Welcome to CESL!

We are so glad you have chosen the Center for English as a Second Language at the University of Oklahoma to continue your studies. We hope that you will find this manual helpful. There are many people at CESL who are here to help you as well. Don’t be afraid to ask questions when you are confused or do not know something. You can also find important info about CESL on our website: esl.ou.edu

CESL Student Manual
This manual is a very important book that all Center for English as a Second Language (CESL) students should keep and refer to as needed. It contains important policies, dates, and requirements for CESL and OU.

CESL Mission Statement
The mission of the University of Oklahoma’s Center for English as a Second Language Intensive English Language Program is to provide exceptional and intensive academic English language training for international students and to prepare them to successfully navigate U.S. culture both in their academic and professional careers.

We hope you enjoy your time at the University of Oklahoma’s Center for English as a Second Language!
# Table of Contents

**Getting Settled: A Checklist**  
1

**Basic Info for CESL Students**  
2  
- Session Dates  
- Student Responsibilities  
- OU ID Cards Sooner One Card  
- CESL Administrative Staff and Instructors  
3  

**CESL Classes**  
6  
- Core Classes  
- Seminar Classes  
- Class Change Policy  
6

**Succeeding at CESL**  
7  
- Grading System  
- Criteria for Grades  
- Check your Grades  
- CESL Student Support  
- Attendance Policy  
- Sponsored Student Attendance Policy  
- Reasons for Expulsion  
- Consequences of Plagiarizing and cheating  
- Plagiarism Policy of OU and CESL  
- Tips for Learning English  
8  

**Important Policies and Procedures**  
13  
- Academic Misconduct Code of CESL and OU  
- Alcohol and Drug Use  
- CESL Refund Policy  
- CESL Grievance Policy  
- Immigration Services  
- Session Breaks  
- NO Smoking Policy  
- Sexual Misconduct  
14  

**Health Care**  
17  
- Health Insurance  
- Goddard Health Services  
- When You Cannot go to Goddard  
18
# Table of Contents

The Transition from CESL to OU 19
  - How to become a University Track Student at CESL 19
  - Graduate Students 20
  - University Preparation Course 20

Special Services at CESL 21
  - Computer Lab 21
  - Study Hall 21
  - Language Exchange 22
  - Special Events 22

Cultural Norms in the United States 23
  - Appropriate behavior in the classroom 23
  - Hygiene Expectations 24

Getting Around Norman 25
  - Driving 25
  - Public Transportation 25
  - Important Places in Norman 26

Resources at OU 27
  - Sooner Jump Start (SJS) 27
  - Huston Huffman Fitness Center 27
  - International Student Associations at OU 28
  - Student Clubs and Associations at OU 29
  - Important Resources 30

CESL on Social Media 31
GETTING SETTLED: A CHECKLIST

As you settle into your home at OU, here are a few things you should do to make your stay easier and more fun.

☑
☐ Get your OU ID card
☐ Find housing
☐ Set up your OU email account and use it as your primary account
☐ Open a bank account
☐ Get your immigration documents in order
☐ Purchase textbooks
☐ Become familiar with the OU campus
☐ Buy a cell phone
☐ Learn about the CART (bus) system
☐ Connect to CESL social media: Facebook, Instagram, and Twitter
☐ Take advantage of the Huston Huffman gym and other facilities
☐ Join a club!
☐ Volunteer
Basic Info for CESL Students

Session Dates

Spring 2016
Session 1:
Orientation: Jan. 20-21
Jan. 25 - Mar. 10

Session 2:
Orientation: Mar. 16-17
Mar. 21 - May 5

Summer 2016
Session 1:
Orientation: May 11-12
May 16 - June 23

Session 2:
Orientation: June 29-30
July 5 - Aug. 11

Fall 2016
Session 1:
Orientation: Aug. 17-18
Aug. 22 - Oct. 6

Session 2:
Orientation: Oct. 12-13
Oct. 17- Dec. 1
To develop English language skills, study skills, and cultural awareness, and also to attain university classroom awareness skills, CESL students need to do the following:

- Attend classes.
- Respectfully interact with classmates.
- Respectfully interact with teachers.
- Exhibit motivation for learning and acculturation.
- Actively participate in your own learning.
- Accomplish class work and homework in a timely and honest manner.
- Meet objectives for coursework.
- Take responsibility for your own work and grades earned.
- Internalize and use the skills and content you have learned.
- Adhere to CESL policies and guidelines for successful language learning and college preparation.
- Maintain immigration status.
- Speak English while at CESL.
- Buy the required textbooks for classes; book allowance is approximately $250 - all books must be purchased by the Monday of the second week of a session.
- Use all learning opportunities such as Language Exchange, movies on campus, free seminars/lectures, and language labs.

