

# EASTERN MICHIGAN UNIVERSITY



## ESL Program Student Handbook



[emich.edu/esl/](http://emich.edu/esl/)



# Contact us!

Eastern Michigan University

ESL Program

219 Alexander

Ypsilanti, MI 48197

734-487-0338

[esl@emich.edu](mailto:esl@emich.edu)

[www.emich.edu/esl/](http://www.emich.edu/esl/)

## Table of Contents

ESL Mission Statement .....	5
Goal.....	5
ESL Directory.....	5
<b>ESL Office – 219 Alexander (734) 487-0338 .....</b>	<b>5</b>
<b>ESL Program Office Staff .....</b>	<b>5</b>
<b>ESL Program Instructors.....</b>	<b>5</b>
<b>Meeting with ESL Instructors .....</b>	<b>5</b>
ESL Calendar .....	6
ESL Program Placement Procedures.....	6
<b>Step 1: ESL Placement Test.....</b>	<b>6</b>
<b>ESL Placement Test Format .....</b>	<b>6</b>
<b>Part 1: Writing.....</b>	<b>6</b>
<b>Step 2: Placement.....</b>	<b>7</b>
<b>Step 3: ESL Course Registration .....</b>	<b>7</b>
<b>Re-Taking the ESL Program Placement Test .....</b>	<b>7</b>
ESL Courses .....	8
<b>Sequence of ESLN Courses .....</b>	<b>8</b>
<b>Brief Course Descriptions.....</b>	<b>8</b>
<b>Course Policies .....</b>	<b>8</b>
<b>Course Changes .....</b>	<b>9</b>
<b>Course Fees .....</b>	<b>9</b>
Student Progress and Advancement .....	9
<b>Course Assessments and Grades .....</b>	<b>9</b>
<b>Grade Definitions .....</b>	<b>10</b>
<b>Progress and Success Reports .....</b>	<b>11</b>
<b>Advancing to the Next Level.....</b>	<b>11</b>
<b>Repeating Courses .....</b>	<b>11</b>
The ESL Program Exit Test.....	<b>Error! Bookmark not defined.</b>
<b>Format of the ESL Exit Test.....</b>	<b>Error! Bookmark not defined.</b>
<b>Part 1: Writing.....</b>	<b>Error! Bookmark not defined.</b>
<b>Re-Taking the Exit Test .....</b>	<b>Error! Bookmark not defined.</b>

Exiting the Intensive English Program .....	11
Important Policies.....	12
<b>University Completion Rate and Probation.....</b>	<b>12</b>
<b>Signatures .....</b>	<b>12</b>
<b>Attendance .....</b>	<b>12</b>
<b>Number of Absences Allowed per Class.....</b>	<b>12</b>
<b>Additional Information on Pregnancy, Chronic Disability, and Unplanned Emergency.....</b>	<b>13</b>
EMU Student Policies.....	13
<b>Religious Holidays .....</b>	<b>13</b>
<b>Academic Dishonesty.....</b>	<b>13</b>
<b>Classroom Behavior .....</b>	<b>14</b>
<b>Special Needs Accommodations.....</b>	<b>14</b>
<b>Reporting Status Changes .....</b>	<b>14</b>
<b>Complaints.....</b>	<b>15</b>
<b>Grade Grievance Procedures.....</b>	<b>15</b>
Academic Resources .....	16
<b>International Student Resource Center (ISRC).....</b>	<b>Error! Bookmark not defined.</b>
<b>Office of International Students and Scholars (OISS).....</b>	<b>16</b>
<b>Academic Projects Center .....</b>	<b>16</b>
<b>Disabilities Resource Center.....</b>	<b>17</b>
<b>Holman Success Center.....</b>	<b>17</b>
<b>University Writing Center (UWC).....</b>	<b>17</b>
<b>Free Tutoring Services and Walk-In Labs.....</b>	<b>17</b>
Health & Support Services.....	18
Safety Information .....	18
Helpful Links.....	19
Glossary.....	21

## ESL Mission Statement

The English as a Second Language program (ESL) at EMU prepares international students, scholars and professionals to effectively use English language skills and academic strategies to confidently and successfully participate in academic study in university programs.

## Goal

The goal of the ESL Program is to provide non-native English-speaking students with the resources and opportunities to develop their reading, writing, listening and speaking, and study/academic skills to a level appropriate for university study and to equip them with the academic strategies necessary for successful study in a language and culture that may differ from their native language and/or culture.

