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INTRODUCTION
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,

CELCIS Staff and Faculty
INTRODUCTION | MISSION STATEMENT

MISSION
“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” (established 1975).

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

THREE TARGETED AREAS OF SERVICE

1. Service to international students
2. Service to Western Michigan University
3. Service to the southwestern Michigan community

ACCREDIDATION

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
The CELCIS curriculum prepares students to use English effectively in their university study or careers. Whenever possible, students participate in activities that simulate those that they will experience in their future academic or professional environments.

**CELCIS SEMESTERS (Fall, Spring) & SESSIONS (Summer I, Summer II)**

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester (15 weeks)</td>
<td>August</td>
<td>December</td>
</tr>
<tr>
<td>Spring semester (15 weeks)</td>
<td>January</td>
<td>April</td>
</tr>
<tr>
<td>Summer I session (7.5 weeks)</td>
<td>May</td>
<td>June (see NOTE below)</td>
</tr>
<tr>
<td>Summer II session (7.5 weeks)</td>
<td>June</td>
<td>August (see NOTE below)</td>
</tr>
</tbody>
</table>

**NOTE:** Returning students MUST take both Summer I and II to complete a level. New students may begin in either Summer I or Summer II.

**CELCIS CLASSES**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Hours per week</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking/Listening</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Grammar/Communication</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Reading/Writing I</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Reading/Writing II</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Fall semester (15 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking/Listening</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Grammar/Communication</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Reading/Writing I</td>
<td>7.5 weeks</td>
</tr>
<tr>
<td>Reading/Writing II</td>
<td>7.5 weeks</td>
</tr>
</tbody>
</table>

**Spring semester (15 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking/Listening</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Grammar/Communication</td>
<td>15 weeks</td>
</tr>
<tr>
<td>Reading/Writing I</td>
<td>7.5 weeks</td>
</tr>
<tr>
<td>Reading/Writing II</td>
<td>7.5 weeks</td>
</tr>
</tbody>
</table>

**Summer I session (7.5 weeks) and Summer II session (7.5 weeks)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Summer I</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaking/Listening</td>
<td>7.5 weeks</td>
<td>7.5 weeks</td>
</tr>
<tr>
<td>Grammar/Communication</td>
<td>7.5 weeks</td>
<td>7.5 weeks</td>
</tr>
<tr>
<td>Reading/Writing I</td>
<td>7.5 weeks</td>
<td>7.5 weeks</td>
</tr>
<tr>
<td>Reading/Writing II</td>
<td>7.5 weeks</td>
<td>7.5 weeks</td>
</tr>
</tbody>
</table>
ACADEMICS
CELCIS Classes prepare students to study at Western Michigan University and other American colleges and universities. Additionally, CELCIS classes can help professionals improve their English.

- Students may be placed into one of two programs: The ESL Skills Program or the ESL Academic Program.
- Students placed into the SL Skills Programs will work toward achievement of the proficiency level necessary to enter the ESL Academic Program.
- Instruction is divided into four classes: Speaking/Listening, Grammar, Communication, Reading/Writing I, and Reading/Writing II.

### ELEMENTARY LEVEL

<table>
<thead>
<tr>
<th>Speaking / Listening</th>
<th>Grammar / Communication</th>
<th>Reading / Writing</th>
</tr>
</thead>
<tbody>
<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 meaning</td>
<td>Learn conventional writing mechanics</td>
</tr>
<tr>
<td>Learn to use basic note-taking skills</td>
<td></td>
<td>Develop the ability to react to readings</td>
</tr>
</tbody>
</table>

