SJS Phase 2 Track Guide
Spring 2017 Semester
Table of Contents

Key Contacts for SJS Phase 2 Track Students.............................................................................................................3
SJS Phase 2 OU Track Requirements..........................................................................................................................4
OU Admissions Requirements...........................................................................................................................................5
Financial Documents........................................................................................................................................................7
ISS Requirements............................................................................................................................................................8
Travel Questions...............................................................................................................................................................9
OU Advising and Enrollment Info..................................................................................................................................10
Academic Integrity Info...................................................................................................................................................11
SJS Phase 2 Track Schedule........................................................................................................................................12
Notes..............................................................................................................................................................................13

Congratulations!

You are so close to beginning your university studies in the USA!
Key Contacts

This manual can be a guide in your transition process from CESL to your OU Degree Program.

Please do not hesitate to contact the people below if you have questions.

Brett Anderson – CESL Instructor
Email: Brett.W.Anderson-1@ou.edu
Office: Cottage 406
Job: SJS Phase 2 Track Student Advisor

Madison Neumann – CESL Instructor
Email: Madison.J.Neumann-1@ou.edu
Office: Cottage 406A
Job: SJS Phase 2 Track Student Advisor

Michelle Feiler – OU International Admissions Counselor
Email: michelle.feiler@ou.edu
Office Phone: (405) 325-2151
Job: Admissions Contact for SJS Students

David Allen – ISS/CESL Advisor
Email: david.a@ou.edu // iss@ou.edu
Office: Forum Conference Room B on Tuesdays and Wednesdays
Job: ISS Advisor for CESL Students

Brandi Hembree – ISS Advisor
Email: iss@ou.edu
Office: Farzaneh Hall room 136
Job: Prepare I-20s for CESL students AFTER admission

Elle Shroyer – SJS Director
Email: elle@ou.edu
Office Phone: (405) 325-2174
Job: Facilitate Phases 1 and 2 of SJS Program

Heather Arnett – SJS Staff Assistant
Email: heather.d.arnett@ou.edu
Office Phone: (405) 325-2174
Job: Manage SJS Documents

Breea Clark – OU Academic Integrity
Email: breea@ou.edu // http://integrity.ou.edu
Office: (405) 325-3221
Job: Educate about academic integrity at OU and enforce academic integrity policies
CESL Requirements

For SJS Phase 2 Track Students

Please pay attention to the following requirements for academic admissibility to CIDL.

✓ Obtain a PBT 500-549 // iBT 61-78 // IELTS 5.5 or 6 score on or before February 5th.

✓ Bring an unofficial copy of your IELTS//TOEFL score to Crissy (BOB Suite 109). OU Admissions will need your official score paper; CESL just needs a copy.

✓ Attend the two OU Track Meetings for SJS Phase 2 students (one each session).

✓ Complete 12 weeks (2 sessions) of English language training in CESL’s advanced level classes for 2 consecutive sessions immediately prior to beginning your degree studies.

✓ Complete the 2 required advanced level sessions in the same semester. For example, you cannot count fall 2 and spring 1 sessions as your two sessions.

✓ Earn an 80% or above average in all morning classes for session 1 and earn an 80% or above average in all morning classes for session 2.

✓ Earn an 80% or above in the University Preparation morning class. This class counts as one of the two required advanced level sessions. This class grade is not averaged with any other course grade.

✓ Earn a 70% or above in all afternoon classes in the 2 consecutive sessions.

✓ Attend your CESL classes. The allowed number of absences for a session is 5 total for each class, but coursework must be maintained even if you are absent. Check Engrade to see your absences. Late Policy = Being late more than 10 minutes to a class is an absence; no exceptions.

All of the above requirements must be met for you to begin OU coursework in the summer 2017 semester. If even one of these requirements is not met, you cannot move on to OU in the spring of 2017. You will not be fully admitted or enrolled until after spring session 2 is finished.

Please address any questions about the information in this document to Brett Anderson // Brett.W.Anderson-1@ou.edu or Madison Neumann // Madison.J.Neumann-1@ou.edu. See the timeline on p. 12 for more details about the schedule of the SJS Phase 2 Track semester.
OU Admissions Requirements
OFFICE OF ADMISSIONS
SJS PHASE TWO TRACK APPLICATION CHECKLIST

All SJS students must submit the following documentation for admission to OU:

DEADLINE for DOCUMENTS is April 20th.

☐ Complete OU International Application for admission (ONLY IF YOU HAVE NOT COMPLETED A COMMON APPLICATION WHEN APPLYING FOR SOONER JUMP START)
  o If you applied to OU when you applied to SJS, you do not need to apply again.
  o Application can be found online at:
    ▪ Freshmen International Application: https://hello.ou.edu/apply/

☐ Official Academic Records
  o Official academic records must be submitted to OU in a sealed envelope with the original institutional seal and logo. If you are only provided one copy of these documents by your high school or university, we will make copies of the official documents and return the originals to you. If the credentials are not in English, please provide a certified translation.
    ▪ Official High School Transcript and Graduation Diploma
    ▪ Student cannot attend CIDL until after their graduation date in China for their graduating class
    ▪ Official and complete transcript from all post-secondary institutions attended

☐ All students who qualify for the SJS Phase 2 Track program at CESL must submit the official qualifying TOEFL/IELTS score directly to OU:
  o Official iBT TOEFL score of 61 or higher or OU ITP TOEFL score of 500 or higher.*
  o An official IELTS score of 5.5 or 6.0*
* Scores over two years old by the beginning of the term you wish to enter are not acceptable unless you have been attending school in the United States since the test date.
  o If you have a gap year (one semester or more), please submit a summary of what you have done in this time.