## ESL Directory

### ESL Office – 219 Alexander (734) 487-0338

Students are welcome to visit the ESL office staff anytime! The office is usually open Monday – Friday, 8:00 am – 5:00 pm. If you have an important need or question, you should make an appointment. You can call the office to make an appointment, or you can make an appointment online through the ESL website: <http://www.emich.edu/esl/>.

### ESL Program Office Staff

Clarece Jackson, Intensive English Program Specialist

[cjackso9@emich.edu](mailto:cjackso9@emich.edu)

Nathan Clements, ESL/IEP Student Services Specialist

[nclemen2@emich.edu](mailto:nclemen2@emich.edu)

### ESL/TESOL Faculty

#### Professors

Dr. Cynthia Macknish

[cmacknis@emich.edu](mailto:cmacknis@emich.edu)

Dr. Ildiko Porter-Szucs

[iporters@emich.edu](mailto:iporters@emich.edu)

Dr. Jeff Popko

[apopko@emich.edu](mailto:apopko@emich.edu)

Dr. Wendy Wang

[wwang@emich.edu](mailto:wwang@emich.edu)

Dr. Zuzana Tomaš

[ztomas@emich.edu](mailto:ztomas@emich.edu)

### Meeting with ESL Instructors

ESL instructors welcome a visit from you to ask a question about the class, or to chat about any topic of interest to you. When an instructor tells you when their “office hours” are, it means that you can go visit during those hours. Those are the hours they have scheduled to meet with students. You will not be bothering instructors by going during those times. If you need to talk to an instructor but cannot go during their office hours, you can email them to request a special appointment.

## ESL Calendar

The ESL Program offers courses in the following semesters:

- Fall: September – December (15 weeks)
- Winter: January – April (15 weeks)

Eastern Michigan University publishes a calendar of important dates every semester at <http://www.emich.edu/registrar/calendars/>. Choose the semester from the drop-down menu to see the first day of class, last day of class, last day of exams, and holidays.

The Final Exam schedule is set by the university. During Final Exam week, you will not have regular classes. You will only have exams. You can view Final Exam Dates here: <https://www.emich.edu/registrar/calendars/fall-2021/exam-schedule.php> For help understanding this schedule, visit the ESL office.

You must attend the final exam for every class, and final exam dates cannot be changed. Please do not make travel plans until after all of your final exams are finished. Instructors cannot change final exam dates/times.

## ESL Program Placement Procedures

The ESL Placement Test determines the starting course level in the ESL Program.

### Step 1: ESL Placement Test

New students will receive an email that lists the placement testing dates and times. Dates and times are also available on the ESL website. Students must schedule a time to take the **ESL Program Placement Test** by emailing [esl@emich.edu](mailto:esl@emich.edu), calling the ESL office (734) 487-0338, or going online at <http://www.emich.edu/esl/placement/index.php>.

### ESL Placement Test Format

#### Part 1: Writing

Students write an opinion or position essay on one specific topic. This is a 60 minute, hand-written assessment.

#### Part 2: Listening/Grammar/Vocabulary/Reading

There is a 60 minute time limit, which includes 80 multiple choice questions. Test-takers must manage their time for completing this part of the test.

*Listening* includes approximately 25 questions.

*Grammar* includes 20 questions.

*Vocabulary* includes 20 questions.

*Reading* includes approximately 15 questions.

[More information about the Michigan English Placement Test \(Michigan-EPT\)](#)

**Part 3: Speaking Interview**

This is a 10-minute interview with an ESL instructor or advisor.

There is no fee for the ESL Placement Test for new EMU ESL students. However, there is a \$75.00 “Late Placement Test” fee for students who take the test after the program’s scheduled placement test date.

**Step 2: Placement**

ESL advising staff will use the results of the ESL Program Placement Test to place students into ESL classes.

All classes will be one level (for example, all 100-level). In special situations, a student may place into different levels for different skills (for example, 100-level writing and 200-level speaking and listening).

**Step 3: ESL Course Registration**

After placement, an ESL staff person will help students register for ESL courses.

**Re-Taking the ESL Program Placement Test**

If a student feels that their scores and placement do not correctly show their language ability, they may retake the ESL Program Placement Test. To retake the ESL Program Placement Test, the student must:

1. contact the ESL Program to schedule a retake test\*, and
2. pay the re-take fee of \$25.00.

