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

Dear CELCIS students,

Welcome to the Center for English Language and Culture for International Students (CELCIS) at Western Michigan University!

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

To make the most of your experience, study hard, ask questions, and get involved in student activities. We encourage you to talk to the office staff and your teachers if you have any questions or experience any problems. We want everyone to be successful during their time in CELCIS.

Whether you are a returning student or new to the program, we wish you a great semester!

Sincerely,

Tom Marks
CELCIS Director
CELCIS MISSION STATEMENT

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

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

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

CELCIS has three target areas of service:

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

CELCIS is accredited by the Commission on English Language Programs (CEA); CELCIS complies with the guidelines and regulations of the following professional organizations:

**CEA, TESOL, UCIEP, AAIEP, and NAFSA**
OVERVIEW OF CELCIS

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

The CELCIS academic year is divided into 3 semesters, each being 4 months long.

One Semester = 14 Weeks

Fall semester: September, October, November, and December
Spring semester: January, February, March, and April
Summer semester: May, June, July, and August

CELCIS at Western Michigan University is an approved program by the U.S. Student and Exchange Visitor Program (SEVP).
Academics
# OVERVIEW OF CELCIS CURRICULAR COMPONENT

<table>
<thead>
<tr>
<th>Pre-Elementary Level</th>
<th>Elementary Level</th>
<th>Intermediate, Pre-Advanced, and Advanced Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speaking / Listening</strong></td>
<td><strong>Grammar / Communication</strong></td>
<td><strong>Reading / Writing</strong></td>
</tr>
<tr>
<td>• Develop fluency in speaking</td>
<td>• Develop fluency in speaking and writing</td>
<td>• Develop fluency in reading and writing</td>
</tr>
<tr>
<td>• Learn basic communication skills in English</td>
<td>• Learn basic English grammar</td>
<td>• Develop vocabulary skills</td>
</tr>
<tr>
<td>• Learn to participate in small group and whole class discussions</td>
<td>• Learn to self-edit for grammatical accuracy in speaking and writing</td>
<td>• Develop the ability to use text organization for comprehension</td>
</tr>
<tr>
<td>• Practice giving short talks</td>
<td>• Develop awareness of the relationship of grammar to the meaning</td>
<td>• Learn conventional writing mechanics</td>
</tr>
<tr>
<td>• Learn to recognize and use basic English vocabulary</td>
<td>• Develop fluency in reading and writing</td>
<td>• Develop the ability to react to readings in writing and speaking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Speaking / Listening</strong></th>
<th><strong>Grammar / Communication</strong></th>
<th><strong>Reading / Writing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop fluency in speaking and writing</td>
<td>• Develop vocabulary skills</td>
<td>• Read and comprehend texts</td>
</tr>
<tr>
<td>• Learn basic English grammar</td>
<td>• Develop the ability to use text organization for comprehension</td>
<td>• Write academic papers</td>
</tr>
<tr>
<td>• Learn to self-edit for grammatical accuracy in speaking and writing</td>
<td>• Learn conventional writing mechanics</td>
<td>• Create study guides</td>
</tr>
<tr>
<td>• Develop awareness of the relationship of grammar to the meaning</td>
<td>• Develop the ability to react to readings</td>
<td>• Write essay exam answers</td>
</tr>
<tr>
<td>• Develop fluency in reading and writing</td>
<td></td>
<td>• Use research and library skills</td>
</tr>
</tbody>
</table>

...
# OVERVIEW OF CELCIS CLASSES

<table>
<thead>
<tr>
<th>Level</th>
<th>1st half of semester</th>
<th>2nd half of semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9:00 a.m. – 9:50 a.m.</td>
<td>10:00 a.m. – 10:50 a.m.</td>
</tr>
<tr>
<td><strong>Pre-Elementary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ESL 0100) Speaking/Listening (1 hour block)</td>
<td>(ESL 0101) Grammar/Communication (1 hour block)</td>
<td>(ESL 0102) Reading/Writing 1 (2 hour block)</td>
</tr>
<tr>
<td><strong>Elementary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ESL 0110) Speaking/Listening (1 hour block)</td>
<td>(ESL 0120) Grammar/Communication (1 hour block)</td>
<td>(ESL 0130) Reading/Writing 1 (2 hour block)</td>
</tr>
<tr>
<td><strong>Intermediate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ESL 0210) Speaking/Listening (1 hour block)</td>
<td>(ESL 0220) Grammar/Communication (1 hour block)</td>
<td>(ESL 0230) Reading/Writing 1 (2 hour block)</td>
</tr>
<tr>
<td><strong>Pre-Advanced</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ESL 0310) Speaking/Listening (1 hour block)</td>
<td>(ESL 0320) Grammar/Communication (1 hour block)</td>
<td>(ESL 0330) Reading/Writing 1 (2 hour block)</td>
</tr>
<tr>
<td><strong>Advanced</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ESL 0410) Speaking/Listening (1 hour block)</td>
<td>(ESL 0420) Grammar/Communication (1 hour block)</td>
<td>(ESL 0430) Reading/Writing 1 (2 hour block)</td>
</tr>
</tbody>
</table>
CLASS LEVELS

The CELCIS curriculum has six proficiency levels: **Beginner (as needed), Pre-Elementary, Elementary, Intermediate, Pre-Advanced, and Advanced.**

Each level is composed of four hours of instruction per day, five days a week. The instruction is divided into four classes. Students take one hour a day of Speaking/Listening, one hour a day of Grammar/Communication, and two hours a day of Reading/Writing.

The Speaking/Listening and the Grammar/Communication classes meet for the full semester while the Reading/Writing 1 and Reading/Writing 2 classes meet for seven (7) weeks each. There are no promotions in the middle of the semester.

CELCIS SET LANGUAGE LAB

The CELCIS SET Language Lab is a computer lab for CELCIS students that is staffed by CELCIS instructors. In the lab, you can access special software for learning English, learn about free apps and websites to practice your English, work on class projects and presentations, practice your computer skills, attend special workshops and get help from CELCIS instructors. The lab is located on the 1st floor of Ellsworth Hall, room 1354. Students may access the lab during specified times each day. For current hours, please contact the CELCIS office at (269) 387-4800.

TOEFL iBT

The TOEFL iBT (internet based TOEFL) will be offered at Western Michigan University each semester. You may sign up for a test at [https://www.ets.org/toefl](https://www.ets.org/toefl). F-1 and J-1 CELCIS students who take the iBT (internet-based TOEFL) and obtain a score sufficient to meet their academic requirements must still maintain their immigration status. Maintaining status means attending all CELCIS classes and making progress. CELCIS students can get help with TOEFL preparation in the SET Lab.
TEXTBOOKS AND COURSE MATERIALS

All CELCIS students are expected to buy new textbooks and other materials that are required for class.

It is not acceptable to use old textbooks that contain answers to exercises – the answers must be erased completely.

Also, all students must have all of their textbooks after the first week of class. If students order textbooks online, they must choose a 2-day or overnight shipping rate.

Students without textbooks or other necessary materials will lose participation points in their classes.

Students may purchase their textbooks at the campus bookstore located in the basement of the Bernhard Center. **CELCIS books are located near the front of the store next to the service counter.**

Bring your schedule with you when you go to the bookstore. Show your schedule to the bookstore staff and they will help you to find your books. Course materials are organized using shelf tags. Below is an example of a shelf tag:

**Store Location**
1903 W. Michigan Avenue
Bernhard Center
Kalamazoo, MI 49008-5407
US

**Contact**
Phone: (269) 387-3930
Alternate Phone: (269) 387-3929
Fax: (269) 387-3996
Email: wmich@bkstr.com

<table>
<thead>
<tr>
<th>Course number</th>
<th>Name of textbook or course material</th>
<th>Cost of materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 0101 20942</td>
<td>BASIC ENGLISH GRAMMAR W/O ANSWER KE, 3rd by Azar</td>
<td>NEW: $63.25, USED: $47.59</td>
</tr>
</tbody>
</table>

07-12-2013 3/2 SUMMER 1 2013 000399093 1 of 1
Policies
WMU STUDENT CODE OF CONDUCT

The Student Code of Conduct describes acceptable student behavior at Western Michigan University. The entire 34 page document can be found on the webpage: https://wmich.edu/conduct/code

Student Basic Rights and Academic Rights and Responsibilities
Students have basic rights as well as academic rights and responsibilities. More details on the rights and responsibilities are available in the Students Code of Conduct.

WMU Policies
There are details about each policy in the Student Code of Conduct for each of the items below:

<table>
<thead>
<tr>
<th>Academic misconduct</th>
<th>Alcohol use or possession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit card misuse</td>
<td>Dishonesty</td>
</tr>
<tr>
<td>Disruptive behavior</td>
<td>Drug possession or use</td>
</tr>
<tr>
<td>Entry or use</td>
<td>Failure to comply</td>
</tr>
<tr>
<td>Fire or safety equipment misuse</td>
<td>Hazing</td>
</tr>
<tr>
<td>Identification misuse</td>
<td>Conduct system abuse</td>
</tr>
<tr>
<td>Obscene or harassing communication</td>
<td>Physical or verbal abuse</td>
</tr>
<tr>
<td>Sexual misconduct</td>
<td>Telecommunication process/procedure misuse</td>
</tr>
<tr>
<td>Unauthorized use/destruction/defacing of property</td>
<td>Unauthorized use or other abuse of University computing resources</td>
</tr>
<tr>
<td>Unauthorized key possession or use</td>
<td>Unauthorized posting</td>
</tr>
<tr>
<td>Violation of the law</td>
<td>Violation of University policy</td>
</tr>
<tr>
<td>Weapon possession or use</td>
<td></td>
</tr>
</tbody>
</table>

WMU Sanction (consequences)
If you do not follow the rules, below are some examples of what may happen:

<table>
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<th>Warning</th>
<th>Reprimand</th>
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</thead>
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<tr>
<td>Behavior Contract</td>
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</tr>
<tr>
<td>Restitution</td>
<td>Loss of privileges</td>
</tr>
<tr>
<td>Probation</td>
<td>Suspension</td>
</tr>
<tr>
<td>Expulsion</td>
<td>Revocation of degree</td>
</tr>
<tr>
<td>Withholding of degree</td>
<td></td>
</tr>
</tbody>
</table>

There are more details about each sanction in the Student Code of Conduct.

Conduct Hearings
The University may hold a conduct hearing if a student breaks the Student Code of Conduct. They will investigate what happened or may have happened in the hearing meeting and ask questions. After the meeting, the University will decide if the student has broken the Student Code of Conduct. If the student has broken the Code, sanctions (consequences) will be imposed on the student.

Appeal Process
There is an appeal process. It is included in the Student Code at https://wmich.edu/conduct/code. You can also talk about the process with a staff member in the Office of Student Conduct.
NOTE: If your action breaks a State, local or United States law, the State or government legal system will start a separate process from Western Michigan University’s process, and the process may be started at the same time.

There are resources to help and support Western Michigan University students:
- Office of Health Promotion and Education, Sindecuse Health Center (269) 387-3263
- University Counseling Services, Sindecuse Health Center (269) 387-3287 or https://www.wmich.edu/healthcenter/counseling. This service helps to develop new ways of thinking in your new role as a Western Michigan University student.
- Bronson Methodist Hospital, 601 John Street, Kalamazoo, MI
- Borgess Medical Center, 1521 Gull Road
- Sindecuse Health Center, (269) 387-3287

Any questions you may have about the Student Code of Conduct, please go to the Dean of Students’ office at Faunce Student Service building, room 2308. You may also call (269) 387-2160 or email Nicole Millar Allbee, Director at nicole.c.millar@wmich.edu.

