



DAVID L. BOREN COLLEGE OF INTERNATIONAL STUDIES  
**CENTER FOR ENGLISH  
AS A SECOND LANGUAGE**  
*The UNIVERSITY of OKLAHOMA*

*Intensive English Program*

**STUDENT GUIDE**

*Expand your world*

## Welcome to CESL!

We are glad you have chosen the Center for English as a Second Language (CESL) at the University of Oklahoma to continue your studies. We hope that you will find this guidebook helpful. There are many people at CESL and OU who are here to help you as well. Don't be afraid to ask questions when you are confused or do not know something – that's why we are here! You can find important info about CESL on our website: [esl.ou.edu](http://esl.ou.edu)

### CESL Student Guide

This guide is a very important resource that all CESL students should keep and refer to as needed. It contains important policies, dates, and requirements for CESL and OU.

### CESL Mission Statement

Our mission is to provide exemplary English language instruction as well as cultural education to empower students to communicate successfully in social, academic, and professional settings.

***We hope you enjoy your time at the University of Oklahoma's Center for English  
as a Second Language!***

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## 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!

### Before arrival:

- ☐ Find housing
- ☐ Get your immigration documents in order
- ☐ Set up your OU email account and use it as your primary account

### After arrival:

- ☐ Get your OU student ID card
- ☐ Check in with ISS when you arrive
- ☐ Open a bank account
- ☐ Purchase textbooks
- ☐ Become familiar with the OU campus
- ☐ Buy a cell phone or local sim card

### To maximize your time:

- ☐ Learn about the CART (bus) system and explore Norman
- ☐ Connect to CESL and ISS Programming social media: Facebook, Instagram, and Twitter
- ☐ Take advantage of the Sarkey's gym and other facilities (fee required, see p. 11)
- ☐ Join a club! (See the handout from International Student Services with QR codes and contact information for many clubs!)

## OU ID Cards/Sooner Card

OU ID cards give students access to the cafeteria, dorms, and the gym (fee required). In addition, OU ID cards provide student discounts for entertainment, restaurants, and many items. Get more info at [www.ou.edu/soonercard](http://www.ou.edu/soonercard). This card is very important and is necessary for the rest of your college career at OU.

### *Where do I get an OU ID card?*

Oklahoma Memorial Union

Cross Village

900 Asp Avenue, Room 127

Cross D: 116 4th Street, Suite D138

Norman, Oklahoma 73019

Norman, Oklahoma 73019

9 a.m. to 5 p.m. Monday-Friday

9 a.m. to 5 p.m. Monday-Friday

Closed Saturday-Sunday

### *How much will an OU ID card cost?*

\$30 (credit/debit cards and cash accepted)

### *What do I need to bring to get an ID card?*

Passport/ other form of ID

## Basic Information for CESL Students

### Session Dates 2023

Semester	Session	Orientation	Session Dates	Application Deadline
Spring 2023	Session One	January 23	January 24 - March 9	November 28, 2022
	Session Two	March 20	March 21 - May 4	January 20, 2023
Summer 2023	Session One	May 12	May 15 - June 22	March 10, 2023
	Session Two	June 30	July 3 - August 10	April 28, 2023
Fall 2023	Session One	August 21	August 22 - October 5	June 23, 2023
	Session Two	October 16	October 17 - November 30	August 18, 2023

**Deadlines to submit test scores for the OU Track program are:**

For entry to OU in Summer 2023: ***February 5, 2023***

For entry to OU in Fall 2023: ***May 14, 2023***

For entry to OU in Spring 2024: ***September 3, 2023***

## **CESL Contact Information**

### **Mary Martin**

*CESL Director*

Farzaneh Hall, 114; [mary.martin@ou.edu](mailto:mary.martin@ou.edu)

(405) 325-2351

### **Hilary Kirk**

*Curriculum Coordinator/Lead Instructor*

Farzaneh Hall, 330; [hilarykirk@ou.edu](mailto:hilarykirk@ou.edu)

### **Cory Northern**

*Instructor*

Farzaneh Hall, 330; [bladenorthern@ou.edu](mailto:bladenorthern@ou.edu)

### **Lindsay Barnes**

*Adjunct Instructor*

Farzaneh Hall, 330; [barnes.lindsay.e@ou.edu](mailto:barnes.lindsay.e@ou.edu)

