



STUDENT HANDBOOK

SPRING INTERNATIONAL LANGUAGE CENTER

LITTLETON CENTER

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Spring International Language Center Littleton

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Dear Student,

Welcome to Spring International Language Center in Littleton. We are happy that you have chosen Spring International as the school where you will study intensive English.

Everyone on our staff is interested in you, as a student and as a person. We are confident that you will find a friendly, caring atmosphere here at Spring.

As a new student, you will have many questions about the school, about the area in which you will be living, and about life in the United States in general. This Student Handbook, which refers to policies and programs of Spring International Language Center, will help to answer the questions that are most important to your adjustment to life on campus and in the United States.

Please take some time to read this handbook carefully. Many topics mentioned here will be discussed in your classes; however, if you have questions, feel free to ask your teachers or a member of the staff. We look forward to becoming acquainted with you in the months ahead.

Sincerely,

A handwritten signature in cursive script that reads "Castellino".

Shirlaine Castellino

Director

Our Mission Statement

Spring International Language Center is a professional, academic organization that provides English language training and cross-cultural education. As an institution, we strive for quality and integrity in an environment which treats both teachers and students with respect. We endeavor to understand and appreciate the students' cultural differences and to enhance their ability to function effectively across cultures. We believe in encouraging the language acquisition and personal progress of students through an atmosphere of support, openness, and understanding.

Spring International Language Center STUDENT HANDBOOK

TABLE OF CONTENTS

CHAPTER		PAGES
1	SUPPORT SERVICES AT SPRING INTERNATIONAL	
	Housing	6
	Telephone Services	7
	Banking	7
	Social Security Number and Driver's License	8
	Transportation and Car Insurance	8-9
	Health Insurance	9
	Emergency Services	10
	Staff Contact	
2	INTENSIVE ENGLISH AT SPRING INTERNATIONAL	
	Class Hours	11
	Attendance Policy	11
	Level Placement	12
	Placement Reevaluation	13
	Core Classes	13
	Module Classes	13
	Skipping a Level	13
	Grades	14
	Proficiency Scale	15
	Grade Report	16
	Satisfactory Academic Progress	17
	Graduation Requirement	17
	Academic Integrity Policy	17-18
	Probation	18-19
	Grievance Procedure	19
	Student Rights	19-20
	Late Arrival and Early Departure	20
	Tuition Payment, Refunds, and Benefits	21
	Campus rules	22
	School Closure	22
	Staff Contact	
3	COLLEGE CLASSES AND PLACEMENT IN UNIVERSITY	
	University Advising	23
	Admission Requirements	23
	English Language Proficiency Requirements	24
	TOEFL/IELTS Waivers	24
	GRE/GMAT Test Preparation	24
	Staff Contact	

4 IMMIGRATION REGULATIONS AND YOU

Forms I-20 and I-94, SEVIS	25
How to Maintain F-1 Student Status	25
How to Transfer to Another School	26
What to Do if Visa Expires	26
Work While Attending School	27
Leaving the U.S. While Studying	27
Travel in the U.S.	27
Moving Within the U.S.	27
Renewing Your Passport	27
Staff Contact	

5 LITTLETON CENTER AND ENVIRONS

Location	28
Buildings	28
Parking	28
ACC Facilities	28
The City of Littleton	

6 DENVER, COLORADO

Population and Characteristics	29
Location	29
History	29
Denver Telephone Numbers	30

7 PERSONAL SAFETY IN THE U.S.A.

Safety in Denver	31
Personal Safety	32
Riding the Bus at Night	32
Automobile Safety	33
Self-Protection	33

8 HELPFUL INFORMATION

Altitude Sickness	34
Severe Weather	34
Temperature Conversion Table	35
Average Temperature	36
Weights and Measures Conversion Tables	37
Drinking Age and Liquor Laws	38
Smoking Laws	38
Colorado Driver's License	39

WHOM-TO-SEE-FOR-WHAT LIST	40
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CHAPTER ONE

SUPPORT SERVICES AT SPRING INTERNATIONAL

HOUSING

"I'm new to the U.S. and to Colorado. How can I find housing?"

American Host Families: Room and board is available for students who wish to live with an American family. Payment for the room, breakfast and dinner on school days, weekend meals, and laundry facilities is approximately \$700 per month (2013 rate).

The advantages of living in an American home include the opportunity for daily English practice, the chance to learn about American culture first-hand, and the opportunity to make lifelong friends. On the other hand, students may find it difficult to adapt to new ways of American living and to adjust to the rules that each family may have. Spring International has an orientation for all students living with American families during the first few weeks of the term to help with learning how to live successfully with an American family.



Some typical house rules for living with an American host family are:

1. Be on time for dinner, usually at 6:00 p.m. If you will not be home, tell the family in advance that you will not be present, or that you will be late for the meal.
2. Use your cell-phone or a calling card for out-of-state or overseas calls. Telephone debit cards are available for purchase from supermarkets and other locations.
3. No alcohol or drugs in the home. Ask your family if smoking is allowed inside the house.
4. No guests of the opposite sex should stay with you overnight in your host's home. Any overnight guest should be invited with the knowledge of the host family.
5. Keep your own room neat and clean, and help with dinner time chores as requested by the family.
6. Give your host family the room and board fee within a week of moving into their home.
Give your host family your monthly fee at the beginning of each month.
7. Tell your family that you will be moving two weeks in advance if it is necessary to leave.
No money will be refunded to you unless this notice is given.

Apartments: Students interested in living in apartments can be provided with a current list of available apartments that are within bus distance of the school. If a student has limited English ability, the housing coordinator will go with him or her to look for an apartment and assist with information on rents, leases, utilities, and furniture rental.

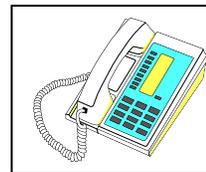
"What should I do if I have a problem with my roommate or my host family?"

Occasionally, a misunderstanding may arise which requires some type of action. If a student has a conflict with a roommate, a host, or a host family member, he or she should:

1. Attempt to solve the problem with the other person before the problem becomes so big that it requires the help of others. We hope that your problems can be solved here.
2. If the issue is not resolved, then he/she should discuss the conflict with the Housing Coordinator.
3. If the problem is still not resolved, he/she should discuss the conflict with the Director.

TELEPHONE SERVICES

"I need to call my family and friends at home. How should I do that?"



If you are living with an American host family, you may want to use your cell phone for overseas calls. Many students find that a cellular phone gives them the flexibility they need for phone service. There are many options: Verizon Wireless, Cricket, Spring, T-Mobile, AT&T are a few.

Remember: You should not use the host family's phone for long distance calls.

No matter where they live, many students choose to get telephone calling cards so that they can make long distance calls anywhere. To apply for a telephone credit card, you will need to complete a credit application provided by a long distance telephone company. It will take about a month for you to be approved for a card and for it to arrive.

You can also buy a telephone debit card. For this card, you pre-pay an amount of money, and you may make calls using the card until you have used up the value paid for. Telephone debit cards are available at supermarkets, Walgreen's, Pay Less Pharmacy, and many other stores.

Ten-Digit Dialing in Colorado

Colorado requires that you dial the area code + the telephone number even when you are within the area code.

*If you need to call the school,
You need to dial 303 797-0100*

BANKING

"I brought money with me from home to pay for my tuition and living expenses. Should I open a bank account?"

Yes, you should! Any student who plans to stay in the U.S. for two months or more should open an account with a bank. Most students prefer to open checking accounts so that they can pay for their expenses easily. However, most checking accounts do not earn interest, so if you have a significant amount of money with you, you might need two accounts: a checking account for monthly expenses, and a savings account that earns interest for most of your money. Your money will always be safe in a bank because it is insured by the U.S. government. We will help you to open an account at a bank located near the school or near your housing during the first week of the term.