### INTERMEDIATE, PRE-ADVANCES, & ADVANCED LEVELS

<table>
<thead>
<tr>
<th>Speaking / Listening</th>
<th>Grammar / Communication</th>
<th>Reading / Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate with and comprehend English speakers</td>
<td>Develop fluency in writing and speaking</td>
<td>Read and comprehend texts</td>
</tr>
<tr>
<td>Participate in small group discussions in academic situations</td>
<td>Increase grammatical accuracy in writing and speaking</td>
<td>Write academic papers</td>
</tr>
<tr>
<td>Participate in whole class discussions and activities</td>
<td>Self-edit for accuracy in writing and speaking</td>
<td>Create study guides</td>
</tr>
<tr>
<td>Give oral presentations</td>
<td>Develop awareness of the relationship of grammar to the meaning</td>
<td>Write essay exam answers</td>
</tr>
<tr>
<td>Take comprehensible notes</td>
<td></td>
<td>Use research and library skills</td>
</tr>
</tbody>
</table>
ACADEMICS | 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>9-9:50 AM (1 hour)</td>
<td>(ESL 0110) Speaking/Listening</td>
<td>(ESL 0140) Reading/ Writing 2</td>
</tr>
<tr>
<td>10-10:50 AM (1 hour)</td>
<td>(ESL 0120) Grammar/Communication</td>
<td>(ESL 0130) Reading/ Writing 1</td>
</tr>
<tr>
<td>11-12:50 PM (2 hours)</td>
<td>(ESL 0210) Speaking/Listening</td>
<td>(ESL 0230) Reading/ Writing 1</td>
</tr>
<tr>
<td></td>
<td>(ESL 0220) Grammar/Communication</td>
<td>(ESL 0240) Reading/ Writing 2</td>
</tr>
<tr>
<td>11-12:50 PM (2 hours)</td>
<td>(ESL 0310) Speaking/Listening</td>
<td>(ESL 0330) Reading/ Writing 1</td>
</tr>
<tr>
<td></td>
<td>(ESL 0320) Grammar/Communication</td>
<td>(ESL 0340) Reading/ Writing 2</td>
</tr>
<tr>
<td>11-12:50 PM (2 hours)</td>
<td>(ESL 0410) Speaking/Listening</td>
<td>(ESL 0430) Reading/ Writing 1</td>
</tr>
<tr>
<td></td>
<td>(ESL 0420) Grammar/Communication</td>
<td>(ESL 0440) Reading/ Writing 2</td>
</tr>
</tbody>
</table>

“The CELCIS teachers were all really friendly, kind and patient. They did a wonderful job of helping us adjust to being international students in the United States.”
– Ran Wei, China, 2015 CELCIS Alumna
The CELCIS curriculum has four proficiency levels:

1. Elementary
2. Intermediate
3. Pre-Advanced
4. Advanced

Each level is composed of four hours of instruction per day, five days a week.

The instruction is divided into four classes:
- One hour a day of Speaking/Listening
- One hour a day of Grammar/Communication
- 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 weeks each. There are no promotions in the middle of the semester.

ACADEMICS | 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.
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).
- 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.

WMU CAMPUS BOOKSTORE

Students may purchase their textbooks at the campus bookstore located in the basement of the Bernhard Center. CELCIS books are located near the service desk along the side wall.

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 (example below).

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
POLICIES
The Student Code of Conduct describes acceptable student behavior at Western Michigan University. The entire 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.

All individuals are expected to behave in a professional and civil manner both on and off campus. All students, faculty, and other members of the WMU community are responsible for fulfilling the obligations of the code of honor. Shared values include:

1. ACADEMIC HONESTY
2. ETHICAL CONDUCT
3. FAIRNESS
4. INTEGRITY
5. PERSONAL RESPONSIBILITY
6. RESPECT FOR OTHERS
7. TRUSTWORTHINESS
There are details about each policy in the Student Code of Conduct for each of the items below:

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

If you do not follow the rules, below are some examples of what may happen:

- Warning
- Reprimand
- Behavior Contract
- Restitution (compensation)
- Discretionary sanctions
- Loss of privileges
- Probation
- Suspension
- Expulsion
- Withholding of degree
- Revocation of degree

There are more details about each sanction in the Student Code of Conduct.
“WHAT WILL HAPPEN IF I VIOLATE THE WMU STUDENT CODE OF CONDUCT?”

1. If you violate the WMU Code of Conduct, the violation will be reported to the Office of Student Conduct.

2. The 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 him/her.

3. At the appointment, the Director will have a discussion with you about the violation, the policy, and any questions that you may have. He/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 (request the situation be reexamined/reviewed).

5. Advanced-level students may not be able to register for WMU classes, and their WMU I-20 may be delayed.

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 U.S. law, the State or government legal system will start a separate process from WMU's process, and the process may be started at the same time.
RESOURCES FOR STUDENTS

WWU RESOURCES

Sindecuse Health Center
Contact: (269) 387-3287

Office of Health Promotion & Education
Location: Sindecuse Health Center
Contact: (269) 387-3263

University Counseling Services
Location: Sindecuse Health Center
Contact: (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 WMU student

COMMUNITY RESOURCES

Bronson Methodist Hospital
Location: 601 John Street, Kalamazoo, MI

Borgess Medical Center
Location: 1521 Gull Road, Kalamazoo, MI

If you have any questions about the Student Code of Conduct, please visit/contact:

Contact
Director of the Office of Student Conduct, Nichole Allbee
Phone: (269) 387-2160
Email: nichole.c.millar@wmich.edu

Location
Office of Student Conduct
Western Michigan University
2308 Faunce Student Services Building
Kalamazoo, MI 49008-5326

Hours
8 a.m. – 5 p.m., Monday – Friday
CELCIS wants to help students understand the standards for academic honesty that are used in most American institutes of higher education including WMU. There are six types of behavior that are not acceptable in CELCIS classes and WMU classes.