### **William Lewis**

*Part-time Adjunct Instructor*

[william.e.lewis-1@ou.edu](mailto:william.e.lewis-1@ou.edu)

### **Alina Joaca- Bine**

*International Student Services (ISS) CESL representative*

[alinajb@ou.edu](mailto:alinajb@ou.edu)

### **Youssef Kamel**

*ISS Assistant Director for Programming*

[kamel@ou.edu](mailto:kamel@ou.edu)

CESL instructors are professional English as Second Language teachers with a variety of international teaching and cultural experience. Staff profiles can be found at

<https://www.ou.edu/cis/cesl/People>



## Campus Telephone Numbers, Email and Web Addresses

Department	Phone	Email	Web
CESL	(405) 325-2351	<a href="mailto:esl@ou.edu">esl@ou.edu</a>	<a href="https://www.ou.edu/cis/cesl">https://www.ou.edu/cis/cesl</a>
International Studies Emergency Line	(405) 630-5392	<a href="mailto:helpabroad@ou.edu">helpabroad@ou.edu</a>	
OU ISS	(405) 325-3337	<a href="mailto:iss@ou.edu">iss@ou.edu</a>	<a href="https://www.ou.edu/cis/iss">https://www.ou.edu/cis/iss</a>
Police/Ambulance/Fire	911		
Mental Health Emergencies	988		
OU Police (non- emergency)	(405) 325-2864		<a href="https://www.ou.edu/police">https://www.ou.edu/police</a>
Goddard Health	(405) 325-4611	<a href="mailto:goddard@ou.edu">goddard@ou.edu</a>	<a href="https://www.ou.edu/healthservices">https://www.ou.edu/healthservices</a>
Health Insurance	See the back of your insurance card		
Norman Regional Hospital	(405) 307-1000		<a href="https://www.normanregional.com/home">https://www.normanregional.com/home</a>
University Counseling Center	(405) 325-2911		<a href="https://www.ou.edu/ucc">https://www.ou.edu/ucc</a>
OU Housing and Food	(405) 325-2511	<a href="mailto:housing@ou.edu">housing@ou.edu</a>	<a href="https://www.ou.edu/housingandfood">https://www.ou.edu/housingandfood</a>
OU IT (computer support)	(405) 325-4357	<a href="mailto:needhelp@ou.edu">needhelp@ou.edu</a>	<a href="https://www.ou.edu/ouit">https://www.ou.edu/ouit</a>
Sarkey's Fitness Center	(405) 325-3053	<a href="mailto:fitrec@ou.edu">fitrec@ou.edu</a>	<a href="https://www.ou.edu/far">https://www.ou.edu/far</a>
Bizzell Library	(405) 325-4142		<a href="https://libraries.ou.edu/">https://libraries.ou.edu/</a>
OU Food Pantry	(405) 325-2044	<a href="mailto:OUpantry@ou.edu">OUpantry@ou.edu</a>	<a href="https://www.ou.edu/foodpantry">https://www.ou.edu/foodpantry</a>

## Important Resources

- **ISS Advising** – CESL students may receive free immigration advising from International Student Services, available by appointment in Farzaneh 144, [iss@ou.edu](mailto:iss@ou.edu)
- **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](http://account.ou.edu). Upon activation, students may sign up for an OU email 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 Sarkey's Fitness Center, the OU Swimming Complex and OU tennis courts but must pay the appropriate fees (gym membership for CESL students is charged per session -- \$45 per session in the Spring and Fall semesters, \$30 per session in the Summer semester).
- **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.
- **OU Admissions** – The Office of Admissions and Recruitment (OAR) processes OU undergraduate applications. CESL communicates directly with the Admissions team 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 Graduate College Admissions** – The Graduate College Admissions Office processes your paperwork and makes the final decision on your admission, but each graduate department has different requirements. You must coordinate closely with your department and your Graduate College Admissions advisor to be sure you have all the necessary requirements for your application. CESL communicates directly with the Admissions team as soon as you receive an academically admissible score on the TOEFL or IELTS tests.

