ODU ELC STUDENT HANDBOOK
2014

THE ENGLISH LANGUAGE CENTER
@ OLD DOMINION UNIVERSITY

Revised February, 2014
Dear Students,

This is an exciting time in your life, and we are so pleased to be a part of it. During your stay in the United States, you will have the opportunity to learn many new things. We are here to help you as you learn the English language and adjust to our culture. We want to learn from you as well. Together, we can enrich each other’s lives.

We promise to do all we can to help you as you learn English. In return, we expect that you will make the most of your opportunity here and work hard at your studies. Remember that our greatest pleasure is seeing you succeed at what you came here to do.

We have prepared this handbook of information to help you adjust to your new experience in the United States and at Old Dominion University. If you have any questions, please ask one of your teachers or any member of the staff, including me. Good luck in your studies!

Sincerely,

[Signature]

David H. Silvis
Director, English Language Center

http://www.facebook.com
• Old Dominion University English Language Center
• ODU ELC Alumni
http://twitter.com/#oduelc
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CONTACT THE ENGLISH LANGUAGE CENTER

OLD DOMINION UNIVERSITY ENGLISH LANGUAGE CENTER
Dragas Hall Room 1108
Norfolk, Virginia 23529-0086
Telephone: 757-683-4424
Fax: 757-683-4640
Website: www.odu.edu/esl
Email: elc@odu.edu

STAFF MEMBERS
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Education Coordinator
Christina Koenig

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David H. Silvis
Assistant Director of Student Services
Mark Galloway
Interim Assistant Director of Special Programs
Alexander Harris, Jr.
Faculty/Administrative Coordinator
Laura Ray

INSTRUCTORS AT THE ELC
Please visit our website to learn more about the instructors at the ELC: http://www.odu.edu/esl

All faculty and staff offices are located in Dragas Hall, Room 1108
CAMPUS CONTACT INFORMATION

IMPORTANT PHONE NUMBERS

ODU Police, EMERGENCY: 757.683.4000
ODU Police, non-emergency: 757.683.5665

For an off-campus EMERGENCY call 911

Campus Main Number: 757.683.3000

Yon Student Health Services: 757.683.3032
1007 S. Webb University Center:
Please call to make an appointment or visit during walk-in hours, weekdays from 8.00 am – 9.30am

ODU SAFERIDE (Student Escort Service): 757.683.3477
(Operates from 9 pm – 2.30 am during fall and spring semester only)

Parking and Transportation: 757.683.4004
(Contact for HRT GoPasses or issues with parking)

OFFICE OF INTERNATIONAL PROGRAMS

Office of International Programs
Old Dominion University
Dragas Hall Room 2006
49th Street and Hampton Boulevard
Norfolk, Virginia 23529-0050
Telephone: 757.683.4419
Fax: 757.683.5196
Website: www.odu.edu/oip
Email: oip@odu.edu

OFFICE OF INTERNATIONAL ADMISSIONS

Office of International Admissions
Old Dominion University
2101 Dragas Hall Room 2102
Norfolk, Virginia 23529-0050
Telephone: 757.683.3701
Fax: 757.683.3651
Website: http://www.odu.edu/admission/international
Email: intladm@odu.edu
Section 1

About the English Language Center
MISSION STATEMENT

The English Language Center (ELC) promotes effective, high-quality instruction of English for speakers of other languages. It seeks to develop in students a respect for the dignity and worth of the individual, a capacity for critical reasoning, a general desire for learning, and the capacity to evaluate their on-going language learning needs. It fosters the continuing improvement of its faculty by encouraging research, scholarship, and professional development. The ELC is committed to presenting the depth and variety of the United States to students and faculty while encouraging a lively curiosity about all cultures of the world.

Because the ELC is part of Old Dominion University (ODU), its primary goal is to enhance the mission of the public, urban, postsecondary institution. In striving to achieve this goal, the ELC seeks to:

• Prepare ODU students for academic success by improving their English skills;

• Facilitate the University’s international recruiting efforts by providing a high-quality, reasonably priced, intensive English language program;

• Provide expertise to the University community on issues related to the teaching and assessment of English for speakers of other languages;

• Prepare international graduate students, and when requested, international faculty for effective instruction of American students;

• Assist in the promotion of economic development in the Hampton Roads area by providing high quality English language instruction for international business people and military personnel, and by developing special programs for groups of international professionals;

• Enhance the University’s linkage with overseas institutions by providing special short-term English language instruction for groups of students from overseas institutions;

• Serve as a community resource in providing information on the teaching of English to speakers of other languages both within the United States and overseas;

• Provide professional ESL instruction for international students seeking an immersion experience in the United States to complement the academic curriculum at their home institution.
ABOUT THE ELC

Since it was founded in 1981, the English Language Center (ELC) at Old Dominion University (ODU) has taught thousands of students from nearly 100 countries. The ELC welcomes all students and is eager to assist them in pursuing personal, career and/or academic goals through their study of English.

The ELC offers full and part-time courses in English as a Second Language. The full-time Intensive English Program is for students who want to develop their academic English proficiency. The Bridge Program is for students who satisfied the minimum English proficiency requirements of the University. This program combines academic classes with classes in English. In addition, the ELC has optional classes for test preparation and specially designed classes for professionals and groups.

The ELC also sponsors a Conversation Partner program in which international students are paired with Americans to practice their English in informal settings.

Learning English can be facilitated and enriched by student participation in out-of-classroom activities. For this reason, many extracurricular activities are available such as trips to widely acclaimed museums, gardens, beach resort areas, sports, cultural events, and Washington, D.C. In addition to these outings, students are encouraged to participate in the many activities and sporting events offered by the University.

The ELC prides itself on its experienced and highly qualified faculty. All ELC instructors have masters' degrees with an emphasis on English as a Second Language (ESL), and many have lived and taught English all over the world. ELC faculty are observed and consulted as model teachers by both U.S. and international teachers of ESL.

The ELC is an accepted member of both AAIEP and UCIEP, professional agencies which select schools for membership based on their adherence to the highest standards of professional and academic excellence.

UCIEP’s (University and College Intensive English Programs) purpose is the advancement of professional standards and quality instruction in intensive English programs at universities and colleges in the United States.

The English language programs offered by AAIEP (American Association of Intensive English Programs) members are of the highest quality since all member programs are accredited by ACCET, CEA, or operate under the governance of regionally accredited colleges or universities.

- See more at: http://odu.edu/esl
OVERVIEW OF THE PROGRAM

- The ELC offers six (6) regularly scheduled 7-week sessions per year.

2014 Session Schedule

Spring I 2014 - January 13 – February 28
Spring II 2014 - March 17 - May 02
Summer I 2014 – May 19 – June 26
Summer II 2014 – June 30 – August 08
Fall I 2014 - August 25 – October 10
Fall II 2014 - October 20 - December 05

Each week, students spend twenty (20) hours per week studying at the ELC.

<table>
<thead>
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<th>Course Title</th>
<th>Class Hours</th>
<th>Course Type</th>
<th>Eligible Levels</th>
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<tr>
<td>Listening/Speaking</td>
<td>5 hours/week</td>
<td>required course</td>
<td>All levels</td>
</tr>
<tr>
<td>Grammar</td>
<td>5 hours/week</td>
<td>required course</td>
<td>All levels</td>
</tr>
<tr>
<td>Reading/Vocabulary</td>
<td>5 hours/week</td>
<td>required course</td>
<td>All levels</td>
</tr>
<tr>
<td>Writing</td>
<td>5 hours/week</td>
<td>required course</td>
<td>All levels</td>
</tr>
<tr>
<td>TOEFL Preparation*</td>
<td>3 hours/week</td>
<td>elective</td>
<td>Advanced I - UP</td>
</tr>
<tr>
<td>GRE Preparation*</td>
<td>3 hours/week</td>
<td>elective</td>
<td>Advanced I – UP</td>
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TOEFL AND GRE PREPARATION COURSES

A special course to prepare students for the written Test of English as a Foreign Language (TOEFL) is available to upper level students in Advanced I, Advanced II, and University Prep. The ELC gives the TOEFL-ITP test (paper-based) at the beginning and end of each 14-week semester. Students can sign up for the TOEFL test one month before the test date at the ELC offices in Dragas Hall.

The ELC will also begin a course in 2014 in the GRE (Graduate Record Examination). This test is a requirement for most students pursuing a graduate degree at ODU and other institutes of higher learning. This course will be available to upper level students in Advanced I, Advanced II, and University Prep.

Please find information about the TOEFL and GRE tests can be found on the ETS website.
http://www.ets.org/

*The TOEFL and GRE Preparation courses are taught on Saturday as a part of our Saturday Institute.

Join Us!
LEVELS AT THE ELC

There are six (6) levels of instruction at the ELC, and students will be placed in the level that is best. Our levels include the following:

<table>
<thead>
<tr>
<th>Basic I</th>
<th>Basic II</th>
<th>Intermediate</th>
<th>Advanced I</th>
<th>Advanced II</th>
<th>UP</th>
</tr>
</thead>
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The ELC uses a placement test in order to place students in the appropriate level. Our test is an accurate way to assess a student’s English ability. If you feel, however, that your score and placement are not appropriate, please discuss this with the Assistant Director of Student Services.

Each level at the ELC lasts for 14 weeks and is divided into two (2) 7-week sessions. The section on ‘Policies’ will give you more information about attendance, grades, and changing levels.

You will receive evaluations of your progress in the middle and at the end of each session. After you successfully complete your program, you will receive a Certificate of Participation. The certificate is typically awarded to you during a special ceremony on the final day of the session.
Section 2

General Information
WELCOME TO THE ELC

TESTING AND ORIENTATION
Your first day at the ELC includes a placement test to determine your level of English skills. Based upon the results of the placement test, you will be placed in the appropriate level which will meet your educational goals.