WHAT WILL HAPPEN IF I VIOLATE THE WMU CODE OF CONDUCT?

1. If you violate the WMU Code of Conduct, the violation will be reported to the Office of Student Conduct.
2. Ms. Nicole Millar Allbee, Director of the Office of Student Conduct, will contact you by email and request an appointment. You should respond as soon as possible to schedule the appointment. This appointment is required and a hold will be placed on your account until you meet with her.
3. At the appointment, Ms. Nicole Millar Allbee will have a discussion with you about the violation, the policy, and any questions that you may have. She may also discuss sanctions (consequences) for the violation. The sanction may be a verbal warning or the violation may have more serious consequences.
4. If you disagree with the charges or the sanctions, you may appeal.
ACADEMIC HONESTY

CELCIS wants to help students understand the standards for academic honesty that are used in most American institutes of higher education including Western Michigan University. There are six types of behavior that are not acceptable in CELCIS classes and WMU classes.

Cheating
Cheating means using help that is not permitted by the teacher during a class activity or homework assignment.

This means that it is not acceptable to:
- look at another student’s paper during a test
- write information to help you on a test on small pieces of paper, on your body, or on tissues
- text another person for answers to an activity, quiz or test, or
- use non-verbal signals from other classmates to answer the questions.

You must ask for the instructor’s permission before you may use books, cell phones, notes, or help from a person other than the instructor during a test. It is not acceptable to copy answers from another student’s homework paper.

Plagiarism
Plagiarism means using information that was written by someone else without showing who wrote it. It means:
- copying ideas or words from books, magazines, or websites and
- not showing that the information came from that source.

It is not acceptable to take ideas or words from published or unpublished sources unless the student shows that information comes from that source. A student can take information from a source if he or she quotes or paraphrases the information and then cites the source. The student must use quotation marks (" ") with words taken from a source. When either quoting or paraphrasing the source, you must state who gave the information and when and where it was published.

Complicity
Complicity means helping another student to commit a dishonest act in class. That means that it is not acceptable to:
- do homework for another student
- allow another student to copy your work
- text answers to another student during an activity or a test, or
- non-verbally signal answers to classmates.

Fabrication, Falsification, and Forgery
- Fabrication means inventing information that is used for an academic assignment. This means it is not acceptable to make up ideas that are used for a class assignment when the assignment requires that you collect information from sources. For example, if the student is asked to interview others about a topic, he or she may not invent the answers to those interview questions.
- Falsification means changing a grade or score. That means that it is not acceptable to erase a grade or score and write a different one on an academic paper.
- Forgery is imitating another person’s signature. That means that it is not acceptable to write a teacher’s name or a doctor’s name on a report or a letter that they did not sign.
Multiple Submission

Multiple submission means when a student submits the same work for more than one class. For example:

- If a student wrote a paper for one class and received a grade, it is not acceptable for him/her to hand in the same paper or use parts of it for a different class; or
- If a student prepared a presentation for one class and received a grade, it is not acceptable for him/her to hand in the same presentation or parts of it for a different class.

Academic Computer Misuse

Using computer software to do work that the teacher has told the student to do without the help of a computer is known as computer misuse.

That means it is not acceptable for a CELCIS student to:

- write a paper in his or her native language and use translation programs to translate the paper into English
- use alternative forms of content for an assignment which the teacher told the students to complete in a particular way. For example, to complete a listening assignment, a student may not use transcribing software that would allow him/her to read the text instead of listening to it unless the teacher approves such an alternative format.

If a CELCIS student is not sure about the meaning of these rules, he or she should ask a CELCIS instructor for more information.

To view Western Michigan University’s Academic Honesty Policy, visit https://wmich.edu/conduct/honesty
Academic Dishonesty Flow Chart

Instructor completes an Academic Dishonesty Charge form and sends it to the Office of Student Conduct (OSC) with pertinent documents.

- OSC Office Assistant places conduct hold on student record
- OSC staff member meets with student and presents charges
- Conduct hold in place until process complete

Student accepts responsibility

- OSC informs instructor of decision
- Instructor determines student’s grade penalty (if any)
- OSC may assess non-grade related (conduct) sanctions

Student does not accept responsibility

- OSC informs instructor of student’s decision
- Instructor decides on hearing type:
  A: Instructor
  OR
  B: Academic Integrity Hearing Panel (AIHP)

Hearing with Instructor
Student may appeal decision within 5 business days to AIHP

Hearing with AIHP
Decision is final- No subsequent level of appeal
BASIC RULES AT CELCIS

1. **Students are expected to be in class EVERY DAY.** If students miss the first few days of class or the last few days of class:
   - They will be marked absent
   - They will miss the placement tests (beginning of the semester)
   - They may miss important tests and assignments (beginning & end of semester)
   - Their grade may go down (if they don’t do tests and assignments and if they lose participation points)
   - In extreme cases, they may be dismissed from the program.

   Students should always talk to their teachers when they are absent from class to find out what they missed and what they need to do.

2. **Students are expected to complete all assignments, tests, and assessments during the semester.** Students are responsible for any work they miss due to arriving to CELCIS late, leaving the CELCIS program early, or for being absent because of sickness, religious/cultural holiday, or any other reason.

3. **Class work ends on the last day of class.** In Summer 2017, the last day of class is **Friday, August 11.** **No work can be submitted after the last day of class.** Any work that students send to instructors after the last day of class will not be counted and will not affect the final grade. Final grades are decided by the instructors. Final grade decisions are final and cannot be changed by the CELCIS director or assistant director. (The only exception is a calculation error.)

4. **Students cannot choose their teachers at CELCIS.** “I want a different teacher because I don’t like X’s teaching style” or because “X is a difficult teacher” are not good reasons to change classes. All CELCIS teachers work hard to teach you a lot.

5. **Students cannot choose their classrooms.**

6. **Students are NOT allowed to cheat during tests or quizzes, or on research papers.** For example, during tests they are not allowed to look at their phones, look at their classmate’s answers, or look at a paper with the answers. They are not allowed to copy from another source on research papers. If students cheat, they will receive low grades and will be reported to the WMU Office of Student Conduct.

7. **All students are expected to show respect to their teachers, classmates, and the CELCIS office staff.**

   For example, students are NEVER allowed to shout at teachers or use violent words or actions in the classroom or CELCIS office. If students do this, they will face disciplinary action and may be dismissed from the program.

   **In addition, disruptive behavior is not tolerated in the classroom.** If a student disturbs other students by refusing to participate, talking loudly, or disturbing classmates in any way, the student will be reported to the WMU Office of Student Conduct.

8. **The CELCIS director and assistant director cannot and will not change students’ grades.** Students get the grades they earn, and the CELCIS teachers decide these grades. The CELCIS office cannot change this. If students have a question about their grade, they should talk to their teachers.

Tom Marks, CELCIS Director
ADMISSION TO WESTERN MICHIGAN UNIVERSITY

Admission to CELCIS does not mean that a student is also admitted to Western Michigan University. All prospective students who wish to apply to WMU must do so through the International Admissions and Services office (IAS). Their office is located on the 3rd floor of the Faunce Student Services building.

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

What are the Requirements to Apply

**Advanced level students:**

- **You must pass all of your Advanced-level classes** (Speaking/Listening, Grammar/Communication, Reading/Writing 1, and Reading/Writing 2) with a final grade of C/75 or better for an automatic recommendation to WMU.
- Students MUST receive a passing grade in BOTH Reading/Writing 1 and Reading/Writing 2. A combined graded will not be given. **
- You do not need to take the TOEFL test unless you are applying to a graduate program which requires a TOEFL score of more than 500 (173 CBT, 61 iBT). You will be required to take A-S 3600 or A-S 3610 your first semester/session.
- To apply, submit an application to the International Admissions and Services office. Applications are available in the CELCIS office.

**Students in all other levels:**

- If you are in any other level in CELCIS, **you must take the TOEFL test**, or another accepted English test, to qualify your English for admission to WMU. A minimum TOEFL test score of 500 (173 CBT, 61 iBT) is required for a restricted admission. This means you must take A-S 3600 or A-S 3610 your first semester/session.
- For an unrestricted admission, you need a TOEFL test score of 550 (213 CBT, 80 iBT) or higher. In this case you would not need to take either A-S 3600 or A-S 3610. (NOTE: Some graduate programs require a higher TOEFL test score even for restricted admission. Anthropology, Communication, Sociology, and Special Education require a 550 TOEFL; Music Education, Music Therapy, and Speech Pathology require a 575 TOEFL; Creative Writing and English require a 575 TOEFL plus a 4 TWE.)
- All students admitted to WMU with no TOEFL test score or with a TOEFL test score of less than 500 (213 CBT, 80 iBT) will be required to take A-S 3600 or A-S 3610 during their first semester/session.

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

Students wishing to take the internet-based TOEFL (iBT) exam must apply online at [www.ets.org/toefl](http://www.ets.org/toefl).

**In the summer semester, advanced students must pass both summer I and summer II classes to be admitted to the University.**
MATH PLACEMENT TEST

If you are an Advanced-level student planning to study at WMU with a science, technology, engineering, mathematics, or other major requiring a math class, you may need to take a 2-hour MATH PLACEMENT TEST before you begin your university classes.

To reserve a day/time for the test, go to https://wmich.edu/math/placement-test-signup. The test is at 3322 Everett Tower. If you need help reserving a time, please come to CELCIS. It is strongly recommended that you take this test BEFORE International Student Orientation and Registration Program (ISORP).

Also, if you have already taken university-level math classes, please send the course descriptions and syllabi (in ENGLISH) to Steven Culver at steven.culver@wmich.edu.

WMU has a computer program called ALEKS that can help you prepare for this test. The ALEKS program costs $25. CELCIS students who pay the $25 fee can do math lessons online and can take five practice tests. (Students can use ALEKS in Kalamazoo or even in their home country!)

If you want to learn more about ALEKS, go to this website: https://wmich.edu/math/aleks

A list of math vocabulary words is below:

**WMU MATH PLACEMENT TEST – Key Terms**

- Square, triangle, circle, rectangle
- Length/long, width/wide, height/high
- Volume, area, perimeter, circumference, square meter, square yard
- Centigrade/Fahrenheit, meters/feet, km per hour/miles per hour
- Add, subtract, multiply, divide, double, triple
- Measure, calculate, approximate, convert/conversion, express/expression, mix
- Base, angle, point, factor/figure (n), diagonal, factor
- Decimal, percent/percentage, ratio
- Minute, second
- Decrease, mark down
- Temperature, scale
- Formula, equation, inequality, equivalent, solution, value, insufficient
- Initial, final
- Apart, adjacent, parallel
- Line/bar/pie graph, x-axis, y-axis, cross, intersect/intersection, quadrant, function
- Cost, amount
- Suppose, pictured to the left/right, which one best represents x
- Cast a shadow
- Force
- Vertex/vertices
- Sin, cosine, tangent, cotangent
- Radians, parabola
CELCIS students receive formal reports on their progress in class. These progress reports notify the students of the quality of their classroom performance in meeting the curricular goals. Students are rated on their overall performance, attendance, attitude and effort, and progress toward meeting the goals of the courses. See the sample diagram on the next page.

1. **Class grade:** This is made up of participation, quizzes, exams, and homework.