## CESL Classes, Policies, and Services

### Core Classes

There are 4 levels at CESL: A1, A2, B1 and B2. At each level, students study the core classes: Reading & Vocabulary, Writing & Grammar, Listening & Speaking. These classes are typically held 9-11:50 a.m., Monday-Thursday. *Your level is determined by your placement exams.*

Beginning	High Beginning	Intermediate	Advanced
A1	A2	B1	B2
			University Preparation
			Graduate English Pathway

*Note: These levels are based on the Common European Framework of Reference for Languages (CEFR).*

### Seminar Classes

These classes are offered Monday through Thursday from 1-2:50 p.m. Topics vary based on level and availability. For intermediate level and above, we have test preparation courses which focus on preparing students for standardized English proficiency tests. These courses include TOEFL iBT and IELTS.

### Class Change Policy

If you think you have been placed in the wrong class level, talk to your current teachers. Your teachers and the director will make the final decision. Do not stop going to class or doing the work while your class change request is being considered. *The best way to show you are in the wrong level is to be the best student in the class.*

If you achieve 90% or higher in your core classes, you can take the placement test before the next session to possibly skip a level. The test results will place you at the correct level. If you are enrolled in OU Track, you must pass **both** morning and afternoon classes with 80% or higher to move on to OU.

### CESL Refund Policy

The application fee is non-refundable. Students who complete their testing and then withdraw from the program are subject to the following CESL refund schedule:

- Within the first week 80% refund of tuition
- Within the second week 50% refund of tuition
- Within the third week 20% refund of tuition
- After the third week there is no refund

**\*Please note payment for each session is due in the first week of classes! If you have not paid by the beginning of the third week, you cannot attend class.**

## CESL Grievance Policy

### What should you do if you have a problem with CESL?

1. First, talk with your advising teacher (your core class teacher).
2. Second, talk with the director. Email Mary Martin at [mary.martin@ou.edu](mailto:mary.martin@ou.edu) for an appointment.
3. Finally, if the issue has not been solved, talk with the CESL sponsor, Dr. Rebecca Cruise. To talk to her, you must make an appointment through Jennifer Grover at [igrover@ou.edu](mailto:igrover@ou.edu) or 405.325.1396 .

Please follow these steps so 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 issue, you may make an appointment to speak directly to the director without these steps.

### Attendance and Late Policy

Your teachers will use the rubric below to record your attendance grade. If you have registered for in-person classes, you are expected to attend in person unless there is a medical or family emergency. For each day of attendance, you receive 10 points for full participation, recorded in the Attendance class. If you are absent, you receive 0/10 points for participation on that day. If you are late, you receive 7/10 points. You must make at least 70% to pass the Attendance class. (If your Grammar, Reading, and Listening grades are all 90% but your Attendance grade is 59%, you will not move to the next skill level.)

**You must pass the Attendance class to move up a level.** . (e.g. If your Grammar, Reading, and Listening grades are all 90% but your Attendance grade is 59%, you will not move to the next skill level.)

### Attendance Rubric

Attendance Rubric				
Criteria	Ratings			Pts
Monday	10 pts Punctual	7 pts Late	0 pts Absent However, if you have a good reason for being absent and you show me that you have made up the work you missed, I will give you the points back!	10 pts
Tuesday	10 pts Punctual	7 pts Late	0 pts Absent However, if you have a good reason for being absent and you show me that you have made up the work you missed, I will give you the points back!	10 pts
Wednesday	10 pts Punctual	7 pts Late	0 pts Absent However, if you have a good reason for being absent and you show me that you have made up the work you missed, I will give you the points back!	10 pts
Thursday	10 pts Punctual	7 pts Late	0 pts Absent However, if you have a good reason for being absent and you show me that you have made up the work you missed, I will give you the points back!	10 pts
				Total Points: 40

**If you must miss class, please send an email or Canvas message to your teacher before class.**

Check the schedule for homework assignments that are due and call another student to find out what you missed in class

**Six absences or more in a class = Failure to Attend.** This means that you have not attended enough classes to pass the level. You must repeat the level, and you will be enrolled in Student Support to help you succeed.

**Eight consecutive absences or more** means you may be in violation of your visa status. As a result, you might have to leave CESL and/or have your SEVIS record terminated.

**When are you considered absent?**

If you arrive later than:

- 30 minutes in a 3-hour class (morning class)
- 20 minutes in a 2-hour class (afternoon class)

**When are you considered late?**

You are late to class if you:

1. Arrive after the designated start times
2. Return late after the instructor's designated break time

You are expected to be in class during the following times:

**Morning:** 9-11:50 a.m.

**Afternoon:** 1-2:50

The director reserves the right to review extenuating circumstances.