After the test, there will be a mandatory orientation to ODU. During this orientation, a member of our staff will take you on a tour of the university campus and you will receive a university ID card. There will be three more mandatory orientation meetings during your first session, which will include helpful information on a number of topics.

PAYING FEES, REGISTRATION AND TUITION PAYMENTS
Please be prepared to pay your tuition and fees after the placement test. After the placement test, all ELC students will register for their classes at the ELC. ELC staff and faculty will assist you with this. Payment by Visa or MasterCard can also be completed at the ELC at the time of registration. American Express credit cards are not accepted. If you want to pay by check, cash, or money order, you must pay on the 2nd floor at the Cashier’s Office in Rollins Hall. Also, your name must be on any card used for payment. Government-sponsored students should email their financial guarantee letters to elc@odu.edu. If you need a parking pass, please discuss this and any other questions with the Education Coordinator at the ELC.

REFUND POLICY FOR WITHDRAWAL
Before classes begin, 100% of tuition will be refunded. During the first week of classes, 80% of tuition will be refunded. During the second week of classes, 60% of tuition will be refunded. There are no refunds after the second week of classes.
HOUSING AND MEAL PLANS

ABOUT HOUSING

ODU has several on-campus housing choices. Generally, on-campus housing is not available during the fall semester; the demand simply outweighs the number of available spaces. There is often more space available during the spring semester. Summer sessions are typically the easiest time to live on campus because there are fewer students and classes being held.

If you live on campus, you must sign a contract for at least a semester or more. Summer is the only time of year when students sign a contract and pay for housing by the day instead of the semester. During the summer sessions, students may stay for only one session if they like.

For more details about on-campus housing, please contact the ELC Education Coordinator in person (Dragas Hall, Room 1108), by phone at (757) 683-4424, or by email at elc@odu.edu.

Many ELC students choose to live in off-campus housing. Generally, these students need to sign up for utilities which may include electricity, water, gas, cable television, internet service, and others. You may find off-campus housing where utilities are included as well. If you need assistance with off-campus housing or utilities, please contact the ELC Education Coordinator in person (Dragas Hall, Room 1108), by phone at (757) 683-4424, or by email at elc@odu.edu.

ABOUT MEAL PLANS

There are a number of on and near campus meal choices for students to choose from. Webb University Center is the home of the main cafeteria, Café 1201, and about 8 casual food outlets. There are additional food choices on and near campus for students to choose from. Students have several methods other than cash, of course, to pay for meals.

Students may:

Purchase an individual meal plan. A Block 25 Meal Plan, for example, gives students 25 breakfast, lunch, or dinner meals in addition to 100 Flex Points to use at one of the many casual food outlets on or near campus. Each Flex Point is equivalent to 1 dollar. Students may purchase a larger ‘Block’ plan if they like. Block plans typically expire at the end of each semester, however, so monitor your meal plans wisely. Please visit Monarch Dining for more information - http://www.campusdish.com/en-US/CSMA/OLDDOMINION.

ODU also offers a ‘Monarch Plus’ account. This account allows students to purchase meals and goods both on and near the ODU campus using their University identification card.

The Monarch Plus account is like a debit card attached to your student ID card. For every dollar you add to your account, it is returned. For example, if you want to buy a White Chocolate Mocha at Starbucks and do not have cash, you can use your preloaded Monarch Plus account; the amount of the White Chocolate Mocha will be deducted from your account. It is a convenient alternative to either
carrying cash or using a debit/credit card.

All ODU students are required to obtain a University identification card. This card contains the student’s name, their University Identification Number (UIN), and a magnetic strip on back. The magnetic strip contains the student’s information. The Monarch Plus account information is just one of the items stored on the magnetic strip.

All ODU students are required to purchase a meal plan.

DINING OPTIONS
ODU has many places to dine on campus that offer many different kinds of food. Please remember that if you eat at Café 1201 in the Webb Center, you are not allowed to share your food with your friends. Sharing food with someone who has not paid for a meal or taking food from the Café to give to a friend is considered a violation of the Honor Code.

In addition to Café 1201, students can find a variety of eateries in Webb Center. These include Subway, Panda Express, and Pizza Hut.
ORIENTATION CHECKLIST

PRIOR TO THE START OF THE SESSION
The following activities are required for completing your first week at the ELC:
• Check in at the ELC – Room 1108, Dragas Hall
• Show your documents: passport, I-20 or DS-2019, etc.
• Register and take the ELC Placement Test
• Register for your ELC classes
• Get your ELC Class Schedule and Booklist
• Complete the payment of your tuition and fees
• Purchase your textbooks

COMPLETE WITHIN THE FIRST TWO WEEKS AT THE ELC
• Attend Orientation
• Take the Campus Orientation & Tour
• Open your ODU Midas Account
• Get your ODU ID Card and activate your Monarch Plus account at Webb Center
• Register to receive ODU Alerts (important University text messages)
• Complete the ELC New Student Intake forms

Your ELC classes begin on the second day of the session. Instruction also begins on that day.
Attendance is very important, so please do NOT miss the first day of class. You instructor will discuss important information and prepare you for the upcoming session.

QUESTIONS
If you have any questions about the program or your classes, please stop by the ELC to discuss these issues with the Assistant Director of Student Services.
STUDENT HEALTH

WHAT DO YOU DO IF YOU DON'T FEEL WELL?
We believe it is very important to attend all of your classes at the ELC. It is also important for you to
protect your good health, so if you are sick and need to miss a day from school, please call or email your
teachers to discuss your illness and tell them that you will be absent from class on that day. In your
discussion, please ask teachers about any assignments that you may have missed. ‘This is your
responsibility and not your instructors’. Yon Student Health Services in Webb Center typically has
walk-in hours every weekday morning from 8.00 to 9.30 am. If you visit a doctor’s office, please ask for a
doctor’s note. If you have to go to the hospital, please notify the ELC as soon as possible.

MEDICAL FACILITIES ON-CAMPUS
The Yon Student Health Services is located at 1007 S. Webb Center. Student Health Services (SHS)
provides primary care including assessment, diagnosis and treatment of acute illness and ongoing care
for chronic conditions such as asthma, diabetes and high blood pressure. SHS also provides
gynecological services for women. The SHS offers a variety of services for ODU faculty and students.

For appointments call (757) 683-3132, or stop by Student Health Services, 1007 S. Webb Center,
anytime between 8:00 a.m. until 4:45 p.m., Monday through Friday. During the fall and spring
semesters, SHS has extended hours on Monday through Thursday until 7:00 p.m.

If you need to cancel an appointment, remember to call Student Health Services at least 2 hours (in
advance) to cancel your scheduled appointment, or a $10 "no show fee" will be charged to your student
account. If you arrive 10 minutes or more late for your appointment, you will be asked to reschedule.

ELC students are eligible for services at SHS. The cost is $76.00 per semester. This fee is paid for the
first visit of the semester; additional visits during the same semester are at no cost.

For more information visit:
http://studentaffairs.odu.edu/healthservices/services/index.shtml
AREA HOSPITALS
There are two (2) local hospitals with emergency facilities offering care 24 hours a day/365 days a year. Emergency facilities should be used for emergencies only.

**Sentara Norfolk General Hospital**
600 Gresham Drive
Norfolk, VA 23507
(757) 388.3551 (Emergency Room)

*Directions:*
From ODU, go south on Hampton Blvd. for 1.8 miles. Bear left and go southwest for 200 feet to Gresham Drive. Bear left on Gresham Drive and go south for 0.2 miles to 600 Gresham Drive.

**Bon Secours DePaul Medical Center**
150 Kingsley Lane
Norfolk, VA 23507
(757) 889.5111 (Emergency Room)

*Directions:*
From ODU, go south on Hampton Blvd. to 38th Street. Turn left on 38th Street to Granby Street. Turn left on Granby Street and go north for 1.2 miles to Kingsley Lane. Turn left on Kingsley Lane and go west for 0.2 miles to 150 Kingsley Lane.

URGENT CARE FACILITIES
The following is a list of urgent care facilities. Please call for directions and to verify hours. All urgent care centers listed offer X-rays at their facility.

**Patient Choice-Norfolk (Ghent)** - 1.3 mi, 5 min driving from ODU
957 W. 21st & Hampton Blvd.
Norfolk, VA 23517
(757) 622.8358
Monday – Friday: 7:00 a.m. - 5:00 p.m.
Saturday: 9:30 a.m. - 1:30 p.m.
Sunday: Closed

**Sentara Urgent Care** - 6.5 mi, 14 min driving
1326 E. Little Creek Rd.
Norfolk, VA 23518
(757) 583.6338
Monday – Friday: 8:00 a.m. - 8:00 p.m.
Saturday and Sunday: 9:00 a.m. - 4:00 p.m.

**Patient First** - 13.7 mi, 20 min driving
392 Newtown Road
Virginia Beach, VA 23462
(757) 473.8400
8:00 a.m. - 10:00 p.m. daily

PHARMACIES
The following is a list of pharmacies near the ODU campus. Please call for directions and to verify hours.
**Gray’s Pharmacy** – across the street from ODU, a 3 minute walk from Dragas Hall
4712 Hampton Boulevard
Norfolk, VA 23508
(757) 489.4848
Monday – Friday: 8:30 a.m. - 7:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.

**Walgreen's** - 1.4 mi, 5 min driving from ODU
816 W. 21st Street
Norfolk, VA 23517
(757) 623-7213
24-hour pharmacy

**HEALTH ISSUES**
ODU requires all international students on F or J visas to have adequate insurance as a condition of enrollment. For this reason, ODU requires all F and J students to purchase the ODU AETNA Health Insurance Policy. This insurance is mandatory. Students will purchase health insurance upon registering for classes. If you have any questions, please see the Education Coordinator in Dragas Hall, Room 1108B.