1 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 okay 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.

2 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/she quotes or paraphrases the information and then cites the source. Students must use quotation marks (""") with words taken from a source. When either quoting or paraphrasing a source, you must state who gave the information and when and where it was published.

3 COMPLICITY

Complicity means helping another student commit a dishonest act in class. That means that it is NOT okay to:

- Do homework for another student.
- Allow others to copy your work.
- Text answers to another student during an activity/test, or
- Non-verbally signal answers to classmates.
4 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.

5 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 okay 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.

6 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 on a letter that they did not sign.
If a CELCIS student is unsure about the meaning of these rules, the student should ask a CELCIS instructor for more information.

To view WMU's Academic Honesty Policy, visit https://wmich.edu/conduct/honesty
POLICIES | BASIC CELCIS RULES

1

Students are expected to be in class EVERY DAY.

If students miss 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 instructors 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

Classwork ends on the last day of class. No work can be submitted after the last day of class.

Reading/Writing I class grades are final grades. 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 chair or assistant manager. (The only exception is a calculation error.)
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.

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.

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.

The CELCIS chair and assistant manager 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.
All prospective students who wish to apply to an undergraduate or graduate program at WMU may do so by submitting an online application: https://wmich.edu/internationaladmissions/apply

When applying for admission, international students must provide proof of language proficiency. Accepted tests and scores can be found at this website: https://wmich.edu/internationaladmissions/proficiency

For more information, write: oiss-info@wmich.edu

For questions and advising, visit the International Admissions and Services Office (IAS).

Their office is located on the 3rd floor of the Faunce Student Services building.

Address: 901 Knollwood Ave, Kalamazoo, MI 49006
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 90 minute MATH PLACEMENT TEST before you begin your university classes.

**MATH PLACEMENT TEST**
To reserve a day/time for the test, go to [https://wmich.edu/math/placement-test-signup](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 the 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.

**ALEKS**
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](https://wmich.edu/math/aleks)

**WMU MATH PLACEMENT TEST – KEY TERMS**

- Square, triangle, circle, rectangle
- Temperature, scale
- Length/long, width/wide, height/high
- Decimal, percent/percentage, ratio
- Volume, area, perimeter, circumference, square meter, square yard
- Measure, calculate, approximate, convert/conversion, express/expression, mix
- Apart, adjacent, parallel
- Base, angle, point, factor/figure (n), diagonal, factor
- Centigrade/Fahrenheit, meters/feet, km per hour/miles per hour
- Line/bar/pie graph, x-axis, y-axis, cross, intersect/intersections, quadrant, function
- Centigrade/Fahrenheit, meters/feet, km per hour/miles per hour
- Add, subtract, multiply, divide, double, triple
- Sin, cosine, tangent, cotangent
- Minute, second
- Decrease, mark down
- Force
- Vertex/vertices
- Radians, parabola
- Cost, amount
- Cast a shadow
CELCIS students receive reports on their progress in class from their instructors via eLearning. 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.**

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

- **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.

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

**CLASS GRADE + ASSESSMENT RATING = FINAL GRADE**

<table>
<thead>
<tr>
<th>Percentage (%)</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>

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

- **Course goals:** Each course has a set of goals. Students are assessed as “Satisfactory” or “Unsatisfactory” for each of these goals.

- **Comments:** Additional notes or suggestions from instructors.

