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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 Interim 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
**CONTACT INFORMATION**

### CELCIS Contact Information

**Phone:** 269-387-4800  
**Fax:** 269-387-4806  
**E-mail:** 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
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### Master Faculty

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<thead>
<tr>
<th>Name</th>
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<tbody>
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### Faculty Specialists

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<thead>
<tr>
<th>Name</th>
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<tbody>
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</tr>
</tbody>
</table>
Section 1:
All About CELCIS
INTRODUCTION TO 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).

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 1/Summer 2 is considered a 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 1/Summer 2 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 1 and Summer 2 sessions. Returning students will not be allowed to register for only Summer 2 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.

CLASS LEVELS

The CELCIS curriculum has five proficiency levels: Pre-Elementary, Elementary, Intermediate, Pre-Advanced, and Advanced

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

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

<table>
<thead>
<tr>
<th></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 p.m. – 10:50 p.m.</td>
</tr>
<tr>
<td><strong>Pre-Elementary</strong></td>
<td>(ESL 0100) Speaking &amp; Listening (1 hour block)</td>
<td>(ESL 0101) Grammar &amp; Communication (1 hour block)</td>
</tr>
<tr>
<td><strong>Elementary</strong></td>
<td>(ESL 0110) Speaking &amp; Listening (1 hour block)</td>
<td>(ESL 0120) Grammar &amp; Communication (1 hour block)</td>
</tr>
<tr>
<td><strong>Intermediate</strong></td>
<td>(ESL 0210) Speaking &amp; Listening (1 hour block)</td>
<td>(ESL 0220) Grammar &amp; Communication (1 hour block)</td>
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<tr>
<td><strong>Pre-Advanced</strong></td>
<td>(ESL 0310) Speaking &amp; Listening (1 hour block)</td>
<td>(ESL 0320) Grammar &amp; Communication (1 hour block)</td>
</tr>
<tr>
<td><strong>Advanced</strong></td>
<td>(ESL 0410) Speaking &amp; Listening (1 hour block)</td>
<td>(ESL 0420) Grammar &amp; Communication (1 hour block)</td>
</tr>
</tbody>
</table>
## OVERVIEW OF CELCIS CURRICULAR COMPONENT

### Pre-Elementary Level

<table>
<thead>
<tr>
<th>Speaking &amp; Listening</th>
<th>Reading &amp; Writing</th>
<th>Grammar &amp; Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Develop fluency in speaking</td>
<td>- Develop fluency in reading and writing</td>
<td>- Develop fluency in speaking and writing</td>
</tr>
<tr>
<td>- Learn basic communication skills in English</td>
<td>- Develop vocabulary skills</td>
<td>- Learn basic English grammar</td>
</tr>
<tr>
<td>- Learn to participate in small group and whole class discussions</td>
<td>- Develop the ability to use text organization for comprehension</td>
<td>- Learn to self-edit for grammatical accuracy in speaking and writing</td>
</tr>
<tr>
<td>- Practice giving short talks</td>
<td>- Learn to write well-formed paragraphs with main ideas and supporting details</td>
<td>Develop awareness of the relationship of grammar to meaning</td>
</tr>
<tr>
<td>- Learn to recognize and use basic English vocabulary</td>
<td>- Learn conventional writing mechanics</td>
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<tr>
<td></td>
<td>- Develop the ability to react to readings in writing and speaking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Develop fluency in reading and writing</td>
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### Elementary Level