OU ID Cards give students access to the cafeteria, dorms, and the gym, as well as provide student discounts for entertainment, restaurants, and many items. **This card is very important and is necessary for the rest of your college career.**

**Where can a student get an OU ID Card?**
OU Student Union, One Card Office, Room 127
This office is a 10 to 15 minute walk from CESL. Make sure to take your passport!

**When should students get an OU ID Card?**
The first week of class; One Card Office hours:
8am-5pm
Monday- Friday

**How much will an OU ID Card cost?**
$20 (U.S. dollars) (cards and cash accepted)
## Useful Telephone Numbers and Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CESL</td>
<td>405.325.2351</td>
<td><a href="mailto:esl@ou.edu">esl@ou.edu</a></td>
<td>#87 on OU Map</td>
</tr>
<tr>
<td>CESL Emergency</td>
<td>405.795.3269</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIS</td>
<td>405.431.9509</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OU ISS</td>
<td>405.325.3337</td>
<td><a href="mailto:iss@ou.edu">iss@ou.edu</a></td>
<td>#15 on OU Map</td>
</tr>
<tr>
<td>Police/Ambulance/Fire</td>
<td>911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OU Police (non-emergency)</td>
<td>405.325.2864</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goddard Health</td>
<td>405.325.4611</td>
<td><a href="mailto:goddard@ou.edu">goddard@ou.edu</a></td>
<td>#39 on OU Map</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>See the back of your insurance card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Norman Regional Hospital</td>
<td>405.307.1000</td>
<td></td>
<td>901 N. Porter Avenue Norman, OK.</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>405.325.2911</td>
<td></td>
<td>#39 on OU Map</td>
</tr>
<tr>
<td>Oklahoma Safeline (Help for abused people)</td>
<td>1.800.522.7233</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OU Housing and Food</td>
<td>405.325.2511</td>
<td><a href="mailto:housing@ou.edu">housing@ou.edu</a></td>
<td>#76 on OU Map</td>
</tr>
<tr>
<td>OU IT (computer support)</td>
<td>405.325.4357</td>
<td><a href="mailto:needhelp@ou.edu">needhelp@ou.edu</a></td>
<td></td>
</tr>
<tr>
<td>Huston Huffman Center</td>
<td>405.325.3053</td>
<td><a href="mailto:fitrec@ou.edu">fitrec@ou.edu</a></td>
<td>#77 on OU Map</td>
</tr>
<tr>
<td>Bizzell Library</td>
<td>405.325.4142</td>
<td><a href="http://www.libraries.ou.edu">www.libraries.ou.edu</a></td>
<td>#37 on OU Map</td>
</tr>
</tbody>
</table>
**Donna Alexander:** Director of CESL; the coordinator over the staff and instructors and the CESL program. Cross Center D, room 136.

**Cory Northern:** Assistant Director of CESL; works with the director and the administrative assistant to keep CESL day-to-day operations running smoothly. Cross Center D, room 137.

**Kylie Swanson:** Program Specialist; plans special activities and events, assists instructors, and coordinates orientation, special cohorts, and Language Exchange. Cross Center D, Room 217.

**Crissy Young:** Administrative Assistant; maintains all student data, coordinates CESL resources. Cross Center D, room 133.

**Vicki Farley:** Admissions Officer; handles I-20s and other student admissions documents. Cross Center D, room 302.

**Caroline Macleod:** International Student Services (ISS) CESL representative; handles transfer requests, travel documents, I-20s. Tuesdays and Wednesdays. Cross Center D, room 301C.

**Haley Vickers:** Student Support Advisor. Cross Center D, room 301B.

**Madison Neumann:** University Track Advisor; Cross Center D, room 205. Office hours: Mon. and Wed. 3PM-5PM, by appointment on Thurs. and Fri.

**CESL Instructors:** You will meet your CESL instructors as you have class with them. CESL instructors are professional English as Second Language teachers, with a variety of international teaching and cultural experience. They are a great resource for you.

**Student Advisors:** Your 11:00 teacher is your advisor and should be the first person that you speak with if you have a problem. They will assist you with academic or personal issues.

*The Sooner Jump Start (SJS) program offices are located in Cross Center Main. Their staff profiles are in the SJS student handbook.*
These courses focus on a particular language skill but use all other skills as well.

Two-Hour Seminars
These courses focus on a particular subject or area of English study and are for more advanced students.

Test-Prep Courses
Test-Prep Courses focus on preparing students for standardized English proficiency tests. These courses include TOEFL iBT and IELTS.

- You are only allowed to take Test-Prep courses if you are in Level Intermediate 2 or above in morning classes.
- You may take test preparation courses for only 2 sessions while you are at CESL.