- **Assessment Proficiency Profile:** Suggestions for improvement if students receive an “Unsatisfactory” on their assessment.
The final grade in your class will have two parts: the **class grade** and the **assessment rating**

\[
\text{CLASS GRADE} + \text{ASSESSMENT RATING} = \text{FINAL GRADE}
\]

**CLASS GRADE**  
The class grade will be assigned by the instructor according to the class syllabus.

**ASSESSMENT RATING**  
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.  
  - A satisfactory rating will raise your class grade by half a grade (Example 1)

- **Unsatisfactory** means the product does not meet the criteria for the level.  
  - An unsatisfactory rating will lower your class grade by half a grade (Example 2)

<table>
<thead>
<tr>
<th>Class Grade</th>
<th>Assessment Grade</th>
<th>Final Grade for the Class*</th>
</tr>
</thead>
<tbody>
<tr>
<td>DC</td>
<td>S</td>
<td>C</td>
</tr>
<tr>
<td>C</td>
<td>U</td>
<td>DC</td>
</tr>
</tbody>
</table>

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

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

TIPS FOR SUCCESS

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

2. 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

3. 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

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

“If you want to learn how to speak English perfectly, you have to get out and meet people”
– Ahmed Alishi, Saudi Arabia, CELCIS Alumni
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 chair 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 chair, 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.
POLICIES

- 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 or session.

PROFICIENCY-BASED PROMOTION POLICY

- Students who earn an A for their final grade in Speaking/Listening, Grammar, Reading/Writing 1 and Reading/Writing 2 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.

READING/WRITING PROMOTION POLICY

- 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).

SUMMER PROMOTION POLICY

- 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). New students who successfully complete their Summer II courses will be allowed to advance to the next level.

ADVANCED-LEVEL POLICY

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

<table>
<thead>
<tr>
<th>PROMOTION TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>R/W2 Grade OR Summer II Class Grade</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>BA</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>CB</td>
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<td>C</td>
</tr>
<tr>
<td>DC</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>E</td>
</tr>
</tbody>
</table>

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

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.
POLICIES | CELCIS ATTENDANCE & PARTICIPATION 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 CELCIS chair, or the assistant manager 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 chair or assistant manager.

If you reach **15 or more unexcused absences** in a class during fall, spring, summer I, or summer II, 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 manager 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) 387-5865
  - 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**

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

What happens if you **cannot** attend class?

- If possible, **tell your teachers that you will be absent.**
- **Complete all missed work** according to the teachers’ policies.

**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.

**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.
- 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 a serious medical condition)*

If you have a temporary illness or medical condition, you may be eligible for medical leave. You must provide the CELCIS chair or assistant manager 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. Medical documentation should be submitted as soon as possible and will not be accepted after the last day of 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) 387-5865**, 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).

- Make an appointment to meet with the CELCIS immigration advisor (269) 387-387-5865.
- 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 OBSERVANCES**
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.

**IMPORTANT REMINDERS**
- Instructors are **NOT required to pre-teach or re-teach any material** that is covered while a student is absent.
- 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.
POLICIES | 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.

Visit the CELCIS webpage for refund deadlines by semester:
https://wmich.edu/celcis/datescosts

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 manager for assistance with an appeal.
POLICIES | CELCIS TESTING & PLACEMENT

STEP 1: NEW STUDENT TESTING
(Orientation)

Oral Evaluation
Instructors interview students individually – 3 to 5 minutes

Writing Test
Time 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 any student should be moved up to a different level, the student will be notified by email to come to the office to pick up a new schedule.
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.
POLICIES | SIGNING UP FOR & RETAKING CLASSES

SIGNING UP FOR CLASSES

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 are part-time and miss registration 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.

RETAKING 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 chair and the CELCIS immigration advisor is required. In addition, the student will bear the cost of retaking the already-passed class.

POLICIES | 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.
POLICIES | 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 instructor 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 manager. 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 manager, you may make an appointment to meet with the CELCIS chair.

NOTE: Once the CELCIS chair and assistant manager make a decision about your concern, you do not need to visit them again, as the decision will not change. All CELCIS chair/assistant manager 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 there was a 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 manager. 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 manager, you may make an appointment to meet with the CELCIS chair.
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.

NOTE: If you would like a translator present, please let the office staff know in advance and they will try to find someone who can assist.

If you wish to submit a formal complaint to the University, you may do so at https://wmich.edu/ombudsman/complaints
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 student through the admissions process and the process of becoming a CELCIS student.

**ADMISSIONS TO 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 the liaison between the student and the academic department.

**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**

**CALL:** (269) 387-5865  
**OR VISIT:** The IAS Office (3rd floor of Faunce Student Services building)

**CELCIS PROGRAM ADVISING**

The CELCIS assistant manager and chair are available to students by appointment to discuss program concerns. Examples include course placement, grades, instructors, attendance, progress, matriculation, leave requests, etc.