2. **Assessment:** Students will receive either a “Satisfactory” or “Unsatisfactory” grade for their final product in each class. A “Satisfactory” grade will raise their class grade by a half grade, and an “Unsatisfactory” grade will lower their class grade by a half grade.

3. **Attendance:** This counts the total number of days the student is present in class.

4. **Final grade:** This is a combination of the class grade and assessment grade.

5. **Course goals:** Students are assessed as excellent, good, satisfactory, poor, or failing in these areas of the class.

6. **Comments:** This section provides students with any additional notes or suggestions from instructors.

7. **Assessment Proficiency Profile:** This section gives students suggestions for improvement if they received an “Unsatisfactory” on their assessment.

### Percentage Grade

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100 percent</td>
<td>A</td>
</tr>
<tr>
<td>90-94 percent</td>
<td>BA</td>
</tr>
<tr>
<td>85-89 percent</td>
<td>B</td>
</tr>
<tr>
<td>80-84 percent</td>
<td>CB</td>
</tr>
<tr>
<td>75-79 percent</td>
<td>C</td>
</tr>
<tr>
<td>70-74 percent</td>
<td>DC</td>
</tr>
<tr>
<td>65-69 percent</td>
<td>D</td>
</tr>
<tr>
<td>0-64 percent</td>
<td>E</td>
</tr>
</tbody>
</table>
WESTERN MICHIGAN UNIVERSITY

End-of-Semester Progress Report

LEVEL: Intermediate
CLASS: Speaking/Listening
INSTRUCTOR:

NAME: Last Name, First Name
WESTERN ID (WIN): WIN
SEMESTER/SESSION: semester and year

ACADEMIC EVALUATION

Class BA
Assessment S

ATTENDANCE (class meets 1 hour / day):
Total class days 68
Days present 63
Absences 5

Course Goals
Participate in small group discussions in academic situations Failing
Participate in whole class discussion and activities Good
Give oral presentation Satisfactory
Take comprehensible notes Excellent
Communicate with and comprehend English speakers Poor

Attitude and Effort
Assignments Failing
Participation Excellent

Comments:

Assessment Proficiency Profile

Your Assessment Grade: [Satisfactory/Unsatisfactory]
If your grade on the oral presentation product was unsatisfactory:

- Ask your instructor for help with pronunciation and vocabulary.
- Do the necessary preparation work ahead of time; do not wait until the last minute.
- Prepare an outline and/or notes to use as a guide when giving your presentation.
- Do your handouts/transparencies/PowerPoint visuals ahead of time and get help with grammar, spelling, punctuation etc.
- Practice alone, with a friend, with your instructor, etc.
- Go to class prepared
- Have confidence in your ability.

Comments (if you received an unsatisfactory grade on your assessment product):
ASSESSMENT PROCESS

Assessment Results Affect the Final Grade Statement

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

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

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

Students who are not in class during the final week of classes may not be allowed to take the assessment. Students cannot take the assessment early.
COURSEWORK

Homework and work done in class are important. Instructors may grade you for:

- Work done in class
- Participation in class
- Tests and quizzes
- Homework assignments

Tips for success

Make a study plan
- Daily, weekly, monthly plans
- Study every day (even weekends)
- Don’t waste time

Do your homework
- Expect homework every day
- Do it yourself – DO NOT COPY
- Do it on time – DO NOT BE LATE
- If you have questions, ask your instructor

Study
- 1 hour of study for each hour of class
- 3 classes = 4 hours/day
- Rewrite/review notes
- Make outlines and study guides
- Make a vocabulary notebook
- Predict test questions
- Learn from mistakes

Get Involved
- Make new friends who do not speak your language
- Join clubs, play sports, volunteer
- Join Conversation Circles
- Join CELCIS activities
- Talk to people!!!

PROBATION POLICY

1. If a student fails one or more classes, then the student gets placed on Probation 1 for the next semester.

2. If that student then fails one or more classes in the following semester, the student gets placed on Probation 2, and is automatically given a contract, which must be signed at a meeting with the CELCIS assistant director or the CELCIS director.

3. If a Probation 2/Contract student fails any class the next semester, the student may be dismissed from the program. NOTE: The CELCIS director reserves the right to dismiss students who are not on probation or on Probation 1 in certain circumstances such as excessive absences or inappropriate behavior.

4. If a student on Probation 1 or 2 passes all of his/her classes for the semester, then the probation status will be removed.

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

6. With the permission of the director, students who have been dismissed from CELCIS may be eligible to return after taking a minimum of one academic semester off. If students are given permission to return, they will not be on probation when they restart their classes. Probation status does not carry over for students who have been dismissed.

7. Students who have been dismissed twice are not eligible to return to CELCIS.
PROMOTION

Students who pass a class will be promoted to the next level of that class. Students who fail (having a final grade of DC or less, or an average grade of less than 75%) must repeat the course. There are no promotions in the middle of the semester.

Promotion in the Reading/Writing courses is based on a weighted average of the R/W1 and R/W2 courses, with equal weight given to both classes (see Promotion Table below).

Promotion in the summer semester is based on a weighted average of the summer I and summer II courses, with equal weight given to both classes (see Promotion Table below).

*Advanced-level students* must receive a passing grade *(C or higher)* in Speaking/Listening, Grammar/Communication, Reading/Writing 1 AND Reading/Writing 2. In the summer semester, advanced students must pass all summer I and summer II classes.

**Promotion Table:**

<table>
<thead>
<tr>
<th>R/W1 Grade OR Summer I Class Grade</th>
<th>R/W2 Grade OR Summer II Class Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>4</td>
<td>4.0</td>
</tr>
<tr>
<td>BA</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
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<tr>
<td>CB</td>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
<td>1.0</td>
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<tr>
<td>E</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Promotion Table – R/W1 and R/W2 have equal weights

**PROFICIENCY-BASED PROMOTION**

CELCIS students who earn an A for their final grade in Speaking/Listening, Grammar, Reading/Writing 1 and Reading/Writing 2 AND receive a recommendation from their four CELCIS instructors will receive permission to retake the CELCIS placement exam at a designated time at the beginning of the following semester. If the resulting test scores are high enough, the student may be allowed to advance one level at CELCIS, except for the Advanced level, which may not be skipped.

**HONOR ROLL**

At the end of each semester, all students who have earned a final grade of BA or higher (90%) in every class will be placed on the CELCIS Honor Roll. The Honor Roll is posted on the wall in the main hallway of the CELCIS office in the garden level of Ellsworth Hall.
**CELCIS ATTENDANCE POLICY**

All CELCIS students must attend classes and make normal progress in learning English. You are responsible for knowing this policy. If you do not understand, you must ask your instructors, the director, or the assistant director to explain it to you. If you do not understand the immigration effect of this policy, you must ask your immigration advisor.

- CELCIS requires at least 90% attendance over the course of a semester.
- Students who have perfect attendance (0 absences) will receive an Attendance Certificate at the end of the semester.
- All absences will be reported on the CELCIS Progress Report, including those caused by medical, legal, or emergency reasons.
- Your instructors’ record of attendance is the official attendance record.
- Missing class time will have a negative effect on your class participation points. Participation accounts for approximately 20% of your class grade. Please refer to your instructors’ syllabi for more information about their grading policies.
- If you miss more than 10% of your classes, you will receive an email notification from the CELCIS office and may be required to meet with the CELCIS director or assistant director.
- If you reach **15 or more unexcused absences** in a class, you will be considered in violation of the CELCIS Attendance Policy:
  - You will receive an INITIAL violation notice from the CELCIS office. You must contact the assistant director within 5 business days. If you believe the records are incorrect, you may appeal within the 5 business days.
  - After confirming that the attendance record is accurate, a FINAL violation notice will be sent to you. At this time, students with F-1 or J-1 visas will be referred to the CELCIS immigration advisor.
  - A violation of the CELCIS Attendance Policy may result in dismissal from the CELCIS program.
  - For students on F-1 and J-1 visas, with **15 or more unexcused absences in a class**, you will be deemed in violation of your immigration status.
    - Your SEVIS record will be terminated and the U.S. Department of Homeland Security will be notified of your failure to attend class.
    - You must immediately make an appointment with the CELCIS immigration advisor to request a reinstatement. (269) 387-3865
    - You must go to classes while U.S. Citizenship and Immigration Services make a decision on your application.
    - Your reinstatement might be approved or might be denied. If the application for reinstatement is denied, the student must leave the U.S. immediately.
    - If you do not file for reinstatement, U.S. Immigration will require you to leave the U.S. immediately.

- Short-term program students are expected to adhere to the 90% attendance policy. Additional standards may be required as part of their program.

- **Tardiness** – Classes begin on the hour (9 a.m., 10 a.m., and 11 a.m.) If you arrive late, this may be counted against your class participation points. If you arrive more than **10 minutes** late to class or if you miss more than **10 minutes** of class at any other time, you will be marked absent.
What happens if you cannot attend class?

- **If you cannot come to class, you should:**
  - If possible, tell your teachers that you will be absent.
  - Students who are absent must complete all missed work according to the teachers’ policies.

- **Late arrivals** - All students are expected to be in class on the first day of the semester. New students are expected to attend the required orientation before the start of the semester.

All students (new and returning) who are unable to arrive on time should understand the following:

  - You must notify the CELCIS director and receive permission to arrive late.
  - Any arrival after the start date reflected on your I-20 or DS-2019 may result in being denied entry at the U.S. port of entry. It is advised for initial students to obtain a new initial I-20 from IAS reflecting a deferred start date to arrive late.
  - Late arrival for ANY reason may have a negative effect on your progress during that semester.
  - ALL students who begin classes after the start of the semester, for any reason, will be counted absent for the classes they have missed. This will affect class participation points and affect grades.
  - Instructors are NOT required to re-teach any material that is covered while you are absent, and instructors do NOT have to provide make-up tests or accept late assignments, etc. for the period that you are absent.

- **Early departure** – Students who choose to leave before the end of the semester will be counted absent. Instructors are NOT required to pre-teach or re-teach any material that is covered while a student is absent, and instructors do NOT have to provide make-up tests or accept early or late assignments, etc. for the period that a student is absent. Students who are not in class during the final week of classes may not be allowed to take the assessment. Students cannot take the assessment early. This will affect class participation points and affect grades.

  - Before you leave WMU, you must make an appointment with the CELCIS immigration advisor and complete a Notification of Departure form. Before leaving WMU, be sure to take care of any financial obligations to the University, drop classes in the CELCIS office, and cancel health insurance.

- **Bereavement Leave** – A student will be allowed up to five (5) consecutive absences if there is a death in their immediate family (spouse, parent, child, grandparent, sibling, spouse’s parent, spouse’s grandparent, spouse’s sibling). The student must provide the CELCIS office with a copy of a death certification or obituary in English and contact their teachers about class work.

- **Medical Leave (Extended absence due to serious medical condition)** – If you have a temporary illness or medical condition, you may be eligible for medical leave. You must provide the CELCIS director or assistant director with documentation from a licensed medical doctor or clinical psychologist. The doctor’s note should specify dates and indicate the reason why you are unable to attend classes.

  - Students on medical leave must complete all missed work according to the teachers’ policies.
  - Students may be allowed up to a maximum of 14 consecutive absences or a 14 total absences for the semester.
  - **Pregnancy**: In the case of pregnancy, women are eligible for medical leave with a doctor’s note at the time of birth or if complications occur. Fathers are eligible for up to 3 days of paternity medical leave at the time of birth.

