll in Level 6 courses until you
• Pass all lower levels with a grade of 75 or better
INCOMING/NEW STUDENTS

ELI APPLICATION PROCESS
Enrollment in ELI is open during any of the available calendar sessions to anyone over 16 years old. Our program serves members of the El Paso community and students from all over the world. International students must have an I-20 and a student visa in hand in order to attend the scheduled placement exam.

An I-20 must be requested at least two months prior to the date of the placement exam to allow time for processing. Please refer to the “Calendar and Fees” document on our website for current dates. We cannot request an I-20 until the application is complete and the deposit is received.

All required documents referred to above (e.g. application, sponsor letter, calendar, and fees) can be found at: http://admin.utep.edu/Default.aspx?tabid=73704

NEW STUDENTS - CHECK IN
A new student may enter the U.S. no more than 30 days before the start date on the I-20. You have 15 days from the date of entry into the U.S. to check in at Office of International Programs OIP. OIP takes copies of your passport, I-20, and visa and reports your physical address to the government. It takes Customs & Border Protection (CBP) up to 10 days to record your arrival in the Student and Exchange Visitor Information System(SEVIS) Database. After that occurs, it can take up to 2 additional days for your SEVIS record to be activated for the Social Security Administration.

OIP must report that students are enrolled in classes full-time (18 hours a week) no later than 30 days after classes begin. As soon as these 30 days elapse, OIP will terminate the status of any student who failed to report. If a student’s status is terminated, that means s/he has to leave the country.

PLACEMENT EXAM
You will take an in-house placement exam to determine your level of proficiency. You will be tested in grammar, reading, listening, writing and speaking. The results are used to place you in your correct level of study for each of the three core courses (Grammar, Reading, and Writing, Listening and Speaking). You may be placed in different levels for each of the core courses.

If you are a returning student, you may not re-take the placement exam in hopes of placing at a higher level the following term. Anyone who has been away from the ELI program for six months is required to re-test in order to be placed in the appropriate course. This may result in repeating a previously completed course.

MINER GOLD CARD (UTEP ID)
In order to obtain a UTEP Student ID card, you must go to the Miner Gold Card office located in Room 116 of the Academic Services Building between 1 and 5 p.m., Monday through Friday. To obtain the card, you must bring a picture ID (passport, driver’s license) and a welcome letter from ELI. The UTEP ID will be issued free of charge, and it is issued only for identification purposes.
E-MAIL
You are expected to provide a current e-mail account on your ELI application. This account will be used by ELI and the Office of International Programs (OIP) to communicate time-sensitive information. If you change your e-mail account, it is your responsibility to inform the ELI office. Neither ELI nor OIP can be held responsible for any information that was unable to be relayed due to faulty e-mail.

ADDRESS
You are expected to notify ELI and the OIP if there is an address change within three days of your move.

WHAT TO PACK
American students usually wear casual clothes, such as blue jeans, shorts, T-shirts and tennis shoes. Bring a suit or nice dress for formal occasions such as a presentation or a conference. El Paso’s climate is warm and dry most of the year. The temperatures will be between 35-40° C during summer, but can occasionally drop as low as 1-2° during winters. A good jacket is necessary for the winter.

CELLPHONES
Cell phones can be purchased from local vendors. Cricket, T-Mobile, Verizon, and Virgin Mobile are just a few that sell prepaid and month-to-month plans. These vendors do not usually require a Social Security Number for prepaid plans or month-to-month plans. However, if you want to sign a contract, those usually span two years and require a Social Security Number. To make a long distance call within the U.S. dial 1 and then the three-digit area code (915 for El Paso), and then the seven-digit local phone number. For example, the number to call the OIP is 1-915-747-5664. To make a local call, dial the 7-digit number: 747-5664.

MONEY/CURRENCY
You may set up a bank account upon arrival with your visa, I-20, and a UTEP Identification card. There are multiple ATMs located on campus. Please bring enough money to cover at least two weeks in the U.S. We recommend not carrying large amounts of cash. Traveler’s checks in U.S. dollars are widely accepted as well.

RETURNING STUDENTS
Returning students must update their contact information and address. Visit our webpage and update student information and submit your adult student participation form.

UPDATE STUDENT INFORMATION DATA (WEBPAGE):
http://ppp.utep.edu/index.php/programs/language

SUBMIT ADULT STUDENT PARTICIPATION FORM (WEBPAGE):
http://ppp.utep.edu/index.php/programs/language
ACADEMIC POLICY AND INFORMATION

ETHICAL AND PERSONAL RESPONSIBILITY
ELI prides itself on the integrity, responsibility and respect our students have for each other. We are also proud of the diversity of our student body. As an ELI student, you are responsible for your own behavior and actions and we expect that you will adhere to the highest standards of academic and personal integrity at all times. Accordingly, we expect that any work you provide to your instructors has been completed by you and that you respect the diverse backgrounds and opinions of your peers, ELI instructors and staff.

ATTENDANCE
You are expected to attend all classes and remain in class the entire period. ELI instructors record absences and tardiness daily. Students with five unexcused absences will be dropped from the ELI Program.