Please note:

- Students must wait at least 24 hours after the first placement test.
- Students cannot retake the placement test after classes start.
- The ESL Program will use the test (placement or retake) with the best score for final placement.

## ESL Courses

### Sequence of ESLN Courses

Foundation	Beginning	Intermediate	Advanced	Academic	Graduate
<b>Core Courses (required for IEP students at each level)</b>					
ESLN 002 Writing	→ ESLN 012 ESLN 112 Writing	→ ESLN 022 ESLN 212 Writing	→ ESLN 031 ESLN 311 Writing	→ ESLN 042 ESLN 412 Writing	→ ESLN 052 ESLN 512 Writing
ESLN 004 Reading	→ ESLN 014 ESLN 114 Reading	→ ESLN 024 ESLN 214 Reading	→ ESLN 035 ESLN 324 Reading	→ ESLN 044 ESLN 414 Reading	→ ESLN 054 ESLN 514 Reading
ESLN 006 Speaking & Listening	→ ESLN 016 ESLN 116 Speaking & Listening	→ ESLN 026 ESLN 216 Speaking & Listening	→ ESLN 045 ESLN 326 Speaking & Listening	→ ESLN 046 ESLN 416 Speaking & Listening	→ ESLN 056 ESLN 516 Speaking & Listening
<b>Required Elective Courses (taken at the Academic and Graduate level)</b>					
ESLN 049 ESLN 419 Vocabulary			→	ESLN 058 ESLN 518 Vocabulary	
ESLN 040/410 Academic ESL Grammar					
ESLN 033/313 American Pronunciation					
ESLN 038/315 Study Skills for the English Language Learner					
ESLN 037/317 American Language and Culture					
ESLN 039/319 Community and Current Events					

### Brief Course Descriptions

Descriptions for each course are on the Eastern Michigan University website:

<http://catalog.emich.edu/>.

### Course Objectives and Student Outcomes

The objectives and student learning outcomes of each course are published on our website:

<https://www.emich.edu/esl/programs/courses.php>.

### Course Policies

- Students must complete the sequence of ESL courses, or submit a new TOEFL/IELTS/MELAB/PTE score to gain full admission to the University.
- Students may not skip levels or test out of courses after they start the ESL program.
- Students must complete writing, reading and listening/speaking classes with a grade of B (84%) or higher. Students must complete the elective courses with a grade of B (84%) or higher. Students who do not pass their elective courses must repeat these courses or their equivalent in the next semester that they are enrolled.



### **Course Changes**

Students are usually placed into the correct courses, but a teacher may find a student who should move up or down in level. Only the teacher can recommend a change in the first two weeks of the course based on diagnostic material. ESL advisors will review the recommendation and consult the student to determine whether or not to move the student.

If a student wants to change to another section of the same course, the student must make a written request in the ESL Office by filling out the Course Change Request. The ESL Office will determine whether the change can be made. Some courses become full, and it is not possible to make a change. This request must be made before the last day to drop a class for 100% tuition refund.

### **Course Fees**

A \$25 fee is charged for each ESL class; these fees are included in the tuition bill for the semester. These fees pay for placement and diagnostic test costs and other resources that are used by students in ESL classes.

## **Student Progress and Advancement**

### **Course Assessments and Grades**

Your ESL teachers give assignments and tests to show that you can use targeted skills in English. Your homework and test grades are all part of your final grade. Your teacher will give you a syllabus at the beginning of the semester. The percentages for homework and test grades that make up your final grade are shown on your syllabus. You can keep track of your grades and know how you are doing during the semester by understanding these percentages. If you do not understand the syllabus, you should go to your teacher's office hours.