Checks and Debit Cards:

If you open a checking account, the bank will issue you some personal checks that you may use to pay bills, such as your tuition, room and board, food, or clothing at a local store. They are convenient because they can be sent in the mail to pay bills. NEVER SEND CASH in the mail because it may be lost or stolen. REMEMBER: When you open your checking account, you must be very careful to keep track of how much money you have in your account. IT IS ILLEGAL TO WRITE CHECKS FOR MORE MONEY THAN YOU HAVE IN YOUR BANK ACCOUNT. You will be charged an expensive fee for each check you write over the amount of money you have in the bank (your account balance). Keep a careful record in your checkbook so that you will not be overdrawn at the bank.

Once you have opened an account, you should carry a minimum of cash (no more than \$20 -- \$25) and should make expensive purchases or pay bills by check.

A debit card is also a good idea for making purchases around town or online. A debit card is not a credit card. Only the money in your checking account is available to spend. As with checks, it is illegal to spend more money than is in your account. You will have to pay penalties if you overdraw your account.

Check with your bank for the hours it is open. Most banks are open from 9 a.m. to 5 p.m., Monday through Friday, with drive-up windows sometimes open until 7 p.m., and from 9 a.m. to 12 noon on Saturdays. Go to the bank after class in the afternoons or on Saturday. Do not go to the bank during class time! Also, you can often get an ATM (Automatic Teller Machine) card when you open an account, and an ATM card allows you to withdraw money from your account anytime.

SOCIAL SECURITY NUMBER and DRIVER'S LICENSE

"Do I need a social security number?"

Sometimes, international students are asked by banks, apartment managers or other agencies for a social security number (SSN). Usually, the people who ask for this information are unfamiliar with the situation of international students. **If you are in the U.S. on a B1/B2 visa, you cannot obtain a social security number. If you are here on an F-1/F-2 visa, you can get a number ONLY if you have a job on campus and can produce a letter from your employer.** Many apartment managers do not understand that international students do not have social security numbers. We suggest that you show your passport, I-20 and I-94 card to the person who asks for your social security number. You may also need to explain that you are a foreign student and are not required to have one.

"Can I get a driver's license without a social security number?"

Yes, but you will need a form SSAL676 which you can take to the Driver's License office. To get this form, you will need to go to the Social Security office, located at 8000 S. Park Lane in Littleton. You must take a letter from Spring School, your I-20, your passport, and I-94 card. If you do not have transportation to get to the Social Security office, Spring School offers transportation to the office during the beginning of each term.

After you get the letter, you will need to study the driver's book. You may take the written test in Littleton at 311 County Line Rd., just east of Broadway in the Oakbrook Shopping Center. You must have the form SSAL676, your passport, I-94, and your I-20. It costs \$15.60. If you pass the written test, make an appointment for the driving test at one of the locations, such as the Colorado Division of Motor Vehicles, 1581 Pierce St., Lakewood (303) 205-5600.

More information about getting a Colorado Driver's License can be found on pages 39-40.

TRANSPORTATION

"Can I take a bus or train to school and to downtown Denver?"

Yes! RTD (the Regional Transportation District) provides buses and light-rail trains for many areas of Littleton and Denver. A Light Rail Station is just a few minutes from the college, so you can easily travel north to downtown Denver or south to the Mineral Station. Buses stop close to the college and go to several areas of Littleton and Denver. Before choosing an apartment or a home stay family, you should check bus schedules to find out if there is nearby transportation. Schedules of buses are available in the Spring School office. You can pay cash for the bus by putting change in the box when you get on or you can buy bus passes in supermarkets or in the ACC Cashier's office on the second floor of the main building.

“Do I need car insurance to drive a car in Colorado?”

Yes! Although buying and owning a car in Colorado has many advantages and is convenient, having a car also has some disadvantages. In addition to the initial expense of purchasing a car, you must register the car, get license plates, buy liability insurance, and pay for maintenance and repairs. Liability insurance can be as much as \$300.00 per month depending upon your age. Before buying a car, you should know the state requirements, get your Colorado driver's license, and be prepared for the responsibilities and expenses that go with driving an automobile.

Every car driven in Colorado must have liability insurance. Colorado drivers without liability insurance can be fined \$1,000.00 and put in jail for 1 year. Every time you are stopped by a police officer when driving, you will be asked to show your proof of insurance as well as your driver's license. If you do not have them with you, you may be ticketed and fined, you may have to go to court, and you can lose your license to drive.

HEALTH INSURANCE

“Is it important for me to have student health insurance?”

Yes! In the U.S., health insurance is essential. Medical costs are extremely high for almost all health care such as emergency care, surgery, any hospitalization, medication, vaccinations, etc. It is to your benefit to have an insurance policy that will cover any major illness or accident you might have during your stay in the U.S. The International Educational Exchange Services (IEES) is a well-known insurance company whose sole business is providing health insurance coverage for international students. The IEES policy that you can purchase through Spring International will provide reimbursement for most medical expenses, illnesses or injuries that may occur while you are studying here. The policy also pays for half of any medicine that a doctor prescribes for you. This policy does not cover dental (teeth) care or optical (eye) care.

Students who are sponsored by their governments or overseas agencies may have other types of insurance. However, there are some general rules for using all types of insurance:

1. Carry the insurance I.D. card with you at all times. It provides information that can save time and confusion when you are faced with an emergency. The card will be given to you soon after the term begins.
2. If you need help making an appointment with a doctor or dentist, see our Administrative Assistant or Office Assistant. Be on time for your appointment. If you cannot keep the appointment, call the doctor's office or ask our staff to do so. If possible, you should schedule the appointment after school.
3. Most doctors will ask you to pay as soon as your visit is finished. Bring all receipts for doctor's payment and medicine to the Administrative Assistant promptly. She will help you to fill out the necessary forms for the insurance company. A check from the insurance company will be sent to you for at least part of your expenses.

“Where should I go for medical help?”

The Administrative Assistant or Office Assistants will help you find the closest urgent care facility. A list of choices is available in your first-day Orientation Packet and at the Central front desk.

We recommend that you have a primary care physician that you go to for your general health.

“Can I visit any doctor, clinic, or hospital I want to?”

Hospitals, clinics, and doctor’s offices can be very different from the health care facilities in your country. Because American health care is so expensive, it’s important to know where to go if you need medical help. Americans only visit hospitals in cases of emergency—that is if they feel that they need to see a doctor immediately. In most cases, your health insurance will not pay for emergency visits to the hospital unless they are truly emergencies. Many Americans go to clinics or doctor’s offices to receive health care for non-emergencies. Keep in mind in most cases, you’ll have to make an appointment before you visit either place. You are not limited to a specific doctor, clinic, or hospital. What may vary is whether or not the office will accept the insurance and bill the doctor, or if they will expect you to pay and then file a claim.

EMERGENCY SERVICES

“What do I do if there is an emergency?”

If you are in need of emergency services, dial **911**. You should call only if it is an emergency, that is, only if it is a **life-threatening** situation like a fire, a burglary, someone is seriously ill or injured, etc. You can request an ambulance, the fire department, or the police. A good number to call for health information is "Ask-a-Nurse," at 303-794-1555. It is illegal to call 911 if it is not an emergency.

STAFF CONTACT

“Who should I talk to if I have questions about anything in Chapter One?”

Administrative Assistant

Housing Coordinator

For more details, look in the Student Resources Binder on the main desk in the office.

CHAPTER TWO

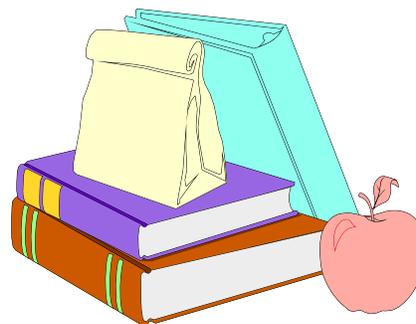
INTENSIVE ENGLISH AT SPRING INTERNATIONAL

Class Hours

"What hours and days am I expected to attend classes?"