<table>
<thead>
<tr>
<th>Speaking &amp; Listening</th>
<th>Reading &amp; Writing</th>
<th>Grammar &amp; Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Develop fluency in speaking</td>
<td>- Develop fluency in reading and writing</td>
<td>- Develop fluency in speaking and writing</td>
</tr>
<tr>
<td>- Learn basic communication skills in English</td>
<td>- Develop vocabulary skills</td>
<td>- Learn basic English grammar</td>
</tr>
<tr>
<td>- Learn to participate in small group and whole class discussions</td>
<td>- Develop the ability to use text organization for comprehension</td>
<td>- Learn to self-edit for grammatical accuracy in speaking and writing</td>
</tr>
<tr>
<td>- Practice giving short talks</td>
<td>- Learn conventional writing mechanics</td>
<td>Develop awareness of the relationship of grammar to meaning</td>
</tr>
<tr>
<td>- Learn to use basic note-taking skills</td>
<td>- Develop the ability to react to readings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Develop basic research and library skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Develop fluency in speaking and writing</td>
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</tr>
</tbody>
</table>

### Intermediate, Pre-Advanced, and Advanced Levels

<table>
<thead>
<tr>
<th>Speaking &amp; Listening</th>
<th>Reading &amp; Writing</th>
<th>Grammar &amp; Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Communicate with and comprehend English speakers</td>
<td>- Read and comprehend texts</td>
<td>- Develop fluency in writing and speaking</td>
</tr>
<tr>
<td>- Participate in small group discussions in academic situations</td>
<td>- Write academic papers</td>
<td>- Increase grammatical accuracy in writing and speaking</td>
</tr>
<tr>
<td>- Participate in whole class discussions and activities</td>
<td>- Create study guides</td>
<td>- Self-edit for accuracy in writing and speaking</td>
</tr>
<tr>
<td>- Give oral presentations</td>
<td>- Write essay exam answers</td>
<td>Develop awareness of the relationship of grammar to meaning</td>
</tr>
<tr>
<td>- Take comprehensible notes</td>
<td>- Use research and library skills</td>
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10
CELCIS TESTING AND PLACEMENT

Step 1: New Student Testing (Orientation)

- **Oral Evaluation**
  (Instructors interview students individually for 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 Pretests 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.
PLACEMENT AND LEVEL CHANGE

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

Eligibility

- Students on Probation 2 are not eligible for level changes.
- To move to a higher level, a student must demonstrate English proficiency ABOVE the level he/she is currently in.
  - Students on Probation 1 who are moved to a higher level will remain on Probation 1.
- Changing sections is not permitted except in special circumstances (such as physical restrictions)

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!!!
CELCIS ATTENDANCE POLICY

All CELCIS students must attend classes and make normal progress in learning English. The CELCIS program has the following attendance requirements:

1. If you have **7 absences** in one class (**4 absences** in Summer 1, Summer 2, Reading/Writing 1 or Reading/Writing 2):
   a. You will receive a warning email from the CELCIS office.
   b. Your class grade will be lowered, and will continue to be lowered with additional absences, according to the *Class Grade Adjustment Chart* in the student handbook.

2. If you have **10 absences** in one class (**5 absences** in Summer 1, Summer 2, Reading/Writing 1, or Reading/Writing 2):
   a. Your class grade will be lowered, and will continue to be lowered with additional absences, according to the *Class Grade Adjustment Chart* in the student handbook.
   b. You will receive a written warning from the CELCIS office.
   c. You will be required to meet with the CELCIS Director or the Assistant Director.

3. If you have **15 absences** in one class (**7 absences** in Summer 1, Summer 2, Reading/Writing 1 or Reading/Writing 2),
   a. Your class grade will be lowered, and will continue to be lowered with additional absences, according to the *Class Grade Adjustment Chart* in the student handbook.
   b. You will receive an initial violation notice from the CELCIS office. If you believe our records are incorrect, you will have 3 business days to appeal. After 3 days, a final violation notice will be sent to you.
   c. You will be required to meet with the CELCIS Director or the Assistant Director.
   d. **For Students on F-1 and J-1 visas, you will be in violation of your U.S. Immigration status.**
      i. Your SEVIS record will be terminated and the U.S. Department of Homeland Security will be notified of your failure to attend class.
      ii. The CELCIS office will send you an e-mail message or a letter.
      iii. You must immediately make an appointment with the CELCIS Immigration Advisor to request a reinstatement. (269) 387-5865
      iv. You must go to classes while U.S. Citizenship and Immigration Services make a decision on your application.
      v. Your reinstatement might be approved or might be denied. If your application for reinstatement is denied, you must leave the U.S. immediately.
      vi. If you do not file for reinstatement, U.S. Immigration will require you to leave the U.S. immediately.