## Grade Definitions

You are	Grade Definitions
<p>Successful at learning and using English independently within each course.</p> <p>Keep up the good work!</p>	<p><b>A Grade (90%-100%):</b></p> <p><i>Mastery of Learning Outcome:</i> Student is able to use the language skill independently and with no pattern of error.</p> <p><b>B Grade (84%-89%):</b></p> <p><i>Proficient in Learning Outcome:</i> Student is able to use the language skill independently. There are some patterns of error, but they cause little interference with meaning.</p>
<p>Making improvement but needs more practice learning and using English in the same course.</p> <p>Seek help from ESL teachers and in the ISRC.</p> <p>See an ESL Advisor</p>	<p><b>B- Grade (80%-83%):</b></p> <p><i>Approaching Proficiency of Learning Outcome:</i> Student is able to use the language skill somewhat independently. Patterns of error are present and often cause interference with meaning.</p> <p><b>C Grade (70-79%):</b></p> <p><i>Approaching Proficiency of Learning Outcome:</i> Student can seldom use the language skill independently. Patterns of error are present and cause interference in meaning.</p>
<p>Needs to develop successful learning strategies.</p> <p>Seek help in ISRC or Holman Learning Center</p> <p>See an ESL Advisor.</p>	<p><b>D Grade (60%-69%)</b></p> <p><i>Not Proficient in Learning Outcome:</i> Student cannot use the language skill independently. Patterns of error are frequent and make meaning unintelligible.</p> <p><b>F Grade (50-59%)</b></p> <p><i>Not Proficient in Learning Outcome:</i> Student did not complete enough coursework to assess proficiency.</p>

## Progress and Success Reports

Students will receive a mid-term Progress Report and an end-of-semester Success Report. These reports include:

- Course grade
- Semester attendance
- Proficiency in each course objective
  - not proficient
  - approaching proficiency
  - proficient
  - mastered
- Teacher comments
- Recommendations for success
- Grade definitions
- Link to the ESL Program Proficiency Scale

Students will receive these reports in their emich.edu email.

## Advancing to the Next Level

Students continuing in the ESL Program advance to the next course level based on a final course grade of a B (84%) or higher, which means demonstrating a majority of course objectives.

## Repeating Courses

Students must repeat a course if they earn **an 83%** or lower in a class.

## Exiting the Intensive English Program

Students can exit the Intensive English Program in one of two ways:

1. Receive a grade of B (84%) or higher in each ESL course on their program of study
2. Achieve an official English test score for full degree admission.

If the student does not meet the requirements above for one or more courses, the student cannot place out of the IEP and must retake the IEP course(s).

Students who plan to study an undergraduate program exit the Intensive English program when they successfully complete the 400 level ESL classes.

Students who plan to study a graduate program exit the Intensive English program when they successfully complete the 500 level ESL classes.

After completing the Intensive English Program, students have 60 days to gain admission to a degree program and get a new I-20 for the new program. If students do not gain admission to a degree program

within 60 days of completing the Intensive English Program, their SEVIS record will be terminated and they will have to return to their home country and apply for a new visa.

## Important Policies

### University Completion Rate and Probation

Students must complete 67% of their courses successfully to remain in good standing academically. Students who fail over 33% of their courses in one semester will be put on academic probation. Students who are on probation have one semester to bring their course completion rate up to 67% or they will be dismissed from Eastern Michigan University. If a student is dismissed from EMU, the student has 30 days to transfer to a new school or leave the U.S. If the student does not transfer to a new school, the student's SEVIS record will be terminated. For SEVIS regulations, students can talk with staff in the Office of International Students and Scholars.

Students who are on probation will be asked to meet with the IEP Student Services Specialist to make a plan for success. More information about the university policy for undergraduate students can be found here: <http://www.emich.edu/policies/policy.php?id=224>

EMU Graduate Student policies on Academic Probation and Dismissal:

<http://catalog.emich.edu/content.php?catoid=24&navoid=4962#academic-probation-and-dismissal>

Students can see their completion rate and probation status on their transcript in my.emich or use the [Cumulative Completion rate calculator](#) to determine their academic standing.

### Signatures

The ESL Program might ask students to sign the following documents: ESL Advising Form, Attendance Policy, Early Registration Form, and Photo Waiver Form. You should know that your signature is very important. If you sign something, you agree to the information on the paper. We will provide translation, if possible, if you have a question about something that you are signing. Please ask if you have questions before you sign a document.

### Attendance

Students benefit academically and socially from regular class attendance. Absent students miss essential material, class activities, and in-class assessments such as group work, projects, and tests, which may lower the student's grades. We encourage students to attend no fewer than 90% of class sessions. If a student has a serious, unplanned emergency that requires an extended absence, the student should contact the Student Services Specialist in the ESL Office.