You must attend classes 23 hours each week, Monday through Friday. Classes are scheduled from 9:00 a.m. to 2:50 p.m. Monday through Thursday, and from 9:00 a.m. to 12:00 a.m. on Friday. It is possible that our most advanced level (level 6) will have a different schedule.

The 23 hours per week of instruction include grammar, reading, writing, listening/speaking, and module classes each term.



Attendance Policy

"What if I miss class? What are the rules about absences?"

Students at SILC are expected to attend classes regularly and to abide by the school Attendance Policy as stated below:

1. Students are allowed a total of 20 absences per nine-week term without concern. These absences may be for illness, medical appointments, or other personal reasons.
2. Students who miss 15 or more hours of classes will receive a Warning Letter. The letter reminds the students that attendance is important and that they must attend classes regularly. The letter also informs the students that they will be placed on probation on the following term if they exceed 20 hours of absences.
3. Students who have accumulated 21 hours of absences for the term and re-enroll for the following term will receive a Probation Letter and be placed on probation for the following term. If, in the following term, students exceed 40 hours of absence, they will be dismissed from Spring International.
4. Students who accumulate 20 hours of consecutive absences and have not notified the school of an illness or an emergency will be placed on probation and be notified by letter. After 20 additional hours of consecutive absences and no contact with the school, students will be dismissed for non-attendance. A letter will be sent notifying the students of their dismissal. F-1 students will subsequently be terminated in SEVIS for failure to maintain status as per Department of Homeland Security (DHS) requirements.

TARDIES

Students are expected to report to class on time. Up to 15 minutes late equals a "late/tardy." Three "lates" equals one absence. After 15 minutes, a student is marked absent for that hour of class.

Three "tardies" in the same class equal one hour of absence.

Level Placement

"What level will I be placed in?"

Spring International has six levels of English classes ranging from beginning to advance. On the first day of the term, you take the English Placement Test, a standardized test that evaluates your listening, grammar, vocabulary, and reading skills. There is also a 30-minute writing sample and an oral interview with one of the teachers. You will be placed in a level according to your scores. Here is a description of each level:

Basic Designation: Students have little or no knowledge of English and do not fit into the SILC program. If a separate class cannot be formed, Basic students will be integrated into Level 1 and assisted to gain the skills needed to succeed in Level 1 the following term. Their work will be graded as a Basic student.

LEVEL BASIC: PRE-BEGINNING

Students in the basic or pre-beginning level focus on developing a sight vocabulary and work on sound/symbol practice for sounding out words. In writing, students write short simplified paragraphs using basic sentences. Grammar focuses on basic word order and construction of simple statements and questions in the simple present and the present continuous. In listening/speaking, students use basic communication in situations inside and outside of the class using present tenses.

LEVEL 1: BEGINNING

Students in Level 1 focus on basic sight vocabulary and building reading fluency through sound/symbol correspondence. Writing includes work on basic sentence structure, paragraph form and punctuation. Grammar emphasizes simple and compound sentences in present, present continuous, and past tenses and the formation of questions in these tenses. In listening/speaking students practice language appropriate for classroom interaction and limited conversation with native speakers. Students at this level must be able to write the English alphabet and numbers.

LEVEL 2: HIGH BEGINNING

Students build on reading skills learned in Level 1 to increase vocabulary, speed and fluency. They also begin to draw conclusions about and summarize orally what they have read. In writing, students expand paragraphs and begin to combine paragraphs into longer compositions. Grammar adds future and past progressive tenses, comparatives, gerunds and infinitives and direct and indirect objects. Complex sentences with adverb clauses are introduced. A high beginning student should be able to engage in very simple social and academic conversation.

LEVEL 3: LOW INTERMEDIATE

Students at this level concentrate on critical reading skills and move away from simply decoding. Students write longer compositions that have English style and form with thesis statements and more development of their ideas. Complex sentence structure, perfect tenses, and modals are emphasized in grammar. Students begin to work on aural comprehension and speaking in authentic situations where language is less controlled for speed and vocabulary.

LEVEL 4: INTERMEDIATE

Students at this level have an average command of English. Sentence structure is under fair control with only occasional obscurity of meaning. Students in both reading and writing will use critical reasoning skills to give opinions and interpret new ideas. Grammar at this level begins to focus on integrating all the structures learned into a coherent whole. With the addition of passives, students have been introduced to all the structures in English. Using authentic materials students gain fluency, grammatical accuracy and sophistication in listening and speaking.

LEVEL 5: HIGH INTERMEDIATE

Students in Level 5 have an above average command of English as evidenced in ease of reading and writing. Compositions show an identifiable progression of ideas with adequate support. Punctuation, capitalization and spelling should be good with only occasional errors. Grammar shows a command of tenses and clause structure in addition to using modals, gerunds, infinitives, and conditionals. Students should understand lectures and conversation with little difficulty and speak fluently with only occasional idiomatic imprecision.

LEVEL 6: ADVANCED

Students at the completion of Level 6 should have a good command of English. The skill areas are now integrated so that students see the language as a whole. They should read and write with ease in an interesting style with good organization and support of ideas. The focus on grammar is on self-editing and usage in writing and speaking. Students will learn research skills to aid in their transition to college and university classes. Vocabulary should be expressive with few errors in parts of speech. Advanced students should be able to interact comfortably and effectively with native speakers in most situations inside and outside the classroom.

Placement Reevaluation

"What if I don't agree with my placement?"

If you feel that you have been placed in the wrong level, please follow these steps:

1. Sign your name in the Spring Annex to take a challenge placement test.
2. The challenge test will be scheduled on either Wednesday or Thursday afternoon of the first week.
3. You will need to pass the challenge tests (70% and up) that reflect the end-of-term objectives in Grammar and Reading.
4. The Assistant Director will tell you, the teachers, and the office of the placement decision.

NOTE: **Books:** When you buy books for the level you were placed in, do NOT write in them. Keep the receipt from the book store. If your level is changed, the receipt will allow you to exchange your books for new ones.

Classes

"What classes do I take?"

Core Classes

Core classes are those classes that must be taken by all students in all levels. In the morning, all students must take Grammar, Writing, and Reading. In levels four through level 6, Reading/Writing is taught as a block. On Monday and Wednesday afternoon, all levels (except level 6) must take Listening/Speaking classes. Level 6 students take a Research class.

Module Classes

Students at Spring International have classes called Modules on Tuesday and Thursday afternoon. These classes focus on a particular content area to combine all English skills or on a particular skill area that students need extra work on. Some examples of module classes are phonics, reading skills, conversation partners, TOEFL and IELTS preparation, and pronunciation. Each term, these module classes change depending on the needs of the students.

Note: The level 6 Research Paper class is not considered a module class. It is a required core course that must be passed in order to graduate.

Students must get a grade of C- or better in order for a module class to count toward their graduation. Generally, students are allowed to receive a failing grade in only one module and still graduate. A final grade for the first module will appear on the midterm report. The final grade report will show both module classes taken that term and their final grades.

Skipping a Level

"Can I skip a level?"

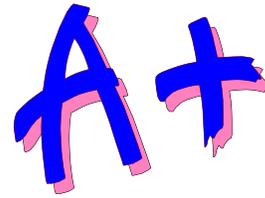
Yes. In order to skip a level, you must meet two requirements:

1. All A grades at the end of the term and
2. A Michigan test score that is in the level to which you want to skip.

Grades

"How will I be graded in my classes?"

You will receive an evaluation report at the middle of each term and at the end of each term. The final report includes evaluations in each class, recommendation for placement the following term, as well as Michigan Test scores from the last test taken. A copy of the final report will be sent to the student's sponsoring agency if the student is attending school on a scholarship. Copies can be sent to colleges or universities at the student's request.