### **Illness Policy**

If you are sick, please do not come to class. If you feel able to attend on Zoom, send your teacher a message and ask them to open the class Zoom link before class. If you are sick for more than 2 days, please see a doctor. **Unless you are registered as online student, you will need a doctor's note if you want to attend on Zoom for more than 2 days.**

You can schedule a doctor's appointment here: [Appointments](#) You can also make a telehealth (virtual) appointment if that is more convenient. There is more information here:

<https://www.ou.edu/healthservices/appointments/check-in> When you visit a doctor at Goddard Health Center, they can write you a note to give to your instructors.

### **Sponsored Students**

Sponsored students may have different attendance guidelines.

Check with your sponsoring agency.

## Special Services at CESL

### Language Exchange

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

**When?** Arrange a convenient time to meet with your partner!

**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 Hilary in Farzaneh 303 or email [hilarykirk@ou.edu](mailto:hilarykirk@ou.edu)

### Social Events

Each session there is at least one CESL social event. They are a great way to get to know your fellow CESL students and practice your English! We will send out announcements and remind you in class.

Follow ISS on Facebook and Instagram to stay up to date with what's going on in the College!

**CESL Instagram:** @oucesl

**ISS Instagram:** @ouinternational

**International Advisory Committee (IAC) Instagram:** @ou\_iac

**CESL Facebook:** [www.facebook.com/eslou](http://www.facebook.com/eslou)

**CESL Twitter:** <https://twitter.com/OUCESL>



## Succeeding at CESL

### Advancement and Grades

CESL uses a standard grading scale:

Grading Scale:

90-100% = *A*

80-89% = *B*

70-79% = *C*

60-69% = *D*

59% or lower = *F*

Students move up levels by earning *As* and *Bs* in their core courses. A grade of *C* indicates that the student has not yet achieved proficiency and will remain at the same level (but will study new material). *Ds* and *Fs* are considered failing grades. Students who achieve a *D* or an *F* in a core course will stay in the same level and are automatically placed on Student Support.

### Criteria for Grades

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

- Language proficiency
- Attendance
- Participation (speaking and engagement in class)
- Completion of assignments
- Tests/quizzes/papers

### Checking Your Grades

Your grades and attendance will be posted on Canvas at [canvas.ou.edu](https://canvas.ou.edu)

You can log in with your 4x4 and password. Be sure to check your grades frequently! Talk to your teachers immediately if you have any concerns or questions about your grade.

### CESL Student Support

Students who do not achieve an *A* or *B* in a class are placed on **Student Support** for one session. The Student Support Coordinator helps students in this program achieve a passing grade.

## Academic Integrity

Academic Integrity is a very important part of the American academic experience, and it is taken very seriously in all universities. It is a cultural value, and this value may be different from those you are accustomed to. These are skills that you will practice in your CESL classes. They show that you understand the material and respect the authors who you have consulted.

### What is plagiarism?

Plagiarism is when you copy someone else's words or ideas without showing who the original writer was.

The work you turn in must be your own. When you use other people's ideas in your research papers or presentations, you must cite your sources (write the name of the original author and where you found it) to avoid plagiarism. Plagiarism as defined by the OU Integrity Office includes:

- Copying words and presenting them as your own writing
- Copying words, even if you give the source, without using quotation marks
- Copying words and then changing them a little, even if you give the source
- Using a program to write your paper for you, including AIs like ChatGPT or a translation program like Google translate.

Remember, even if you express an idea in your own words, it is plagiarism to present someone else's idea as your own. You must always say where you found the idea. In your class you will learn how to accurately and responsibly cite sources, both to avoid plagiarism and strengthen your arguments.

### How to avoid plagiarism:

*Cite your source:* When you use someone else's ideas, or words, say the name of the source (i.e. the book, website, article etc. the words came from), when it was published and any other information necessary (according to the style guide your instructor recommends).

*Use quotations:* If you copy someone's words directly, use "quotation marks" to show that they are not your words. Then cite your source.

*Paraphrase:* Paraphrasing is when you express someone else's ideas in your own words, changing the vocabulary and structure, but keeping the meaning and **crediting the idea to the original writer.**

For more information about academic integrity please visit:

<http://integrity.ou.edu/students.html>

## Cultural Norms in the United States

### Appropriate behavior in the classroom

- **Informality** of clothing and seating is common.
- **Respect for teachers** is shown by attendance, promptness, listening in class, and participation.
- **Respect for other students** and their ideas creates an open environment for discussion in the classroom. Show respect for your fellow students by listening to their ideas and opinions.
- **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.
- **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 should arrive 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 respect the students' time.