### **Additional Information on Pregnancy, Chronic Disability, and Unplanned Emergency**

- 1) EMU does not have a policy for absence because of the delivery of a child. Domestic students typically do not choose to take classes if they know they will deliver a child during the semester. A female international student on an F-1 visa who is pregnant and chooses to study cannot be excused from class for an extended period of time because of the birth of her child. (The planned delivery of a child is not considered an emergency.) A pregnant woman with an F-1 visa is advised to take medical reduced hours and consider not taking classes during the semester in which she will deliver. Consult the Office of International Students regarding options.
  
- 2) Students who have a documented, chronic reason for missing classes can consult the Disabilities Resource Center, 240 Student Center, regarding their absences and possible class accommodations. Students who are experiencing chronic illness may be advised to withdraw from a semester due to medical reasons. Students who need to withdraw during fall, winter or their first semester of study should go to the Office of International Students for immigration advising. For a list of disabilities that can be accommodated see the Disabilities Resource Center website: <https://www.emich.edu/drc/index.php>
  
- 3) “Incomplete” grades are given only in the case of a serious, unplanned emergency when the student has completed the majority of the work in the course at a B grade or better, yet had to miss several classes toward the end of the semester due to the emergency. Please see Records and Registration policy for more information: <http://www.emich.edu/registrar/faq/>

## **EMU Student Policies**

### **Religious Holidays**

Students may miss class because of a religious holiday for a religion that they practice that is recognized on the [Interfaith Calendar](#). Students must tell their teacher in advance that they will miss the class and must make up the work missed as directed by the instructor.

### **Academic Dishonesty**

The EMU [Student Conduct Code](#) states that students must do their own work. Students may ask another person to help them check their work, but they must make their own changes and submit their own work. Students cannot:

- copy another student’s homework
- copy anything written by another person, including websites and textbooks
- have someone else do their homework for them
- ask another person to fix their work for them
- look at another student’s paper while they are taking a quiz, test, or exam
- use notes during a test (unless the teacher gives permission)
- use Google or other translating devices to translate their work into English

Students who do any of these things will receive a failing grade on the assignment and may be reported to the Office of Student Conduct and Community Standards. Academic Dishonesty can result in failing an assignment or test, failing a class, and possibly not graduating.

### **Classroom Behavior**

It is important that all students can learn and feel safe in the classroom. Students must respect their teachers and other students in the class. For example, please do not:

- use a cell phone, iPad, laptop, etc. in class (unless your teacher asks)
- speak while the teacher or another student is speaking to the class
- argue with a teacher in front of the class
- make other students afraid or uncomfortable
- arrive late or disrupt a class

If students feel afraid or uncomfortable for any reason, they should tell their teacher or ESL staff immediately.

### **Special Needs Accommodations**

If you have a disability that makes it difficult to learn, please tell the Disability Resource Center in Room 246 of the Student Center – (734) 487-2470. You may be able to get help for your disability.

### **Reporting Status Changes**

The Student Exchange Visitor Information System (SEVIS) requires that F-1 and J-1 visa students report to the Office of International Students and Scholars (OISS), room 244 Student Center, within 10 days of the event:

- changes in your name, local address, major field of study, or source of funding
- changes in your degree-completion date
- changes in your degree level (ex. Bachelors to Masters)
- intent to transfer to another school

You should get permission from OISS before doing the following:

- changing your degree-completion date
- dropping ALL courses as well as carrying or dropping BELOW minimum credit hours
- accepting employment on or off campus
- registering for more than one ONLINE course per term (F-visa only)
- endorsing I-20 or DS-2019 for re-entry into the USA

Failure to report may result in the termination of your SEVIS record and even arrest and deportation. If you have questions or concerns, contact the OISS at (734) 487-3116.

## Complaints

A formal complaint is a written report of a student's concern or incident with an instructor, another student, or a campus employee.

Eastern Michigan University wants all students, faculty, staff, and guests to have a safe, respectful, non-threatening working and learning environment. However, sometimes an individual demonstrates behavior that is inappropriate, disruptive, worrisome, threatening, or violates a university policy. Please report concerns or incidents at <https://www.emich.edu/studenthandbook/reportit.php>. If you need help translating or understanding this site, please visit the IEP Student Services Specialist in 319A King Hall.