4. **All absences will be reported on the CELCIS Progress Report, including those caused by medical, legal, or emergency reasons.**

5. Your instructor’s record of attendance is the official attendance record.

6. Students who have violated the attendance policy will receive a lowered grade and may fail the class.

7. Students who have perfect attendance (**0 absences**) will receive an *Attendance Certificate* at the end of the semester.

8. You are responsible for knowing this policy. If you do not understand, you must ask your instructors to explain it to you.

9. Short term program students are expected to follow the CELCIS attendance policy, but it will be adjusted for the length of their program.
What happens if I cannot attend class?

10. If you cannot come to class, you should:
    a. If possible, tell your teachers that you will be absent.
    b. You must do all homework quizzes, tests, and class work that you missed.

11. Tardiness - 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.

12. 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:

a. They must notify the CELCIS director and receive permission to arrive late.

b. Late arrival for ANY reason may have a negative effect on the student’s progress during that semester.

c. ALL students who begin classes after the start of the semester, for any reason, will be counted absent for the classes they have missed.

d. ALL students who arrive AFTER the third (3rd) day of class will NOT be allowed to attend classes that semester. As a result, they will be in violation of status and MAY have to return home.

e. According to the CELCIS attendance policy, a student’s Reading/Writing 1 grade will begin to go down after the THIRD absence, and their Speaking/Listening and Grammar/Communication class grades will begin to go down after the SIXTH absence. In the summer semester, class grades will go down after the THIRD absence in all classes.

f. Instructors are NOT required to 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 assignments, etc. for the period that a student is absent.

13. Early departure – Students who choose to leave before the end of the semester will be counted absent. Instructors are NOT required to 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 assignments, etc. for the period that a student is absent. Students who are not in class during the final week of classes will not be allowed to take the assessment. Students cannot take the assessment early.

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.

14. Bereavement Leave – A student will be allowed up to five (5) consecutive absences without grade penalty or advancement penalty 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.
15. **Extended absence due to medical condition** - If you have a temporary illness or medical condition, you may be eligible for medical leave without grade penalty. You must provide the CELCIS 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.

The maximum number of absences without grade penalty:
   a. 14 absences (Speaking/Listening and Grammar/Communication)
   b. 7 absences (Reading/Writing 1, Reading/Writing 2, Summer 1, Summer 2)

**Pregnancy**: In the case of pregnancy, women are eligible for medical leave with a doctor’s note at time of birth or if complications occur. Fathers are eligible for up to 3 days of paternity medical leave at time of birth.

**Note**: Sick leave is for serious illness 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:**
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, 269-387-5865, 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).

   a. Make an appointment to meet with the CELCIS Immigration Advisor (269) 387-5865.
   b. Fill out an RCL application.
   c. 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 Medical Reduced Course Load through SEVIS. You will be notified after it is approved by your Designated School Official.

16. **Absence due to religious observance** – It is university policy to permit students to fulfill obligations set aside by their faith. Students may use the absences allowed within the CELCIS attendance policy (6 absences in S/L and G/C, 3 absences in Summer 1, Summer 2, Reading/Writing 1 or Reading/Writing2). 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.

17. **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.
18. **Makeup Work** – You are responsible for contacting your teachers when you are absent. You are also responsible for doing all homework, quizzes, tests, and assessment according to the teachers’ policies. No work can be submitted after the last day of the semester.

Instructors are NOT required to 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 assignments, etc. for the period that a student is absent.

19. **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 date will be determined by the date the CELCIS office receives the refund request.