In addition, all students are required to be tested for TB (tuberculosis) at SHS in Webb Center. A TB test at Webb Center costs $76. If you test positive, you will need a chest x-ray. However, the Student Health Center does not offer x-rays, so you will need to visit another health facility. Ask the physician at the SHS for suggestions. The Education Coordinator at the ELC will contact you at the beginning of your 2nd session about taking a TB test.

**REAL AND NON EMERGENCIES**

**You SHOULD go to the Emergency Room if:**
1. You lose consciousness
2. You have uncontrollable pain
3. You have severe shortness of breath or chest pains;
4. You have uncontrollable bleeding
5. You have a major injury, such as a head injury or broken bone
6. You have a strong or worsening reaction to an insect/animal bite, or medication

**You SHOULD NOT go to the Emergency Room if:**
1. You have a minor cut or controlled bleeding
2. You have a minor animal or insect bite with pain and bleeding controlled
3. You have minor burns, including sun
4. You have a sprain (e.g. twisted ankle)
5. You have a minor rash
6. You have a cold, cough, sore throat, or flu

*Adapted from the University of Arizona CESL - Student Handbook*
POISON CONTROL
If you accidentally eat or drink poison, please call 911 or consult with:
The National Position Control Center: 1-800-222-1222
Ask for immediate home treatment advice

HOMESICKNESS
Sometimes students, especially international, feel generally overwhelmed with life in the US. It
could be a combination of reasons for these feelings. Some students feel homesickness. They may
miss home, family and friends, food, and so many other things about their country. Other students
feel that the language is a barrier that they may never overcome. School also plays a role in this; it
can be very difficult to be a student, at times.

The faculty and staff at the ELC understand your feelings because many of us have both lived
abroad and studied a foreign language. When you feel homesickness, sad, or even depressed, please
stop by the ELC for a visit. We are always happy to assist you in any way possible.

For more information on Homesickness, please visit the section on “Culture
Shock” found in Section 5 of this handbook.

If you are sick or don’t feel well…
- Call or send a message to all of your teachers and to the Assistant
  Director of Student Services to notify them
- Consult with the Education Coordinator at the ELC for advice
- Visit the Student Health Service in Webb Center during weekday or
  an urgent care center anytime!

Use your best judgment. If your feel you need to go to the Emergency Room, please do. Remember that emergency rooms visits in the US can be expensive.
NEW STUDENT INFORMATION

POST OFFICE
The local U.S. Post Office is on Colley Avenue and 38th Street. Here, you can send and receive letters and packages, buy stamps, purchase money orders, and buy packing supplies. If you are sending something valuable, always buy insurance. Remember to use English when you are filling out the necessary customs forms.

There is a U.S. Post Office Drop Box near the 7-11 convenience store on Hampton Boulevard. You can mail your letters here, and they will be picked up every day except Sunday. If you live in the dormitories, you will receive mail in assigned dormitory mail boxes.

BANKS
A bank account is highly recommended for receiving funds via wire transfer from your family and friends overseas. When you open your account, a debit card will be issued to pay your fees and expenses without having to carry cash.

Bank of America is close to the ODU campus and popular with many international students. Bank of America is a 10 minute drive from the University and has an ATM on campus in Webb Center.

Student accounts are free and there is no minimum amount required.

Bank of America is recommended for sending and receiving wire transfers. It costs $10.00 to receive a wire transfer and $25.00 to send a wire transfer within the U.S. and $45.00 outside of the U.S. The bank requests that you arrive by 4:00pm to do a wire transfer.

You will need to provide your family and friends with the bank’s routing numbers along with your account number in order to receive wire transfers. A bank employee can help you.

To open a Bank of America checking or savings account: take your passport, your student ID, and a copy of your I-20 to the bank. You must have a local address and phone number to open a bank account in the US. If you do not have a local address, please use the address at the ELC. Remember to change your address later. It is not necessary to have a Social Security number to open an account, however.

Bank of America – Ghent Branch & ATM - 1.33 miles
1916 Colonial Avenue
Norfolk, VA 23517
Phone: 757-664-1677

Branch Hours
Lobby: Mon-Thu 9-5, Fri 9-6, Sat 9-12, and Sun Closed
Drive-up: Mon-Thu 9-5, Fri 9-6, Sat 9-12, and Sun Closed
ATM open 24 hours
Bank of America – International Terminal & ATM - 3.10 miles
8021 Hampton Blvd
Norfolk, VA 23505
Phone: 757-451-2377

Branch Hours
Lobby: Mon–Thu 9–5, Fri 9–6, Sat 9–12, and Sun Closed
Drive-up: Mon–Thu 9–5, Fri 9–6, Sat–Sun Closed
ATM open 24 hours

ATM - 0.47 miles
Old Dominion Webb Student Center
4899 Hampton Blvd
Norfolk, VA 23508
← ATM Closed when Webb Center is closed

ATM - 2.5 miles
MacArthur Mall
300 Monticello Ave
Norfolk, VA 23510
← ATM hours vary at this location (Deposits not accepted)

IMPORTANT NOTE:
There are a number of ATMs owned by banks in US. You are allowed to withdraw money from any of them, but there is a fee involved. Your bank may charge you a fee as well. It’s best to withdraw cash from your bank’s ATM.

TELEPHONES
Over the years, the telephone has changed. It is a bit difficult to find a regular telephone on-campus or a pay phone off-campus. Many Americans do not even have home phones. Many people, students included, depend on cell or mobile phones. A cell/mobile phone is a necessary tool for all students, but users need to beware of the cost. According to a study from Consumer Reports, “The average cell-phone user spends about $600 a year on mobile service, while families that talk, text, or use other phone features more than average can spend upward of $1,800.” Most normal users average about $80.00 per month.

There are a number of cell/mobile phone companies in the U.S. The major companies include Verizon, T-Mobile, AT&T, and Sprint. These companies provide phone, texting, and Web access for a monthly
fee. There are also pre-paid phones that offer a similar service. Social Security numbers are not required.

Students on a budget can choose a low-cost, pre-paid phone from SmallTalk, TracFone, Virgin Mobile, Boost, Simple Mobile. Some of the major carriers also have pre-paid services. T-Mobile is a popular service that many students use.

**Off-Campus:** Verizon is the main service provider in the area, but even cable television provider, Cox, also provides phone service. Local phone service may be combined with long distance and other services.

To arrange home phone services with Verizon, just dial 1-800-VERIZON (1-800-837-4966). The representative will ask you some questions about your personal credit and ID. Since you do not have a Social Security number, the representative may want to see your passport. Unless you have a credit card, you will probably have to make an “advanced payment” of about $100.00. In addition, all customers must pay a $50.00 deposit. The $50.00 deposit is usually returned to you in about 6 months if you pay your bill on time.

Please visit the Front Desk in the ELC with any questions or problems.

**CABLE TELEVISION AND INTERNET SERVICES**

Most of the Hampton Roads area, including Norfolk, has Cox Cable as its main cable television and internet provider. They offer cable television in addition to internet and phone services. You can choose just one service or bundle all three. To receive Cox® Internet, Advanced TV, and Phone call (855) 341-4822 or visit their website at [www.cox.com](http://www.cox.com).
TRANSPORTATION

PUBLIC TRANSPORTATION
In conjunction with ODU, Hampton Roads Transit (HRT) offers discounted bus passes to ODU students, faculty and staff on all HRT routes. These services include The Tide (light rail), HRT/Max buses, and the Elizabeth River Ferry. You MUST have both an ODU issued ID card and a "Go-Pass 365" in order to utilize HRT services. Bus passes are available from the Office of Parking and Transportation Services, located in Parking Garage A at a current cost $12.50. If you have an ODU parking pass, the Office of Parking and Transportation Services will NOT issue you a GoPass 365. This discounted pass is only meant for students and faculty staff that have a real need to ride public transportation. To be sure you don’t get lost, tell the driver where you want to go and he/she will tell you which is the best stop to get off the bus or train. (The public transportation time schedule is on the HRT website www.gohrt.com.)

HAMPTON ROADS TRANSIT

ODU SHUTTLE BUSES
ODU has free daily shuttle buses that run on a fixed route around the campus and buses that run to the local Walmart Supercenter and to MacArthur Center Shopping Mall in Downtown Norfolk on weekends. You must have your student ID (the driver may ask to see it) when you get on the shuttle. Also, you can only get on and off at the designated shuttle stops. Please check the brochure in your orientation folder to see the routes.

Monarch Loop Day Route/ Monarch Loop Night Route
The Monarch Loop is designed to service the perimeter of campus and all the residence halls. A bus leaves Whitehurst, Gresham and the District every 10 – 15 minutes, starting at 7:30am. The designated route takes approximately 20-25 minutes to complete.

Hours: Monday - Thursday: 7:30 am - Midnight
          Friday: 7:30am – 6 pm

Monarch Loop Day Route Stops
Whitehurst/Powhatan               43rd Street
Quad/Rec Sports                  District
Webb/Constant Hall               Monarch Inn
Rogers/Gresham                   BAL
46th Street                      Garage B
Bookstore/Village                Maglev

Monarch Loop Day Route Stops
Whitehurst/Powhatan               SRC
**Quad**  
**District**  
**Webb/Constant Hall**  
**ODU Inn**  
**Rogers**  
**BAL**  
**Gresham**  
**Garage B**  
**46th Street**  
**Lot 43**  
**Bookstore/Village**  
**Maglev**  
**Canes**

**Walmart/Kroger Route**
The Walmart/Kroger Route is designed to take students off campus to shop for groceries and other supplies. The designated route takes approximately 60 minutes to complete.