The following evaluations are given in each class:

A = Consistently excellent work in all aspects of the course with full control of the material.
(100-90)

B = Generally good work in all aspects of the course with sufficient control of the material.
(89-80)

C = Satisfactory work in most aspects of the course with questionable control of the material for this level.
(79-70)

D = Less than satisfactory work in most aspects of the course with inadequate control of the material for this level.
(69-60)

F = Unsatisfactory work with no evidence of control of material or concepts at this level.
(59-below)

I = Incomplete. The student has work to complete before evaluation is made. (This grade is given only when circumstances beyond the student's control like illness or family emergency cause him or her to be unable to complete work before the middle of the term or the end of the term. Further, the student and instructor will have already discussed how and when this work will be completed. The work must be completed by the deadline set by the teacher, or the I - Incomplete will be changed to an F- failing grade.)

In order for a student to advance to the next level, he or she must do satisfactory work, with a grade of C or better in all classes.

What does my level show I can do?"In order for a student to be promoted to the next level, he/she must do satisfactory work (C) or better in all of his classes. Students do not pass a level without being able to demonstrate throughout the term the required learner outcomes. Participation in class is an important part of this demonstration. Students passing a class have the language proficiencies described in the general level descriptions (p.12) and stated on the course syllabi. Proficiency descriptions are available for each level and each class.

See chart below:

**SPRING INTERNATIONAL LANGUAGE CENTER
PROFICIENCY SCALE FOR LEVEL ADVANCEMENT**

rev. 9-24-08

At the end of the level, students will:

English Proficiency Ratings	LEVEL 1 Beginning	LEVEL 2 High Beginning	LEVEL 3 Low Intermediate	LEVEL 4 Intermediate	LEVEL 5 High Intermediate	LEVEL 6 Advanced
GRAMMAR	Form statements and questions in simple present, present progressive, and simple past. Produce simple sentences that include prepositional phrases and adjectives. Use singular and plural nouns correctly.	Produce basic sentence structures and questions in all simple (including future) and present/past progressive tenses. Use count/non-count nouns, comparative and superlative adjectives, and basic modals correctly.	Produce sentences with different patterns that include direct and indirect objects. Begin to use present perfect, adverb clauses, and limited conditionals. Use adjective clauses and more modals correctly. Use comparative, equative, and superlative forms.	Produce sentences in any of the verb tenses studied so far. Distinguish between present and past perfect. Form passive structures. Use gerunds, infinitives, adjective clauses and most modals correctly. Begin to use unreal conditionals.	Produce more advanced structures using all tenses and passive and active voice. Use complex future tenses, past unreal conditionals, past infinitives and gerunds, noun clauses and adverb clauses.	Add complexity and precision to language skills through the use of a variety of compound, complex, and simple sentences. Understand and use reduced clauses and a wide variety of connectors and modals
READING	Comprehend 200-300 word passages containing primarily simple and compound sentences. Possess a basic sight vocabulary from which to approach a low-level reading. Sound out words using basic sound/ symbol correlation.	Comprehend 400-600 word multi-paragraph passages using basic vocabulary and sentence structures. Identify main ideas and details accurately. Form conclusions.	Comprehend texts of 700-900 words containing simple, compound, and complex sentences. Skim for main ideas, scan for details. Summarize major ideas. Respond to inference questions and make predictions and conclusions.	Comprehend texts of 900-1100 words including some authentic materials. Make inferences, and express opinions in response to readings. Outline major and minor points of a reading. Take notes from, summarize, and bring to paraphrase text. Respond to essay-type questions.	Comprehend authentic texts of 1100-1500 words in fiction and non-fiction texts. Respond to essay questions requiring analysis and critical interpretation. Distinguish fact from inference. Have the ability to paraphrase and summarize.	Comprehend authentic texts of 1200-1500 words. Understand most inferences and connotations. Apply reading strategies and critical thinking skills to analyze and understand college-level reading texts. Be able to paraphrase, and summarize.
WRITING	Write correct simple and compound sentences. Compose in legible handwriting a short paragraph of six to eight related sentences in correct paragraph format. Use level 1 grammar structures.	Write a well-developed paragraph in good format, with attention to main idea, supporting details, and conclusion. Combine paragraphs into short compositions of more than one paragraph. Use level 2 grammar structures.	Write and combine paragraphs into well-planned compositions consisting of at least three coherent unified paragraphs. Produce simple, compound, and basic complex sentences using level 3 grammar structures.	Write a variety of multi-paragraph expository compositions that are coherent and unified. Write complex sentences using varied grammatical structures.	Write well-constructed multi-paragraph essays that are organized and developed cohesively. Use most grammatical structures correctly. Achieve variety through the use of various types of clauses and varying sentence length	Demonstrate advanced organizational skills, sentence variety and complexity. Have sophisticated use of vocabulary. Use most grammatical forms with control and variety.
LISTENING/ SPEAKING	Understand main ideas and some details in short, simplified passages. Talk for 1-2 minutes about personal experiences using level appropriate grammar (present and past tenses). Communicate in short conversations related to classroom situations.	Understand main ideas and several important details in short, simple passages related to everyday situations. Speak for 1-2 minutes on prepared topics with level-appropriate grammar. Understand and perform basic social tasks.	Understand authentic speech in short segments as well as longer simplified passages. Identify main ideas, details, and relevant information. Speak 3-5 minutes on a prepared topic and spontaneously 2-3 minutes in small group discussions using appropriate level grammar.	Understand authentic, speech and identify meaning through mood and tone. Report on real world experiences and situations. Participate in conversations and small group discussions using level-appropriate grammar	Understand authentic, speech in order to identify and summarize main ideas and important details. Speak on real world experiences and give presentations on a formal topic that has been researched. Lead and participate in large and small group discussions.	Understand, take notes on, and discuss longer authentic units of speech such as lectures or news broadcasts. Give longer presentations based on research and answer follow-up questions. Lead and participate in a group presentation, panel discussion, or debate on a formal topic.
ESL Recommendations	Intensive English Program Only					Partial Academic Program/Full Academic Program upon completion of Level 6

GRADE REPORT

This is a copy of the final Grade Report and the proficiency scale, which shows what students who pass each level can do:



SPRING INTERNATIONAL LANGUAGE CENTER

2575 West Church Avenue – Littleton, CO 80120 U.S.A Tel: 303-797-0100 Fax: 303-797-0127

STUDENT EVALUATION REPORT – FINAL

CURRENT TERM: _____

DATE: _____

STUDENT NAME: _____

LEVEL: _____

SESSION ENTERED: _____

NATIONALITY: _____

- LEVELS:
- 1 -- Beginning
 - 2 -- High Beginning
 - 3 -- Low Intermediate
 - 4 -- Intermediate
 - 5 -- High Intermediate
 - 6 -- Advanced

ATTENDANCE	
Total Possible Hours: (5 hours = 1 day)	
Hours Late to Program:	
Hours Absent:	
Hours in Class	

SUBJECT	Current Level	INSTRUCTOR	FINAL GRADE	REC. LEVEL	COMMENTS
Grammar					
Writing					
Reading					
Writing/Reading*					
List./Speaking					

* Note: Writing and Reading are taught as a 2-hour block in Levels 4, 5 and 6.

General Remarks: _____

EXPLANATION OF GRADES:	STANDARIZED TESTS ADMINISTERED BY SPRING INTERNATIONAL	
A – Consistently excellent work in all aspects of the course with full command of the material.		
B - Generally good work in all aspects of the course with sufficient control of the material.	MICHIGAN TEST	
C - Satisfactory work in most aspects of the course with questionable control of the material for this level.	Grammar/Vocabulary/Reading	
D - Less than satisfactory work in most aspects of the course with inadequate control of the material for this level.	Aural Comprehension	
F - Unsatisfactory work with no evidence of control o material or concepts at this level.	Composition	
I - Incomplete. The student has work to complete before evaluation is made.	Total Combined Score	

OFFICIAL WHEN BEARING SCHOOL SEAL

Director

“What is Satisfactory Academic Progress?”