## **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 and 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. This is completely normal!!*

If you don't understand someone, you should:

- Ask them to repeat what they said
- Repeat back to the person what you think you heard
- Ask them to write what they 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!***

***You can do it!***

## The Transition from CESL to OU

There are two ways to move from CESL to OU:

### Direct Admission

Test Scores: You must have one of the following:	
iBT: 79+	IELTS: 6.5+
To receive CESL's recommendation, you must:	
Have a high school GPA or other educational credentials that meet OU Admissions' and their department's standards (see OU Track Coordinator for more details)	
Attend two mandatory OU Track Meetings (one each session)	
Earn a B (80%) average in all core classes for session 1 and again in session 2. (Average the numbers, not the letters)	
Earn a B (80%) or higher in seminar classes.	

### Academically Admissible

Test Scores* (you must have one of the following): <i>*Test scores must be acquired before the semester deadline.</i>	
iBT: 61-78	IELTS: 5.5-6.0
To receive CESL's recommendation, you must:	
Bring a copy of your test score to the University Track Coordinator	
Have a high school GPA or other educational credentials that meets OU Admissions' and their department's standards (see OU Track Coordinator for more details)	
Attend two mandatory OU Track Meetings (one each session)	
Complete 12 weeks (two sessions) of intensive English instruction at the B2 level at CESL immediately prior to beginning your degree studies	
Earn a B (80%) average in all core classes for session 1 and again in session 2. (Average the numbers, not the letters)	
Earn a B (80%) or higher in seminar classes.	

*Note: Academically Admissible students cannot take a session break between their qualifying CESL semester and the beginning of classes at OU.*

### For Graduate OU Track Students Only

Students should contact the Graduate College AND the 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 requirements (TOEFL/IELTS) 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 the required documents, except proof of English proficiency.

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

### **OU Health Sciences Center Applicants**

Check with your program to determine what the test score requirement for admission is. The requirement varies from program to program.

### **University Preparation Course**

**What?** This is a class that resembles 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 track, then this course is highly encouraged.



### **Important Campus Policies and Procedures**

CESL is a University of Oklahoma program sanctioned and supported by the Provost and the College of International Studies. The university upholds the highest standards of academic behavior, including academic honesty and appropriate classroom behavior.

#### **OU and CESL Academic Misconduct Code**

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

Any form of 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
- Plagiarism

## OU and CESL Plagiarism Policy

Each incident of plagiarism or cheating will be reviewed on an individual basis. The decisions resulting from each case will be made by the director in conjunction with instructors. If a decision cannot be reached satisfactorily by the Center for English as a Second Language the case will be referred to the Office of Academic Integrity.

Below are guidelines and examples of possible consequences that could result from academic misconduct:

First time	Second time	Third time
Meet with instructor Receive a zero on the assignment with the possibility of redoing the assignment for no more than half credit	Meet with instructor and CESL director Receive a zero on the assignment Attend Student Support	Fail the course, or further action to be decided by CESL director

For more information about academic integrity please visit:

<http://integrity.ou.edu/students.html>

## Alcohol, Tobacco, and Drug Use

### Alcohol

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

Students will pay 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.

The University policy on alcohol can be found at this link:

<https://www.ou.edu/content/dam/studentlife/documents/AlcoholPolicyRev091911.pdf>

### Tobacco/No Smoking Policy <https://hr.ou.edu/Policies-Handbooks/Tobacco-Free>

- Smoking (Including vaping and e-cigarettes) is not permitted **ANYWHERE** on OU’s Campus.
- This policy is strictly enforced. **You MUST follow it.**
- You will pay a fine if you do not follow the policy.
- If you are interested in quitting smoking, OU has special classes to help you quit.

## Medical Marijuana Policy

The University of Oklahoma prohibits the unlawful use, possession, or distribution of illegal drugs, including marijuana, on campus and at university-sponsored events. Even with Oklahoma state law permitting marijuana use for medical reasons, it is important for students and employees to know they **cannot consume, smoke, or possess marijuana on campus** even though they might have a card or prescription permitting them to use marijuana.