**Hours:**  
Friday: 1:00pm - 6:00pm (The last bus from ODU to Walmart leaves at 4:00pm / The last bus from Walmart to ODU leaves at 5:15pm) - 60 minute service.  
Saturday & Sunday 11:00am - 6:00pm (The last bus from ODU to Walmart leaves at 4:00pm / The last bus from Walmart to ODU leaves at 5:15pm) - 30 minute service.

**Ghent/MacArthur Mall Route**
The Ghent / MacArthur Route is designed to take students off-campus to go shopping, eat or go to the movies. The designated route takes approximately 60 minutes to complete.

**Hours:**  
Friday: 6:00pm - 12:30am (last bus leaves MacArthur at midnight)  
Saturday: 12:00pm - 12:30am (last bus leaves MacArthur at midnight)  
Sunday: 11:00am - 6:30pm (last bus leaves MacArthur at 6:00pm)

To learn more about the ODU Shuttle Bus and its schedule, please visit:  

**Bicycles**
If you live close to campus, you may want to buy a bicycle. Please visit the internet to review the rules for riding a bicycle in the US; they may be different from rules in your own country. You should purchase a U-lock, not a chain lock, to securely lock your bicycle. You can buy a U-lock at local department stores and hardware stores or in the ODU Bookstore. Members of the ODU Student Recreation Center may borrow bicycles for free for a semester at a time.

**Bicycle Registration**
Old Dominion University offers free bicycle registration, which is available 24 hours a day. Registering your bicycle can reduce the risk of your bicycle being stolen, and greatly increases the chances of your bicycle being recovered if it is stolen. For more information about registering your bicycle FREE OF CHARGE, call the ODU Police Department for more details at (757) 683.4003.

**Parking**
Parking or securing of bicycles in any location other than bicycle racks is prohibited. Bikes locked in an unauthorized area (i.e., handicap ramp, University signs, etc.) are subject to removal by the Department of Public Safety. All bicycles parked in violation of these regulations will be locked with
a Campus Police lock.

Operating a bicycle recklessly or at a speed or in a manner so as to endanger the life, limb, or property of the rider or other person is prohibited.

**Bicycle Safety**
- Use your head! Wear a helmet and you can reduce your risk of injury by 85%!
- Signal! Use hand signals before turning. Signal as a matter of law, courtesy, and self-protection.
- Ride single-file and in a straight line.
- Don’t weave between cars!
- Cyclists must stop at STOP signs.
- Cyclists must obey all traffic signs and signals.
- Headlights and/or reflectors are required at night.

**AUTOMOBILES**
If you plan to be in the United States for a year or more, you might want to buy a car. Purchasing a car is a big responsibility and you must think about it thoroughly.

The newspaper classified section or campus bulletin boards are good places to look for a dependable car. All of the ads have phone numbers so you can talk to the owners. Do not buy a car without seeing it and having a mechanic do a simple inspection or taking it for a test drive. Also in Virginia, you must have liability insurance on your car. Please speak with someone at the ELC Front Desk if you need help with this.

**DRIVER’S LICENSE**

If you are interested in obtaining a driver’s license, you must take a computer-based test and a driving test. Driver’s licenses in Virginia are inexpensive, about $10. The topic of driving and obtaining a license will be discussed in greater detail during one of the three orientation classes at the beginning of your first session. The Driver’s License Test Manual and other information are available on the Virginia Department of Motor Vehicles website at [www.dmv.virginia.gov](http://www.dmv.virginia.gov).

**DRIVING IN THE UNITED STATES**
The rules for driving in the US are sometimes very different than those in other countries.

According to the Virginia Department of Motor Vehicle, “If you are enrolled as a full-time student in an accredited school in Virginia and not employed, you may drive in Virginia with a valid out-of-state (or another country) driver’s license and valid out-of-state license plates on your vehicle.”

If you get a ticket or have other questions about driving feel free to contact the Assistant Director for
Student Services for help.

**CAR INSURANCE**

Car insurance is important. In the State of Virginia, all drivers must have at least a liability policy that will protect any damage to others’ property; liability insurance will NOT protect your property, however. You will need to purchase the proper car insurance in order to protect your own personal property.

The graphic below gives you an idea of what the different types of car insurance may cover. Also be careful when selecting an insurance company. Ask your friends about reputable insurance companies; also shop for customer service and not just price. There are many companies in the US selling car insurance and not all of them are good.

![Diagram of car insurance types](Image)

**QUESTIONS ABOUT DRIVING OR CAR INSURANCE IN THE US?**

If you have other questions about car insurance, feel free to contact the Assistant Director for Student Services for help.
CAMPUS SERVICES AND RESOURCES

UNIVERSITY IDENTIFICATION NUMBER
When you apply to the ELC, you will get a special number called your University Identification Number (UIN). Your UIN has 8 numbers. You can find your UIN on Page 1 of your I-20 in line item number 9.

UNIVERSITY IDENTIFICATION CARD
All ELC students will receive an ODU ID card. This card will include your photo and your UIN. A University ID can get you discounts at many places like movie theaters, museums or some restaurants in the area. Please visit the Card Center in Webb Center to receive your ODU ID Card. Please note that if a university official asks to see your ODU ID at any time, you MUST present it.

MONARCH PLUS ACCOUNTS: Please see Section 2 for information about Monarch Plus.

MIDAS ACCOUNTS/EMAIL
New students will open their ODU Midas Account after the placement test. New students will also activate their ODU email account at this time. This is the official communication media from ODU and the ELC to students. Opening this account with your Midas ID and personal password will give you access to the wireless internet and other campus resources. You must check your ODU email daily basis. All official messages from both the ELC and ODU will be sent only to this email address. Official messages are not sent to your personal email address. If you have trouble logging into your ODU email account please see the Assistant Director for Student Services for help.

LEO ONLINE
LeoOnline uses your MIDAS ID and Password via Web-Based Single Sign-On. LeoOnline gives you access to your University account. This account contains information like your local and permanent address, billing and other financial information, and other important information. For more info, please visit: www.leo.odu.edu.

SOCIAL SECURITY CARD
All American citizens have Social Security cards which allow them to work and receive certain government benefits. As an ELC student, you are not eligible to apply for a Social Security card because you are not permitted to work in the U.S. Please ask the Assistant Director of Student Services about obtaining a Individual Tax Identification Number (ITIN) number. This is the equivalent of a Social Security number and is easier to obtain.

Sometimes rental agents, banks or phone companies will ask for your Social Security number; however, recent government regulations say that this is NOT allowed. If someone asks you for your Social Security number, you can tell them that you are not eligible for a Social Security number, but that you
will show them your passport, visa, and I-20.

CAMPUS ANNOUNCEMENTS
Sometimes ODU must cancel classes for bad weather, such as snow, ice, or hurricane winds and rain. Check the local TV station or radio to see if the University is closed. You can sign-up for campus alerts at www.odu.edu/alerts to receive text or phone notifications in case of emergency. You can also check the ODU website at www.odu.edu.

ODU ALERTS
ODU Alerts is Old Dominion's urgent notification system, comprised of a variety of methods by which the university can contact students, faculty, and staff, including:

- Text messages (SMS) to mobile devices
- Instant messages (AOL, MSN, and Yahoo)
- Calls to home, office, and mobile phone numbers
- E-mails to non-Old Dominion addresses

To sign up for University Alerts, visit https://ww2.odu.edu/apps/alerts/

ODU UNIVERSITY BOOKSTORE
The ODU Bookstore is located at 4417 Monarch Way. Textbooks for the ELC can be purchased here. The bookstore is also a convenient place to purchase many other items such as notebooks, sweatshirts, shorts, magazines, cards, candy, pens and pencils, etc. You can use your Monarch Plus Card to pay for purchases here, but cash, checks, and credit cards are also accepted.

DOMINION BOOKSTORE
The Dominion Bookstore is located on 46th Street next to the 7-11 and the No. 7 Chinese restaurant. It has many of the same items as the University Bookstore, so be sure to check both the ODU Bookstore and the Dominion Bookstore for available textbooks.

USING COMPUTER LABS AND INTERNET ACCESS
You can use any of the computer labs on campus for Internet access and word processing. There are computer labs in the library, in BAL, and in Webb Center. You can use the computers in the Library (1st floor) to read and write email in your own language. Ask the reference librarian at the front desk for help in locating these computers. You will need an active ODU computer account to utilize computers and wireless service on campus.
STUDENT ORGANIZATIONS
Club activities are an important part of the American college experience. ODU has many clubs for students to become a part of. These clubs provide opportunities for you to talk about your culture, customs, and traditions and to learn about American culture, customs and traditions. Members are students and faculty of ODU. You can easily sign up for student organizations by logging in to “Org Sync.”

A few of the ODU International Student Clubs are listed below:

- Asian Pacific American Student Union
- Global Student Friendship Association
- Muslim Student Association
- Indian Students’ Association
- Saudi Student Association
- F.O.R.E.I.G.N.E.R.S. Latino
- Student Alliance Vietnamese
- Student Association African
- Caribbean Association

If you need help, please see the Faculty/Administrative Services Coordinator. There are many clubs on campus that might interest you.

You can find more information about international clubs at:
https://salmon.ts.odu.edu/ultradev/cocurriculartrans/OrgInfo.asp

STUDENT RECREATION CENTER (SRC)
You can use the ODU athletic facilities, such as the pool and weight room for a fee of $129 a semester. The basketball courts, tennis courts, and soccer field may be used at no charge. For more information, you can talk to the Assistant Director of Student Services.
BECOME A CONVERSATION PARTNER
You can volunteer to be a Conversation Partner. In this program, you are matched with students or faculty members to help you practice your English outside the classroom. In many cases, the American students or faculty members are looking for a language exchange where they can help you with your English and you can help them learn your native language.