SATISFACTORY ACADEMIC PROGRESS POLICY

Students at Spring International must maintain satisfactory academic progress in accordance with the guidelines below:

- **Full-time enrollment:** Students on an F-1 or J-1 student visa are required to attend classes on a full-time basis in order to maintain status. Full-time enrollment is defined as taking the full course load of 20 hours per week. Residents and students on other types of visa are permitted to attend class on a part-time basis.
- **Maintain satisfactory Academic Progress:** Students on F-1 and J-1 visas must maintain satisfactory academic progress towards a “specific educational or professional objective.” Failure to do so will cause a student to fall out of status. In order to progress from one level to the next, students must do satisfactory work with a grade of C (70%) or better in all classes. Students who receive a failing grade are required to repeat the course. Students who fail a class will be placed on probation the following term and will receive an **Academic Probation Letter**. This letter informs them that they must pass the class the next term in order to remain at the school. Students who fail a class at a certain level twice are asked to leave the program.

Graduation Requirement

“What must I do to graduate?”

Completion of the Intensive English program at Spring International Language Center involves passing all Level 6 courses with a C or above: Grammar, Reading, Writing, and Research Paper. Students who are not enrolled full time (Grammar, Reading, Writing only) may graduate from a modified intensive program and get a different certificate of achievement.

All Level 6 students write a formal research paper during their last term unless this requirement is waived by the Director. This is never waived if a student intends to continue his or her education in the U.S.

Academic Dishonesty

“What is the Academic Integrity Policy?”

ACADEMIC INTEGRITY POLICY

Students at SILC are expected to follow with generally accepted principles of honest/honorable/ethical behavior as practiced in American schools and programs. Student must behave as responsible students of the school/program in completing all kinds of school work. If a student breaks/violates these rules, that is called *academic dishonesty*. Some examples of *academic dishonesty* include the following:

- A. Cheating on tests and class assignments: Examples include copying from another student’s paper, receiving help from another student during a test or class assignment, helping others cheat, or working/talking with another student during a test or while doing classwork without the instructor’s “okay.”
- B. Plagiarism: Plagiarism is the use of ideas or words of another person without stating or giving credit to the original source.
- C. Using bribes or threats to get better grades
- D. Fabrication: presenting information that is not true.

Penalties for Academic Dishonesty

SILC takes violations of the Academic Integrity Policy seriously. Penalties for such violations may include the following:

1. a written notice of warning with a copy in the student's file.
2. a reduced grade on the assignment or test
3. a failing grade on the assignment or test with no opportunity to take it again
4. a reduced grade for the course
5. a failing grade for the course

In addition, the SILC administration may enforce disciplinary actions as follows:

- Disciplinary probation
- Dismissal from SILC if a student violates the probation terms

Probation

"What is a Probation Letter?"

A probation letter is sent to students who have failed to follow a policy of the school (attendance, academics, and behavior). It states what you must do to remain at the school.

Probation is usually given due to excessive absences, failing grades, or behavior problems. The terms of the probation are set out in the letter and any disciplinary action that will be taken should the terms of probation not be met will be noted.

The letter of probation will state:

- The reason for probation
- The length of probation (term and dates)
- The terms of probation
- The consequences of failing to meet the terms in the required time

Attendance Probation

Refer to the Attendance Policy section

Academic Probation

A **continuing** student is placed on Academic Probation for failure to receive a final passing grade of C- or better in an individual course for the term. (*Arkansas can add their GPA requirement here*)

A **transfer** student who received failing grades in any of his or her classes during the last term or semester from the previous school is automatically placed on Academic probation.

Students are notified in writing that they are on Academic Probation and they will have one term to receive passing grades when repeating any level or course work. All students on Academic Probation must meet with the Director to discuss their individual situations during the first week of classes.

Both counseling and tutoring may be provided to assist students in order to avoid their failing a course two consecutive terms. If a student should fail a course or level for a second time, he or she will be dismissed

from SILC and given assistance to find a new location for English language training.

Discipline Probation

Any student found cheating on tests or quizzes and/or plagiarizing or cheating on written assignments (in or out of class), or behaving inappropriately after several warnings from teachers will receive a warning the first time the student is reported to the office. The Director will give the student a warning and put the student on disciplinary probation when the same behavior happens again.

Grievance Procedure

“What should I do if I have a problem with a class, a teacher, or the school?”

Although it does not happen often, a student sometimes feels that a teacher has been unfair about a grade or a classroom procedure, or a student has a complaint about a SILC school policy or procedure. The student is encouraged to follow these steps.

1. The student should first meet with the teacher or other person involved in the complaint in order to resolve the problem.
2. If the problem is not resolved, the student should meet with the Assistant Director or the Director for resolution, if possible. In discussing the problem, the Director also explains the option of filing a formal complaint.
3. If the problem is still unresolved and the student files a written complaint using the “*Spring International Student Complaint Form*”. A committee is formed of an administrator and two uninvolved teachers to discuss the problem with the student and teacher and to arrive at a solution. After the committee decides on a solution, a written decision is given to the student.

“What if I have tried to resolve my problem through the school’s formal procedures and I am still not satisfied?”

If the problem has not been resolved through the formal school procedure, you have the right to file a complaint to Spring International’s accrediting agencies: the Accrediting Council for Continuing Education & Training (ACCET) or the Commission on English Language Program Accreditation (CEA). The following information will assist you in contacting either agency:

ACCET Chair, Complaint Review Committee 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Website: www.accet.org	CEA Standards Compliance Committee 801 N Fairfax St., Suite 402 Alexandria, VA 22314 Telephone: 703-519-2070 Fax: 703-519-2071 Website: www.cea-accredit.org
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Copies of documentation of the complaint will be made available to the accrediting agencies.

Student Rights

"Can I see the file that the school maintains on me?"

Yes, the Family Educational Rights and Privacy Act (FERPA) gives students certain rights with regard to their education records. These are explained below:

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal regulation guaranteeing the privacy of certain aspects of student records. Under FERPA, student records cannot be released without permission of the student, except under certain exceptions, such as a court order or for public safety concerns. However, FERPA allows the release of "directory information". Directory information includes: name, address and telephone number, email address, enrollment status, curriculum, dates of attendance, and field of study.

Under FERPA, students have the following rights:

1. The right to inspect and review their student records. Students who wish to do so should submit to the School Director a written request that identifies the records they wish to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected, generally during office hours.
2. The right to request the amendment of information in the student's records that the student believes is inaccurate. Such request should be submitted in writing to the School Director and should clearly identify the part of the record the student wants changed and specify why it is inaccurate. If the school does not amend the record, the school will notify the student of the decision and advise the student of his or her right to a hearing. The school is not required under FERPA to consider requests that seek to change a grade or disciplinary decision.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failure of the school to comply with the requirements of FERPA. The name and address of the FERPA Office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202

Late Arrival and Early Departure

"Can I come late, or leave early from a term?"

No. Spring International runs 9-week sessions. Students who arrive late will **NOT** be guaranteed admission. They may need to wait until the next term, which can affect their student status. It is important to know when the school term begins and to attend from the very first day. Students who find that they must leave before the end of the term may **NOT** take final exams early. If they leave on Week 9 before the final exams, their final grade will be lowered one letter grade. If they leave a week before the final exams, they will receive failing grades.

Students who find that they must return home before the end of the term must notify the Director or Assistant Director and complete an *Early Departure form*.

"Will I be in the next level if I miss a term at Spring?"

If you are returning home or are eligible for a vacation and plan to miss only one term, you will go into the next level when you return if you passed all your classes. If you miss two or more terms, your level will be reevaluated by standardized testing. We will consider your previous grades in determining your level when you return.

“What is half-term?”

The half-term is an entry point in the middle of the term for **new students only**. If you begin at the half term, you will be tested and integrated into an existing class of the level that you tested into. No returning student is permitted to enter as a half-term student.