If you miss class, it is your responsibility to:
- Contact a fellow classmate to obtain the homework and notes
- Be up-to-date by the next class
- Provide the instructor with a doctor’s note the day you return. If a note is not provided within this time frame, the absence is marked as “unexcused

STUDENT MISCONDUCT
ELI is an educational entity that strives to respect the rights of individuals and meet their educational needs. In doing so, we recognize our responsibility to provide an appropriate learning environment for all participants and support the principle that all ELI students must be free to participate in class activities without excessive interference. Accordingly, ELI shall treat students as adults who are capable of and responsible for conducting themselves in a manner that respects the rights of others. Students who behave in a manner which is disruptive to the learning process, interferes with the well-being of others, or causes damage to the University or contracted facilities, will be subject to suspension from class and/or the ELI Program.

Examples of misconduct include but are not limited to:
- Discriminatory, aggressive, or rude language
- Inappropriate tone of voice when interacting with others
- Repeated disrespectful behaviors such as eye rolling, laughing or sleeping during class
- Disrespecting another student’s culture or disrespecting consultants
- Using one’s cell phone or allowing the phone to ring during class
- Refusing to actively participate in classroom
- Failing to purchase the required textbooks
- Failing to do homework, as homework affects the completion of the next day’s activities
- Reading unassigned material during class
- Engaging in off-topic conversations with other participants
- Asking repeated off-topic questions that disrupt teaching and learning
TARDINESS
Late for class disrupts classroom instruction and is considered impolite in the United States. If a student is more than 15 minutes late, an instructor has the right to refuse to let the student into the classroom.

TECHNOLOGY IN THE CLASSROOM
Try to refrain from handling, accessing or displaying any electronic device. Your phone should be on silent or off during class hours in order to promote a positive learning environment. If you have an emergency, please notify your instructor and take your calls outside of the classroom. It is up to the instructor’s discretion to allow students to use their electronic devices; however, this privilege should not be abused or obstruct from the learning environment.

EXAM AND TEST MAKE-UP POLICY
Late assignments will not be accepted. Missed exams may be made up if the absence qualifies as an excused absence and all required documentation is provided the day of return. All make-up exams must be completed on the day of return. Make-up exams will not be scheduled under any other circumstances.

BREAKS
Short breaks are included in our program. Vending machines are available in most buildings. Students must arrive on time to the following class. If students eat or drink in the classroom, they must leave the classroom clean. Food and beverages must not interfere with teaching and learning. If they do interfere, students will be asked to leave the class and will be marked absent.

Note: Smoking is not allowed on campus, any use of tobacco is prohibited.

COMPLAINTS
Academic and non-academic complaints of ELI policies and procedures, such as the application or interpretation of student policies, must be initiated by making an effort to resolve the matter with the individual involved.

If the matter is not resolved appropriately, you should attempt to resolve the complaint through consultation with the Program Manager within three working days. If the matter is not resolved within 10 working days of informing the Program Manager, the grievance should be submitted to the P3 Director.

GOVINDASAMY PARTHIBAN
Program Manager
gparthiban@utep.edu

STEPHANIE WALTON
Director
smglover@utep.edu
STUDENT PROTOCOLS

TRANSFER OUT
If you wish to leave the program, you must first notify ELI program manager. If you are transferring to another program, college or university, you must have the welcome letter of the other institution you applied to and the transfer form. You will then fill out a form in the Office of International Programs (OIP) and submit it to the OIP. The new school program or institution will issue you an I-20 form.

TEMPORARY LEAVE OF ABSENCE
When you enter the ELI program, you have guaranteed that you will stay in the United States, in this program, for a period of nine months. However, if medical conditions, family circumstances or reasons that you cannot control arise, you may return to your home country for a period of five months. At the end of those five months, you must return to the ELI program for a nine-month period.

PERMANENT DEPARTURE
If you wish to depart to your home country permanently you first need to inform the ELI program manager. Then you must submit a form to the OIP. Your I-20 form will be terminated, and you will leave the country in good status. This will ensure that if you decide to return to the program, your departure does not have adverse effects on your immigration status. You will have fifteen days to leave the country after you submitted your permanent departure report.

VACATIONS
All students may take a semester vacation after nine months of continuous enrollment in ELI Core Classes. After their vacation, they may come back to the program and resume their studies.
GENERAL INFORMATION

IMMIGRATION INFORMATION
The Office of International Programs (OIP) provides comprehensive services to members of the University community. They facilitate international learning and experiences in an effort to internationalize UTEP. They believe that cultural exploration and engagement are prerequisites to the education of a global citizenry.

The OIP office is located in the Union-East Building, Room 203. You may contact them via phone at (915) 747-5664 or email at oip@utep.edu. During school semesters, the OIP office hours are 8 a.m.-6 p.m., Monday and Tuesday, and from 8 a.m.-5 p.m., Wednesday through Friday. During school breaks, the office closes at 5 p.m. daily.