Forms to sign-up for conversation partners are on the ODU web page at www.odu.edu/esl. You can also ask the Faculty/Administrative Coordinator for information about being a Conversation Partner.
CAMPUS SAFETY AND SECURITY

ODU is a safe place to live and study. However, Norfolk is a city, and there are some places near campus that are not safe, especially at night. ODU has a Campus Police Department that works with the Norfolk City Police Department to keep the campus a safer place for the ODU community. Please remember that it is always important to protect yourself!

RULES AND TIPS FOR STAYING SAFE

1. Do not walk alone at night even if it seems safe and quiet. This includes men! Ask a friend to walk with you or call the Campus Escort Service. The Campus Escort Service will walk with you to your car or to your home if you live close to campus. This service is free and available every day from 5:30pm until 2:30am. Call (757) 683.3477 to ask for an escort. They will ask you where you are and where you need to go.

2. Never, ever, get into a car with someone you do not know personally even if he/she seems friendly.

3. Always notice who is around you; if you feel uncomfortable, leave immediately.

4. Call for help. There are blue security phones around campus. In buildings, they have blue signs, and outside they are marked by a blue light. You can contact Campus Security with these phones or you can call (757) 683.4000 from your cell phone.

5. 911 is the emergency number for the Norfolk City Police Department and the Norfolk City Fire & Rescue Departments.

6. Never let a stranger into your room or apartment

7. Lock your door whenever you leave your dorm room, your off-campus apartment or house. Keeping your door locked while at home is also advised. Please remember to keep your windows locked as well.

8. Do not give personal information such as your name, address, telephone or credit card number to a person you do not know.
9. Do not let other people see how much money is in your wallet/pocket.
10. If you own a car, remove or hide anything of value from view. Always lock your car doors.

**DRINKING ALCOHOL**
You must be 21 years old to drink alcohol in United States.

State laws say:
1. **IT IS ILLEGAL TO DRINK ALCOHOL if you are under the age of 21.**
2. Drinking in public is **NOT** allowed.
3. It is **ILLEGAL** to give or buy alcohol for friends who are under 21 years old.
4. Falsely representing your age for the purpose of buying alcohol is **ILLEGAL.**

**DO NOT DRINK AND DRIVE.**
You are endangering both your life and those of others.
This is a serious crime subject to arrest, heavy fines, and jail time.

**ILLEGAL DRUG USE**
Illegal drug usage is a recognized problem worldwide. This has also been a problem on university campuses. At Old Dominion University, any person found to be involved with the manufacture, distribution, or possession of illegal drugs may be referred to the Norfolk Police Department for arrest and prosecution. This offense could also result in your dismissal from the ELC and ODU. Your immigration status will also be terminated.

Although marijuana has been legalized in a number of states in the US, it is **NOT** a legal drug in the State of Virginia. Possession of marijuana is a punishable offense. This may result in jail time and a large fine. It can also result in your dismissal from the ELC and ODU.
Section 3

Visa and Immigration Information
VISA AND IMMIGRATION INFORMATION

ADMISSION
You will be admitted to the U.S. for “duration of status” or “D/S.” This means that you are authorized to stay in the United States as long as you are enrolled as a full-time student and you make academic progress.

FINANCIAL SUPPORT
You must demonstrate that you are financially able to support yourself for the entire time you are in the United States. You must submit original bank documents to prove your financial resources.

PASSPORT
Passports are the most important part of international travel. Remember to keep your passport safe by keeping it in a secure place. You should also make several copies of your passport as a safety precaution. Laminate your passport copies in plastic to keep them clean and dry. Remember it is easier to protect your passport than it is to replace it.

Please note the expiration date on your passport and renew it before it expires.

VISA
Your visa will be placed in your passport and show the following:

1) Visa Status - Common visa types include the F-1 (student), J-1 (exchange visitor), and the B-1 (business) or B-2 (tourist).

2) Number of entries – This number explains how many times you may enter the US on your visa.

3) Date to which visa is valid - This is the last day you may use this visa to enter the US. After this date, you must get a new visa if you leave the country and want to re-enter the US; you do not need a new visa simply to stay in the US.

4) School you are planning to attend is mentioned on the I-20 or DS-2019 which you processed with the US Citizenship and Immigration Services (USCIS) when you entered the United States. You should plan to attend at least one session of study at this school before you transfer to another school.

I-20
The Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status-For Academic and Language Students) provides supporting information on a student’s F or M status. This form also includes the student tracking number (SEVIS ID number) and school code.

As with your passport, remember to keep you I-20 safe and secure.

Please remember, if you plan a trip abroad, you must take your I-20 with
you. You must also get your I-20 signed by a DSO (Designated School Officer). At least several weeks before you plan to travel, please make an appointment with the Assistant Director of Student Services to discuss your travel plans and to have your I-20 signed.

1) Passport – Please check the date on your passport and be aware of the expiration date. Most countries have an embassy or consulate in the Washington, DC area, about a three hour drive from ODU, where you can renew your passport if needed. Renewing a passport can take several weeks or months. PLAN AHEAD!

2) Visa – Make sure your visa has not expired. Please visit the Assistant Director of Student Services for more information on how to renew your visa.

3) I-20 – Please check the date on your I-20 form. It must be kept up-to-date. Again, please visit the Assistant Director of Student Services for more information on how to extend your I-20. If you leave the US without a signature from a DSO on your I-20, you may not be able to reenter the country. Also, it is important to keep every I-20 you receive while studying English in the US.

QUESTIONS ABOUT YOUR PASSPORT, VISA, OR I-20
If you have a question about your passport, visa, or I-20, you should talk to the ELC Director or the Assistant Director of Student Services. You can receive the right advice on what information or documents you need to renew or replace any of these.
**I-94 DEPARTURE CARD**
The I-94 is your arrival/departure record. This is no longer the case. The new I-94 is a document that all international students must download and print from the Web. You will learn more the I-94 document during your orientation at the ELC. You can also see the Assistant Director of Student Services if you have any questions about this.

![Image](image.png)

**MAINTAINING STATUS**
To maintain your F-1 student status, you must be enrolled as a full-time student at the ELC. Full-time at the ELC is a minimum of 20 in-class hours per week. All students at the ELC are required to make reasonable progress as well.

Reasonable progress is defined as:

- Maintaining a “C” average in each level
- Attending at least 80% of your classes

Instructors at the ELC take attendance every class period and report any frequently absent student to the Assistant Director of Student Services. **Students who consistently attend less than 80% of their classes may be denied an I-20 extension.** Additionally, students with excessive absences during a single session are subject to having their immigration status terminated immediately. ‘Excessive’ is defined as missing more than 30% of the classes to that point of a session after the second week. Appeals must be made in writing within one business day of the decision notification. The Assistant Director of Student Services will give warnings during the session allowing students one week to get their attendance back above 70%.

*If you have a special reason for missing a particular class, please discuss this with your instructors ahead of time. **Excessive absences violate the immigration laws of the United States.** If you do not attend classes full-time, you will lose your student status and may have to leave the United States and return home.*
EXTENDING YOUR STAY
Please be sure that your I-20 does not expire. One month before the expiration date, bring your I-20 to the ELC office, and the Assistant Director of Student Services or the Education Coordinator will start the paperwork to extend your I-20. If your financial documents are more than one year old, you must get a new statement from your bank.

CHANGE OF ADDRESS
If you move to a new address, you must tell the office immediately. We must enter your new address and contact information in SEVIS, the U.S. Government database for F-1 students. Furthermore, we want to be able to contact you with information or forward mail to you. Failure to update your address may result in termination of your student status.

TRAVEL
If you travel outside the U.S. on vacation, you must have Page 3 of your I-20 signed by the Assistant Director of Student Services. If there is no signature on Page 3, you may not be able to re-enter the U.S.

VACATION
Government regulations require you to study full-time for four (4) 7-week sessions before you can take a vacation inside the United States. This vacation can be no longer than the duration of one session (7 weeks). Please visit the Assistant Director of Student Services before you take a break either inside or outside the U.S. Vacation must be approved before the start of the new session.

RE-ENTRY
As an F-1 student you may re-enter the U.S. after a temporary absence of five months or less from the United States. You may be re-admitted by presenting a valid foreign passport (valid for more than 6 months), a valid F-1 visa, and either a new Form I-20 or your current I-20 signed on page 3 by the ELC Director or Assistant Director of Student Services.
**TRANSFERS**
You can transfer to a different school if you complete the proper paperwork. If you would like to transfer to another school, please complete the ELC transfer-out form and have a letter of acceptance from your new school. When your paperwork is complete, the ELC will transfer your I-20 to your new school. You must check in at your new school before classes begin. The transfer process takes about 2 weeks, so you should plan early.

**EMPLOYMENT: F-1 STUDENTS**
F-1 students at the ELC are NOT permitted to work on or off-campus. Once you enter ODU, you should speak with someone in the Office of International Student and Scholar Services (ISSS) on the 2nd floor in Dragas Hall about whether you are eligible for employment.

**COMPLETING YOUR STUDIES: F-1 STUDENTS**
F-1 students are allowed 60 days to prepare for departure after completing their program of study. If you do not enroll or fall out of student status, you have 15 days to leave the country.
Section 4

Policies of the ELC
Policies of the ELC

Admission Eligibility
All applicants who wish to attend the ELC should:
1. Be at least 17 years old and a high school graduate
2. Have first-language literacy
3. Have the ability to meet all of their financial obligations while studying in the U.S. and at the ELC

Questions About Your Eligibility
If you have a question about your eligibility, please contact the ELC Education Coordinator.