**PERSONAL ADVISING**

Students may make an appointment with the CELCIS assistant manager 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**

**CALL:** (269) 387-4800  
**EMAIL:** celcis-info@wmich.edu  
**OR VISIT:** The CELCIS Office (Ellsworth Hall, Garden Level)
POLICIES | 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.

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

- **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.
POLICIES | 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 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
POLICIES | 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/course?
- **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
Visit the BroncoJOBS Website to:

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

https://wmich.joinhandshake.com/login

IMMIGRATION | EMPLOYMENT

F-1 STUDENTS

- May work on-campus only.
- Limited to 20 hours per week while school is in session.
- May exceed 20 hours per week during vacations periods for students who are eligible and intend to register for the next semester, in accordance with WMU career services policy.

J-1 STUDENTS

- May only work on-campus with their J-1 program sponsor’s writer authorization in advance.

CELCIS students may not work off campus without Department of Homeland Security Authorization.

Students are advised not to work during class hours.

IMMIGRATION | MAINTAINING STATUS

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 in violation of status and a reinstatement may be recommended, if eligible.

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
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. Program details are recorded on this document.

<table>
<thead>
<tr>
<th>SEVIS Identification Number</th>
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<tbody>
<tr>
<td>N0001234567</td>
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<table>
<thead>
<tr>
<th>Program Start Date</th>
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<tr>
<td>15 January 2015</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected Program End Date</th>
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</thead>
<tbody>
<tr>
<td>01 July 2018</td>
</tr>
</tbody>
</table>

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**Department of Homeland Security**

**I-20, Certificate of Eligibility for Nonimmigrant Student Status**

**U.S. Immigration and Customs Enforcement**

**OEMNO: 163-4086**

**SEVIS ID:** N0004705512

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<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>GIVEN NAME</th>
<th>LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe Smith</td>
<td>John</td>
<td>Jane</td>
</tr>
</tbody>
</table>

**INTERNATIONAL STUDENT ACADEMIC AND LANGUAGE PROGRAM**

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATION LEVEL</strong></td>
</tr>
</tbody>
</table>
| **MAJOR 1** 
| Economics, General 0.00 |
| **MAJOR 2** 
| Accounting 0.00 |

| **NORMAL PROGRAM LENGTH** |
| 12 Months |

| **PROGRAM START DATE** |
| 15 January 2015 |

<table>
<thead>
<tr>
<th><strong>FINANCIAL INFORMATION</strong></th>
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<tr>
<td><strong>TOTAL</strong></td>
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<tr>
<td>12,000</td>
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**NOTES:**


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**SCHOOL ATTACHMENT**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true, correct, complete, and accurate to the best of my knowledge. I certify that I shall abide by the rules of the institution and the United States immigration laws and regulations. I also agree to provide all necessary information to the school for the purpose of meeting the requirements of the immigration laws. If I fail to provide the required information, the school may terminate my enrollment.

**SIGNED:**

**DATE:** 21 April 2015

**PLACE ISSUED:** Ft. Ransom, MD

**STUDENT ATTACHMENT**

I hereby declare that all information provided on this form is true, correct, complete, and accurate to the best of my knowledge.

**SIGNED:**

**DATE:**

**NAME OF PARENT OR GUARDIAN:** Doe Smith

**SIGNATURE:**

**ADDRESS:** (state or province/country)
FORM I-94
The I-94 is documentation 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/

VISA
A visa is a travel document placed in your passport that gives you permission to travel to a U.S. port of entry. 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 have this visa classification for the purpose of full-time study, with demonstrated financial resources for the entire academic program, and a permanent residence abroad which they have no intention of abandoning.

✓ **Dependent (F-2):** Visa for a spouse or unmarried minor children (under the age of 21) of an F-1 student. Students who wish to study in CELCIS with F-2 status (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 15 clock hours. (18 clock 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):** Visa for a spouse or unmarried children (under the age of 21) of a J-1 exchange visitor.

REINSTATEMENT
An F-1 student who has violated F-1 student status may apply for reinstatement with USCIS if eligible. The student should see the CELCIS Immigration Advisor 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.
NAME OF STUDENT: WIN:

NOTE: Immigration rules are difficult, so please always speak with the International Student Admissions Counselor (located on the 3rd floor of Faunce Student Services) if you have any questions. Your instructors, friends, or family may know some immigration rules, but they may not always have all the answers.

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

15. The normal time to remain in the U.S. following degree/program completion is 60 days for F-1 students and 30 days for J-1 students. This is called a “grace period”. During this time, you are not allowed to work.