Your application for admission and supporting credentials should be filed as early as possible to allow sufficient time to process your application, obtain your visa, and make travel plans.

Contact Information for the OU Office of Admissions
MAILING ADDRESS: 1000 Asp Avenue, Room 127, Norman, Oklahoma 73019-4076
PHONE: (405) 325-2151 FAX: (405) 325-7124
EMAIL: intladmissions@ou.edu
**Additional Admissions Information**

**English Proficiency Requirements for OU Admission (taken from website)**

All applicants for whom English is a second language must present evidence of proficiency in the English Language in one of these ways:

1. **79+ on the Internet-based TOEFL.** Consistency across subsections will be considered for English proficiency. For example, for the TOEFL IBT, generally, a minimum score of 20 is expected in each section of Reading, Listening, Speaking and Writing. Scores over two years old by the beginning of the term you wish to enter are not acceptable unless you have been attending school in the U.S. since the test date.

2. **6.5+ on the IELTS.** Consistency across subsections will be considered for English proficiency. Scores over two years old by the beginning of the term you wish to enter are not acceptable unless you have been attending school in the U.S. since the test date.

3. Secondary school work in the United States, including achievement of the high school curricular requirements required for freshmen admission, or attainment of the recognized certificate of completion required for entrance into a university in any other country in which English is the native language and the language of instruction in the high school.

4. Satisfactory completion of 24 or more semester hours of college-level coursework from a regionally or nationally accredited university in the United States, or in any other country in which English is the native language.
   
   **Note:** Simple instruction in English, completion of 24 hours of university coursework, or completion of a degree in a country in which English is the *official*, but not native, language will not satisfy this requirement. See the list of OU Approved Native English Speaking Countries.

5. Successful completion of the University of Oklahoma OU Track program.

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**Note: Submit all Admissions Documents to the Admissions Office, not to Brett or Madison.**
OU INTERNATIONAL STUDENT SERVICES

Financial Documents

In order to get a new I-20 from ISS, you must provide new financial documents. Do this before April 20th. (Sooner is better!)

A bank statement less than 90 days old, or certificate of balance signed by a bank official, must be provided by all financial sources of support showing liquid or readily available funds sufficient to cover the first year’s expenses.

- If the bank account is not in your name, include a financial support letter from the account holder verifying that s/he will be supporting you. If the bank statement is not written in English please provide a certified translation.
- Estimated cost link: http://www.ou.edu/content/admissions/affordability/cost.html

Upload your bank statement:

1. Go to the Change of Level I-20 online form. On the ISS website (www.ou.edu/iss), scroll down and click Forms. Then select Change of Major or Degree Level.
2. Complete the form.

Type your name, OU ID, and email address.
Select Change of Level
Attach a bank statement
Attach a sponsor support letter
Click Submit!
OU INTERNATIONAL STUDENT SERVICES

SJS PHASE 2 TRACK

ISS CHECKLIST

Begin these steps after you have been fully admitted to your degree program.

GET A NEW OU I-20

Wait for the email from ISS. DON’T come to ISS to get your I-20 before you get the email! Follow the instructions in the email to set up your ISS Arrivals appointment to get your I-20 and check in with ISS.

ISS ARRIVALS

When you pick up your I-20, we will ask you to complete the ISS Arrivals process. We will give you some important information and have you fill out a few forms. Bring your passport, and know your US address!

MANDATORY INTERNET ORIENTATION

Important information about your visa status. You will get instructions during ISS Arrivals.

CRIMSON CONNECTION

An in-person orientation in August. For more information and for registration, email niso@ou.edu.

Contact Information for ISS

729 Elm Ave., Room 144, Norman OK 73019 | (405) 325-3337 | iss@ou.edu | ou.edu/cis/iss
Travel Questions

1. Can I travel outside the US after the end of the spring CESL session and before the summer 2017 semester?

   Yes. You will need to return before summer CIDL classes start.

2. If I plan to travel, how can I get my I-20?

   When you return to the U.S., you need to have your degree I-20 with you in the airport (not your CESL I-20). This means that if you leave the U.S. before ISS has the time to create your new I-20, you should make plans to have it mailed to you. **It is your responsibility to arrange this.** You have two choices:
   a. Ask a friend to pick up your I-20 from ISS and send it to you. Email iss@ou.edu with your friend’s name.
   b. **Set up a shipment** on the ISS website. We will mail your I-20 to you. Go to ou.edu/iss, then click “Immigration & Visa,” then click “Mailing Immigration Documents.” Follow the instructions at the eShip Global link.