Seminar choice selection is linked to registration and payment. After you go online to register and pay, you will be sent the seminar choices, which can be submitted electronically. **Register early before classes fill up.**

If you think that you have been placed in the wrong class level talk to your current teachers. Your teacher will handle the final decision and paperwork. Do not stop going to class or doing the work while your class change request is being considered. **You will be counted absent during this time if you miss class.**

Note: We do not change students from one section to another within the same level. The best way to show you are in the wrong level is to be the best student in the class.

If you get 90% or higher in every class, you can take the placement test at the next orientation to potentially skip a level.
A = 90%-100%
B = 80% - 89%
C = 70%-79%
D = 60% - 69%
F = 59% or below

You will receive a Final Grade for each class at the end of the semester.

Good grades are passing grades = A, B, or C.

If you get a D or F in any class, you will be placed on the Student Support Track (see page 13). You will be required to pass all future classes (with A, B or Cs) for the rest of your time at CESL in order to remain at CESL. You cannot fail twice.

Remember that teachers do not “give” grades. You earn your grades by the quality of your work and your participation. So, focus on doing your work well and learning. Your teachers will grade your work fairly, but they cannot give extra credit. You must pass the class based on the given coursework.

Your grade in each class depends on your work and ability in the following areas:

• Attendance
• Participation (speaking and engagement in class)
• Completion of assignments
• Tests/Quizzes/Papers
• Mastery of Skills

Your grades and attendance will be posted at:

www.engradeapro.com

Be sure to CHECK YOUR GRADES on Engrade frequently! Talk to your teachers immediately if you have any concerns or questions about your grade. Your grade is your responsibility.
Students who fail a class are placed on the Student Support Services Track for one session. Haley Vickers is the Student Support Advisor, and she provides coaching for students on this track.

If students do not pass each course during the Student Support session or any subsequent session, they will be expelled (that means they must leave CESL).

CESL’s teachers and staff are committed to helping you achieve your English language learning goals. If you are willing to work hard, listen, and practice English, you will improve, and you will avoid failing your classes.

You can do this! CESL will support you every way we can!
Five absences are allowed for each class

Six absences or more in a class = F (no credit for the course)

Eight absences or more = Stopped-out from CESL. You cannot return to CESL if you were expelled for this reason

The director reserves the right to review extenuating circumstances.

**Being more than 10 minutes late to a class = Absence**

**What to Do When You Are Absent**

1. Tell your teachers of absences you know about before the day you are absent.
2. Do your homework. Homework that can be submitted electronically should be turned in on time regardless of absence.
3. Bring your doctor’s note or test receipt to your teacher the day you return to class. Doctor’s notes and test receipts will only be valid on the day you return to class.
4. Collect handouts and do homework for the days you are gone.

- You have as many days to make up homework, as you were absent. This means if you miss Monday, you need to have Monday’s homework by Wednesday if you want to get any credit for that homework. If you do not bring the homework on Wednesday, you will get a zero for the homework. You cannot make up participation points.
- Missed tests/quizzes can only be made up with a doctor’s note showing that you were sick or receipt from an approved test (examples: TOEFL or IELTS tests).
- Special circumstances (for example, a car wreck or long illness) will be reviewed by the director.

Sponsored students may have different attendance guidelines. Check with your sponsoring agency.

**Example: Saudi Cultural Mission Students (SACM):**

- You are only allowed 2 absences in any class during a semester.
- If you have more than 2 absences, CESL must report your lack of attendance to the embassy, and your scholarship is put on hold.
**Reasons for Expulsion**

- Making a D or below in two sessions in any class
- Having more than 5 absences in any class
- Cheating or plagiarizing
- Not making a payment for your classes by the due date
- Leaving for unexplained and unexcused reasons from CESL during the session
- Disrespectful or disruptive behavior in class, or towards teachers or other students in or out of class, or being in violation of any other University policy.

* If you fail two sessions, you are not eligible to enroll for the next session, but you may attend a different school and, after successfully completing one session there, you may re-apply to CESL. Your transcript from the other school will be required when you re-apply to CESL.

*If you are readmitted to CESL after attending another school, you must pass all further classes. If you fail another session, you will not be readmitted.

*Whether you are dismissed from the program or not, for anything other than academic reasons, is within the discretion of the director.

**IMPORTANT:** **Failing two sessions** at CESL will result in not being able to enroll for the next session.

---

**Consequences of Plagiarizing and Cheating**

<table>
<thead>
<tr>
<th>Plagiarism on a Written Assignment (that is not a final essay or major project)</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Meet with the CESL director and instructors</td>
<td>• Meet with the CESL director and instructors</td>
<td>• Expelled from CESL</td>
<td></td>
</tr>
<tr>
<td>• Receive a zero on the assignment but student can redo the assignment for no more than half credit.</td>
<td>• Attend a mandatory plagiarism awareness class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cheating in general or plagiarism on a test, quiz, final essay, or major project.</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Expelled from CESL</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

Students who are expelled from CESL for plagiarism or cheating will not be readmitted to CESL.
**Plagiarism = BAD DECISION**

**Definition:**
Plagiarism is when you copy someone else's words or ideas without showing who the original writer was (you did not use proper citations).