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

I HAVE RECEIVED A COPY OF THIS FORM.

SIGNATURE: ___________________________ DATE: ___________________________
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**
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.

NOTE: if you are a citizen of Iran, North Korea, 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, North Korea, 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 United States and be required to remain outside the U.S. for more than 30 days.

For more information, visit [https://wmich.edu/immigration/travel](https://wmich.edu/immigration/travel)

**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.

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**IMMIGRATION | MANDATORY (REQUIRED) SEMESTERS/SESSIONS**

CELCIS at Western Michigan University is authorized under Federal law to enroll nonimmigrant students.

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

**FALL AND SPRING ARE MANDATORY SEMESTERS**

**SUMMER SESSIONS**

Summer I/summer II sessions are considered University break period for student enrollment. Students are not required to take CELCIS classes during the summer sessions. (This does not apply for new students whose first term of enrollment is summer).

If you are receiving a financial scholarship by a sponsor, please follow their enrollment requirements for funding purposes. The CELCIS department recommends that students take summer semester classes. Taking long breaks may cause students to forget the English that they have learned.

**NOTE:** All students who study during the Summer I session will be required to also study in the Summer II session.

If a new student receives a Summer I I-20, then by federal regulations, both summer sessions are mandatory enrollment periods (and the student will not be eligible for vacation until the summer session the following year).

New students have the option to begin in the Summer II term if they have a Summer II I-20. Students who begin in Summer II will not be eligible for a vacation period until the summer session the following year. Returning students will not be allowed to register for only summer II classes.
The Center for English Language and Culture for International Students at Western Michigan University encourages students to get involved in activities planned by CELCIS, International Student Activities, the WMU campus and the WMU community.

CELCIS CONVERSATION CIRCLES

The Conversation Circles program is open to all WMU students and is designed to help CELCIS students make connections with other students and to practice conversational English. 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.

INTERNATIONAL STUDENT ACTIVITIES

WMU International Student Activities (ISA) plans service-learning, cultural and recreational activities to help international students engage with the campus and community.

✓ Sporting events
✓ Museums
✓ Beach
✓ Winter sports
✓ Amish village
✓ Theatre
✓ Shopping
✓ Women-only events
✓ Festivals
✓ Horse riding
✓ Volunteering
✓ Campus Events

You may sign-up for Activities in the 4th Floor Lobby of Ellsworth Hall (Room 4255).

Global Engagement Events:  http://wmich.edu/global/events
WMU Events:  http://wmich.edu/news/events
Kalamazoo Events:  http://www.discoverkalamazoo.com

QUESTIONS OR SUGGESTIONS?
CONTACT:

CELCIS at celcis-info@wmich.edu
ISA at intl-actassist@wmich.edu

NOTE: We often have photographers and/or videographers present at CELCIS and university events. Photos and video are used on the website, social media, or for marketing purposes. If you do not want your photo taken, you should let the photographer know or leave the area being photographed.

HOW DO I FIND OUT ABOUT ACTIVITIES?

✓ Visit the CELCIS Facebook page: @wmucelcis
✓ Visit the CELCIS website: www.wmich.edu/celcis/activities
✓ Email CELCIS: celcis-info@wmich.edu
✓ Visit ISA Facebook page: @WMUInternational
✓ Visit ISA website: wmich.edu/internationaladmissions/activities
✓ Email ISA: intl-actassist@wmich.edu
✓ Read your activities bulletin in class
✓ Check your email
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
- Mortgage Services
- MasterCard & Visa Service
- Personal and Business Loan Services
- Trust and Investment Services
- Multiple on-campus ATMs
- Mortgage Services
- Personal and Business Loan Services
- Trust and Investment Services

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**CAMPUS LIFE AND STUDENT SERVICES | 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
- 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

Bernhard Center room 109
Phone: (269) 387-6278.
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 (Ex. walking, seeing, hearing, speaking, breathing, learning, working, eating, and sleeping).

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

1. 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.

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

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

4. 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.

WMU STUDENTS WITH DISABILITIES HAVE ACCESS TO:

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

TYPES OF ACCOMMODATIONS MAY INCLUDE BUT ARE NOT LIMITED TO:

**ACADEMIC**
- Copy of lecture material
- Permission to record lectures
- Test accommodations
- Test 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

See CELCIS Assistant Manager for more information/assistance with this process.
WHAT SHOULD I DO IF IT GETS SICK OR HAVE A MINOR INJURY?