**Fall 2014 Semester refund deadlines**
<table>
<thead>
<tr>
<th>Date</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8</td>
<td>100%</td>
<td>Tuition refund</td>
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<tr>
<td>September 11</td>
<td>90%</td>
<td>Tuition refund</td>
</tr>
<tr>
<td>September 15</td>
<td>50%</td>
<td>Tuition refund</td>
</tr>
<tr>
<td>September 26</td>
<td>50%</td>
<td>Tuition refund</td>
</tr>
<tr>
<td>October 22</td>
<td>25%</td>
<td>Tuition refund</td>
</tr>
<tr>
<td>No refund will be given after October 22</td>
<td>0%</td>
<td>Tuition refund</td>
</tr>
</tbody>
</table>

**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.

20. **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 1/Summer 2 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 1/Summer 2 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 1 and Summer 2 sessions. Returning students will not be allowed to register for only Summer 2 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.*
CLASS GRADE ADJUSTMENTS FOR ABSENCES

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

<table>
<thead>
<tr>
<th>Class Grade</th>
<th>7-8 absences</th>
<th>9-10 absences</th>
<th>11-12 absences</th>
<th>13-14 absences</th>
<th>15-16 absences</th>
<th>17-18 absences</th>
<th>19-20 absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B/A</td>
<td>B</td>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>B/A</td>
<td>B</td>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>B</td>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
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<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>D</td>
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</tr>
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</table>

**Reading/Writing 1, Reading/Writing 2, Summer 1 and Summer 2**

<table>
<thead>
<tr>
<th>Class Grade</th>
<th>4 absences</th>
<th>5 absences</th>
<th>6 absences</th>
<th>7 absences</th>
<th>8 absences</th>
<th>9 absences</th>
<th>10 absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B/A</td>
<td>B</td>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>B/A</td>
<td>B</td>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>B</td>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>C/B</td>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>C</td>
<td>D/C</td>
<td>D</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>D/C</td>
<td>D</td>
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<td>E</td>
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</tbody>
</table>
ON NOTICE FORM

If you are in danger of failing a class because of poor performance or attendance issues or are exhibiting inappropriate behavior, your instructor may notify you in writing by filling out an “On-Notice” Form.

This is a communication tool between you and your teacher. Your teacher will give you a copy of the On–Notice form. You should read it very carefully and talk to your teacher if you have questions.

If you are asked to meet with the Director, you should come to the CELCIS office and make an appointment after class.

A copy of the on-notice form may be kept in your student file.

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ON NOTICE FORM

Center for English Language & Culture for International Students
CELCIS

On Notice

Student’s Name: ____________________________
WIN: ____________________________
Instructor: ____________________________

[Checkboxes for different terms and levels]

You are being placed On Notice for one of more of the following reasons:

- Low Grade: You have a/an _____ at this time
- Low Attendance: You now have _____ absences
- Cheating
- Disruptive classroom behavior
- Other: ____________________________________________

To avoid failure or attendance policy violations, you must:

- Prepare more carefully for tests
- Complete homework assignments more carefully
- Make up test missed according to the Instructor's policy
- Turn in homework assignments on time
- Come to class on time
- Ask more questions in class; participate more in class
- Not be absent from class more times than allowed by the CELCIS Attendance Policy
- Talk to the instructor during his/her office hours
- Make an appointment with the Director of CELCIS. You will not be able to come back to class until you talk with the Director. You will be marked absent until the Director gives you permission to come back to class.
- Other: ____________________________________________

Instructor Signature: ____________________________
Date: ____________________________
November 26, 2013
CELCIS PROGRESS REPORT (EXAMPLE)

LEVEL: INTERMEDIATE/PRE-ADVANCED

COMPONENT: SPEAKING AND LISTENING

ACADEMIC EVALUATION:

___ Class  ___ Final Grade
___ Assessment  ___ Probation

ATTENDANCE (Class meets one hour per day):