**The University policy on marijuana can be found at this link:**

<http://www.ou.edu/content/dam/studentlife/documents/Statement%20on%20Marijuana%20Usage.pdf>

## Sexual Misconduct

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

- **Gender Discrimination:** when men and women are not treated as equals
- **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.

## Visa Requirements

**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 always maintain a valid passport 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 U.S., 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 U.S., you need a valid visa and a travel signature on your I-20 or DS-2019. If you are traveling inside the U.S., 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. You must also update your address in ONE (one.ou.edu)

**Transferring schools or leaving the U.S.** – 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. Please allow plenty of time for the transfer process to go through.

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

### Session Breaks

If students complete **four or more sessions in a row** at CESL, they may take **one session break** from CESL while maintaining an F-1 status.

Sponsored/scholarship students may have different requirements for their breaks. These students must follow the rules from their governing agency.

### Withdrawing from CESL

After withdrawing from classes, students have a 15-day grace period before they must leave the country. If your visa status is terminated (due to failure to enroll, failure to attend, academic misconduct, etc.), you must leave immediately.

If a student withdraws from CESL and does not inform ISS promptly, they are not entitled to a grace period and must depart immediately.

### Dismissal from CESL

If students are unable to achieve a passing grade after three consecutive sessions on Student Support, a meeting will be scheduled with the Student Support Coordinator and the director. In some circumstances, students may no longer be allowed to attend classes at CESL. However, you may attend a different school and, after successfully completing at least one session there, you may reapply to CESL. Your transcript from the other school will be required when you reapply to CESL.

Note: Dismissal from the program for academic or behavioral issues falls under the purview of the director. Disrespectful behavior towards teachers or other students, both in and out of class, and disruptive behavior in class are grounds for immediate dismissal.

### Working International Students

The laws concerning work as an F-1 student are very strict. F-1 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. F-2 dependents cannot work anywhere in the US.

Contact ISS for more information about working as a CESL student: [iss@ou.edu](mailto:iss@ou.edu)

Check out the information at <https://www.ou.edu/cis/iss/students/employment>.

## Health Care

### Health Insurance

#### Why do I need health insurance?

United States healthcare is very good, but it also costs a lot. Health insurance lets you have healthcare without having to pay so much. Even with health insurance there are costs involved. Without it, your healthcare expenses could be very large, costing hundreds or thousands of dollars. You must have healthcare insurance to be a full-time OU student.

#### What does it do?

When you visit the doctor or another healthcare provider, your health insurance pays almost all the expenses. It pays for most ordinary kinds of healthcare (e.g. medicines, X-rays, blood tests, covid or flu tests) including hospital costs.

#### Basic requirements for health insurance

Full-time CESL students will be enrolled in the CESL-OU Student Health Plan unless you can provide proof of alternative coverage.

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

### 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 healthcare without spending so much of your own money.

**COPAY** - what you must pay when you receive healthcare.

**PROVIDERS** - people who give you healthcare.

#### *Can I use my own health insurance?*

No, you are required to use OU health insurance if you are an F-1 CESL student, 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 deliver the card to you when we receive 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.

## Goddard Health Services (on-campus)

*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 if I am out of town?*

**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, and broken bones.

You should only visit a **hospital emergency room** when the illness or injury could cause very serious health risk if not immediately treated. (e.g. very bad burns, concussions, chest pain, etc.)

**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.

*What if I need to see a specialist?*

**Get a Referral** – A referral is a letter from your doctor saying you need a specialist. 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: [ou.myahpcare.com](https://ou.myahpcare.com)

### Medical Translation

If you need help talking to your doctor, there are interpreters available at **Goddard Health Center**.

When you make an appointment, say:

I need a translator for [LANGUAGE], please.

([LANGUAGE]= your language (e.g. Portuguese, Chinese, French, etc.)

Go here for a PDF of all languages. <https://www.ou.edu/healthservices/medical-services/translation-services>





## Getting Around Norman

### Apartments

Some of the apartments available in Norman are listed on the [OU Off-Campus Housing Marketplace](#) . Another resource is The Norman Apartment Guide at <http://www.apartmentguide.com/apartments/Oklahoma/Norman/>

### Driving

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 an Oklahoma 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 penalty and your car being towed away.

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

### Parking at OU

You must purchase a student parking permit to park on campus.

There are many kinds of parking permits.

When you park, your parking pass **must** match the sign on the parking lot. You will get a ticket if you park at OU without a permit or in the wrong place.