Tuition Payment, Refunds, and Benefits

“When do I pay tuition? And can I get my money back if I leave?”

Tuition and fees are payable on or before the first day of the term. If a student decides to withdraw during the term, he/she should inform the school in writing of the day of withdrawal. Refunds are based on the last day of attendance and will be issued within 30 days from this date. There will be no refunds for students who are terminated due to violation of the SILC’s written disciplinary and/or attendance policies or local, state, or federal law. When calculating the number of weeks completed, a partial week will be counted as a whole week, provided the student was present at least one day during the scheduled week. Spring International Language Center follows the refund policy outlined below:

1. In all cases, the application fee is not refundable.
2. If a student is denied a visa, a full refund of tuition and fees paid will be made.
3. For students who withdraw at any point during the first half of the nine-week term, SILC will retain the prorated amount of tuition for four weeks and will refund the remaining tuition to the student.
4. Students who withdraw after the first half of the nine-week term will receive no refund.
5. For students who enroll for a subsequent term and withdraw before or at the midpoint of that term, SILC will retain a prorated amount of tuition up to the midpoint. For students who withdraw after the midpoint of any subsequent term, SILC will retain all of the tuition for that term.

“What benefits do I get with my tuition?”

Besides the classes that you are taking, your tuition payment provides a number of services:

Airport pickup (upon request)	Housing Assistance	Intercultural/Personal Counseling
Immigration counseling	Placement Counseling	Social and recreational activities
College/university counseling	Computer lab	Tutorials for qualified students
Writing Lab	Student ID	Conversation partner for qualified students
Study Hall	Spring Library	

Tutorials: You qualify for a tutor if you have failed a class for academic reasons that are not related to your attendance, your participation and/or your completion of class assignments. See the Academic Coordinator to discuss whether or not you qualify for tutoring help. SILC offers after-school tutoring and conversation free of charge, and all students who are working hard but struggling in their classes should take advantage of this offering.

Campus Rules

"Are there any important school or college rules?"

Yes, Spring International expects students attending our school to conduct themselves in a mature and responsible manner. They should at all times try to act in a cooperative and understanding way toward the many cultures represented at Spring International and on the Arapahoe Community College campus.

Among the actions and behaviors that are against school and college rules are the following:

1. Threatening, attempting, or committing physical violence against any person or endangering the health, safety, or welfare of any person.
2. Possessing, consuming or distributing any alcoholic beverage on campus or during a school function off campus.
3. Possessing, using or distributing any narcotic or dangerous drug, or appearing at school or on campus while under the influence of any narcotic or dangerous drug.
4. Possessing any type of weapon: guns, knives, etc.



Failure to obey school rules and regulations will result in disciplinary action that, in turn, may cause the loss of your visa status and your ultimate deportation from the United States.

"May I smoke at school?"

No. We are a no-smoking campus. Smoking is not allowed in campus buildings including rest rooms, classrooms, student lounges, and hallways. Students must go outside in the designated smoking areas.

School Closure

"Does bad weather ever cause the school to close?"

Spring International will close during bad snow storms only when the Denver Public Schools or the Littleton Public Schools cancel classes.

1. You should listen to a local radio or television station early in the morning before school to hear announcements about school closings. If the station announces that Denver Public Schools or Littleton Public Schools will be closed, then Spring International Language Center will also be closed.
2. Check your email. We will email all students, faculty, and staff by 6:16 a.m. with an announcement that school is closed
3. You can also check the school web room page at www.spring.edu/webroom. There will be an announcement at the top of the page if the school is closed.
4. You can also check our Facebook. Information about school closure will also be posted there.

STAFF CONTACT

Who should I talk to if I have questions about anything in Chapter Two?"

The Director

The Assistant Director

The Academic Coordinator

CHAPTER THREE

COLLEGE CLASSES AND PLACEMENT IN UNIVERSITY

"Will someone help me to apply to college or university while I finish my English studies?"

Yes, the University Placement Adviser or the International Student Adviser will help you find a college or university that offers a program in your chosen field. The advising schedule will be posted and e-mailed at the beginning of each term.

The best way to begin is for you to go online to look for universities with your chosen major. It is best to look at four to eight different schools. Also, you should begin your search for information early. Many colleges and universities have deadlines of six months or more for applications.

As a rule, American students apply to more than one college or university in the hope that a school of their choice will accept them without having to wait too long. Your adviser can tell you whether or not this procedure would be appropriate for you.

To be accepted for admission to a U.S. college or university, you must have: a high school diploma or a Bachelor's degree; an official English copy of the transcripts of your high school or college grades; an adequate TOEFL or IELTS score; and a financial guarantee that proves you have enough money to attend an academic institution.

Many schools and programs ask for additional information like letters of recommendation and writing samples. Carefully check the application requirements for your chosen program.

"Can I be admitted to a college without my high school degree?"

All colleges and universities require a high school diploma or a General Education Development (GED) Certificate. In addition, each college or university has requirements concerning high school subjects and grade averages.

"Does Spring International give tests that will help me to enter a college or university?"

Yes, it does. The Michigan English Placement Test is given at the beginning of each term to all new students. This exam includes three parts: 1) Grammar, Vocabulary, and Reading Comprehension; 2) Aural Comprehension in which the student hears a tape-recorded question or statement and selects the appropriate response from written choices; 3) Composition, a half-hour essay on a familiar subject. Students in levels 4, 5, and 6 are required to take the full Michigan Test of English Proficiency at the end of each term.

Spring International may give the Institutional Test of English as a Foreign Language (TOEFL) once near the end of each term to any student who wishes to take it. This test is optional and a fee is charged.



“Must I take the IELTS or TOEFL to get into college?”

It is always a good idea to take one of these standardized tests to demonstrate your level of English. However, the students who successfully complete Level 6 can be admitted to Arapahoe Community College or the Community College of Denver without the TOEFL or IELTS. Students who plan to transfer to a four year school after studying at the community college may not need the IELTS or TOEFL score if they take ENG 121 and ENG 122 and receive a grade of B or better in the courses.

“What must I do to qualify for a TOEFL/IELTS Waiver letter?”

Students who complete Level 6 with grades of B and above can be admitted to some universities without the TOEFL or IELTS provided they also meet all other entrance requirements to the university and have a letter of approval from Spring International. Graduate students should check with their graduate department to determine if other additional tests like the GRE or GMAT are required.

Spring International has English proficiency waiver agreements with:

- The University of Wisconsin-La Crosse (www.uwlax.edu/)
- The University of Wisconsin-Stout (www.uwstout.edu/)
- Valparaiso University, Indiana (<http://www.valpo.edu/>)
- Colorado Mesa University (www.coloradomesa.edu/)
- Marian University, Wisconsin (<http://www.marianuniversity.edu/>)
- Lewis Clark State College (www.lcsc.edu/)
- Montana State University (<http://www.montanastateuniversity.edu/>)

(See the office for a more up-to-date list of universities)

For most programs at these schools you do not have to supply a TOEFL/IELTS score. Check with the school to be sure about the program requirements.

The letter of recommendation from Spring International is written based on the student’s overall performance at the school. The Director writes the letter to say that she has seen the student demonstrate the type of learning skills and language proficiency that indicate the potential for success in a college program. If you are planning to enter college or university without an IELTS or a TOEFL score, be sure that you are achieving grades of A or B in your classes here at Spring International and attaining an acceptable average score on the Michigan Test that the school gives to levels 4-6 at the end of each term.

“Can Spring International help me to get the GRE or GMAT score I need?”

Yes. Spring International offers the G.E.T. (Graduate Exam Training) program at the Denver center to graduate students who have completed Level 6 but still need to prepare for the GRE or GMAT test. This is a six-week course and can be taken up to 3 times as you prepare for the test. The program addresses both the verbal and quantitative sections of the test. Students are in class Monday through Thursdays studying a total of 18 class hours with their instructors. Students who enroll in the program more than once must take the GRE or GMAT test before being allowed to enroll for the third time.