NOTE: Medical leave is for serious illnesses or medical conditions, not for scheduled appointments. To avoid absences, students should try to schedule medical appointments outside of class time.
• **Application for Reduced Course Load (RCL) for medical reasons (Immigration)** –
  International students in F-1 and J-1 status are required to maintain full-time enrollment during the academic year. If you cannot or will not meet this requirement, you must make an appointment with the CELCIS immigration advisor, (269) 387-3865, to request a reduced course load (RCL).

  **You must continue attending your classes until your RCL is approved.**

  If you have a temporary illness or medical condition and you are not able to attend classes, you may request a Medical Reduced Course Load (RCL).

  - Make an appointment to meet with the CELCIS immigration advisor (269) 387-3865.
  - Fill out an RCL application.
  - Get a letter from a licensed medical doctor or clinical psychologist.

  Note: please note that only a designated school official (CELCIS immigration advisor) may approve your request for a Medical Reduced Course Load through SEVIS. You will be notified after it is approved by your designated school official.

• **Absences due to religious observance** – It is University policy to permit students to fulfill obligations set aside by their faith. Students must let their instructors know that they will be missing class in advance. Students are responsible for completing all missed work according to the teachers’ policies and within a reasonable time frame.

• **Absences due to special circumstances** – Students will be marked absent if they are not in class. To avoid grade penalties, students should try to schedule appointments outside of class time. This includes personal appointments, court appearances, driver's license exams, etc.

• **Makeup work** – You are responsible for contacting your teachers when you are absent. You must do all homework, quizzes, tests, and assessments according to the teachers’ policies. No work can be submitted after the last day of classes of the semester for Speaking/Listening, Grammar/Communication, and Reading/Writing 2. No work may be submitted after mid-term for Reading/Writing 1.

  Instructors are NOT required to pre-teach or re-teach any material that is covered while a student is absent, and instructors do NOT have to provide make-up tests or accept late or early assignments, etc. for the period that a student is absent. Students who are not in class during the final week of classes may not be allowed to take the assessment. Students cannot take the assessment early.

**PARTICIPATION POLICY NOTICE:**

• Keep in mind that CELCIS classes are participatory, and your success in each class will depend on your attendance and participation.
• Your instructor will explain the attendance/participation policy for his or her course and will include it on your class syllabus.
• You can expect that attendance and participation will count for approximately 20% of your final grade.
• Teachers will put the exact percentages (%) of attendance and participation of your final grade on their syllabi.
• Absences will affect your participation points.
COURSE WITHDRAWAL

Consult with the CELCIS immigration advisor to withdraw as this may result in violation of status unless authorized by IAS in advance. If you are eligible to withdraw from one or more of your CELCIS classes, you must also go to the CELCIS office to complete a withdrawal form.

Tuition Refund Policy (excludes application fee)
If you need to withdraw from CELCIS during the first few days of class, tuition will be refunded. The refund amount will be determined by the date the CELCIS office receives the refund request.

Summer 2017 semester refund deadlines
Last day to receive 100% refund May 12, 2017
Last day to receive 90% refund for a complete withdrawal Not applicable
Last day to receive 50% refund for a partial withdrawal Not applicable
Last day to receive a 50% refund for a complete withdrawal May 19, 2017
Last day to receive a 25% refund for a complete withdrawal June 2, 2017

Tuition Appeal – If you are withdrawing due to an unforeseen circumstance (death of a family member, medical emergency, etc.), you may be eligible for a tuition refund. Please see the assistant director for assistance with an appeal.

SUMMER SEMESTER

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

Summer I/summer II is considered University break period for student enrollment. Students are not required to take CELCIS classes during the summer semester. (This does not apply for new students whose first term of enrollment is summer). However, CELCIS offers optional summer I/summer II classes. If you are receiving a financial scholarship by a sponsor, please follow their enrollment requirements for funding purposes.

Please know that if students study during the summer, they are required to take both summer I and summer II sessions. Returning students will not be allowed to register for only summer II classes.

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

Step 1: New Student Testing (Orientation)

**Oral Evaluation**
(Instructors interview students individually – 3 to 5 minutes)

**Writing Test**
(Timed writing sample on a given topic – 25 minutes)

**Placement Test**
(Listening comprehension, grammar, vocabulary, reading comprehension – approximately 65 minutes)

Step 2: Placement based on test results

Step 3: Course Pre-tests for All Students (First days of classes)

**Speaking/Listening Class pretests**
(Listening comprehension, Speaking)

**Grammar/Communication Class pretests**
(Grammar, grammar test)

**Reading/Writing Class pretests**
(Reading comprehension, Writing)

*Step 4: Level Change (First three days of classes)*

Instructors will determine if any students have demonstrated English proficiency ABOVE the level they are currently in.

If it is decided that a student should be moved to a different level, the student will be notified by email to come to the office to pick up a new schedule.
PLACEMENT AND LEVEL CHANGE

You will be assigned to classes according to the results of your placement tests. After your teachers have tested you during the first week of class, they will discuss your work. If the tests show that your work is significantly above the class level, then your level may be changed. However, your level will not be changed if your test scores are within that level, or if you are absent during the first week of class.

All level decisions are made by your instructors, and these decisions are final. No changes are made after CENSUS (the sixth day of class).

CELCIS tries to create classes with a good balance of cultures, languages, and male/female students, but this is not always possible due to enrollment and student population changes.

Changing level sections and classroom buildings is not permitted except in special circumstances:

- If a student fails a class and is then placed in the same class with the same teacher the following semester, that student may request a section change.
- If a student has a physical disability that requires a specific classroom building, that student may request a section change. However, the student needs to first bring to the CELCIS office 1) a letter from a physician that specifically describes the physical disability and 2) a letter of support from WMU’s Disability Services for Students Office. The CELCIS office must receive these documents before any change will be considered.
- While CELCIS makes an effort to accommodate student requests, it is not always possible or desirable to do so. CELCIS does not make changes after CENSUS because such a change would be detrimental to a student’s learning and progress through the program.

SIGNING UP FOR CLASSES

Returning Students: Returning Student registration is scheduled mid-way through the previous semester. CELCIS Staff members will visit Grammar/Communication classrooms. Any student that is absent during the scheduled registration date will need to schedule an appointment with the CELCIS office (celcis-info@wmich.edu). Students that do not have a Grammar/Communication class will be notified to schedule an appointment with the CELCIS office. To register, students will need to have a completed registration form, as well as a copy of: I-20 or DS-2019, Passport, Visa, and I-94. Please note that, at the time of registration, CELCIS Staff members will check student holds. Students will not be registered for classes until their holds have been cleared.

PART-TIME ENROLLED STUDENTS

Students who wish to study in CELCIS on an F-2 visa (dependent) are permitted to study as a part-time enrolled student. This means that an F-2 student is only permitted to take up to three class hours per day. Four class hours is considered full-time enrollment. A student who begins CELCIS as a part-time enrolled student, returns to his/her home country to apply for an F-1 visa, and resumes his/her studies on an F-1 visa (student), will be required to take the placement test the next semester before starting classes.

RETAIKING COMPLETED COURSES

A CELCIS student will be allowed to re-take a CELCIS class that the student has already passed ONLY IF by not taking the class, the student will be under-enrolled and consequently go out of status.

Approval from the CELCIS director and the CELCIS immigration advisor is required. In addition, the student will bear the cost of retaking the already-passed class.
SOLVING PROBLEMS

If you have a problem or are unhappy with any aspect of CELCIS, please follow the appropriate procedures below:

Class Concerns (teacher, grade, level, etc.)

1. First discuss your concerns with your teacher during office hours.
2. If you are not satisfied with the action taken as a result of the discussion, complete a CELCIS Advising Request form and make an appointment with the CELCIS assistant director. The form is available upon request at the CELCIS front desk.
3. If you are not satisfied with the action taken as a result of the discussion with the assistant director, you may make an appointment to meet with the CELCIS director.
   
   Once the CELCIS director and assistant director make a decision about your concern, you do not need to visit them again, as the decisions will not change. All CELCIS director/assistant director decisions are final decisions.
4. If the problem is still not resolved to your satisfaction, discuss the problem with the University Ombudsman. The University Ombudsman helps students resolve academic and non-academic concerns. You can call the office (269) 387-0718, or visit their office at 2420 Faunce Student Services.

Grade Appeal – The accepted reasons for a student to appeal his/her grade are:
   a) Grade was not calculated according to the syllabus or change to the syllabus
   b) Grade was calculated incorrectly
   c) Grading/performance standards were unequally applied
   d) Instructor failed to initiate a grade change as agreed with the student

Other concerns (program, staff, personal, etc.)

For general concerns or suggestions, you may ask your class representative to take the concern to one of the regularly scheduled Student Advisory Board meetings.

OR

1. Complete a CELCIS Advising Request form and make an appointment with the CELCIS assistant director. The form is available upon request at the CELCIS front desk.
2. If you are not satisfied with the action taken as a result of the discussion with the assistant director, you may make an appointment to meet with the CELCIS director.
3. If the problem is still not resolved to your satisfaction, discuss the problem with the University Ombudsman. The University Ombudsman helps students resolve academic and non-academic concerns. You can call the office (269) 387-0718, or visit their office at 2420 Faunce Student Services.
ADVISING

CELCIS students have many questions and we have advisors that can help you. An advisor is someone who gives advice and guides you. We have staff that specialize in different types of advising:

**CELCIS Admissions:** A dedicated International Student Admissions Counselor is assigned to prospective CELCIS students. This person acts as an advisor to guide students through the admissions process and the process of becoming a CELCIS student.

*To make an appointment:* Stop by the IAS office (3rd floor of Faunce Student Services building) or call (269) 387-5865.

**Admission to a WMU degree program or another university:** An International Student Admissions Counselor is assigned to students who are applying to or have admission to an academic program. This person acts as an advisor to guide students through the admissions process and acts as a liaison between the student and the academic department.

*To make an appointment:* Stop by the IAS office (3rd floor of Faunce Student Services building) or call (269) 387-5865.

**Immigration Advising:** The CELCIS immigration advisor advises and counsels international students on matters related to compliance with federal immigration regulations such as academic course load, probation, employment, travel requirements, financial requirements, and medical concerns.

*To make an appointment:* Go to the IAS office (3rd floor of Faunce Student Services building), call (269) 387-5865, or email celcis-info@wmich.edu.

**CELCIS Program Advising:** The CELCIS assistant director and director are available to students by appointment to discuss program concerns. Examples include course placement, grades, instructors, attendance, progress, matriculation, leave requests, etc.

*To make an appointment:* Come to the CELCIS office (Ellsworth Hall, Garden Level), call (269) 387-4800, or email celcis-info@wmich.edu.

**Personal Advising:** Students may make an appointment with the CELCIS assistant director for personal advising to discuss any topic of concern. Examples include how to catch a bus, how to understand documents they have received in the mail, how to cope with culture shock, health issues, legal issues, accessing resources on campus and in the community, banking, transportation, getting involved on campus, housing concerns, roommate or host family issues, coordinating disability services, conflict with students or teachers, death of a family member, symptoms of culture shock, time management, etc. Front office staff are available to answer basic questions.

*To make an appointment:* Come to the CELCIS office (Ellsworth Hall, Garden level), call (269) 387-4800, or email celcis-info@wmich.edu; walk-in appointments are available on a daily basis for students with immediate concerns.
CELCIS FORMS YOU SHOULD KNOW

The following forms are available to students in the CELCIS office and on the website: www.wmich.edu/celcis/forms

- **Advising Request form** – Students should complete this form if they need assistance from a CELCIS advisor. This form is for concerns regarding grades, teachers, program, etc.