Student Conduct
The Office of Student Conduct & Academic Integrity (OSCAI) oversees the administration of the student conduct system as outlined in the Code of Student Conduct. ELC students are also subject to these policies as outlined by the University. Please see the University’s web page for full information and disciplinary procedures.

For more information, please visit: http://www.odu.edu/oscai

Classroom Conduct
Students who are disruptive in the classroom may be charged with a violation under the Student Disciplinary Policies and Procedures. The faculty member and the student may agree upon a punishment that may include a grade penalty. If an agreement is reached, the student waives his/her right to an appeal.

Other possible sanctions include:
1. An Administrative Warning – (May be in writing or given verbally)
2. Disciplinary Probation – a grade sanction and/or removal from the class
3. Disciplinary Suspension – removal from the program for a period of time
4. Disciplinary Dismissal – permanent removal from the program

Dismissal from the Program
A student of the ELC may be involuntarily dismissed in the following situations:

Level 1 Violation
1. For a failure to maintain immigration status (i.e., attendance)
2. For a failure to achieve reasonable progress in your ELC classes (i.e., grades)
3. For cheating or any similar academic misconduct in any ELC administered course
4. Disruptive behavior towards faculty, students, or guest of the University

A Level 1 Violation at the ELC is considered a correctable offense. In the cases of poor attendance, lack of academic progress, cheating, and disruptive behavior, students will be given one written warning, probation, and the opportunity to correct the error. If the correction is not made, a dismissal from the program is the likely outcome.
Level 2 violation
1. Providing the ELC with false documentation in order to receive entrance into the U.S. or ODU
2. Documented drug or alcohol abuse
3. For plagiarism or any similar academic misconduct in any ELC administered course
4. Threatening behavior towards faculty, students, or guest of the University

A Level 2 violation at the ELC is considered a serious offense. In the cases of falsified documents, documented drug or alcohol abuse, plagiarism of others material without proper siting or credit, or any threatening or otherwise dangerous behavior, students will be referred to a University official who will refer to the University’s code of conduct rules on the matter. This could result in immediately dismissal from the program and the University.

Students who are dismissed from ELC are NOT eligible for any refunds, certificates of participation, or future enrollment at the ELC or ODU.

For more information, please visit: http://www.odu.edu/about/monarchcitizenship/student-conduct

MORE ON CHEATING, COPYING, AND PLAGIARIZING
In the American educational system, students may not cheat or copy others’ work. If a teacher finds out that your work is copied, you will NOT receive a grade for that assignment. When you use someone else’s ideas or words as if they are your own, this is plagiarism; this is a Level 2 violation at the ELC and considered a serious offense.

Please review the information about the ODU Honor Code: http://www.odu.edu/oscai

During an exam or assignment, you should not talk or communicate in any way, copy answers from your classmate’s paper, or use any form of cheating to receive a better grade. If you are caught cheating, the Assistant Director of Student Services will be notified for probable discipline action.
ELC CLASSROOM POLICIES

ENGLISH ONLY
The ELC promotes an English Only environment. Speak only English in the classroom and do not translate for speakers of your native language unless your instructor asks you to. In American culture, it is considered rude to speak your native language around others who do not speak the same language. The English Only policy extends to all areas of the ELC offices and includes break times between classes. Staff members will ask you to leave the ELC offices if you speak other language unless asked to by one of the staff.

USING CELL PHONES
Please do not speak on, send or receive text messages, or otherwise use your cell/mobile phone during class. Please inform your family and friends of your schedule and ask them to call you outside of class times. You should turn off your cell phone in the classroom. It is rude and disruptive to the teacher and your classmates when your phone rings whether you answer it or not. Use of a cell phone or other electronic device without the instructor’s permission may result in dismissal from the class.

ATTENDANCE
Attendance is very important for both learning English and adapting to the American educational system. You should attend 100% of your classes. The ELC policy is that you must attend at least 80% of your classes to maintain your status as an international student.

TARDINESS – COMING TO CLASS LATE
If you arrive late for class, you interrupt the entire class and disturb everyone. Therefore, late arrivals will NOT be permitted. The teacher will close and lock the door at the beginning of class. After the door has been closed, students should not knock on the door or otherwise attempt to gain access to the classroom.

Before time is on-time!
In time is late!

INCOMPLETE WORK/MISSED ASSIGNMENTS
To pass your classes, you must do all the work from the first day of class. You are responsible for completing all homework and taking all tests. If you miss a class, you still must complete the assignments.
If you miss a test or assignment, and you receive an EXCUSED absence then your teachers will work with you to let you make-up your work. **Missed tests or assignments will not be allowed to be made up if the absence is unexcused.**

**CLASS MATERIALS**
You are required to buy all of the textbooks for your classes. **You must have all required materials on the first day of class.** Students without these materials will be asked to leave the class. You may not copy another student’s textbooks.

All students should consider purchasing their textbook at one of the bookstores near the ODU campus or from a current or former ELC student. Books purchased from the internet (e.g. Amazon) may take weeks to arrive, and it’s important to the students and instructors that we begin using the textbooks right away, so we do not recommend purchasing textbooks online.

**PLEASE NOTE**
Remember, you must have all required material within the first three days of class.

You can use your electronic dictionary, but sometimes these dictionaries give incorrect or old translations. It is a good idea to buy an inexpensive English-to-English dictionary.

**MIDTERM AND FINAL EXAMS**
There are midterm and final exams in many classes at the ELC and it is very important that you take these exams. Each teacher sets the dates and times for the exams. If you have an emergency and cannot take an exam, you should talk to your teacher well in advance, and you may be able to reschedule. However, the decision to reschedule is up to each teacher. Please remember that exams and tests are NOT optional.
COMPLAINTS
If you have a complaint about one of your teachers or a classmate, you should first talk with your teacher. Even though you may feel afraid to do this, your teachers will want to listen and help you. If you feel you cannot talk to your teacher, then you should make an appointment with the Assistant Director of Student Services to discuss the problem. The Assistant Director of Student Services can show you additional steps to resolve the difficulty. The ELC has a written policy for handling student complaints. If you would like a copy of this policy, please talk to the Assistant Director of Student Services.

DISAGREEING ABOUT GRADES
If you disagree with a grade, you should first talk to your instructor. If the problem is not resolved, you can then talk to the Assistant Director of Student Services and then the Director. When making an appeal to the Assistant Director of Student Services, it may be helpful to summarize your reasons for the appeal in writing.

Go Big Blue!
ATTENDANCE AND PROMOTION

ATTENDANCE POLICY
You are required to attend all scheduled classes. However, the ELC understands that some absences are unavoidable. If you must be absent from a class, please inform your instructors. **Students who miss a class because of an illness must submit medical notes to the Assistant Director of Student Services the day they return to classes after an absence.** The Assistant Director of Student Services will review absences due to extenuating (special) circumstances on a case-by-case basis and inform teachers of the validity of the excuse.

Students are expected to attend the entire seven (7) weeks of classes. **Students may not leave before the end of the session.** Students who leave early risk failing the course either because they missed a number of exams, including but not limited to the final exam, or because their percentage of attendance is low. Faculty members will not provide early assignments or exams for students who leave before the end of the session. Students who leave early must notify the Assistant Director of Student Services. Failure to notify the ELC may result in your I-20 begin terminated.

**QUESTIONS ABOUT ATTENDANCE**
If you attend less than 80% of the total number of classes in all four skill areas over two sessions, you will **NOT**:

1. Advance to the next level or, most importantly,
2. Experience maximum progress toward reaching your language goals.

*If you consistently attend less than 80% of your classes, you will be denied I-20 extensions.*

PROMOTION POLICY
Students will be promoted to the next level by

- earning a “C” average or higher for each of the individual skill areas (Reading and Vocabulary, Writing, Grammar and Listening and Speaking) after completing one semester (Sessions I and II) in a level.
  - Students entering the program at the midterm of a semester must earn a “C” or better in all four classes after completing Session II in a level.
  - Part-time students must complete all individual skill areas in a level with an average of “C” or better before promotion to the next level.
- maintaining a minimum 80% rate of attendance.

Students not meeting these requirements must repeat the level.

**Failure to successfully complete the level during the second attempt will result in dismissal from the program.**
**VACATION POLICY AND PROMOTION**

Students planning to take vacation must see the Assistant Director of Student Services no later than Week 5 of the current session. The vacation policy and promotion depends on a student’s academic standing, the session used for vacation, and the duration of the vacation. Good Academic standing means having a “C” average in all individual skill areas with 80% attendance.

Students in good academic standing who take a vacation:
- for Session 1 of a semester (Fall 1, Spring 1, or Summer 1) will be placed into the next level for Session 2.
- for Session 2 of a semester (Fall 2, Spring 2, or Summer 2) must take a regularly scheduled placement exam upon returning:
  - If a student places into a higher level, he/she will move up to that level.
  - If the student does not place into a higher level. He/she will stay in level taken before vacation.
- for two consecutive sessions will be placed on a case by case basis.

Student NOT in good academic standing who take vacation:
- will be placed into a level on a case by case basis

Please direct questions about the vacation policy and promotion to the Assistant Director of Student Services.

**REASONABLE PROGRESS POLICY**

The ELC encourages you to take your English language study seriously so that you can achieve progress in a reasonable amount of time.

Most students, starting at the Basic II Level, can reasonably progress through the Basic II, Intermediate, Advanced I, Advanced II, and UP levels in approximately 20 months, not counting a vacation period.

If you need more time to progress, you will be allowed to repeat a level one time. At the Director’s discretion, additional study time may be given if a student’s situation warrants an exception.