STAFF CONTACT

Who should I talk to if I have questions about anything in Chapter Three?”

- Director
- Assistant Director
- Academic Coordinator
- International Student Adviser
- University Placement Adviser

CHAPTER FOUR

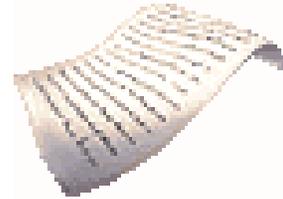
IMMIGRATION REGULATIONS AND YOU

"What is the Form I-20 that I received before coming to Spring International?"

If you are on a student visa, you received the Form I-20 with the Spring International letter of acceptance. The I-20 is your "Certificate of Eligibility for Nonimmigrant Student Status". When you entered the U.S., you showed this form to the Customs & Border Protection (CBP) official at the airport.

It is extremely important that you keep your copy for your records. You should bring your passport and I-20 to Spring International when you come to our school. We will make copies of your passport and visa page for your student file.

It is extremely important that you keep all of your I-20's, not just the current one.



When you arrive at school, you should bring your passport, I-20, and I-94 to the office, so we can make copies of these documents for your student file.

"What is the Form I-94?"

The form I-94 is a record of your arrival in the U.S. and shows when you must leave. The form *used to be* a paper card, stapled into your passport.

The I-94 will be held electronically from May 25, 2013, and the paper cards will no longer be used. If a traveler requires a paper version of Form I-94, it will be available at www.cbp.gov/i94. Under the new Customs & Border Protection (CBP) process, a CBP officer will provide each admitted nonimmigrant traveler with an admission stamp on their passport.

"What is SEVIS?"

SEVIS stands for Student and Exchange Visitor Information System. This is the tracking system for students who enter the country as students. Your I-20 should be a SEVIS I-20 which has a bar code and a SEVIS ID number. All actions related to your status must be reported to immigration through SEVIS.

It is very important that you check with the Director or International Student Advisor to be sure that you may do things like drop a class, transfer to a another program, take a term off, or work.

"How do I maintain status as an F-1 Student?"

An F-1 student has certain requirements and responsibilities in order to remain in legal status on a student visa. There are many regulations and you must follow them. Some of the most important are:

1. Have a valid passport at all times (unless exempt from passport requirements).
2. Attend the school that issued the I-20 that you used to enter the U.S.
3. Attend the school full time. At Spring International you must take all five classes (23 hours per week).
4. Make progress toward completion of your program. This means you need to receive passing grades in your courses.
5. Follow the correct transfer procedures as outlined in the SEVIS regulations.

Follow regulations on employment. (F-1 students are limited in their job opportunities. Do not take a job before checking with the Director or International Student Adviser about the regulations.)

“Can I stop attending classes if I have some problems?”

No. You can only reduce your full course of study with the permission of the Director. If you do not enroll for your course, or stop attending classes, the school **must** notify immigration that you are not following the regulations of your visa class. It is VERY important that you talk with the Director if there is some reason you cannot attend classes. If you have a medical, family, or other problem that will keep you from your studies, you need to bring this to the director’s attention as soon as possible. **Do not wait until after you have solved the problem.** It might be too late by that time and you will already have been terminated in SEVIS.

“What must I do to transfer schools?”

When an F-1 student wishes to transfer from one school to another, the transfer must be reported to the Department of Homeland Security (DHS). Students are only eligible to transfer if they have remained in status and been a full-time student. To report a transfer to DHS, the student must complete the following process:

1. Apply to and receive acceptance from the school to which you wish to transfer.
2. Inform the Designated School Official (DSO) at your current school (“transfer-out school”) the following: your intent to transfer 2) the complete name of the school to which you will transfer (the “transfer in” school). You will need to provide a start date and proof of admission for your next program so that your current school can enter a release date. Always verify with the school that they have transferred your record in SEVIS as requested.
3. Enroll in the new school by the start date they have given you so that they may complete the “transfer in” process.
4. Get a copy of your new SEVIS I-20 from your new school for your record that shows the transfer has been completed.

Remember! NEVER throw away on old I-20 or any other DHS documents. Keep all of your SEVIS I-20’s for your records.

NOTE: All financial obligations to Spring International must be taken care of before we will begin a transfer out process.

“What do I do if my visa expires?”

If you have an F-1 visa in your passport that expires while you are in the U.S., you do not have to renew your visa until you go to your home country. Your visa cannot be renewed inside the U.S. While you are studying in the U.S., your I-94 arrival document takes precedence over your passport visa. The visa lets you in, but the I-94 tells you how long you can stay. As long as you follow the regulations on maintaining status, you are all right. If the school you are attending terminates you for some reason (for example, failure to attend), you need to leave the country immediately or apply for reinstatement.

If you entered the U.S. on an F-1 visa, a U.S. immigration officer wrote or stamped “D/S” (Duration of Status) on the face of the I-94. The D/S notation indicates that you are allowed to remain the U.S. as long as you are a full-time student in good status, regardless of whether or not your visa has expired. As soon as you leave the U.S., renew your expired visa at a U.S. Embassy or Consulate.

“Can I work while attending school?”

The opportunities for Spring International students on an F-1 visa to work are extremely limited. There are two types of employment allowed by DHS: on-campus and off-campus.

On-Campus employment: "An F-1 student may accept employment at the institution he or she is authorized to attend without prior approval from DHS, provided the student is enrolled in a full course of study. [8 CFR 214.2 (f) (9) (1)] and (NAFSA 4-14) This work is limited to 20 hours per week.

Off-Campus employment: After university, students can do one year of "practical training" when they have completed a college or university degree, but not at the end of their intensive English programs. After being in the U.S. one full academic year, students may qualify for "severe economic hardship" work permission if their financial information has radically changed.

"What do I need to do if I want to leave the U.S. on a vacation?"

You may not take vacation during the term.

If you are planning to travel to or go through another country, you may need a visa. You must contact the embassy of the country you plan to visit well in advance of your trip. There are different requirements for students from different countries. The International Student Adviser at Spring International will assist you if you would like help calling an embassy or consulate.

Always bring your I-20 to the International Student Adviser or Director to be signed before leaving the US. You must have a properly signed I-20 to re-enter the US. If you are not returning to Spring International after your trip, you must have an I-20 from another school to re-enter the US.

"Do I have to ask permission to travel in the U.S.?"

No. Students are free to travel anywhere inside the United States, including Alaska and Hawaii without asking permission. Students should carry documentation with them showing their student status in case there are any questions.

"Do I have to ask permission to move to a new location?"

No, you may move to a new apartment or host family as often as you wish without permission from immigration. However, **you must report your address change within 10 days of moving**. You can meet this requirement by reporting the change on the "green form" available at the front desk. The DSO will then report the change of address in SEVIS. This fulfills your reporting requirement.

"What about my passport? When should I renew it?"

Do **not** let your passport expire. It must be valid at all times. If you need to renew your passport, check with your country's embassy in the U.S. to see how long it will take to renew your passport. Don't wait until it is expired!

Following immigration regulations is extremely important. Don't rely on advice from friends; they may not know about changes in the regulations. If you have questions or concerns regarding immigration, please ask the International Student Adviser!

STAFF CONTACT

"Who should I talk to if I have questions about anything in Chapter Four?"

International Student Adviser

CHAPTER FIVE

LITTLETON CENTER

Location

“Where is the Littleton Center?”

Spring International’s Littleton Center offers a friendly suburban college environment with panoramic views of the Colorado Rocky Mountains. Located across the street from Arapahoe Community College, it gives students access to the facilities of the college. A couple of blocks away is the charming Littleton downtown area with unique shops and restaurants. The light rail and bus stations are conveniently located across the street from the school. After classes or on weekends, a quick train ride takes students to downtown Denver to enjoy the advantages of a cosmopolitan city.