**If your concern involves an immediate safety risk to you or other people,  
call EMU Police at 734-487-1222 or dial 911.**

Please talk to the IEP Student Services Specialist if you have a complaint about your teacher or a concern about a class, an assignment, or an ESL Program policy,

At the end of the semester:

- You will receive a Student Satisfaction Survey in your email at the end of each semester. You can write your suggestions or complaints in the survey. If you want a paper copy of the survey or help filling it out, you can ask the Student Services Specialist in the ESL office.
- At the end of each semester, you will receive a Faculty Course Evaluation to fill out in your classroom for each class. The teacher will leave the classroom during this time. If you have a suggestion or complaint about your teacher or course, you can write it on the Faculty Course Evaluation. Your teacher will not know that the comments are from you and your grade will not be affected by anything you write. Beginning-level students will receive help from ESL Program staff.

### Grade Grievance Procedures

After the semester is finished:

- If you believe the final grade that you received for a course was unfair, you should talk directly to the teacher about the grade as soon as possible. If the teacher has made a mistake, he or she can change your grade. It is best to talk to your teacher first.
- If you want to make a formal grade grievance, the university policy is available online: <https://www.emich.edu/studenthandbook/policies/grade grievance procedure guide.pdf>

## Academic Resources

To ensure academic success here at Eastern Michigan University, the university offers many academic resources to you.

### Office of International Students and Scholars (OISS)

244 Student Center

(734) 487-3116

<http://www.emich.edu/oiss/>

#### OISS Mission

The OISS assists and advises international students and scholars with their unique educational and personal goals. They offer programs that engage the EMU community in global awareness and learning.



#### Activities at the Office of International Students and Scholars

- Assisting international students in reaching educational and career goals
- Advising international students in matters such as: orientation, immigration, finances, employment, personal concerns
- Preparing documents needed to maintain favorable immigration status
- Consulting with faculty and staff on international student affairs
- Promoting international education and understanding both on campus and throughout the community
- Initiating cross-cultural activities and programs

### Learning Beyond the Classroom (LBC) Credit

344 McKenny Hall

734.487.0439

<https://www.emich.edu/gened/lbc/>

Undergraduate students must earn a certain number of LBC credits in order to graduate. Students in the ESL Program will have opportunities to earn these credits through workshops, conversation circles, etc. You can speak to the ESL Specialist regarding these opportunities.

### Academic Projects Center

116 Halle Library

(734) 487-0020, ext. 2514.

<http://www.emich.edu/apc/>

The Academic Projects Center offers one-on-one writing assistance, help doing research, and technology assistance related to students' research papers and other academic projects.





**Disabilities Resource Center**

240 J and K, Student Center  
734-487-2470

<https://www.emich.edu/drc/index.php>

The Disability Resource Center (DRC) views disabilities as a necessary part of the diversity at Eastern Michigan University. They work together with students, faculty, and staff to create an inclusive educational environment. Their goals are to coach students creatively, promote inclusive, successful experiences and to ensure compliance with university policies and federal guidelines. The office provides distraction-free testing environments, access to adaptive technology, special seating, special housing and dining arrangements, and other appropriate accommodations.

**Holman Success Center**

G04 Halle Library  
(734) 487-2133

<https://www.emich.edu/academic-support-programs/hsc/index.php>

This Center provides instruction and services aimed at helping students develop skills to improve academic performance. In addition, the Holman Success Center helps students to adjust to the college learning environment.



The Holman Success Center offers many different workshops, including preparation for finals, test-taking skills, time management, and more. For more information please visit: [www.emich.edu/tlc/workshops](http://www.emich.edu/tlc/workshops).

In addition, they offer Peer Tutoring in undergraduate courses (100-200 levels) on a wide variety of subjects. For more information please visit: [www.emich.edu/tlc/peertutoring](http://www.emich.edu/tlc/peertutoring).

**University Writing Center (UWC)**

115 Halle Library  
(734) 487-0694

[www.emich.edu/english/writing-center](http://www.emich.edu/english/writing-center)

The UWC is a free resource that offers small group workshops that help students with writing, reading, research and analysis. The workshops are open to all EMU students, and certain workshops link to high-volume writing and writing intensive courses in particular.

**Free Tutoring Services and Walk-In Labs**

The many academic departments at Eastern Michigan University offer free tutoring services or walk-in labs to help with academic course work. Contact individual departments for details.