**Why Is Plagiarism Bad?**
Plagiarism is a type of cheating in the U.S. because it is important in this country to put information in your own words when writing and speaking, to show that you understand and have thought about the information yourself.

**Paraphrasing = A Great Solution**

**Definition:**
Paraphrasing is when you rewrite someone else's words in your own words, changing the vocabulary and structure, but keeping the same important ideas and the meaning.

Paraphrasing is a skill that you will practice at every level in your CESL classes, it shows that you have an understanding of the material and that you can express it with your own words.

**Examples of plagiarism**
1) Copying more than 3 words in a row from another paper in your paper without referring to the source and using quotation marks (""")
2) Paraphrasing a sentence from a source, but not writing a citation (the author’s last name and the page number) to show where the information was found
3) Having a friend help you write your paper
4) Submitting the same paper for two classes
5) Finding all your main ideas in a paper from sources, rather than from your brain
Becoming an Excellent Second Language Learner

Excellent language learners study and use their second language. This means that they:

Understand the TIME and EFFORT needed to learn a new language

Ask questions

Talk in class

Do homework

Practice English inside and outside the classroom

Study with classmates after class

Ask about what they don’t understand

In class and out of class, there may be times when someone says something that you just don’t understand.

If you cannot understand someone, you should:

• Ask the person to repeat what he/she said
• Repeat back to the person what you think you heard
• Ask the person to write what he/she said, then look up the word in a dictionary
• Ask for an example

Please Remember:
You are only at the beginning of your amazing journey!

You are not alone.

Your classmates are learning with you, and CESL staff and instructors are here to help you learn English and American Culture!
Believe in yourself! You can do it!
CESL is a University of Oklahoma program sanctioned and supported by the Provost, the College of Liberal Studies, and the Associate Vice President for Continuing Education. The University upholds the highest standards of academic behavior, including academic honesty and appropriate classroom behavior.

Instructors will not tolerate excessive or disruptive conversation, disruptive behavior towards faculty and other students, failure to complete assignments, failure to participate in classroom activities or failure to attend class as required.

As with plagiarism, any form of academic cheating is unacceptable and students can be asked to leave CESL/OU because of cheating.

These are common examples of cheating:

- The use of unauthorized materials, information or study aids in any academic exercise (especially tests)
- Unauthorized possession of examinations
- Falsification of grade records from the past
- Bribery (paying someone to do your work or help you cheat)
- Helping others in any of these acts
- Attempts to do any behavior listed above

The University of Oklahoma became a “Dry Campus” in 2005. This means that there is no alcohol allowed on OU’s campus.

Students will receive a fine ($) for all violations of the alcohol policy.

Any student caught with alcohol more than twice in a semester will have to leave OU.

You must be 21 years old to drink alcohol off-campus in the state of Oklahoma.

Illegal drug use is strictly prohibited on the university campus and anywhere in the state of Oklahoma. This means you cannot use any illegal drugs anywhere!!

The University policy can be found at this link: https://webapps.ou.edu/alcohol/policy.cfm
Students who complete their testing and then withdraw from the program are subject to the following CESL refund schedule:

- Within the 1st week 80% refund
- Within the 2nd week 50% refund
- Within the 3rd week 20% refund
- After the 3rd week No refund

*The application fee is non-refundable.*

*Please note payment for each session must be received before classes start!*

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**What should you do if you are unhappy or have a problem with CESL?**

1st: Talk with your advising teacher (your 11:00 teacher).

2nd: Talk with the director; make an appointment with the administrative assistant first. No visits to the director or assistants should be during class time.

3rd: Talk with the CESL sponsor, Dr. Satterthwaite, at the OU College of Continuing Education. Make an appointment through Cheryl Barton at (405) 325-1227.

We ask that you go through each of the above steps to make sure that you get help with your issue as quickly as possible, and that the people directly involved have an opportunity to resolve the situation.

If you have a private personal grievance, you may make an appointment to speak directly to the director, without the above steps.
Attend class – Attend classes to improve your English and to make academic progress in CESL. Failure to make academic progress could cause F-1 visa status to be terminated.

Know the required documents and their expiration Students must maintain a valid passport at all times and must extend their I-20 before it expires. Required documents include: I-20, passport and visa. Contact ISS immediately if you lose any of your documents.