- **Change of Address form** – Students must notify Western Michigan University if they have a new address in the U.S.

- **Grade Release form** – Gives another person permission to pick up grades for the current semester. WMU faculty and staff may not pick up grades for students.

- **HCED-sponsored students form** – For students sponsored by the Higher Committee for Education Development in Iraq.

- **Letter Request form** – Request a letter from CELCIS verifying enrollment, grade report, etc.

- **SACM-sponsored students form** – For students sponsored by the Saudi Arabian Cultural Mission.

- **Student Information Release Authorization** – Permission to release your academic or account information to a designated third party.

- **Transfer-in form** – For students transferring from another U.S. university to WMU.

- **Tutor list** – List of available tutors for students interested in additional help outside of the classroom.
A hold is placed on a student’s account to stop registration and other activities that are considered benefits of a student in good standing. The hold will stay on the account until the student meets the conditions of the department that placed it.

Students can check their holds by logging on to GoWMU (https://www.gowmu.wmich.edu).

Common Holds on CELCIS Student Accounts:

**Must register with CELCIS** – This hold is placed on the account of every CELCIS student and will not be removed until the student has completed the CELCIS program or received an English proficiency test score that allows them to move to the University.

**Document Hold** – These holds are usually placed on student accounts by International Admissions and Services. They may need transcripts from a student’s previous university, place of secondary education, or some other document.

**Financial Hold** – These holds are normally placed by Accounts Receivable. They can be for tuition, housing and meal plan costs, or any number of charges that the student has not paid in a timely manner.

**Library Hold** – Students that do not return materials to the library in a timely manner could receive a hold on their accounts until those materials are either returned or paid for.

**Address Hold** – International students must have a valid local address and international address on file with the University and International Admissions and Services. Students can fill out a form to fix this in the International Admissions and Services office.

**Insurance Hold** – A hold will be placed by International Admissions and Services if you do not show proof of health insurance within the first two weeks of a semester. Health insurance must be in effect on the first day of classes and provide coverage at a minimum for the entire semester.

If you would like more information on how to check your holds, please email the CELCIS office at celcis-info@wmich.edu.

If you do not know your GoWMU login and password, please visit the following link to find out where you can swipe your Bronco ID to get your login and password: https://www.wmich.edu/oit/portalContent/remember-bronconetid.html#mc.
COURSE EVALUATIONS

Each semester, students will have the opportunity to provide feedback about their instructors. WMU uses ICES electronic evaluations. Below is a glossary to help you to complete the evaluations.

Glossary (key) for ICES Evaluations

- **This course was:** CELCIS students must choose "Specifically Required"
- **This course was in my:** CELCIS students must choose "Other"
- **What was your pre-course opinion of the instructor?** What did you think about this teacher before you took this class?
- **What was your pre-course opinion of the course?** What did you think about this course before you took it?
- **Expected grade in the course:** What grade do you think you will get in this class?
- **Rate the instructor's overall teaching effectiveness.** Was this teacher good?
- **Rate the overall quality of this course.** Was this class good?
- **How much have you learned in this course?** Did you learn in this class?
- **Was the grading system for the course explained?** Did you understand how the teacher grades students?
- **The teacher seemed well prepared for classes.** Did the teacher prepare (plan) well for the classes?
- **The instructor promoted an atmosphere conducive to work and learning.** The teacher made the class feel comfortable so you could work and learn well.
- **Were written assignments returned promptly?** Did the teacher grade your papers and give them back to you quickly (in a few days)?
- **The instructor stated clearly what was expected of students.** The teacher explained clearly what he or she wanted you to do in class and on the homework.
- **It was easy to hear and understand the instructor.** It was easy to understand my teacher's words and ideas.
- **I prepared before coming to class.** I did my homework
- **Did the instructor suggest specific ways students could improve?** Did the teacher give you ideas about how you could make your English better?
- **The instructor gave assignments that were useful for learning subject matter.** The homework and class activities helped me learn.
- **The instructor encouraged me to express my opinion or experience.** The teacher made me feel comfortable to answer questions and give my ideas during the class.
- **How would you rate instructional materials used in this course?** What did you think about the books, course pack, readings, or videos for this class?
- **How accessible was the instructor for student conferences about the course?** Was it easy to meet with this teacher when you had questions or needed some help? Was the teacher happy to meet with you outside of class?
- **Was the instructor able to explain difficult material to your satisfaction?** Did the teacher explain hard or difficult ideas well?
- **What are the major strengths of the instructor/course?** What are the best things about this teacher/class?
- **What do you suggest to improve the course?** How can the teacher make this class better?
- **Please comment on the grading procedures in the course.** What do you think about the way the teacher decides the grades in this class?
- **What other comments do you have?** Do you have anything more to say about this class/teacher?
Immigration
EMPLOYMENT

F-1 students may work on-campus only. On-campus work is limited to 20 hours per week while school is in session. Employment may be full-time during vacation periods for students who are eligible and intend to register for the next semester.

J-1 students may only work on-campus with their J-1 program sponsor’s written authorization in advance.

Visit the BroncoJOBS Website (https://wmich.joinhandshake.com/login) to:

- Search and apply for jobs
- Sign-up for on-campus interviews and events
- Publish resumes online or research resume books

Off-campus employment is illegal for all CELCIS students (all F-1 and J-1 students). Students are not permitted to work during class hours.

MAINTAINING F-1 OR J-1 (FULL-TIME STUDENT) STATUS

All CELCIS students who enter the U.S. as F-1 or J-1 (full-time) students are required to regularly attend all CELCIS classes and work consistently for the entire semester/session they are enrolled. If a student fails to make normal progress, he or she may be considered “out-of-status” and a reinstatement will be recommended.

Making normal progress is defined by CELCIS as:

- Preparing carefully for tests
- Completing homework assignments
- Making up tests missed because of absences
- Turning in all assignments on time
- Coming to class on time
- Asking questions in class
- Seeing instructors during office hours if you have questions
- Abiding by the CELCIS Attendance Policy

TOEFL iBT

The TOEFL iBT (internet based TOEFL) will be offered at Western Michigan University each semester. You may sign up for a test at https://www.ets.org/toefl. F-1 and J-1 CELCIS students who take the iBT (internet-based TOEFL) and obtain a score sufficient to meet their academic requirements must still maintain their immigration status. Maintaining status means attending all CELCIS classes and making progress. CELCIS students can get help with TOEFL preparation in the SET Lab.
HELPFUL IMMIGRATION TERMS YOU SHOULD KNOW

**International Admissions and Services (IAS):** International Admissions and Services assists international students and scholars in their academic, research, cultural, and recreational experiences at WMU. They will help you with admissions applications, immigration concerns, and general questions. **Always talk to an advisor – Do not rely on your friends or family for advice!!!**

**Form I-20:** The I-20 form is issued by IAS to a student for F-1 status. The form is used to obtain an F-1 visa and to enter the U.S. in F-1 status. All actions (e.g., transfers, program extensions, etc.) are recorded on this document.

**Form I-94:** The I-94 is proof of legal entry and inspection into the United States. U.S. Customs and Border Protection will provide each traveler with an admission stamp that includes date of admission, class of admission and admitted until date. All students must provide WMU with a copy of their electronic I-94. Students can print their electronic I-94 by going to this website: [https://i94.cbp.dhs.gov/I94/#/recent-search](https://i94.cbp.dhs.gov/I94/#/recent-search)
Visa: A visa is a permit placed in your passport that gives you permission to travel to the U.S. There are many different categories of visas. Most students at WMU have one of these visa types:

- **Student Visa (F-1):** Most international students at WMU are under this immigration classification, which means they have been admitted to the U.S. for the purpose of full-time study, have demonstrated financial resources for the entire academic program, and have a permanent residence abroad which they have no intention of abandoning.

- **Dependent (F-2):** The dependent spouse and unmarried minor children (under the age of 21) of an F-1 student have this immigration classification. Students who wish to study in CELCIS on an F-2 visa (dependent) are permitted to study as a part-time enrolled student. This means that an F-2 student is only permitted to take up to three class hours. (Four class hours is considered full-time enrollment).

- **Exchange Visitor (J-1):** There are many J-1 “categories”, one of which is student. J-1 is reserved for individuals who participate in an academic exchange between WMU and a university abroad or who are funded by an international organization, the U.S. or a foreign government, or a private agency in support of international education.

- **Dependent (J-2):** The dependent spouse and unmarried children (under the age of 21) of a J-1 exchange visitor have this immigration classification.

Reinstatement: An F-1 student who has violated F-1 student status may apply for reinstatement with USCIS. The student should see International Admissions and Services immediately if they violate status.

**Department of Homeland Security (DHS):** The U.S. government department responsible for most areas of national security, including all areas related to foreign visitors in the U.S.

**U.S. Citizenship and Immigration Services (USCIS):** A branch of the DHS. USCIS is primarily responsible for handling immigration benefits, such as applications for work permits, green cards, and citizenship.

**Student Exchange Visitor Information System (SEVIS):** A database used by the Department of Homeland Security to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on F, M, or J visas.
HOW TO MAINTAIN YOUR CELCIS STUDENT STATUS

NAME OF STUDENT: ________ STUDENT COPY ________ WIN STUDENT COPY ________

NOTE: Immigration rules are difficult, so please always speak with the CELCIS immigration advisor in International Admissions and Services (IAS) if you have any questions. Your instructors, friends, or family may know some immigration rules, but they may not always have the correct answers.

Students must do the following things:
1. You must maintain a valid passport at all times (which is valid for 6 months into the future at all times).
2. You must have a valid, electronic Arrival/Departure Record (I-94) at all times, which can be obtained at https://i94.cbp.dhs.gov/I94/#/recent-search.
3. You must have a valid, unexpired I-20 or DS-2019 at all times.
4. You must register and attend classes on a full-time basis. The CELCIS immigration advisor is required to report problems with absences or lack of progress to DHS (Department of Homeland Security).
5. You must attend CELCIS classes at Western Michigan University.
6. If you change your address, you must notify the CELCIS immigration advisor within 5 days of that change.
7. If you change your name, you must notify the CELCIS immigration advisor.
8. You must apply for an extension with the CELCIS immigration advisor before the expiration date on your I-20.
9. You must notify the CELCIS immigration advisor if your funding changes (example: from parents to scholarship) and request a new I-20 or DS-2019.
10. Always consult with the CELCIS immigration advisor before traveling outside the U.S.
11. If you want to bring your family to the U.S. on an F-2 or J-2 visa, please see the CELCIS immigration advisor.
12. You are not allowed to work off campus. F-1 students, who are maintaining their F-1 status, are allowed to work on campus up to 20 hours per week when they are studying. During your vacation term and winter closure, you may work full-time on campus. J-1 students may only work with their J-1 program sponsor’s authorization in advance.
13. If you want to transfer to another school, you must talk to the CELCIS immigration advisor before the transfer. You will give a completed Transfer-Out Request form, along with official proof of admission from the new school, to the CELCIS immigration advisor.
14. If you need to withdraw from classes, or are asked to leave the University, you must report this to the CELCIS immigration advisor immediately. If you report to the CELCIS immigration advisor prior to your withdrawal, you will have 15 days to leave the U.S. If you do not report, your status ends immediately.
15. The normal time to remain in the U.S. following degree/program completion is 60 days for F-1 students and 30 days for J-1 students. This is called a “grace period”. During this time, you are not allowed to work.