___ Total class days  ___ Days absent
___ Days present

CLASS GOALS:

<table>
<thead>
<tr>
<th>At the Intermediate Level</th>
<th>Failing</th>
<th>Poor</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate with and comprehend English speakers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in small group discussions in academic situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in whole class discussions and activities</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Give oral presentations</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take comprehensible lecture notes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATTITUDE AND EFFORT:

| | Failing | Poor | Satisfactory | Good | Excellent |
| |---------|------|--------------|------|-----------|
| Assignments | | | | | |
| In-class Participation | | | | | |

INSTRUCTOR COMMENTS:

PERCENTAGE GRADE

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 - 100</td>
<td>A = Excellent</td>
</tr>
<tr>
<td>90 - 94</td>
<td>B/A</td>
</tr>
<tr>
<td>85 - 89</td>
<td>B = Good</td>
</tr>
<tr>
<td>80 - 84</td>
<td>C/B</td>
</tr>
<tr>
<td>75 - 79</td>
<td>C = Satisfactory</td>
</tr>
</tbody>
</table>

W = Authorized early withdrawal

A FINAL GRADE OF: A, B/A, B, C/B, C = PROMOTION TO THE NEXT LEVEL
A FINAL GRADE OF: D/C, D, E = STUDENT REMAINS IN THE SAME LEVEL
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 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 grade (see Example 2).

Example 1

<table>
<thead>
<tr>
<th>Class Grade</th>
<th>Assessment Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>U</td>
</tr>
</tbody>
</table>

Example 2

<table>
<thead>
<tr>
<th>Class Grade</th>
<th>Assessment Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>D/C</td>
<td>S</td>
</tr>
</tbody>
</table>

FINAL GRADE FOR THE CLASS*

| D/C         | C               |

*The FINAL GRADE (not the assessment grade or the class grade) will determine whether or not you pass a class.
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. The CELCIS rules about academic honesty the same as the rules for WMU. There are five types of behavior that are not acceptable in CELCIS classes and in WMU classes.

**Cheating**
Cheating means using information or notes that are not accepted by the teacher during an academic exercise. This means that it is not acceptable to look at another student's paper during a test, and it is not acceptable to copy answers from another student's paper. It is not acceptable to use cell phones during a quiz or test, and doing so without the teacher's permission will result in a failing grade.

**Plagiarism**
Plagiarism means taking information that was written by someone else without showing who wrote it. It means copying ideas or words from books or magazines 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. This means using quotation marks (" ") with words taken from a source, or changing the words, and stating who gave the information, when, and where it was written.

**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, or to allow another student to copy your work.

**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. For example, if the student is asked to ask questions of others about a topic, he or she may not invent the answers to those 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 on a report or a letter that the teacher did not sign.

**Multiple Submission**
Multiple submission means that a student will hand in 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 for a different class.

**Academic Computer Misuse**
Academic computer misuse is the use of software to perform work which the instructor has told the student to do without the assistance of software.

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

Students who pass a class will be promoted to the next level of that class. Students who fail (having a final grade of D/C or less, or an average less than 75%) must repeat the course. Students who fail the same class twice may be dismissed from CELCIS and may have to return to their home country.

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

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

*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 1 and Summer 2 classes.