Travel signatures – If traveling outside the US, bring your documents to the ISS office for a travel signature. Travel signatures verify that you are in good academic and financial standing at CESL on the day the signature was issued. To reenter the US, you need a valid visa and a travel signature on your I-20 or DS-2019. If you are travelling inside the US, you do not need a travel signature.

Address changes – Tell CESL and ISS of any change of address within 10 days of moving to a new address.

F-2 dependents - Dependents are not eligible for a SSN. They cannot work anywhere in the US or attend school.

Transferring schools or leaving the US – Students should tell ISS of their plans to leave CESL to return to their home country, or if they wish to transfer to another school.

***Students cannot transfer in the middle of a session. They must transfer before the 9th day of classes.***

If a student completes four or more sessions in a row at CESL, he or she may take one session break from CESL while maintaining an F-1 status. Students may travel outside the US during that time, leave the US after 60 days or resume their study at CESL. In order to maintain an F-1 status, students must tell OU ISS if they intend to take a session break.

If students complete three or fewer sessions at CESL, they must depart the US within 14 days of their last day of class. Students cannot stay in the US more than 14 days after their last session if they have taken less than four CESL sessions.

**Sponsored/scholarship students may have different requirements for their breaks. These students must follow the rules from their governing agency.**
The laws concerning work as an F-1 student are very strict. CESL students can work ON campus (NEVER off campus). On campus, students can only work 20 hours a week during a semester and no more than 40 hours a week during school breaks.

Contact ISS for more information about working as a CESL student: Caroline Macleod, ISS CESL Rep, Cross Center D, room 301C.

• Smoking is not permitted ANYWHERE on OU’s Campus

• This policy is strictly enforced – you MUST follow it

• You are fined (pay money) if you do not follow the policy

• If you are interested in quitting smoking, OU has special classes to help you quit.

Be careful to avoid anything that could be considered “sexual harassment.”

What is sexual harassment?
Personal Space: getting too close to someone

Gender Discrimination: when males and females are not treated as equals

Bullying: threatening someone to make them do sexual acts

Stalking: following someone and trying to “force” them to spend time with you or talk to you

You will be held responsible for any of the above behavior.

Avoid Sexual Violence!
Consent: a person must agree (verbally and coherently) to have sex with you

Drinking: avoid sexual acts with someone who has been drinking they cannot answer verbally or coherently-you will be held responsible.
Why do I need health insurance?
United States healthcare is very good, but it also costs a lot. Health insurance lets you have health care without having to pay so much. Without it, your healthcare expense could be very large, costing hundreds or thousands of dollars. You have to have healthcare insurance to attend OU.

What does it do?
When you visit the doctor or other healthcare provider, your health insurance pays almost all of the expenses. It pays for most ordinary kinds of healthcare and many others, including hospital costs.

Basic requirements for health insurance
You are already enrolled for Plan II, unless you can provide proof of alternative coverage (see handouts for more info).

You should always keep your medical insurance card and OU ID with you to show when you need to go to the doctor.

Can I use my own health insurance?
No, you are required to use OU health insurance if you are a student here, unless your insurance has been provided by your country’s embassy/government or your sponsoring employer and is approved by the OU insurance office.

How do I get a health insurance card?
CESL will receive your health insurance card several weeks after your enrollment and arrival on campus. One of your instructors will give you the card once we have received it.

Is my health insurance just for me?
Your OU health plan covers you and can also cover your husband or wife, and your children. There is an additional cost for the spouse or children, and they must be signed up when you sign up, then the insurance company will pay for them if they become ill or have an accident.

Where do I go when I am sick?
Visit Goddard First - Always go to Goddard Health Center first when you need medical care. Goddard is located at 620 Elm Ave., Norman, OK. The phone number is (405)325-4441.
Where do I go for medical care if Goddard is closed or I am out of town?

IMPORTANT – you MUST contact Goddard at (405) 325-4441 within 48 hours of visiting any other facility. Your insurance benefits will be GREATLY reduced if you do not.

Go to Urgent Care – When Goddard is closed, you can go to their recommended after hours care facilities listed on their website. Urgent care is for treatment of a medical condition needing immediate attention. Examples could include: care for flu, cuts, stitches, animal bites and so forth.

You should only visit a hospital emergency room when the illness or injury could cause serious jeopardy to your health if not immediately treated.

Get a Referral – You must get a referral from Goddard before you visit any other provider unless you are out of town or require urgent care or emergency care in a hospital emergency room when the center is closed, in which case you have 48 hours after your visit to get a referral from Goddard.

How do I find providers outside of Goddard? Go to OU’s Academic Health Plan website at https://ou.myahpcare.com/. Click on the Benefits tab, and choose "Find a Doctor." IMPORTANT – Don’t forget your referral.