Always read any email or letters from CELCIS or International Admissions and Services. Please contact the CELCIS immigration advisor if you have any questions or concerns about immigration.

I HAVE RECEIVED A COPY OF THIS FORM. STUDENT COPY
TRAVEL

Students should meet with the CELCIS immigration advisor before making any travel arrangements.

Travel within the United States
You should carry your immigration documents along with a Bronco ID with you for all travel outside Kalamazoo. While you are in Kalamazoo, please carry at least a copy of your immigration documents with you at all times.

Travel to Canada or Mexico (of 30 days or less)
Under certain circumstances, nonimmigrants with expired visas are allowed to return to the U.S. in the same status in which they departed, to continue their previously approved activities without having to obtain new visas after a 30-day or less visit to these countries. This is known as automatic extension of visa validity. For F and J status holders, this benefit also extends to adjacent islands other than Cuba.

F-1 students need the following documents to re-enter the United States:

- Valid form I-20 (F-1 and F-2) endorsed for re-entry by IAS
- Valid passport (for more than six months from the date of intended return)
- Transcripts
- Financial document(s) listed on form I-20

If you hold any other immigration status, please consult with the CELCIS immigration advisor before traveling outside the U.S.

*Please note that if you are a citizen of Iran, Syria, Sudan, or Cuba, you will always need a valid visa to re-enter the U.S. A national of a country other than Iran, Syria, Sudan or Cuba, may be eligible for re-entry under the regulations; however, they may still require security or other clearances before being permitted to re-enter the Unites States and be required to remain outside the U.S. for more than 30 days.

Travel Abroad (including visits to Canada or Mexico for more than 30 days)
F-1 students need the following documents to re-enter the United States:

- Valid form I-20 (F-1 and F-2) endorsed for re-entry by IAS
- Valid passport (for more than six months from the date of intended return)
- Valid F-1 visa
- Transcripts
- Financial document(s) listed on form I-20

You might need to obtain an entry visa to enter these countries. Check with the consulate for more information.

If you hold any other immigration status, please consult with the CELCIS immigration advisor before traveling outside the U.S.
Campus Life and Student Services
ACTIVITIES

The Center for English Language and Culture for International Students at Western Michigan University offers many volunteer, cultural, and recreational activities and trips to help international students engage with the campus and local community.

Examples of activities include:

- Sporting events
- Winter sports
- Shopping
- Beach
- Festivals
- Horse riding
- Museums
- Amish village
- Ladies only events
- Theater
- Volunteer activities
- Campus events

Conversation Circle Program

The Conversation Circle program is open to all WMU students. It is designed to help CELCIS students make connections with other students and practice conversational English. Participants are put into groups of five or more people. The group meets at least once a week to chat in English about various topics. The conversation can be about campus life, culture, food, or other topics of interest. Groups meet at various times each semester. Meetings are held in public places on campus.

Volunteer and Service Learning Opportunities

Each semester, CELCIS provides opportunities for students to volunteer in the Kalamazoo community. This is a great opportunity for students to give back to their community, practice English, and make new friends.

How do I find out about CELCIS activities?

- Visit the CELCIS Facebook page: www.facebook.com/wmucelcis
- Visit the CELCIS website: www.wmich.edu/celcis/activities
- Read your weekly newsletter
- Check your email

YOU MAY SIGN UP FOR CELCIS ACTIVITIES IN THE CELCIS OFFICE.

If you have any questions or suggestions, see the CELCIS Activities Coordinator in the CELCIS office:

Melissa Ray, CELCIS Activities Coordinator
4265 Ellsworth Hall
Telephone: (269) 387-4884
Email: celcis-activities@wmich.edu or melissa.a.ray@wmich.edu
BANKING

Americans do not usually carry a lot of cash. They prefer to pay by check, even for small purchases, or by credit card. To function efficiently in the U.S. economy, you will need to open a checking account at a local bank.

When you open an account with a bank – most require two pieces of identification. You do not need a Social Security number to open a bank account. Use your passport.

International students can choose any bank to use. For the students’ convenience, PNC Bank has a branch located on campus for those who wish to open an account with them.

PNC is a full service branch offering:

- Checking
- Savings
- Certificates of Deposit
- Multiple on-campus ATMs
- Personal and Business Loan Services
- Mortgage Services
- Trust and Investment Services
- MasterCard and Visa Service

BRONCO ID CARD

The Bronco ID is your photo identification card at Western Michigan University. It can be used:

- As your Library Card
- For Dining Areas
- As Dining Dollars, BookstoreBUCKS, and LaundryBUCKS
- At the Student Recreation Center
- At the Computer Centers
- For the Metro Bus Service on any route around the Kalamazoo area

Find out everything you need to know about the BroncoCard® by visiting the BroncoCard® Center, located in the Bernhard Center room 109, or by calling (269) 387-6278.
DISABILITY SERVICES FOR STUDENTS

Students with documented disabilities may be eligible for academic adjustments and/or accommodations. To request accommodations, follow these steps:

- **Get current or recent documentation of your disability.** You may bring it with you, fax it to (269) 387-0633, or it can be mailed to:
  
  Disability Services for Students  
  Western Michigan University  
  1903 W. Michigan, Kalamazoo, MI 49008-5277  
  
  *New students should send WMU their documentation and request accommodations before they arrive.*

- **Log into your GoWMU account.** Select DSS Accommodate and complete the accommodation request form.

- **Make an appointment at Disability Services for Students (DSS).** Call (269) 387-2116 or schedule an appointment on DSS Accommodate.

- **Request accommodations each semester.** Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the professor and/or DSS within the first week of class.

**Western Michigan University Students with disabilities have access to:**

- Classroom accommodations
- Collegiate resources
- Community resources
- Housing consideration
- Peer mentor program
- Temporary transportation

**What are disabilities?**

A person with a disability includes any person who has a physical or mental impairment which substantially limits one or more major life activities. Some major life activities are walking, seeing, hearing, speaking, breathing, learning, working, eating, and sleeping.

**Types of Accommodations may include but are not limited to:**

**Academic**
- Copy of lecture materials
- Permission to record lectures
- Test accommodations
- Text material in alternate formats

**Facilities**
- Adaptive computer lab
- Classroom furniture
- Provision for snow removal
- Referral for library research and retrieval

**Residential**
- Barrier-free rooms
- Single rooms
- Restroom facilities

*Please see Ms. Christie Bierlein in the CELCIS office for more information or assistance with this process.*
HEALTH

Tips for Staying Healthy

- Sleep well
- Eat healthy foods
- Exercise
- Be careful with stress
- Be careful with drinking and smoking
- See your doctor and dentist regularly

What should I do if I get sick or have a minor injury?

If you are sick or have a minor injury (stomach ache, cough, etc.), you may call the Sindecuse Health Center at 387-3287 to make an appointment to see a doctor. The Sindecuse Health Center is located on campus.

Website:  http://www.wmich.edu/healthcenter/

HOURS:  Monday through Friday
         8:00 a.m. – 5:00 p.m.

If Sindecuse is closed, but you need to see a doctor immediately, go to:

<table>
<thead>
<tr>
<th>Bronson FastCare - Kalamazoo</th>
<th>Monday through Friday,</th>
</tr>
</thead>
<tbody>
<tr>
<td>6220 W. Main Street</td>
<td>8:30 a.m. to 8:30 p.m.</td>
</tr>
<tr>
<td>(269) 276-4744</td>
<td>Saturday, 9 a.m. to 6 p.m.</td>
</tr>
<tr>
<td><a href="https://www.bronsonhealth.com/locations/bronson-fastcare-kalamazoo/">https://www.bronsonhealth.com/locations/bronson-fastcare-kalamazoo/</a></td>
<td>Sunday, 10 a.m. to 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>Holidays, 10 a.m. to 2 p.m.</td>
</tr>
<tr>
<td></td>
<td>Christmas Eve, 8:30 a.m. to 7 p.m.</td>
</tr>
<tr>
<td></td>
<td>Closed Christmas Day</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bronson Methodist Hospital</th>
<th>Open 24 hours</th>
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<tbody>
<tr>
<td>252 East Lovell Street</td>
<td></td>
</tr>
<tr>
<td>(269) 341-7902</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Borgess Medical Center</th>
<th>Open 24 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1521 Gull Road</td>
<td></td>
</tr>
<tr>
<td>(269) 226-7000</td>
<td></td>
</tr>
</tbody>
</table>

What if it is a serious emergency?

If it is a serious emergency (loss of consciousness, severe bleeding, etc.):

1. Call 9-1-1 on the telephone
2. Say it is an emergency
3. Give your complete name
4. Give your complete address
5. Describe the problem
Health Insurance

All international students are required to purchase health insurance. Health insurance must be in effect on the first day of classes and provide coverage for the entire academic year or, at the minimum, the entire semester.

Visit [http://www.wmich.edu/internationaladmissions/insurance](http://www.wmich.edu/internationaladmissions/insurance) to view WMU health insurance requirements. Under “Providers” there are insurance options available. These plans offer good coverage. They are not the only insurance plans we accept. Before you purchase a health insurance plan be sure it meets WMU requirements. The insurance policy must be written in English, in U.S. currency, and provide a U.S. mailing address for claims.

If you have questions about purchasing or using insurance, please contact Jan VandeVusse at (269) 387-5887, visit International Admissions and Services in 3110 Student Services Building, or email: ias-insurance@wmich.edu.

Health Insurance Key Vocabulary

**Coverage:** the amount of money the insurance company will pay

**Deductible:** the amount of money you must pay before your insurance will begin paying anything

**Injured:** when you get hurt

**Inpatient:** medical treatment that happens in a hospital

**Insurance exchange/market:** a website where people can shop for health insurance

**Lab test:** a nurse takes some blood, urine, or body tissues and sends them to a lab where they do tests on them

**Medical device:** things that are used to help diagnose, cure, treat, or prevent a disease

**Medical evacuation:** when you need to leave the country because you are hurt

**Mental health service:** therapy and counseling services

**Outpatient:** medical treatment when you do not have to stay in the hospital after treatment

**Preventative care:** medical care that helps to stop disease or poor health before it happens

**Prescription drug:** medicine that you can only get from a doctor

**Recover:** the process of getting better after being hurt

**Repatriation:** the returning of your body to your home country if you die
**Tuberculosis Testing**

Western Michigan University requires international students from high-risk countries to be screened for tuberculosis during their first semester at WMU. QuantiFERON TB testing is done at Sindecuse Health Center by appointment during regular health center hours. You may call (269) 387-3287 for an appointment.

**Monday, Tuesday, Wednesday**

8 a.m. – 5 p.m.

**Thursday**

9 a.m. – 5 p.m.

**Friday**

8 a.m. – 5 p.m.

If you have an official TB test result from your doctor, please take it to Sindecuse Health Center. For further information on Tuberculosis Testing, visit the health center at [https://www.wmich.edu/healthcenter/clinic/services/tb](https://www.wmich.edu/healthcenter/clinic/services/tb).

TB Skin Testing can also be done at Kalamazoo County Health & Community Services located at 3299 Gull Road, Kalamazoo, MI (1st Wing, 1st Floor).

Phone: (269) 373-5267

NO appointments made for TB skin tests. Walk-ins only. Check their website for hours at: [http://www.kalcounty.com/hcs/tbcontrol.htm](http://www.kalcounty.com/hcs/tbcontrol.htm).

**Tobacco-Free Policy**

WMU is a tobacco-free community, inside and out. This means the following tobacco products are not allowed on campus: cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew, any other non-combustible tobacco products.