**Promotion Table: Reading/Writing 1 – Reading/Writing 2**

**Summer Session 1 – Summer Session 2**

<table>
<thead>
<tr>
<th>R/W2 Grade</th>
<th>A</th>
<th>BA</th>
<th>B</th>
<th>CB</th>
<th>C</th>
<th>DC</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td></td>
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<td></td>
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<tr>
<td>Summer II Class Grade</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4</td>
<td>3.5</td>
<td>3</td>
<td>2.5</td>
<td>2</td>
<td>1.5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>BA</td>
<td>4</td>
<td>4.0</td>
<td>3.8</td>
<td>3.5</td>
<td>3.3</td>
<td>3.0</td>
<td>2.8</td>
<td>2.5</td>
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<tr>
<td>B</td>
<td>3.5</td>
<td>3.8</td>
<td>3.5</td>
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<td>3.0</td>
<td>2.8</td>
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<td>CB</td>
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<td>2.0</td>
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<td>DC</td>
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<td>2.8</td>
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<td>2.3</td>
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<td>1.8</td>
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<td>1.5</td>
<td>1.3</td>
<td>1.0</td>
<td>0.8</td>
<td>0.5</td>
</tr>
</tbody>
</table>

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

**Honor Roll**

At the end of each semester, all full-time students who have earned a BA average or higher (90%) will be placed on the CELCIS Honor Roll list and receive a certificate.
**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 1 and Summer 2 classes.

**Result:**

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

3. If a Probation 2/Contract student fails any class the next semester, the student is 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.

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 (Fall or Spring) off. Students who have been dismissed twice are not eligible to return to CELCIS.

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.

DUAL ENROLLMENT

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

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

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

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

- Students who wish to be dual-enrolled must first talk to the Director of CELCIS. They must then complete a dual enrollment form and take it to International Admissions and Services Office on the 4th floor of Ellsworth Hall for final permission.
UNIV 1010 AND UNIV 1020 CLASSES

All CELCIS students (except F-2 students) are required to take either UNIV 1010 or UNIV 1020 in the Fall semester. UNIV 1010 is an “Introduction to the University” course, and UNIV 1020 is a “Career Exploration and Development” course. Students who have taken UNIV 1010 will be enrolled in UNIV 1020.

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

TOEFL PREPARATION CLASS AND iBT

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

The cost for this class is in addition to the regular CELCIS tuition. The class will only be offered if there are enough students interested. Please let the CELCIS office know if you are interested in taking the TOEFL Preparation class.

Internet Based Toefl (iBT)
The TOEFL iBT will be offered at Western Michigan University each semester. You may sign up for a test at www.ets.org/toefl.

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.** New students should send documentation and request accommodations prior to arrival.
- **Make an appointment at Disability Services for Students (DSS).** You may either bring your documentation 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.
  
  *If possible, new students should send WMU their documentation and request accommodations before they arrive.
- **Attend your appointment.**
- **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.
- **Please see Ms. Christie Gates in the CELCIS office for more information.**
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 in A-411 Ellsworth Hall.

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

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 on BOTH Reading/Writing 1 and Reading/Writing 2. A combined grade will not be given. **

- You do not need to take the TOEFL test unless you are applying to a graduate program which requires a TOEFL score of more than 500 (173 CBT, 61 iBT). **You will be required to take 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, and social work require a 550 TOEFL; Music Education, Music Therapy, Social Work 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 550 (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 1 and Summer 2 classes to be admitted to the university.**
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 Student Concern 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.

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 (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 Student Concern 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 (387-0718) or visit their office at 2420 Faunce Student Services.
TEXTBOOKS AND COURSE MATERIALS

Students may purchase their textbooks at the campus bookstore located in the basement of the Bernhard Center.

**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

**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.

```
Course number
Course name
Name of instructor
Name of textbook or course material
Cost of materials
```

![Example of shelf tag](image-url)
Section 2: Immigration Information
HELPFUL 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 U.S.. 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 I94. Students can print their electronic I-94 by going to this website: **www.cbp.gov/I94**
**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 minor 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.
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 all the answers.

Students must do the following things:

1. You must maintain a valid passport at all times (which is valid for 6 months into the future at all times).
2. You must have a valid, electronic Arrival/Departure Record (I-94) at all times, which can be obtained at www.cbp.gov/I94.
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 e-mail 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.
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 test 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

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 (www.broncojobs.wmich.edu) 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.
TRAVEL

Students should meet with an IAS 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 counties. 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 & F-2) endorsed for re-entry by IAS
- Valid passport for (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 IAS 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. Even though a national of a country other than Iran, Syria, Sudan or Cuba, may be eligible for reentry under the regulations, though, they may still require security or other clearances before being permitted to reenter the United States, which may require them 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 & 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 IAS before traveling outside the U.S.
Section 3: LIFE AT WMU
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
http://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. It is a good idea to live in a food dorm so you do not worry about money for food, or cooking food.