For more information visit: https://ou.myahpcare.com/

Health vocabulary words you should know:

**HEALTHCARE** - the help you get from a doctor, nurse, or other medical worker when you are sick or injured; this is also called medical care.

**HEALTH INSURANCE** - a way to pay for health care without spending very much of your own money.

**COPAY** - What you have to pay when you receive health care; it is usually a very small amount at OU.

**PROVIDERS** - people who give you health care.
1. Direct Admission

**Test Scores (must have one of the following):**
- iBT: 79+
- IELTS: 6.5+
- PBT: 550+ (SJS only)

**To receive CESL's recommendation:**
- Pass all CESL classes with 70%
- Attend two mandatory University Track Meetings (one each session)
- Have a High School GPA that meets OU Admissions' and their department's standards (see Jessica for more details)

2. Academically Admissible

**Test Scores* (you must have one of the following):**
- iBT: 61-78
- IELTS: 5.5
- PBT: 500-549 (SJS only)

*Test scores must be acquired before the semester deadline.

**Plus:**

**To receive CESL's recommendation:**
- Bring a copy of your test score to the University Track Advisor.
- Have a high school GPA that meets OU Admissions' and their department's standards (see Jessica for more details)
- Attend two mandatory University Track Meetings (one each session)
- Complete 12 weeks (2 sessions) of intensive English instruction at the Advanced level at CESL immediately prior to beginning your degree studies
- Earn a B average in all morning classes for session 1 and earn a B average in all morning classes for session 2. (Average the numbers, not the letters)
- Earn a B (80%) or higher in the University Preparation class. (Not required for JNJU2+2 or graduate students)

Note: Academically Admissible students cannot take a session break between their qualifying CESL semester and the beginning of classes at OU.
For Graduate University Track Students Only:

Students should visit the Graduate College AND the admissions office of their degree program for the specific requirements for their program and admissions process.

Some graduate programs will not review an applicant’s credentials for admission until the English proficiency (CESL and TOEFL/IELTS test) requirements have first been completed. Other programs will extend academic admission to a student who has applied to the program with a qualifying GPA, and submitted all of the required documents, except proof of English proficiency.

Graduate University Track students have the same requirements as other University Track students and should come to the Graduate University Track meetings for specific information. See the University Track Advisor with questions.

OU Health Sciences Center Applicants

All programs at HSC require test scores of 550//6.5//79 or above, except for Public Health, which requires test scores of 570//7//85 or above.

What? This is a seminar class that imitates a university class and prepares students to handle university coursework. Academically admissible students must make a B in this course to move on to OU.

Who? Academically Admissible students MUST take this course. If students have qualifying test scores by the appropriate date, they need to enroll in this course for the next session. If students are on the graduate or NJU2+2 track, then this course is not required.

Nanjing and Shanghai University Transfer Students take this course on the main campus and should not take it at CESL.

When? All Afternoon, 1-3pm, Monday-Thursday for one session.

Why? This course gives CESL and OU admissions an idea of how CESL students will perform in a university class.
**Locations:** Cross D, 4th floor and Cross B, 1st floor

**Hours of Operation:**
- **Mon – Thurs:**
  - 8-9AM
  - 11:30AM-1:30PM
  - 3-5PM
- **Fri:**
  - 9AM-12PM

**Orientation:** Students must be oriented to the labs before using them.

**Printing Available for FREE!** Please only print ten pages at a time, and only print materials for class.

**Computer Lab Purposes**
- Send and receive email
- Do research for your class assignments
- Practice English with the software and ESL web sites available

**Computer Lab Policies**
- Food and Drink are not allowed in the computer labs
- Do not download any programs to the lab computers

If students do not follow these policies, they will be asked to leave the computer lab and will not be allowed reentry

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Study Hall is a time where CESL students can get extra help with their homework from CESL teachers.

**Study Hall Hours:**
- 3PM - 5PM

**Study Hall Location:**
- **Monday:** Cross D, Room 315 (Hilary)
- **Tuesday:** Cross B, Room 476, by appointment (Laura)
- **Wednesday:** Cross D, Room 315, by appointment (Hilary)
- **Thursday:** Cross B, Room 476 (Laura)
**Language Exchange**

**What?** CESL students will be paired with OU students to form friendships and exchange languages and cultures.

**When?** There are scheduled conversation times and other events, but partners can meet any time.

**Where?** Students can meet at CESL or on the OU campus or elsewhere around Norman.

**Why?** This is a great way to practice English and participate in U.S. culture!

**Interested?** See Kylie, Cross D room 217.

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**SPECIAL EVENTS**

CESL is a great place to get connected with other international students. CESL students act as “ambassadors” of their countries at CESL and OU. CESL’s Program Specialist, Kylie Swanson, creates many fun events at CESL to encourage friendships and English practice. Some recent social events have included the following:

- CESL Talent Night
- Baseball Games in OKC
- Field Trips to Oklahoma Museums and Zoo
- CESL Olympics
- Culture Night
- Picnics and Ice Cream Parties
- Visits to the National Weather Center
- Sno-cone Thursdays
- Camping trips
- Outlet Mall shopping
Informality of dress and seating are common.