**REPEATING LEVELS**

If you cannot pass your classes and do not achieve “reasonable progress,” the ELC will not be able to offer you an additional extension of form I-20. However, within reasonable limits, the ELC will help you explore other options for continuing your study in the U.S.

**CHANGING LEVELS**

In general, you must study in the level that is assigned to you based on your placement test score when you first arrive at the ELC. However, in exceptional cases, a change of level may be necessary. If you think you are in the wrong level, you should talk to the Assistant Director of Student Services by Thursday of the first week of classes. The Assistant Director of Student Services will contact your current teachers, and together they will decide if you would benefit from moving to a different level. Normally, changes are **NOT** made after the first week of class.
ELC GRADING SCALE
The ELC uses the same Plus/Minus grading system as the University. It is based on a 4.0-point scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>93% - 100%</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>90% - 92%</td>
<td>3.70</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>88% - 89%</td>
<td>3.30</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>83% - 87%</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>80% - 82%</td>
<td>2.70</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>78% - 79%</td>
<td>2.30</td>
<td>Okay</td>
</tr>
<tr>
<td>C</td>
<td>73% - 77%</td>
<td>2.00</td>
<td>Okay</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 72%</td>
<td>1.70</td>
<td>Okay</td>
</tr>
<tr>
<td>D+</td>
<td>68% - 69%</td>
<td>1.30</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>63% - 67%</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>60% - 62%</td>
<td>0.70</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>(59% and below)</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Please review our policy for advancing to the next level.
If a student wants to repeat a level for any reason, he/she must discuss this and their reasons with the Assistant Director for Student Services for approval prior to beginning the next level.
HOW TO CALCULATE YOUR GPA (GRADE POINT AVERAGE)  
Each letter grade is assigned points as follows: 

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  

For example: 
A student in Advanced I received an A, two Bs, and a C for the Fall II session. Find the number value for each grade, then multiply it by five (5) – the number of class hours per week for each course. The GPA would be calculated as follows: 

Advanced I Listening and Speaking: 5 hours A= 4 x 5 = 20  
Advanced I Writing: 5 hours B= 3 x 5 = 15  
Advanced I Reading and Vocabulary: 5 hours B= 3 x 5 = 15  
Advanced I Grammar: 5 hours C= 2 x 5 = 10  

Total = 60/20 hours = GPA = 3.00  

To review ODU’s Grade Key, please visit: https://www.odu.edu/academics/academic-records/grades/gpa-calculator. Click on the ‘Grade Key’ link for a PDF copy.  

STUDENT EVALUATIONS  
Students who are in danger of failing will receive a “Midterm Progress Report” from teachers in the middle of each 7-week session. All students receive a Final Grade Report at the end of each session. Grades will need to be picked up in person by the student him or herself from the ELC front desk. The Education Coordinator must receive an email request directly from the student’s ODU email address in order to receive his/her grades via email. Please include your name, level, and the session.
YOUR RESPONSIBILITIES AS AN ELC STUDENT

The ELC staff is happy to help you with any problem you might have. The Director and the Assistant Director of Student Services can usually answer questions concerning your visa. Please remember that your visa is your responsibility. We can help you and give you general information, but it is your responsibility to follow the laws of Immigration and Naturalization Services. Here are a few important rules to follow:

1. You must register for and attend at least 80% of your classes. If you do not attend 80% of your classes, the ELC will not renew your I-20, and you will have to return to your home country or find another school.

2. All F-1 students studying English at the ELC are required to take 20 hours of classes per week.

3. If you leave the United States, your I-20 must be signed by the Assistant Director of Student Services or Director before you leave, or you may not be able to re-enter the country.

4. ELC F-1 visa holders may not work.

5. If you decide to transfer to another school, you must complete the process the first day of classes of the next ELC session or within 60 days of the end date of your I-20. Your new school must accept you before the ELC will transfer you. The transfer process takes at least 2 weeks, so do not wait to take care of this.

6. It is expected that you will treat your instructors and other students with respect, that you will do your own work, and that you will be alert, on time, and prepared for class. If you do not meet these standards, you will be asked to find another place to continue your studies.

7. Make sure that your I-20 does not expire. One month before the expiration date, bring your I-20 to the ELC office. The Education Coordinator or the Assistant Director of Student Services will begin the paperwork to extend your I-20.

8. The U.S. government requires you to tell the ELC within a 10 day period when you change your address so it can be changed in the SEVIS database.

9. Your passport must remain valid at all times, and it must be renewed 6 months before it expires. Without a valid passport, you do not have a legal immigration status. Visit your country’s consulate website to find out how you can renew your passport or visit the Assistant Director of Student Services.

10. Keep your ODU email account and password updated. You should check your account on a daily basis. If you have trouble with your account, please see the Assistant Director of Student Services immediately for help.
Section 5

Information for Students
ADVICE FROM ELC FACULTY AND STUDENTS

- If you work hard in classes, you will learn quickly and benefit more from the class. Ask questions. Our instructors are very understanding.

- Join a group or club. Don't just hang out with people from your own country. **BE ACTIVE!**

- Don't stay at home alone; be willing to speak to new people.

- This is your university too!

- Always ask for help. Use tutors and your conversation partner to help you with your studies.

- Work hard! Do not waste any time while living here.

- Ask about organizations, groups, and activities at ODU.

- If you spend time speaking your native language, it will take longer to reach your goal of learning English.

- Studying at the ELC is a great opportunity to make some new friends and have new experiences while practicing English. Do your best.

Go Big Blue!
WHAT IS CULTURE SHOCK?

Culture shock affects most people who arrive in a new country or new situation. It is usually a part of moving to a new place. If you know the steps of culture shock, it will be easier for you to feel more comfortable about your new life here.

WHAT ARE THE STAGES OF CULTURE SHOCK?

Stage 1:
Before you come, you read about the U.S. and learn as much as you can about the country.

Stage 2:
You are excited about the new things you see and about coming to America. Everything is interesting, and you feel like you can stay forever. You feel confused and nervous about what people are saying because you are still working on your English.

Stage 3:
You become bored and feel like you want to stay away from everything that is American. You feel nervous because you feel that people may be talking about you, but you are not sure. You really want to return to your country. You are very unhappy.

Stage 4:
You begin to understand more about American culture and understand more about different expressions and slang. You are still a little nervous.

Stage 5:
You are very comfortable with American culture and enjoy your new experiences.

WHAT ARE THE SYMPTOMS OR SIGNS OF CULTURE SHOCK?

- You feel sad.
- You are not interested in school or friends.
- You really miss your family and your country.
- You want to be alone.
- You complain a lot about America.
- You want to be with people from your country.
- You can’t sleep.
- You cry.
- You talk a lot about your country.
- You feel very tired all the time.

HOW CAN I STOP CULTURE SHOCK?

There is no way to stop culture shock. Some students who come from cultures that are very different from the American culture have a more difficult time than other students. Here are some ways to help you feel better while you are having problems adjusting to American culture.

1. Meet as many new friends as you can. Remember that you are not the only student who is sad or confused (even Americans who are new at ODU may be sad!)

2. Talk to people from your country and ask them how they deal or dealt with culture shock.

3. If you feel like you are having a very difficult time with culture shock, talk with a teacher or someone else from the English Language Center.
Look for ways to replace the things you miss about your country. Have a meal from home, visit with a friend or family member on Skype. There are a number of ways to guide yourself through the phases of culture shock.

Remember, many people experience culture shock, so you are not the only one having problems adjusting to the change in your life.
INFORMATION ON AMERICAN SOCIAL CUSTOMS

Language: It is recommended that you use English as much as possible while studying in the ELC. Frequent use of English will make the adjustment to living in the U.S. easier and will greatly increase the possibility of academic success.

Food: American food might be quite different from the food in your home country. Take the time to try a variety of American foods to find out what you like. Part of the fun of being in a new country is discovering the food and culture of the country.

Time: In general, Americans value punctuality. When specific times are given for events, it is expected that everyone involved will be on time or maybe a little early.

Names: Use “Mr.”, “Mrs.”, or “Ms.” when you speak to people, especially when they are older than you or in formal situations. If someone tells you to call them by their first name, then you can do so.

Eye Contact: In the United States, eye contact is very important. Maintaining eye contact shows interest and honesty.

Polite Words: Use words and phrases such as “please,” “excuse me,” and “thank you” in your conversations. These are considered “magic words” because they have the power to create good situations.

Questions: In the United States, asking questions is seen as a good way to learn and show interest. Students are encouraged to ask questions in class.

Visiting Someone’s Room or Office: Many Americans keep their office or dorm room doors open when they are in the room. Before you enter the room however, you should still knock or ask if it is okay for you to enter the room.

Negotiating Prices: In the United States, the price listed on a product is generally not negotiable. The exception to this is high priced items such as cars and houses.

The American Education System: The U.S. educational system is complicated and probably very different from the one in your own country.

Here are some simple explanations: Most children go to kindergarten at the age of 5, but kindergarten is not required in most states. There are three stages of required education: elementary (from 1st to the 5th grade), junior high or middle school (from the 6th to the 8th grade), and high school (from the 9th grade to the 12th grade). At the end of this time, the student receives a high school diploma, and gets an official list of the courses the student took, along with the grades he or she earned. This is called a transcript.

Students must attend school until they are at least 16 years old. After he or she graduates, usually at age 18, the student may want to get more education. The student may attend a public or private...
vocational preparatory school, a community or junior college, or a college or university.