#### *Where can I park?*

Click here to download a parking map: <https://www.ou.edu/parking/maps>

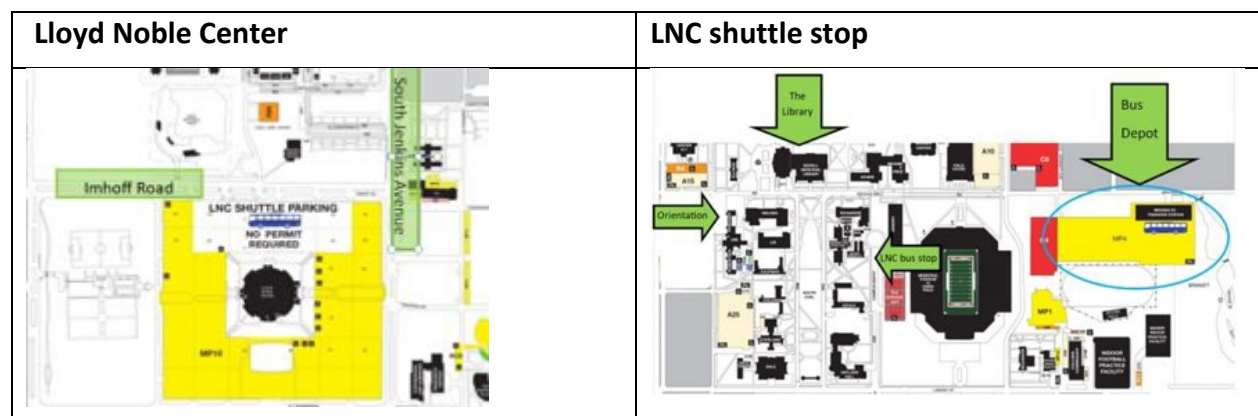
More information can be found on OU's website:  
[https://www.ou.edu/parking/faqs\\_section/parking\\_permits](https://www.ou.edu/parking/faqs_section/parking_permits)

#### *Parking for free*

You can park for free at Lloyd Noble center and ride a bus to campus  
The bus is number 40 "LNC Shuttle"

For more information about OU buses, go here:

<https://www.ou.edu/cart/schedules>



## Public Transportation

The OU bus system is called CART. It is free.

The bus system in Norman is called EMBARK Norman. It is also free

The bus system in Oklahoma City is NOT free. Fares range from \$1-3.

You can buy a bus pass for 1 day, 1 week, 1 month, or a \$21 value pass. To learn more, go here:

<https://embarkok.com/learn/fares/>

EMBARK MAP OKC: <https://embarkok.com/use/system-map>

OU (CART)	NORMAN (EMBARK NORMAN)	OKLAHOMA CITY (EMBARK OKC)
<input type="checkbox"/> Free! <input type="checkbox"/> Sometimes has a different schedule (Check: <a href="https://www.ou.edu/cart/schedules">https://www.ou.edu/cart/schedules</a> ) <input type="checkbox"/> Does NOT run on Sundays <input type="checkbox"/> There is NOT a bus to OKC	<input type="checkbox"/> Free! <input type="checkbox"/> Sometimes has a different schedule (Check: <a href="https://embarkok.com/norman">https://embarkok.com/norman</a> ) <input type="checkbox"/> Does NOT run on Sundays <input type="checkbox"/> Look up your bus here: <a href="https://embarkok.com/use/real-time">https://embarkok.com/use/real-time</a>  <input type="checkbox"/> There is a bus to OKC! (Bus 024 Norman Express Fare: \$3 M-F)	<input type="checkbox"/> Not free <input type="checkbox"/> \$1-\$3 fare <input type="checkbox"/> You can buy a pass (1 day, 1 week, 1 month, value) For more information about Oklahoma City Bus passes, go here: <a href="https://embarkok.com/learn/fares/">https://embarkok.com/learn/fares/</a> <input type="checkbox"/> There is a bus to Norman! (Bus 024 Norman Express M-F Fare: \$3)  <input type="checkbox"/> DOES run on Sundays ( <a href="https://embarkok.com/use/weekend-service">https://embarkok.com/use/weekend-service</a> )