Respect for teachers is shown by attendance, promptness, listening in class, and participation.

Respect both your male and female teachers. Treat them with equal respect. Call all teachers Ms. or Mr.

Respect other students and their ideas to create an open environment for discussion in the classroom.

Questions are expected and appreciated.

Discussion in class is essential. You must be willing to speak in classes, not just listen.

Disagreeing politely is seen as a mark of a good student (one who thinks for her/himself).

Being wrong is OK and admitting that you are wrong is appropriate (for both teachers and students).

Grades are not negotiable: You cannot ask your teacher to change or improve your grade. You earn your grades. No extra credit is allowed.

There is no extra credit. You must pass your class by completing the assigned work successfully.

The student is responsible for asking questions, participating, and finding out the information necessary to complete assignments and perform activities. The student will show up for class on time, with homework done, and be prepared to participate actively in his or her own learning.

The instructor is responsible for knowledge of the course material and for having appropriate lesson plans to teach the students. The instructor will start class promptly and will not waste the students’ time.

Good Hygiene (taking care of your body) is necessary for everyone’s comfort.
Hygiene Expectations

**Smells**
Use deodorant

Take showers

Wear clean clothes every day

**Bathrooms/toilets**
You must flush toilets

Toilet paper goes in the toilet

Use the sinks/wash basins to wash your hands. These are not urinals

Shaving, brushing teeth, washing body parts other than hands and face should be done at home

Paper towels do not go in the toilet; they go in the trash

**Trash**
Throw all trash in the appropriate trash cans

Chewing gum – goes in the trash, not in the stairwells or on the ground

Spitting is not acceptable in buildings (including stairwells) or on sidewalks
Oklahoma law allows current (not expired) licenses from students’ home countries, if the license has the student’s name on it, but Oklahoma DOES NOT ACCEPT international drivers’ licenses.

To get a driver’s license, students must take a written test and a driving test. Driving without a valid license or without insurance is illegal and will result in a very big fine (pay lots of money) and your car being towed away.

More information is available at [http://www.dps.state.ok.us/dls/](http://www.dps.state.ok.us/dls/)

**Going to take the driver’s license test is NOT an excused absence. Please do this after class or on Fridays.**

The City of Norman and OU’s CART system provides public transportation throughout the year. Cleveland Area Rapid Transit(CART) transports more than 1 million passengers annually on the fixed-route bus system. CART buses run six Norman city routes and three University of Oklahoma campus routes on weekdays and most Saturdays. CART also operates a commuter route, the Sooner Express, to Oklahoma City Monday through Friday. This service is free for CESL students with their OU ID and bus sticker.

More information is available at [cart.ou.edu](http://cart.ou.edu).

Also see [us.megabus.com](http://us.megabus.com) for long-distance transportation at very reasonable prices.
Banks
  Mid First Bank (315 W. Boyd Street)
  Bank of America (1239 W. Main Street)
  Bank of Oklahoma (1251 Alameda Street)

Grocery Stores
  Crest Foods (2550 Mt Williams Drive)
  Sprouts (559 W. Main Street)
  Homeland (1724 W. Lindsey Street)
  Natural Grocers (1918 W. Main Street)
  Walmart
    • East: 601 12th Avenue NE
    • Southeast: 2551 Classen Blvd.
    • West 333 N. Interstate Drive

Hospital
  Norman Regional Hospital (901 N. Porter Avenue)

Urgent Care Clinics
  Access Medical Center
    334 12th Ave SE Ste 110
    Norman, OK 73071
    (405)321-1911

  Immediate Care of Oklahoma LLC
    800 24th Ave NW
    Norman, OK 73069
    (405)321-7100

Library
  Norman Public Library (225 N. Webster Avenue)

Movie Theaters
  Regal Spotlight 14 (1100 N. Interstate Drive)
  Warren Theatre (1101 South Telephone Road, Moore)

Restaurants
  Pepe Delgado's (786 Asp Avenue)
  Greek House (768 Jenkins Avenue)
  Thai Kum Koon (1347 W. Lindsey Street)
  Pho Sooner (775 Jenkins Avenue)
  T.E.A. Cafe (Campus Corner)

Shopping
  Sooner Mall (3301 W. Main Street)
  Campus Corner (Boyd St. across from the North Oval)
OU’s Sooner Jump Start program (SJS) is a two semester bridge program designed to support international students in successfully transitioning from high school to college.