Community/junior colleges offer two-year academic programs, which either prepare students to transfer to a 4-year university or can lead to an Associate’s degree. Students at community colleges usually live at home with their parents and have jobs. Universities, colleges, and community colleges offer academic programs that lead to a degree, but may also offer non-academic non-degree programs. These are called adult education or continuing education. Universities and colleges offer three major degrees: bachelor, master, and doctoral. If you get a bachelor’s degree (B.A. or B.S.), it means that you have completed four or five years of full-time undergraduate study in a specific degree program. If you get a master’s degree (M.A. or M.S.), it means that you have completed one to four years of advanced study in a specific degree program. If you get a doctoral degree (Ph.D. or Ed.D), it means that you have completed a minimum of three years of full-time graduate study above the master’s level. Many institutions require four to seven years of full-time academic work. You can get professional degrees in such fields as medicine, M.D. (Doctor of Medicine), or law, J.D. (Juris Doctor).
GOING HOME

When you leave us to go back to your country, here are some tips to help you with the preparations:

PACKING YOUR BAGS
Many airlines allow you to check two (2) pieces of luggage and at least one carry-on. There are a few airlines who only allow you to check in one (1) piece of luggage. If you check in a second piece, the cost could be quite expensive – more than $85.00. Call or visit the airline’s website a month before you plan to leave to ask about any restrictions on luggage. Find out how many pieces of luggage you can check and how much they should weigh.

UPDATE YOUR HOME ADDRESS
Go to your ODU LeoOnline Account and update your home address. Make sure it’s your address in your home country. Also, give your home address to the English Language Center. We sometimes get mail for students who have left, and we need to know where to send it.

EXIT INTERVIEW
Before you leave the ELC, you must make an appointment with the Assistant Director of Student Services to complete your exit interview.

CHECK-OUT PROCEDURE
If you live in the dormitory, you must complete the RCR (Room Condition Report) and fill out a withdrawal form. Please visit your RA (Resident Assistant) to discuss the checkout procedure. THIS IS YOUR RESPONSIBILITY.

If you live off-campus, please discuss your check-out procedure with your landlord or property manager. They will give you the most up-to-date information on the best way to properly complete your checkout. AGAIN, THIS IS YOUR RESPONSIBILITY.
MOST FREQUENTLY ASKED QUESTIONS (FAQ)

1. What kinds of programs are offered at the ELC? Are evening classes offered?

   We have the Intensive program for individual students, but we also have Special Programs, which coordinates programs for university partners and for business and special interest groups. Evening courses will be available as time and space permit.

2. How are classes organized? How is my level determined?

   The ELC at ODU has six levels: Basic I, Basic II, Intermediate, Advanced I, Advanced II, and University Prep. Placement is determined by a placement test given at the beginning of each session for new students. Each level has classes in four categories: Listening/Speaking, Reading/Vocabulary, Grammar, and Writing. Full-time students study 20 hours per week. There are also Bridge classes for both undergraduate students and graduate students. These classes are for students who desire to be degree-seeking university students and have scored above 500 on the Institutional TOEFL test. Students in the Bridge Program take a combination of both university and ELC classes. Please see the Assistant Director of Student Services or the Bridge Program Advisor if you have questions about the Bridge Program.

3. How big are your classes?

   The size of the classes varies from session to session and level to level. Generally, the number of students in a particular class averages between 12 – 15 students. On rare occasions, class sizes may be larger.

4. What is TOEFL? When is the next TOEFL? How do I register?

   TOEFL means the “Test of English as a Foreign Language”. It is a standardized test used by American colleges and universities to test the English language ability of international students. ODU requires a score of 550, but it may be higher for some programs. Students with a score of 500 and above may attend the Bridge Program, in which a student takes a combination of University and ELC classes.

5. How much does the TOEFL cost?

   The paper and pencil Institutional TOEFL is given at the beginning and end of the fall and spring semesters. The test can be used only for entrance into Old Dominion University and costs $45.00.

   The internet-based International TOEFL or iBT, which can be taken at the Prometrical Center in Newport News, is good for admission into any university, and costs $250.00.

   Students may also register for a TOEFL preparation class. Times vary and the cost is $375.00 per 7-week session.

6. What is the IELTS? How much does it cost? How do I register?

   IELTS means the “International English Language Testing System”. This standardized test is used by American colleges and universities to test the English language ability of international students. Generally, ODU requires a score of 6.5, but the required score may be higher for some programs. Students with a score of 5.5 and above may attend the Bridge Program, in which a student takes a combination of University and ELC classes.
The IELTS test center closest to ODU is located in Arlington, VA. The cost of the test is $205. For more information and to register online visit ieltsregistration.org.

7. Where can I live?

If there is room, ELC students can live in the ODU dormitories. However, there is no guarantee for this. If you are unable to live in the dorms, someone in the ELC will help you find housing off-campus. Be prepared to live off-campus, especially in the fall semester, when the dorms are usually full. Be sure you understand your apartment lease, as many are for one year, and you cannot move out before this because it is a legal contract – your signature on a lease means that you will fulfill the terms and obligations written there. If not, then you can be sued in a court of law. Be sure you understand the conditions of the lease before you sign.

8. Do you offer home stays?

The ELC does not currently assist students with home stays. We hope that this is something that we can assist students with in the very near future.

9. How long can I stay at the English Language Center?

You may stay at the ELC as long as you are making reasonable progress and as long as your I-20 allows.

10. What is there to do for fun in Norfolk?

The Faculty/Administrative Coordinator organizes activities a couple of times each session. These activities may include bowling, ice-skating, potluck parties, trips to Washington, D.C., etc. In addition to these, there are a lot of fun things to do in Norfolk and Virginia Beach. See the Faculty/Administrative Coordinator if you are interested in things to do.

11. Can I study on a tourist visa?

Non-immigrant students are responsible for maintaining their legal immigration status. U.S. Citizenship and Immigration Services (USCIS) requires students whose main purpose in the U.S. is to study to hold an F-1 (student) immigration status. Students who wish to study part time are usually considered to be legal while here as a tourist. However, USCIS makes all determinations of legal status.
WEIGHTS AND MEASURES

One of the most interesting things about the United States is its system of weights and measures; the US did NOT adopt the metric system. The following charts will help you convert from the U.S. system to metric.

Length Conversion
2.54 centimeters = 1 inch
1 centimeter = 0.39 inch
30.48 centimeters = 1 foot
39.4 inches = 1 meter
91.44 centimeters = 1 yard
0.62 miles = 1 kilometer
1.6 kilometers = 1 mile

Mass Conversion
0.24 liter = 1 cup = 8 ounces (8 oz.)
0.47 liter = 1 pint = 2 cups = 16 oz.
0.95 liter = 1 quart = 2 pints
3.8 liters = 1 gallon = 4 quarts
1 liter = 1.05 quarts

Conversion
Miles ⇔ Kilometers
To Kilometers: Multiply the number of miles by 1.6
To Miles: Multiply the number of kilometers by 0.6

Weight Conversion
28.35 grams = 1 ounce (oz.)
454 grams = 1 pound (lb.) = 16 ounces
1 ton = 2,000 pounds
1 kilogram (kg) = 2.2 pounds
1 metric ton = 2,200 pounds

Temperature Conversion
Fahrenheit ⇔ Centigrade
° F - 32 x 5/9 = ° C
° C x 9/5 + 32 = ° F
Water freezes at 32°F (0° C)
Water boils at 212°F (100° C)
Human Body 98.6°F (37° C)
MONEY IN THE US

As with weights and measures, the United States has a unique system of money. The denomination, or how the money is broken down into units, can be confusing to individuals from other countries. Additionally, most money in the US goes by a slang name as well as its denomination. Two signs are used to denote American money. For values less than one dollar, we use ‘cents’ or ‘¢’; we use ‘$’ to denote ‘dollars’.

Let’s look at American Coins!

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>‘penny’</td>
<td>1¢ ($0.01)</td>
</tr>
<tr>
<td>B</td>
<td>‘nickel’</td>
<td>5¢ ($0.05)</td>
</tr>
<tr>
<td>C</td>
<td>‘dime’</td>
<td>10¢ ($0.10)</td>
</tr>
<tr>
<td>D</td>
<td>‘quarter’</td>
<td>25¢ ($0.25)</td>
</tr>
<tr>
<td>E*</td>
<td>‘fifty cent piece’</td>
<td>50¢ ($0.50)</td>
</tr>
<tr>
<td>F*</td>
<td>‘Susan B.Anthony’</td>
<td>$1.00</td>
</tr>
<tr>
<td>G*</td>
<td>‘Sacajawea’/US Presidents</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

*Just a Note!*

Coins E, F, and G are NOT commonly used. They do make good collector’s items. Coin G also has a series of US Presidents engraved.
MONEY IN THE US

What Americans call ‘paper money’ is not made of paper at all. American paper money is actually made of cotton, the same fabric we used to make clothing.

Let’s look at American paper money!

![Image of American paper money]

http://cubacurrency.com/node/214

Paper money in American is easier to count than American coins. The denominations start at 1 dollar (bottom), 2 dollars (third row, right), 5 dollars (third row, left), 10 dollars (second row, right), 20 dollars (second row, left), 50 dollars (top row, right), and 100 dollars (top row, left). American money may be called ‘buck’ by some. For example, ‘five bucks’ is ‘5 dollars’. There is no denomination above 100 dollars. It’s mainly because of the illegal trade of counterfeiting - creating fake money using a printing machine.

Just a Note!
The two dollar bill is NOT used commonly. This also makes a good collector’s item.
What makes a successful student!

- a positive and proactive attitude towards your studies
- focus on becoming a better English speaker by using English everyday
- hard work to contribute and succeed in class
- learning from past failures and correcting them
THIS SPACE IS INTENTIONALLY LEFT BLANK
Welcome to the ELC Family

Lastly, Good Luck!
We hope you succeed in all you do!

Big Blue