## **Banks**

### **MidFirst Bank**

315 W. Boyd Street

### **Bank of America**

1239 W. Main Street

### **Bank of Oklahoma**

3550 W. Main Street

## **Grocery Stores**

### **Crest Foods**

2550 Mt Williams Drive

### **Homeland**

1724 W. Lindsey Street

### **Natural Grocers**

1918 W. Main Street

### **Sprouts**

559 W. Main Street

### **Walmart**

East: 601 12th Avenue NE  
Southeast: 2551 Classen Blvd.  
West: 333 N. Interstate Drive

## **Libraries**

### **Norman Public Library Website:**

<https://www.pioneerlibrarysystem.org/>

### **Norman Public Library - Central**

103 West Acres St

Norman, OK 73069

### **Norman Public Library – West**

300 Norman Center Ct,  
Norman, OK

### **Norman Public Library – East**

3051 E Alameda St  
Norman, OK 73071

## **Movie Theaters**

### **AMC Robinson Crossing Six**

1300 N Interstate Dr. Norman, OK

### **Regal Warren Theatre**

1100 South Telephone Road, Moore,  
OK

## **Hospitals**

### **Norman Regional Hospital**

901 N. Porter Avenue  
Norman, OK 73071

### **Norman Regional Healthplex**

3300 HealthPlex Parkway  
Norman, OK 73072

### **Norman Regional Nine**

2000 Ann Branden Blvd.  
Norman, OK 73071

## **Urgent Care Clinics**

### **Classen Urgent Care**

2818 Classen Blvd,  
Norman, OK 73071

### **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) 896-6095

### **Mercy GoHealth Urgent Care**

2312 24<sup>th</sup> Avenue NW  
Norman, OK 73069  
(405) 652-0581

## **Restaurants**

### **Pepe Delgado's**

786 Asp Avenue

### **Greek House**

768 Jenkins Avenue

### **Pho Winner**

775 Jenkins Avenue

### **T.E.A. Cafe**

Campus Corner

### **Mr. Hui's**

1522 W. Lindsey  
(takeout only)

### **Fantasy Chinese Cuisine**

320 12<sup>th</sup> Street SE, #110

### **BLU Restaurant**

201 S. Crawford

### **The Garage**

307 E. Main St.

## **Shopping**

### **Sooner Mall**

3301 W. Main Street

### **Campus Corner**

Boyd St. across from the North Oval

## Other Resources at OU

### Sarkeys Fitness Center

CESL students **must pay an additional fee each semester** to use Sarkeys Fitness Center. Sarkeys Fitness Center is located across the street from the dorms at 1401 Asp Ave #170. The facility offers many kinds of sports and activities, including basketball, handball, ping pong, volleyball, yoga, weightlifting, tennis and more! For more info visit: [www.ou.edu/far](http://www.ou.edu/far)

### Student Organizations

Visit Student Life to view a complete list of active student organizations and their contact information. <https://www.ou.edu/studentlife/organizations>

You can also e-mail the Office of International Programming at [intlprog@ou.edu](mailto:intlprog@ou.edu) or the president of the International Advisory Council (IAC) at [iac@ou.edu](mailto:iac@ou.edu).

If you would like to start a student organization, please visit the Student Life website to find out how to [register a student organization](#).

### Student Clubs and Associations

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](#)
- [Robotics Club](#)
- [Sooner Competitive Robotics](#)
- [OU Write Club on Facebook](#)
- <https://ou.campuslabs.com/engage> for more!!

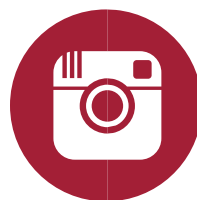
### Connect with CESL on social media!



[facebook.com/eslou](https://facebook.com/eslou)



[twitter.com/oucesl](https://twitter.com/oucesl)



[instagram.com/oucesl](https://instagram.com/oucesl)



## Student Responsibilities

To develop English language skills, study skills, and cultural awareness, CESL students need to do the following:

- Follow CESL policies and guidelines for successful language learning and college preparation
- Maintain immigration status, including paying your tuition
- Speak English as much as possible
- Buy the required textbooks for classes; textbook estimate is approximately \$150 – *all books must be purchased by the Monday of the second week of a session*
- Take advantage of all learning opportunities such as ISS Programming events, Language Exchange, movies on campus, free seminars/lectures, and student organizations
- Reach out if you feel like you are struggling or have any problems – we are here to help you find solutions

We are very happy that you have chosen us to be with you on this new journey – we look forward to getting to know you and welcoming you to the CESL family!