3. When will my OU classes start in the summer? When should I be back in Norman?

   The summer start date has not yet been finalized. SJS will tell you the day classes will start. You should plan to be in Norman by Monday, May 22.

4. Do I have to take summer 2017 classes?

   Yes, if you are beginning your degree program in the summer, you must take summer classes. You must be enrolled in at least 6 credit hours. However, SJS might require you to enroll in 12 credit hours. For the fall and spring semesters, you must be enrolled in at least 12 credit hours to maintain your F-1 visa status.

5. May I travel outside the U.S. after the summer semester?

   Yes, if you have time between the end of your summer classes and when fall classes begin August 21. During that time, you can stay in the U.S., take summer session classes, or travel outside the U.S. However, we recommend that you return to Norman **on or before August 15.** It is important that you attend Crimson Connection, an orientation that is usually scheduled for the week before classes begin.
Advising and Enrollment Websites

Enrollment Website:

https://ozone.ou.edu/cp/home/displaylogin

General Advising Info:

http://www.ou.edu/advising

Advising Appointments:

https://iadvise.ou.edu/

Questions about International Student Advising:

http://ou.edu/content/cis/iss/contact.html

FAQs about Advising and Enrollment:

http://www.ou.edu/content/advising/about_advising.html

You will not need to be advised for the summer 2017 semester,

but you will for the fall 2017 semester.
Academic Integrity Info

Cheating and plagiarism are NOT allowed at OU. If you cheat or plagiarize, you could be asked to leave OU. Please read the information at the following links below to learn more. You will be held responsible for this information, so you need to understand it. Feel free to ask questions if something is unclear (see page 3 for contacts).

**A Student’s Guide to Academic Integrity:**
[http://integrity.ou.edu/students_guide.html](http://integrity.ou.edu/students_guide.html)

**9 Things You Need to Know about Plagiarism:**
[http://integrity.ou.edu/files/nine_things_you_should_know.pdf](http://integrity.ou.edu/files/nine_things_you_should_know.pdf)

Also be sure that you pay attention to the paraphrasing and attribution techniques that your CESL teachers are showing you. You can also use the following resources to make sure that you are not plagiarizing on a written assignment, test or presentation/project.

**The Writing Center – Free Writing Tutoring:**
[http://www.ou.edu/content/writingcenter/.html](http://www.ou.edu/content/writingcenter/.html)

**Purdue OWL (Online Writing Lab):**
[https://owl.english.purdue.edu/owl/](https://owl.english.purdue.edu/owl/)

**Turn It In:**
[http://turnitin.com](http://turnitin.com)

Be aware that academic integrity issues that are added to your permanent record at CESL will be reported to the Office of Admissions and may affect your admission to the university.
# SJS Phase 2 Track Timeline // Spring 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>What is happening?</th>
<th>What do I need to do?</th>
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| Tuesday, February 21<sup>st</sup> | **SJS Phase 2 Track Meeting**           | Attend meeting!  
  *Where: Forum room B4 // What time: 3– 4 p.m.* |
| Thursday, February 23<sup>rd</sup> | Admissions and ISS at CESL                | An Admissions Officer is available to collect documents and help students apply to OU. An ISS Advisor will be present as well.  
  *Where: Forum Computer Lab // What time: 3 - 4 p.m.* |
| To be determined   | Math Placement Test                        | Take the MATH placement test at the Assessment Center (pp.10-12) on the day and time chosen by SJS staff. |
| April 6<sup>th</sup> | Direct Admission Score Deadline           | Last day to take an English proficiency test and receive a direct admission score before the document deadline. |
| Tuesday, April 18<sup>th</sup> | **SJS Phase 2 Track Meeting**           | Attend meeting!  
  *Where: To be determined // What time: 3– 4 p.m.* |
| Thursday, April 20<sup>th</sup> | Admissions and ISS at CESL                | An Admissions Officer and ISS Advisor are available to collect documents and answer questions.  
  *Where: To be determined // What time: 3– 4 p.m.* |
| April 20<sup>th</sup> | Final admissions and ISS documents deadline | ALL outstanding credentials must be submitted to Admissions. |
| To be determined   | Main campus tour                           | Participate in tour of important offices on main campus during your University Preparation class. |
| May 4<sup>th</sup>  | Last day of CESL classes                  | Do a great job in your classes’ final projects! |
| May 8<sup>th</sup> — May 12<sup>th</sup> | OU Admissions Office admits students    | Wait patiently for your admissions email. |
| **After Admission** | **Enrollment**                            | You will already be enrolled in CIDL classes but your access to Ozone will change. You don’t have to enroll yourself. |
| May 8<sup>th</sup> — June 6<sup>th</sup> | New I-20 from ISS and Check In with ISS | Wait patiently for an email from ISS saying your new I-20 is ready and make arrangements to get the I-20. Complete the check-in process at ISS during this time period. |
| To be determined   | First day of summer CIDL classes          | Go to class. Do well and make good grades! |
| During the summer semester | Mandatory Immigration Orientation (online) | Take the online workshop and quiz on D2L. |