## Health & Support Services

### Eastern Michigan University Snow Health Center

(734) 487-1122

<https://www.emich.edu/uhs/>

The Snow Health Center is available for all students who have EMU Student Insurance. You can see a list of all of their services on their website:

<https://www.emich.edu/uhs/student-insurance/index.php>



All EMU students are automatically charged for EMU Student Insurance. If you have other insurance that you want to use, please go to the Snow Health Center.

You might be able to get health insurance assistance in your native language. See this website for more information: <https://www.uhcsr.com/media/db66b709-aff7-45b4-a339-410a4df18ca1>.

### Counseling and Psychological Services (CAPS)

313 Snow Health Center

(734) 487-1118

<http://www.emich.edu/caps/>

If you are having difficult feelings, such as a lot of sadness or anger, please talk to someone in CAPS. They will listen to you and help you with your situation. It is common for college students in the U.S. to go to CAPS, so please contact them.

### St. Joseph Mercy Hospital

5301 McAuley Drive, Ypsilanti, MI 48197

(734) 712-5989

<http://www.stjoeshealth.org/>

For a serious illness or emergency, St. Joseph is the hospital closest to Eastern Michigan University's campus. This hospital has an emergency room that is open 24 hours a day. There is a charge for this service.

## Safety Information

### EMU Police

1200 Oakwood St.

Non-emergency (734) 487-1222

Emergency (734) 487-1222 or dial 911 (if on campus, call EMU police)

<http://www.emich.edu/police/index.php>

EMU does all it can to ensure students will be safe on campus! However, if you are the victim of a crime, you can call EMU Police. EMU Police will:

- respond to emergency calls,
- investigate crimes,
- enforce criminal and vehicle codes,
- investigate traffic collisions,
- perform community policing, and
- manage security and safety for the many special events that occur on campus.

Please watch the Safety on Campus video at <http://www.emich.edu/police/safety/index.php> for more information.

### **SEEUS**

(734) 487-3387 (48-SEEUS)

<http://www.emich.edu/police/services/seeus.php>

If it is dark, it is good to walk with a friend! Call SEEUS to call two people to walk with you anywhere on campus for safety. Tell them where you are and they will meet you. Look for their yellow jackets and the SEEUS logo. This is a free service provided by the university. Fall and Winter semesters only.

## **Helpful Links**

### **Campus Map**

<http://www.emich.edu/maps/>

### **Student Housing**

<http://www.emich.edu/residencelife/>

### **EMU Campus Life**

345 Student Center

(734) 487- 3045

<http://www.emich.edu/campuslife/>

There are many ways to become involved during your program of study— more than 200 student organizations (including over 12 international student organizations).

### **Weather**

Michigan weather can change a lot from day to day. It can get very cold in the winter and snow and ice are likely. Be careful when driving or walking in the ice and snow.

On very rare occasions, the University will be closed due to bad weather. If the weather is very bad, check the EMU Closings information page: <https://www.emich.edu/closures/> (we are EMU Main Campus, Ypsilanti).

### **EMU Rave Text Alerts**

EMU offers emergency alert text messages, which include weather alerts and University closures. To sign up, please visit <https://www.getrave.com/login/EasternMichigan>.

### **English Testing Services**

#### **IELTS**

International English Language Testing System

[www.ielts.org](http://www.ielts.org)

#### **TOEFL**

Test of English as a Foreign Language

[www.toefl.org](http://www.toefl.org)

#### **M-EPT**

Michigan English Placement Test

<https://michiganassessment.org/michigan-tests/m-ept/>

## Glossary

(a glossary is like a mini-dictionary for words in a specific place. This glossary gives the meanings of some important words in this Student Handbook.)

**Academic Probation** – A period of time where the university puts a student on a plan to improve their grades. If the student improves, they will be removed from academic probation. If the student does not improve, they will not be allowed to attend the university anymore.

**Admissions** – Being accepted to the university

**Approximately** – About, not exactly

**Contact** – Call on the phone, email, or talk to in person

**Placement** – Finding the appropriate level for you to start your English program

**Policies** – Rules and guidelines

**Probation** (*see Academic Probation*)

**Proficiency** – Level of English use

**Semester** – Term (at EMU, the semester is 15 weeks long)

**Sequence** – Order of events or courses

**Sign/Signature** – Your name written by you in script

**Syllabus** – A course plan for the semester

**Transcript** – Student records of courses and grades at a school