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

**PHONE:** (269) 387-3287  
**WEBSITE:** [http://www.wmich.edu/healthcenter/](http://www.wmich.edu/healthcenter/)  
**LOCATION:** WMU Main Campus

**SINDECUSE HEALTH CENTER HOURS**  
Monday, Tuesday, Wednesday, Friday  
8AM – 5PM

Thursday  
9AM – 5PM

**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 IF IT IS A SERIOUS EMERGENCY?

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

IF SINDECUSE IS CLOSED BUT YOU NEED TO SEE A DOCTOR IMMEDIATELY, VISIT:

**Bronson FastCare - Kalamazoo**  
6220 W. Main Street  
(269) 276-4744  
[https://www.bronsonhealth.com/locations/bronson-fastcare-kalamazoo/](https://www.bronsonhealth.com/locations/bronson-fastcare-kalamazoo/)  
Monday – Friday 8:30 a.m. to 8:30 p.m.  
Saturday 9 a.m. to 6 p.m.  
Sunday 10 a.m. to 5 p.m.  
Holidays 10 a.m. to 2 p.m.  
Christmas Eve 8:30 a.m. to 7 p.m.  
Closed Christmas Day

**Bronson Methodist Hospital**  
252 East Lovell Street  
(269) 341-7902  
Open 24 hours

**Borgess Medical Center**  
1521 Gull Road  
(269) 226-7000  
Open 24 hours
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](mailto: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
Western Michigan University requires international students from high-risk countries to be screened for tuberculosis during their first semester at WMU.

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.

QuantiFERON TB testing is done at Sindecuse Health Center by appointment during regular health center hours.

For an appointment, call:
(269) 387-3287

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

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:

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, and 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.

For more information on the policy, visit:
https://www.wmich.edu/tobaccofree
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 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. WMU 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 WMU 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

CAMPUS LIFE AND STUDENT SERVICES | 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.
CAMPUS LIFE AND STUDENT SERVICES

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

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](http://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

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.

For more information about text notifications from other news websites, visit [https://www.wmich.edu/celcis/campuslife/community](https://www.wmich.edu/celcis/campuslife/community)
BRONCO NET ID
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:

https://gowmu.wmich.edu

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

GOWMU
GoWMU 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
1. Logging into GoWMU (https://gowmu.wmich.edu) OR
2. 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
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

CAMPUS LIFE AND STUDENT SERVICES | 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
- Bronco Transit: https://www.wmich.edu/brontcotransit/

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.

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/) located at 3298 Stadium Drive. You must also go to the Social Security office located at 317 South Drake Road.

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.
CAMPUS LIFE AND STUDENT SERVICES

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 plans, preparing for 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.
511 Monroe Street
269-387-5555
wmudps.wmich.edu/

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

LGBT Student Services
Offers support, education and advocacy around issues of gender identity/expression and sexual orientation.
1321 Trimpe
(269) 387-2133
wmich.edu/lgbt

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

Sindecuse Health Center
Offers treatment for illnesses and injuries, preventative care, and health education.
Gilkison Ave. (behind Fetzer Center)
(269) 387-1850
wmich.edu/healthcenter

Office of Student Engagement
Offers student organizations (clubs) and leadership opportunities for students.
223 Bernhard Center
(269) 387-2115
http://wmich.edu/studentengagement

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
Offers access to university collections, computers, group study, and quiet study areas.
Dwight B. Waldo Library
(269) 387-5059
wmich.edu/library
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.
Third Floor of Faunce Student Services Building
(269) 387-5866
wmich.edu/internationaladmissions

Writing Center
Offers consultation to students who need assistance with writing skills and techniques.
1343 Ellsworth Hall
(269) 387-4615
wmich.edu/writingcenter
CULTURAL INFORMATION
### COMMONLY OBSERVED HOLIDAYS IN THE U.S.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Birthday of Martin Luther King Jr.</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Monday in January</td>
</tr>
<tr>
<td>Valentine's Day</td>
<td>February 14&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>President's Day</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Monday in February</td>
</tr>
<tr>
<td>Saint Patrick's Day</td>
<td>March 17&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Good Friday/Easter Sunday</td>
<td>Varies by year; falls between March 20&lt;sup&gt;th&lt;/sup&gt; – April 25&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Flag Day</td>
<td>June 14&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Monday in October</td>
</tr>
<tr>
<td>Halloween</td>
<td>October 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday on or after November 2&lt;sup&gt;nd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 11&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Thursday in November</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>December 24&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