Use of tobacco products is allowable inside enclosed personal vehicles and on city-owned sidewalks. Tobacco cessation programs for students are being made available by the University; please contact the Sindecuse Health Center.

**Sindecuse Health Center**

[https://www.wmich.edu/healthcenter](https://www.wmich.edu/healthcenter)

(269) 387-3290

Visit [https://www.wmich.edu/tobaccofree](https://www.wmich.edu/tobaccofree) for more information about the policy.
HOUSING

Residence Hall Living

Residence Halls:
Residence halls support nearly 5,000 students who enjoy the friendships, living/learning focus, and diversity of campus life. Residents can take advantage of activities in the hall, leadership opportunities, high-speed internet, staff available 24 hours, close proximity to the dining halls, and many other campus conveniences designed to support busy college students.

Eligibility: All residents must be WMU students enrolled in at least one course.

Contact: Office of Residence Life
Western Michigan University
Kalamazoo, MI 49008-5312
Phone: (269) 387-4735
https://www.wmich.edu/housing

If you choose to live in a residence hall:

1. Western Michigan University housing contracts that are signed for the fall semester cover both the fall and spring semesters (August through April). If you move out of the residence hall before your contract has expired and you plan on returning for classes at Western Michigan University or CELCIS, you will have to pay a large cancellation fee.

2. You will have to sign a legal contract. This means you must understand what the contract says and fulfill your responsibilities. For example, you cannot move out of the residence hall after a few weeks because you want to live somewhere else. You will have to pay a large cancellation fee if you do this. Residence halls are not temporary places to live!

3. When you move out of your room at the end of your stay, you must cancel your contract. You cannot just move out leaving a key and a note.

4. You must buy your own sheets, pillow, and blanket(s) for your bed in the dorm.

5. The residence halls offer many activities for you to participate in parties, movies, educational programs, sports, and games. This is a good way to meet American students, practice your English, and enjoy yourself.

6. Students may purchase meal plans as part of their housing contract and eat at any of the dining facilities on campus.

7. If dining services will be closed due to a holiday, students may request boxed meals in advance. During Ramadan, it is possible to get a boxed meal just before the cafeteria closes, to eat after sundown.

8. Summer Housing: Summer housing is available to new and returning residents enrolled in one or both summer sessions. Go to GoWMU and under the My Self Service section on the left choose the link "Residence Life Housing." Select the summer housing option.
WMU Apartment Living

WMU Apartments are conveniently located close to the WMU campus. Apartment rent includes all utilities, cable television services, and an apartment parking sticker. Furnished or unfurnished apartments are available.

Eligibility: Individuals are eligible to live in WMU Apartments if they are enrolled in at least one credit hour at WMU.

Contact:
WMU Apartments
Western Michigan University
Kalamazoo, MI 49008-5312
Phone: (269) 387-2175
https://wmich.edu/housing/options/apartments

Living off Campus

There are many apartment communities close to campus. They are a good living option for when you are more accustomed to your life at WMU. https://wmich.edu/celcis/campuslife/housing

MEAL PLANS

Western Michigan University offers many on-campus choices for dining for students living on or off campus. Meal plans may be used at any of WMU’s residence hall dining locations, where students help themselves to a variety of hot and cold dishes and eat as much as they like. Dining rooms are open early and close late to serve students’ active lifestyles. The cost of the meal plan depends on how many meals you eat on campus each week. You can choose to buy a 10, 15, 20, or unlimited meals-per-week meal plan.

- **Residence hall meal plan** – For students who live on campus
- **Commuter meal plan** – For students who live off campus

Using your meal plan

When entering a dining hall, present your WMU Bronco Card to the cashier; one meal will be deducted from your meal plan each time. The cashier will also be able to tell you the number of meals remaining on your meal plan after your WMU Bronco Card has been scanned.

Dining Dollars

Dining Dollars are a prepaid declining balance account that may be used at any of the Campus Cafés, or to buy a guest meal in residence hall dining rooms.
MOBILE APPLICATIONS

The WMU Mobile is available free of charge through the Android Market at market.android.com for Android smartphones; and through the iTunes Store and App Store for iPhone, iPod Touch and other Apple mobile devices. It offers bus schedules, events, maps, weather, dining menus, and other useful information for students.

WMU Alert System – incidents on or near campus

It is recommended that students register for the WMU alert system. In the case of an emergency, severe weather, or a campus closure, students will receive a text or voice message to their cell phone or landline.

- Log in to GoWMU.
- Click on the yellow and red WMU Alert triangle.
- Enter your preferred phone number.
- Indicate preference for text or voice messages – or both.
- Click submit.

Other ways to get closure and emergency information:

1. Visit www.wmich.edu – Campus closing announcements will be posted immediately on the WMU home page.

2. Call the University weather and emergency hotline: (269) 387-1001 – Closing announcements will be available immediately.

3. Radio and television – WMU will contact local television and radio stations as soon as decisions are made so that they can make announcements.

Text Alerts from local news stations – breaking news in Kalamazoo

How to get text alerts from WZZM

1. Go to https://www.wzzm13.com/

2. Click on “APPS”

3. Look for WZZM13 Closings Text Alerts
   a. Click on Sign up for WZZM13 text alerts today
   b. Enter your phone number here

For more information about text notifications from other news websites, visit https://www.wmich.edu/celcis/campuslife/community

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ONLINE SERVICES

Bronco NetID

Each student receives a Bronco NetID and password with their admission packet. To set up your Bronco NetID, go to https://gowmu.wmich.edu and choose the link:

First time Logging in?
You will then be asked to enter your Bronco NetID and temporary password.

GoWMU

GoWMU (https://gowmu.wmich.edu) is where most online services are available. You can get to campus and individual announcements, registration, grades, transcripts, class roster, account and financial aid information, email and much more. You log in to GoWMU using your Bronco NetID and password. Never give out your password to anyone, including WMU staff.

Email

All WMU students have an email account. You can get to your email account by logging into GoWMU (https://gowmu.wmich.edu) or by going directly to http://wexchange.wmich.edu and using your Bronco NetID and password to log in. Sign-in using your Bronco NetID@WMICH.EDU

This is your official WMU email account and it will be used your entire time at WMU for all University communications.

If you have questions or have trouble, stop by the CELCIS office or contact the Help Desk. The Help Desk is located on the second floor of the University Computing Center and may be reached at (269) 387-4357 (HELP), option 1 or by email at helpdesk@wmich.edu.

STUDENT RECREATION CENTER (SRC)

All CELCIS students are eligible to use the student recreation center located on campus. The cost of membership is included in CELCIS student fees. https://www.wmich.edu/rec

- Indoor climbing wall
- Basketball courts
- Weight room
- Squash court
- Aerobic room
- Multipurpose courts
- Racquetball courts

- Indoor tennis courts
- Fitness testing lab
- Swirl pool
- Intramural Soccer Fields
- Sorensen Tennis Courts
- Lawson Ice Arena / Gabel Pool
TRANSPORTATION

Bronco Transit
WMU students can ride the Bronco Transit and Kalamazoo Metro Transit buses **for free** with a valid WMU Bronco ID Card. For more information about bus routes, visit:
- Metro Transit: [https://www.kmetro.com](https://www.kmetro.com)
- Bronco Transit: [https://www.wmich.edu/broncotransit/](https://www.wmich.edu/broncotransit/)

Train
Amtrak offers daily trains from Kalamazoo to Chicago, Detroit, Pontiac, and Port Huron. For information or to make reservations, call (800) 872-7245 or visit [https://www.amtrak.com](https://www.amtrak.com).

Car
If you plan to drive a motor vehicle while at WMU, you will need to obtain a driver’s license.

If you are over 18 and are a licensed driver in your country, you can apply for a Michigan driver’s license. You must go to the Secretary of State’s office ([https://www.michigan.gov/sos/](https://www.michigan.gov/sos/)) located at 3298 Stadium Drive. You must also go to the Social Security office located at 317 South Drake Road. Make sure you have all the correct documentation before visiting a Secretary of State or Social Security office.

If you have any questions about what is required, call the Department of State Information Center toll free for assistance at: **(888) SOS-MICH (767-6424)**.

If you purchase a car in Michigan, you will need to register it here and have a Michigan driver’s license to obtain car insurance, which is mandatory.

STUDENT RESOURCE LIST

**Academic Resource Center**
*Provides tutoring, seminars, and study sessions for undergraduate students.*
1305 Ellsworth Hall
(269) 387-4411
wmich.edu/tutoring/

**Bronco Express**
*Assistance with paying tuition and billing questions.*
Bernhard Center (basement)
(269) 387-4860
wmich.edu/broncoexpress

**Bronco Study Zone**
*A space for students to study and receive help with homework.*
Second floor of Waldo
(269) 387-4350
wmich.edu/arts-sciences/academics/student-success/bronco-study-zone
Career and Student Employment Services
Assists students with career planning, preparing for job interviews, developing a resume, and identifying job openings.
1401 Ellsworth Hall
(269) 387-2745
wmich.edu/career

Counseling Services
Offers short-term individual, couples and group counseling for students.
Sindecuse Health Center
(269) 387-1850
wmich.edu/healthcenter/counseling

Department of Public Safety
Police, Campus Safety, Lost and Found, Building Security, Bicycle Registration.
wmudps.wmich.edu/
511 Monroe Street
269-387-5555

Disability Services for Students
Assists students with disabilities in obtaining academic accommodations.
2210 Wilbur Ave. (Behind the Fetzer Center)
(269) 387-2116
https://wmich.edu/disabilityservices

Fireplace
FIRE Place is a resource and support center that addresses the issues of sexual assault and other bias incidents.
Sindecuse Health Center, Room 3130
(269) 387-2990
wmich.edu/healthcenter/healthpromotion/fireplace

International Admissions and Services
Assists international students in matters related to admissions and immigration.
Second Floor of Faunce
(269) 387-5866
wmich.edu/internationaladmissions

LGBT Student Services
Offers support, education and advocacy around issues of gender identity/expression and sexual orientation to the WMU community.
1321 Trimpe
(269) 387-2133
wmich.edu/lbgt
Parking Services
Buy WMU parking passes and pay parking tickets.
2507 W. Michigan Avenue
(269) 387-4609
wmich.edu/parking/

Residence Life
Offers on-campus housing options to WMU students.
Third Floor of Faunce
(269) 387-4735
wmich.edu/housing

Safe Ride Program
Offers escort driver/walker so that you don’t have to walk alone after dark or if you feel unsafe.
Department of Public Safety
511 Monroe Street
269-387-RIDE (7433)
wmudps.wmich.edu/safe-ride.php

Sindecuse Health Center
Offers treatment for a variety of illnesses and injuries, preventative health check-ups, periodic health monitoring, and health education.
Gilkison Ave. (behind Fetzer Center)
(269) 387-1850
wmich.edu/healthcenter

Student Activities and Leadership Programs
Offers student organizations (clubs) and leadership opportunities for students.
223 Bernhard Center
(269) 387-2115
wmich.edu/activities/

Student Recreation Center
Offers exercise and weight lifting facilities, personal training, sport leagues and group exercise.
2000 Student Recreation Center (across the street from CELCIS)
(269) 387-4732
wmich.edu/rec/

Waldo Library
WMU's main library location; offers access to university collections, computers, group study, and quiet study areas.
(269) 387-5059
wmich.edu/library

Writing Center
Offers consultation and workshops to students who need assistance with writing skills and techniques.
1343 Ellsworth Hall
Cultural Information
AMERICAN HOLIDAYS