CONDITIONAL ADMISSION
Being admitted to the ELI is a separate process from being admitted to UTEP. If you wish to attend UTEP as an undergraduate or graduate student, you must apply to UTEP through the UTEP Admissions Office at Mike Loya Academic Services Building, Room 720. UTEP reserves the right to issue or offer conditional admission to prospective students.

SCHOLARSHIPS
Every semester, ELI hosts scholarship students who are sponsored by different agencies. If you fall in this category, please note that maintenance of a scholarship is your responsibility. You must provide ELI with a current “financial guarantee” letter from the agency sponsoring you. Prior to the start of each semester, you must enroll in the appropriate course, ensure your scholarship is up-to-date, and follow up with the sponsoring agency to ensure your tuition is paid on time.

LIVING ACCOMMODATIONS
ELI students have many options in terms of housing. One option is on-campus student housing. They are located at:
2401 N.Oregon
El Paso, TX 79902.

For more information, or to make housing arrangements, please contact the Department of Residence Life at (915) 747-5352 or e-mail housing@utep.edu.
TEXAS DRIVER’S LICENSE
To apply for a Texas Driver’s License, your I-20 must be valid for at least 3 months from the date of application. It requires two forms of identification that may include your passport, visa, I-94 and/or a UTEP Student ID. You must pass a written exam and a driving exam. To study for the written exam, download the handbook at http://www.txdps.state.tx.us/DriverLicense/documents/DL-7.pdf.

The Department of Public Safety generally requires a social security number to issue a Texas Driver’s License. However, international students are not eligible to request a social security number solely for this purpose. In lieu of a number, you will need to complete the DL-13 form.

The Texas Driver’s License you receive will be marked “Temporary Visitor”; it is only issued for a year and renewed annually.

PARKING REGULATIONS
To park your car/motorcycle on campus, you need to purchase a parking permit from Academic Services Building, Room 122. Once you have your permit, you may park only in assigned parking areas; you will receive a ticket if you park in other locations.

IMPORTANT CONTACTS

UTEP STUDENT HEALTH CENTER
The UTEP Student Health Center helps the UTEP community get well and remain healthy. All services are confidential. The center is located at:

Union Building East, Suite 100
500 W. University Ave.
El Paso, Texas 79968
Phone: (915) 747-5624
Fax: (915) 747-5015
Pharmacy: (915) 747-6545

Note: If you choose to use the UTEP Student Health Center, you must pay $30 for a doctor’s visit plus any pharmacy charges you may incur.

WHERE TO GO FOR HELP
For questions about classes, textbooks, and homework, contact your teachers. For questions about I-20s, immigration, and travel, contact OIP.
**HEALTH/MEDICAL INSURANCE**

Medical services and medicine in the U.S. are very expensive. Because of this, ELI students are required to have medical insurance coverage while they are attending UTEP. Thanks to our location on the Mexican border, students from Mexico are exempt from this requirement but we strongly suggest they have insurance coverage for medical emergencies in the U.S.

We recommend that you have a thorough medical check-up for your own protection before you leave your home country. If you have personal preferences for medicines that you use for fevers, headaches, and colds, plan to bring those with you. Otherwise, most common medications are available in U.S. stores. However, some products in the U.S. may require a doctor’s prescription. Therefore, if you take prescription medication, ask your doctor or pharmacist for a copy of the prescription to bring along. We also advise that you update all of your immunizations in your home country and bring proof of them with you.
HEALTH CARE
If you need urgent care there are clinics called Urgent Care Centers that will treat sudden illnesses. The closest one to UTEP is:
Southwest Urgent Care Center
2030 N. Mesa St.
El Paso, TX 79902
Phone: (915) 532-7100

For emergencies and serious illnesses, the closest hospital to UTEP is:
Providence Memorial Hospital
2001 N. Oregon St.
El Paso, TX 79902
Phone: (915) 577-6011

If there is an emergency, dial 911 for the fire department, ambulance and police. You may also contact UTEP campus police anytime at (915) 747-5611.

QUESTIONS AND CONCERNS

Questions regarding the location of classes, instructors, and textbooks can likely be answered by the registration staff on the front desk of Memorial Gym, Suite 111. Please refer your questions to them, and if necessary, they will schedule you for an appointment with the Manager.

Questions and concerns regarding I-20 and immigration should be addressed with the Program Manager.

Note: E-mail is the most efficient way to contact him.

GOVINDASAMY PARTHIBAN
Program Manager
gparthiban@utep.edu
STAFF DIRECTORY

PROFESSIONAL AND PUBLIC PROGRAMS STAFF DIRECTORY
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Please sign and turn in the Student Handbook Acknowledgement page to Memorial Gym, suite 111 within two (2) days of the beginning of your first semester.

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, ______________________________________________________   ID #______________________________

(please print first and last name)

have read and am aware that the ELI student handbook is found online at www.ppp.utep.edu.
I agree to follow the policies set forth in the English Language Institute Student Handbook. Also, I understand that I am responsible for checking my email on a daily basis.

Student Signature: ____________________________________________ Date: ________________________

*Please keep the handbook for future reference.