### CULTURAL INFORMATION | 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 temperature)</td>
</tr>
<tr>
<td>86°</td>
<td>30°</td>
</tr>
<tr>
<td>98.6°</td>
<td>37° (body temperature)</td>
</tr>
<tr>
<td>104°</td>
<td>40°</td>
</tr>
<tr>
<td>212°</td>
<td>100° (boiling)</td>
</tr>
</tbody>
</table>
WEIGHTS AND MEASURES
• 1 Mile (mi) = 1.6 Kilometers
• 1 Yard (yd.) ~ 0.9 Meters
• 1 Foot (ft.) = 30.58 Centimeters
• 1 Inch (in.) = 2.54 Centimeters

METRIC MEASURE BY FLUID VOLUME
• 1 teaspoon (tsp.) = 1/6 ounce or 5 milliliters
• 1 tablespoon (tbsp.) = ½ ounce or 15 milliliters
• 1 cup = 8 ounces
• 4 cups = 1 quart or 0.946 liters (~1 liter)
• 1 pint ~ ½ liter
• 1 quart ~ 0.9 liter
• 1 gallon = 4 quarts (gasoline is sold by the gallon)

METRIC MEASURE BY WEIGHT
• 1 ounce ~ 28 grams
• 1 pound (lb.) ~ 0.5 kilogram or 0.07 stone
• 100 grams = 3.5 ounces

AMERICAN OVEN SETTINGS
<table>
<thead>
<tr>
<th>FAHRENHEIT</th>
<th>CELSIUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>140° - 250°</td>
<td>70° - 121°</td>
</tr>
<tr>
<td>300° - 400°</td>
<td>150° - 200°</td>
</tr>
<tr>
<td>400°+</td>
<td>205°+</td>
</tr>
</tbody>
</table>

WHAT IS CULTURE SHOCK?
Culture shock is the impact you may feel when you enter a culture that is unfamiliar to you. Every person experiences culture shock differently and it can be an on-going process.

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. Remind 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
• Teach people about your culture
• Be patient!
• Make “local” friends
• Make international friends
• Don’t be too hard on yourself
• You don’t have to like or accept everything

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.
CULTURAL INFORMATION | 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 2:00AM.

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

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

CULTURAL INFORMATION | 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

CULTURAL INFORMATION | 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 obligated to talk about religion or attend religious gatherings.
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
- Carrying a weapon
- Carrying an open alcohol container in public
- DUI (Driving Under the Influence of any incapacitating substance)
- Acts of violence
- Urinating in public
- Underage drinking *(you MUST be 21 years old to drink alcohol)*
- Distribution, use, or possession of *any* illegal drug or controlled substance

**CULTURAL INFORMATION | 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](https://www.weather.com) and search for 49008.

**CLOTHING**

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

**Winter** (November – March): You will need a warm coat, gloves, hat, scarf, and boots. Enjoy many outdoor activities like ice skating, hiking, and skiing.

**Spring** (March – 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 – 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. Warning are to give you a time to act.

What to do is 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 CONTACTS

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

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

Office Hours: The CELCIS Office is open from 8:00AM to 5:00PM Monday through Friday (Closed 12:00PM – 1:00PM for lunch). The office is closed Saturday and Sunday, as well as major holidays.

Office Staff (Located on the 3rd floor of Faunce Student Services):
Kim Cho, International Admissions Counselor  kimcho@wmich.edu  387-5898
Tara Severino, Immigration Advisor  tara.severino@wmich.edu  387-5657

Office Staff (Located on the 4th floor of Ellsworth Hall):
Phillip Koch, International Student Activities  phillip.koch@wmich.edu  387-4853
Program Specialist

Office Staff (Located on the Garden Level of Ellsworth Hall):
Christie Bierlein, Assistant Manager, CELCIS Operations and Special Projects  christie.bierlein@wmich.edu  387-4803
Eva Copija, Master Faculty Specialist  eva.copija@wmich.edu  387-4800
Rena Lynema, Administrative Assistant Sr.  rena.lynema@wmich.edu  387-3910

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Joan Conway  joan.conway@wmich.edu  387-4813
Robert Dlouhy  robert.dlouhy@wmich.edu  387-4810
Thomas Marks  thomas.marks@wmich.edu  387-4800

Language Specialists
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Dyanne Foskey  dyanne.foskey@wmich.edu  387-4158

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Kathleen Jefferies  kathleen.jefferies@wmich.edu  387-4800
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Gari Voss  garyle.voss@wmich.edu  387-4800