New Year’s Day
Birthday of Martin Luther King Jr.
Memorial Day
Flag Day
Independence Day
Labor Day
Columbus Day
Election Day
Veterans Day
Thanksgiving Day
Christmas Day

January 1<sup>st</sup>
3<sup>rd</sup> Monday in January
Last Monday in May
June 14<sup>th</sup>
July 4<sup>th</sup>
First Monday in September
2<sup>nd</sup> Monday in October
Tuesday on or after November 2<sup>nd</sup>
November 11<sup>th</sup>
4<sup>th</sup> Thursday in November
December 25<sup>th</sup>

CONVERSIONS

Temperature
To change Fahrenheit into Celsius subtract 32 and multiply by 5/9: \((F - 32) \times \frac{5}{9} = C\). Here are some examples:

<table>
<thead>
<tr>
<th>Fahrenheit</th>
<th>Celsius</th>
</tr>
</thead>
<tbody>
<tr>
<td>0°</td>
<td>-18°</td>
</tr>
<tr>
<td>32°</td>
<td>0°</td>
</tr>
<tr>
<td>50°</td>
<td>10°</td>
</tr>
<tr>
<td>68°</td>
<td>20° (room temp.)</td>
</tr>
<tr>
<td>86°</td>
<td>30°</td>
</tr>
<tr>
<td>104°</td>
<td>40°</td>
</tr>
<tr>
<td>212°</td>
<td>100° (boiling)</td>
</tr>
<tr>
<td>98.6°</td>
<td>37° (body temp)</td>
</tr>
</tbody>
</table>

Weights and Measures
Mile = a little over two kilometers; multiply by .6 to get miles
Yard = just short of a meter, a meter is 11/10 of a yard; one meter is 3.2 feet (a yard is 3 feet)
Foot = 30.4 centimeters; 3 feet equals one yard
Inch = about 3 centimeters (a centimeter is 3/10 of an inch); one U.S. foot is 12 inches

Metric Measure by Fluid Volume
1 dram = ¾ teaspoon = 1/8 ounce = 3.7 milliliters
1 teaspoon = 1/6 ounce = 5 milliliters
1 tablespoon = ⅓ ounce = 15 milliliters
8 tablespoons = ½ cup
16 tablespoons = 1 cup = 236 milliliters = .236 liters (1/4 liter, approx.)

<table>
<thead>
<tr>
<th>Fahrenheit</th>
<th>Celsius</th>
</tr>
</thead>
<tbody>
<tr>
<td>140°-250°</td>
<td>Low or “Slow”</td>
</tr>
<tr>
<td>300°-400°</td>
<td>Moderate</td>
</tr>
<tr>
<td>400° up</td>
<td>High or “Hot”</td>
</tr>
</tbody>
</table>

4 cups = 1 quart = .946 liters (1 liter, approx.)
1 milliliter = 1/5 teaspoon
1 liter = 1.057 quarts
4 liters = 1 gallon plus 1 cup
Quart = almost the size of a liter (the liter is 11/10 of a quart); gasoline is sold by the gallon, which is four quarts
Pint = almost one half liter (2 pints equals 1 quart)
**Metric Measure by Weight**

1 ounce = 30 grams  
16 ounces = 1 pound = 454 grams  
2 pounds and 3 ounces = 1 kilogram or kilo  
14 pounds = 1 stone = 6.36 kilograms  
100 grams = 3.5 ounces  

200 grams = 7 ounces  
400 grams = 14 ounces  
454 grams = 16 ounces = 1 pound  
Pound = approximately one-half kilogram; a kilogram is actually 2.2 pounds  
Ounce = approximately 30 grams; there are 16 ounces in a pound; for measures smaller than an ounce, Americans divide the ounce: ½ ounce, ¼ ounce, and so forth.

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**CULTURE SHOCK**

**What is culture shock?**

Culture shock is the impact you may feel when you enter a culture that is unfamiliar to you. Below are some signs and symptoms of culture shock:

- feelings of sadness and loneliness  
- headaches, pains, and allergies  
- sleeping too much or too little  
- feelings of anger  
- idealizing your own culture  
- becoming obsessed with the new culture  
- small problems seem hard  
- feeling shy or insecure  
- obsessed with cleanliness  
- homesickness  
- feeling lost or confused  
- questioning your decision to move to this place

**How do I get over culture shock?**

Many international students experience culture shock in some way while they are here. Just recognize the problem and give yourself time to get over it. If you need to, keep reminding yourself that this is not permanent.

- Know it will happen.  
- Try to stay healthy and get plenty of rest.  
- Go out, see people, do things.  
- Make “local” friends.  
- Make international friends.  
- Don’t be too hard on yourself.  
- You don’t have to like or accept everything.  
- Teach people about your culture.  
- Be patient!

Understanding the new culture and finding a way to live comfortably within it while keeping true to the parts of your culture that you value, will help you overcome culture shock.
DAYLIGHT SAVING TIME

In the U.S., clocks change by one hour, two times each year, to make better use of daylight. Clocks are changed the second Sunday in March and the first Sunday in November at 2:00 a.m.

FALL BACKWARD:
Daylight Saving Time ends the first Sunday in November. The clocks will “fall backward“ (by shifting the clock back) an hour to daylight time.

Next year, it will be on Sunday, November 5, 2017.

SPRING FORWARD:
Daylight Saving Time begins the second Sunday in March. The clocks will "spring forward" (by shifting the clock forward) an hour to daylight time.

This year, it will be on Sunday, March 11, 2018.

SCHOOL HOLIDAYS AND BREAKS

CELCIS Academic Calendar
https://wmich.edu/celcis/datescosts

Kalamazoo Public Schools
https://www.kalamazoopublicschools.com/ExploreKPS/DistrictCalendar.aspx

Portage Public Schools
https://portageps.org/calendars/academic/default.aspx

RELIGIOUS FREEDOM

In the U.S., we have freedom of religion. This means that people can believe what they want without punishment. This also means that people can freely talk about religion. Some people may want to talk about religion with you. Some people may want you to join their church. It is ok to say “No, thank you” if you are not interested. You are never under obligation to talk about religion or attend religious gatherings.

U.S. LEGAL SYSTEM

The American legal system is very different from legal systems in other countries. International students must follow the same laws as Americans. If you break the law, you will be treated the same as an American. If you are found guilty of a crime, you may be deported and may lose your rights to return to the United States. These are some examples of things that can get you in serious trouble with the law and may have you arrested:

- Fighting in public
- Acts of violence
- Carrying a weapon
- Carrying an open alcohol container in public
- Underage drinking (you MUST be 21 years old to drink alcohol)
- DUI (Driving Under the Influence of any incapacitating substance)
- Distribution, use, or possession of any illegal drug or controlled substance
- Urinating in public
WEATHER

Michigan has 4 distinct seasons throughout the year. The changing seasons are fun to experience! To check the weather in Kalamazoo, please visit: https://www.weather.com and search for 49008.

Clothing

Fall (September through mid-November): Cool weather. Enjoy fall colors and outdoor activities by wearing a sweatshirt and hat.

Winter (Mid-November through March): You will need a warm coat, gloves, hat, scarf, and boots. Enjoy many outdoor activities like ice-skating, hiking, and walking.

Spring (March through May): Dress with layers in mind. You should be prepared for the daily temperature changes. Daily highs average in the 50’s with cool nights.

Summer (June through August): Summers are warm so be prepared with short sleeves and shorts. Evenings can be cooler so you might need a light jacket or sweatshirt.

Tornadoes

Tornadoes occur in Michigan, typically during severe thunderstorms in early spring and summer. Important terms:

WATCH – A Tornado Watch or Severe Thunderstorm Watch is issued whenever conditions exist for severe weather to develop. Watches give you time to plan and prepare.

WARNING – A Tornado Warning or Severe Thunderstorm Warning is issued by the local Weather Service Office whenever a severe thunderstorm or tornado has actually been sighted or strongly indicated by radar. Warnings are to give you time to act.

What to do if a tornado happens while you are:

At home – A basement offers the greatest safety. Seek shelter under sturdy furniture if possible. In homes without a basement, take cover in the center of the house on the lowest level floor in a small room such as a closet or bathroom, or under sturdy furniture.

Driving a car – Travel at right angles to the tornado’s path. If there is not time to drive away from the tornado, get out of the car into a basement, ditch, or any low place away from the car.

At work or at school – Follow advanced plans to move into interior hallways or small rooms on the lowest floor of the building.
CONTACT INFORMATION

CELCIS Contact Information

Phone: 269-387-4800
Fax: 269-387-4806
Email: celsis-info@wmich.edu
Website: www.wmich.edu/celcis
Facebook: www.facebook.com/wmucelcis

Address:
CELCIS
0530 Ellsworth Hall (Garden Level)
Kalamazoo, Michigan, 49008-5223

Office Hours
The CELCIS Office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The office is closed Saturday and Sunday, as well as major holidays.

Office Staff
Office located on the 3rd floor of Faunce Student Services:
Percy Amarteifio, Immigration Advisor  percy.amarteifio@wmich.edu  387-3857
Kim Cho, International Admissions Counselor  kim.cho@wmich.edu  387-5898

Office located on the garden level of Ellsworth Hall:
Christie Bierlein, Assistant Director  christie.bierlein@wmich.edu  387-4803
Rena Lynema, Administrative Assistant Senior  rena.lynema@wmich.edu  387-3910
Thomas Marks, Director  thomas.marks@wmich.edu  387-4804
Melissa Ray, Activities Coordinator  celsis-activities@wmich.edu  387-4884
Brandy Webster, Office Associate  brandy.webster@wmich.edu  387-4883

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Sally Thelen  sally.thelen@wmich.edu  387-4857
<table>
<thead>
<tr>
<th>Part-time Instructors</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candace Bailey</td>
<td><a href="mailto:candace.bailey@wmich.edu">candace.bailey@wmich.edu</a></td>
<td>387-4800</td>
</tr>
<tr>
<td>Sam Bailey</td>
<td><a href="mailto:thomas.s.bailey@wmich.edu">thomas.s.bailey@wmich.edu</a></td>
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<tr>
<td>Olga Bonfiglio</td>
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<tr>
<td>Carol Bouabdellaoui</td>
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<td>387-4800</td>
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<tr>
<td>Judy Buchanan</td>
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<td>387-4800</td>
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<tr>
<td>Gabe Hirth</td>
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<td>387-4800</td>
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<td>Kathleen Jefferies</td>
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<tr>
<td>Dael Kurti</td>
<td><a href="mailto:dael.kurti@wmich.edu">dael.kurti@wmich.edu</a></td>
<td>387-4800</td>
</tr>
<tr>
<td>Neal Money</td>
<td><a href="mailto:neal.money@wmich.edu">neal.money@wmich.edu</a></td>
<td>387-4800</td>
</tr>
<tr>
<td>Lesley Mughazy</td>
<td><a href="mailto:lesley.mughazy@wmich.edu">lesley.mughazy@wmich.edu</a></td>
<td>387-4800</td>
</tr>
<tr>
<td>Christi Pasztor</td>
<td><a href="mailto:christine.v.pasztor@wmich.edu">christine.v.pasztor@wmich.edu</a></td>
<td>387-4800</td>
</tr>
<tr>
<td>Gari Voss</td>
<td><a href="mailto:garyle.voss@wmich.edu">garyle.voss@wmich.edu</a></td>
<td>387-4800</td>
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