6. 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 just enjoy yourself.

7. During Ramadan, it is possible to get a boxed meal just before the cafeteria closes, to eat after sun down. If you do not wish to do this, you should live in a non-food residence hall during the session that includes Ramadan.
**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 WMU at least half-time, or are a WMU employee or alumnus.

**Contact:**
WMU Apartments
Western Michigan University
Kalamazoo MI 49008-5312
Phone: (269) 387-2175
http://www.wmich.edu/apartment/

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**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.

http://www.wmich.edu/housing/community-resources

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**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

Location: Bronco Mall, lower level of the Bernhard Center
Contact: (269) 387-6220  www.pnc.com
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: www.kmetro.com
Bronco Transit: www.wmich.edu/broncotransit/
Visit the mobile site on your phone: www.broncotransit.com/mobile

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 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 (www.sos.state.mi.us) located at 317 South Drake Road. Make sure you have all the correct documentation before visiting a Secretary of State 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 Michigan driver’s license to obtain car insurance, which is mandatory.

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.  [www.wmich.edu/rec](http://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
The **Bronco Card** is your photo identification card at Western Michigan University as well as used:
- As your Library Card
- For Dining Areas
- Dining Dollars, BookstoreBUCKS, and LaundryBUCKS
- Student Recreation Center
- Computer Centers
- For the Metro Bus Service on any route around Kalamazoo area.

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

**ONLINE SERVICES**

**Bronco NetID**
Each student receives a Bronco NetID and password with their admission packet. To set up your Bronco NetID, go to 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 (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 login 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 or by going directly to webmail.wmich.edu and using the Bronco NetID and password to login. This is your official WMU email address 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 to helpdesk@wmich.edu.
MOBILE APPLICATIONS

WMU Mobile application 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.

HOLDS

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 onto GoWMU (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 could 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 valid local address and international address on file with the university and immigration. Students can fill out a form to fix this in the International Admissions and Services office.

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: http://www.wmich.edu/oit/portalContent/remember-bronconetid.html#mc.
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 387-3290 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><strong>Westside Medical Center</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6565 W. Main Street</td>
</tr>
<tr>
<td>269-375-0400</td>
</tr>
<tr>
<td>(across from Meijer)</td>
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<tr>
<td><a href="http://westsidemedicalcenter.com">http://westsidemedicalcenter.com</a></td>
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<td>Monday through Friday</td>
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<td>8:30 a.m. – 10:00 p.m.</td>
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<td>Saturday</td>
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<td>12:00 p.m. – 6:00 p.m.</td>
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<td>Sunday &amp; Holidays</td>
</tr>
<tr>
<td>12:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Closed Christmas Day</td>
</tr>
</tbody>
</table>

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

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

What 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 students are required to have health insurance while studying in the U.S. Health care in the U.S. is VERY expensive.

WMU health insurance will automatically be purchased for you and charged to your university account.

If you already have health insurance, you may apply for a waiver. You will need:
- A copy of your insurance card
- A copy of your policy information in English

Take your insurance information to Ms. Cindy Clegg at Sindecuse Health Center before the 

**Fall 2014 waiver deadline: September 19, 2014**

Email: cindy.clegg@wmich.edu  Fax: (269) 387-2944

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**Tuberculosis Testing**

Western Michigan University requires international students to be screened for tuberculosis during their first semester at WMU. [http://www.wmich.edu/healthcenter/clinic/services/tb](http://www.wmich.edu/healthcenter/clinic/services/tb)

TB testing is done at Sindecuse Health Center with an appointment during regular health center hours. The cost is $50. You may call 269-387-3290 for an appointment.