During Phase I, students study at the Center for English as a Second Language (CESL), with a focus on English language and U.S. cultural immersion.

During Phase II, students take 12 credit hours of freshman college courses taught by professors with ESL sensitivity. These classes are provided through the Center for Independent and Distance Learning (CIDL).

In addition to academic courses, SJS offers personal growth and leadership training to empower students for success. Visit sjs.ou.edu for more information.

To contact the SJS program, call (405)325-1203 or email sjs@ou.edu

CESL students must pay an additional fee each semester to use the Fitness Center.

Houston Huffman Fitness Center is located across the street from the dorms. This Center has facilities for all kinds of sports and activities, including basketball, handball, ping pong, volleyball, yoga, weight lifting, tennis and more!

Students can talk to Nate at Orientation or at the Fitness Center to sign up and pay the fee. While you are a CESL student, this fee is optional, but when you become a degree student, on campus, you must pay it.

For more info visit: http://www.ou.edu/far
A great way to meet people and participate in fun activities is the International Student Associations (ISA) at OU. Some student groups are listed below:

- **African Student Association** afsa@ou.edu
- **Arab Student Association** ouasa@ou.edu
- **Association of Friends of Venezuela** venezuela@ou.edu
- Bolivian Student Association bisa@ou.edu
- Caribbean Student Association caribbeanvibes@ou.edu
- **Colombian Student Association** colsa@ou.edu
- **European Student Organization** eso@ou.edu
- French and Francophone Student Association ffsa@ou.edu
- **Hong Kong Student Organization** hksa@ou.edu
- **India Student Association** isa@sooner.net.ou.edu
- Indonesian Student Association isa@ou.edu
- **International Advisory Committee** iac@ou.edu
- **Iranian Student Association** isaou@ou.edu
- Japanese Student Association ou-jsa@ou.edu
- Korean Student Association ksa@ou.edu
- Lebanese Student Association lsa@ou.edu
- Malaysian Student Association iac@ou.edu
- **Nepali Student Association** nsa@ou.edu
- **OU Saudi Student Association** oussa@ou.edu
- **Pan American Student Association** panam@ou.edu
- Peruvian Student Association peru@ou.edu
- **Russian Speaking Student Association** russia@ou.edu
- **Society of Chinese Students and Scholars** society.of.chinese.students.and.scholars@ou.edu
- **Society of Vietnamese Students** iac@ou.edu
- **Sri Lankan Student Association** slsa@ou.edu
- **Student Association of Bangladesh** sab@ou.edu
- **Taiwanese Student Association** iac@ou.edu
- **Turkish Student Association** turkish.student.association@ou.edu
Here is a list of some of the clubs that are organized on the OU campus. These clubs are a great way to meet new people and practice your English skills!

- Oklahoma Men's Soccer Club
- Soccer Enthusiasts League
- Sooner Ballroom Dance Club
- Black Student Association
- Campus Activities Council
- Union Programming Board
- International Advisory Committee
- OUr Earth
- Animation Society
- The Outdoor Club
- Gay, Lesbian, Bisexual, Transgender, and Queer
- Robotics Club
- Sooner Competitive Robotics
- OU Write Club on Facebook
**Important Resources**

- **ISS Advising** -- CESL students may receive free immigration advising from International Student Services, located in Old Science Hall on the North Oval, or on Tuesdays and Wednesdays at CESL Cross D, Room 301C.
- **OU Admissions** -- The Admissions department processes OU applications. CESL communicates directly with the Admissions department as soon as you receive an academically admissible score on the TOEFL or IELTS tests. Be sure to apply to OU as soon as possible - https://www.commonapp.org/Login.
- **OU Goddard Health Center** – The Goddard Health Center is a fully functioning medical center. CESL students receive services at a reduced rate with their OU ID and insurance.
- **OU Library** -- OU has an exceptional research facility at the Bizzell Memorial Library. CESL students have full access to this facility and other libraries in the OU system.
- **IT Services** -- CESL students may obtain access to OU IT services at account.ou.edu. Upon activation, students may sign up for an OU e-mail account and have access to OU computer labs (locations include Couch Center, Bizzell Library, and the Student Union) as well as CESL's labs.
- **Recreation** -- CESL students have access to various recreation facilities, including the Huston Huffman Center, the OU Swimming Complex, and the OU tennis courts but must pay the appropriate fees.
- **Writing Center** -- CESL students may receive free help editing their CESL papers, statements of purpose and other written assignments at the Writing Center, located in Wagner Hall, room 280.
- **Assessment Center** -- To enroll in OU classes, University Track students must go to the Assessment Center in Wagner Hall, room 270, to take placements tests in reading, writing, and math. Tests may be taken twice per semester. A date for University Track students to take the tests each semester will be arranged by CESL. University Track students must take these tests in order to be advised.