- **Monday** 8 a.m.– 5 p.m.
- **Tuesday, Wednesday, Friday** 8 a.m.– 5 p.m.
- **Thursday** 9 a.m.– 5 p.m.

If you already have an official TB test result from your doctor, please take it to Sindecuse Health Center.

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**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 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: http://www.weather.com/weather/right-now/Kalamazoo+MI+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 high's 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 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.

**WMU closure due to weather or emergency**

If there is severe weather or some other serious emergency, WMU may close. There are 3 ways to find out if WMU is closed due to severe weather or some other emergency condition.

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.
Section 4: Cultural Information
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.
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 to attend religious gatherings.

AMERICAN HOLIDAYS

New Year’s Day
January 1st
Birthday of Martin Luther King Jr.
3rd Monday in January
Memorial Day
Last Monday in May
Flag Day
June 14th
Independence Day
July 4th
Labor Day
First Monday in September
Columbus Day
2nd Monday in October
Election Day
Tuesday on or after November 2nd
Veterans Day
November 11th
Thanksgiving Day
4th Thursday in November
Christmas Day
December 25th

DAYLIGHT SAVING TIME

In the U.S., clocks change at 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. Clocks go back to 2 a.m.

This year, it will be on Sunday, November 2, 2014.

SPRING FORWARD:
Daylight Saving Time begins the second Sunday in March. Clocks are moved forward to 2 a.m.

Next year, it will be on Sunday, March 8, 2015.
CONVERSIONS

Temperature
To change Fahrenheit into Celsius subtract 32 and multiply by 5/9: (F-32) x 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 kilometers 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
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)
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: 1/2 ounce, 1/4 ounce, and so forth.

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

American Oven Settings
American Oven Degrees
<table>
<thead>
<tr>
<th>Fahrenheit</th>
<th>Celsius</th>
</tr>
</thead>
<tbody>
<tr>
<td>140°-250°</td>
<td>Low or &quot;Slow&quot;</td>
</tr>
<tr>
<td>300°-400°</td>
<td>Moderate</td>
</tr>
<tr>
<td>400° up</td>
<td>High or &quot;Hot&quot;</td>
</tr>
</tbody>
</table>

Metric Measure by Fluid Volume
1 dram = 3/4 teaspoon = 1/8 ounce = 3.7 milliliters
1 teaspoon = 1/6 ounce = 5 milliliters
1 tablespoon = 1/2 ounce = 15 milliliters
8 tablespoons = 1/2 cup
16 tablespoons = 1 cup = 236 milliliters = .236 liters (1/4 liter, approx.)
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
Section 5: Activities
Fall 2014 ACTIVITIES

Service Learning
Conversation Circles
Welcome Picnic
Frankenmuth, Mich.
John Ball Zoo
Ladies Tea
Gull Meadow Farms
West Michigan Dog Show
Service learning at Friendship Village Retirement Community

Why participate in activities?
- Gain more confidence and improve your English
- Speak English and socialize with Americans
- Make friends with other students from CELCIS and WMU
- Get to know the community
- Experience another culture first-hand
- Discover new activities, food, music, ideas...
- Become familiar with off-campus services and locations
- Have fun and make the most of your stay!

CHECK YOUR WEEKLY NEWSLETTER FOR MORE DETAILS!

If you have questions or suggestions, see Wayne Bond in the CELCIS office:

Wayne L. Bond II
CELCIS Activities Coordinator
0530 Ellsworth Hall

Office hours:
Monday- Friday
9:00 a.m. – 4:00 p.m.
Telephone: (269) 387-4853
Email: celcis-activities@wmich.edu

FACEBOOK PAGE:
www.facebook.edu/wmucelcis

WEBSITE:
www.wmich.edu/celcis/studentactivities