Buildings

SILC at Littleton has two buildings: Central and Annex

SILC Central houses the administrative staff and some classrooms. The President, Director Emerita, Executive Assistant, Housing Coordinator, and Office Administrator have offices in this building.

SILC Annex holds offices of the Director, Assistant Director, Academic Coordinator, Curriculum Coordinator and all SILC instructors. There are more classrooms in the Annex.

Parking

“Where can I park?”

Arapahoe Community College (ACC) allows SILC students to park in Lot C. Students must purchase parking passes at the Spring Central front office.

Street parking around the area is also available. However, students need to make sure that they read the signs posted regarding time limits to avoid getting tickets.

Facilities

“Can I use the facilities at Arapahoe Community College?”

Yes. Spring School students get their student IDs from ACC. The students can then check out books from the ACC library. Students also have access to the cafeteria, Starbucks, and the bookstore.

About Littleton

You’ll Love Living in Littleton!

“Littleton, Colorado is a suburb south of Denver and home to approximately 40,300. Located in Arapahoe and Jefferson Counties, Littleton is one of the most delightful places to live in the Denver metro area.

Beautiful neighborhoods, award winning schools, and great shopping are just a few things that make Littleton a great home. Littleton has easy access to Denver via the RTD Light Rail and close proximity to the gorgeous Colorado Rocky Mountains.” (squiddo)



CHAPTER SIX

DENVER, COLORADO

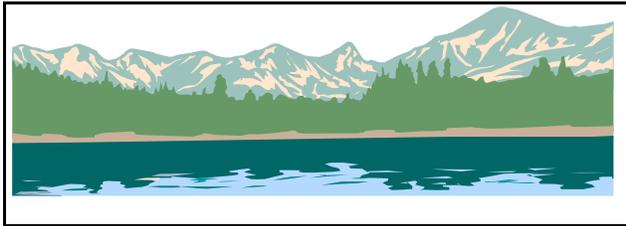
"What is the population of Denver?"

Denver is one of America's fastest-growing cities with about 2.8 million people living in the metropolitan area, which includes Littleton.

The Denver metropolitan area has a young, active and well-educated population. The median age is 29.5 and 35% of the residents are between 18 and 35. Denver has the second highest number of college graduates per capita in the U.S. (after Washington, D.C.), and the highest educated downtown work force. The "youthful flavor" of the city is evident everywhere. Denver leads the nation in movie attendance and has more sporting goods stores per resident than any other city in the world. Use of the city's 205 parks is so high that a speed limit was recently set -- for bicycles!



"Where is Denver located?"



Although western in character, Denver is actually located in the center of the country, just 340 miles west of the exact center of the Continental United States. Contrary to popular belief, Denver is not in the mountains; it is near them. The foothills start to rise 12 miles west of the city. The Front Range, a string of snowcapped peaks that includes Rocky Mountain National Park, Pikes Peak and some major ski

areas, are only 30 air miles west of the city. Although located in the Rocky Mountain West, Denver itself is flatter than New York City, making it easy to walk or ride a bicycle anywhere in the city.

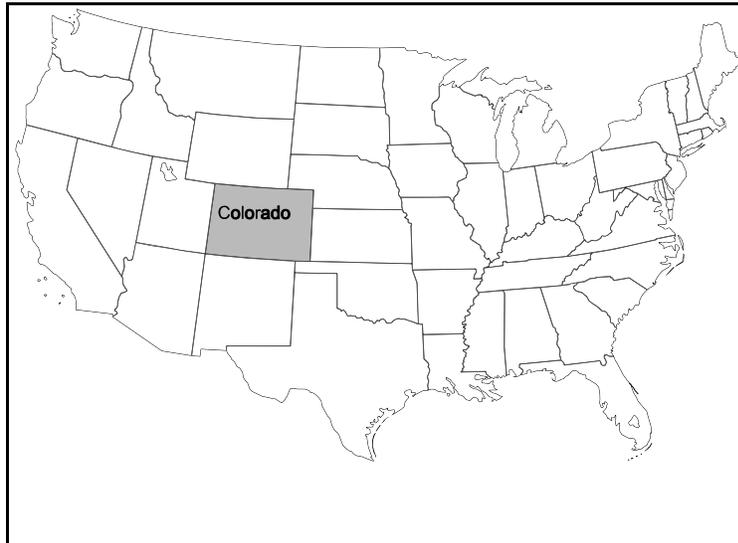
"What is the history of Denver?"

Denver was born during the great "Pikes Peak or Bust" gold rush of 1859 when some small flakes of gold were found where the South Platte River meets Cherry Creek. In its first few years, the city survived a flood, several major fires, and even raised an army that defeated an invading force of Confederate soldiers during the American Civil War. With the discovery of more gold in the mountains, Denver became a boom town. Saloons, gambling halls and wagon trains lined the mud-filled streets and every outlaw, lawman and desperado in the West made at least a visit to the Mile High City. The turn-of-the-century brought respectability, fountains, statues, tree-lined streets and elaborate mansions. Denver became the most elegant city in a thousand-mile radius, thus becoming known as "The Queen City of the Plains." The recent building boom of the 1980's was spurred by energy development and has caused Denver to nearly double in population up to 1.8 million people. As late as 1969, Denver had only three buildings over 20 stories and one of these was the historic D&F Tower. Today, the city is known for its modern architecture and design, and for its beautiful blending of parks, gardens and neighborhoods.

"Are there any Denver telephone numbers that I should know?"

Yes, the following telephone numbers are for agencies whose help you may need during your stay in Denver.

Emergencies	911
Ask a Nurse	303-777-6877
Bus information	303-299-6000
Convention information	303-892-1112
Dial-4-Health	303-443-2584
Road conditions (north, south, east)	303-639-1234
Road conditions (west, mountains)	303-639-1111
Tourist Information	303-892-1505
Travelers Aid, 1245 E. Colfax	303-832-8194



CHAPTER SEVEN

PERSONAL SAFETY IN THE U.S.A.

"Is Denver a safe place to live?"

Yes, it is. In general, many Americans never experience any crime at all, and most Americans never experience a violent crime. You should know that only 10% of crimes in Denver are violent and that violent crime is not increasing in the Denver area. However, the television and newspaper coverage of the violent crimes that do occur has increased significantly in the past few years, so it may appear that crime has increased when it hasn't. While it is true that there may be more violent crime in the United States than in some other countries, you CAN be safe if you practice personal safety rules and techniques.

The most important way to stay safe and out of danger is to take responsibility for your own safety. Be **pro-active** instead of **reactive**! Learn how to act in a dangerous situation **before** something bad happens to you. Find out in advance what can happen and how to behave in different situations. Then if something bad happens, you will know what to do. If nothing bad happens, you will feel safer and more confident anyway.

- NEVER carry large amounts of money with you. Use either personal checks, traveler's checks, or a debit card. Watch your purse or bag carefully, especially when traveling.
- Do not go out alone at night – always take a friend.
- ALWAYS lock your apartment, room in the residence hall, or home when you leave or are sleeping. If you live with a host family, check with the host to see if there are special safety considerations or procedures that your host would like you to be responsible for. For instance, the host may want you to learn about the burglar alarm system or learn how to lock the windows or garage.
- When someone knocks on your door, always ask, —Who is there? before you open the door. Ask for identification if you do not know the person.
- If you have a car, be sure to lock it each time you park it. Also, if you have a bicycle, you should bring it inside or lock it whenever you are not using it.
- Do not leave valuables (jewelry, money, etc.) in your room or car. Valuable jewelry and large sums of money should be placed in a safety deposit box at the bank. Also, leave your passport at home in a safe place. Carry a photocopy of your passport in your purse or bag.
- Women: be extra careful, especially if you live alone. Carry a whistle in your purse or on your key chain so you can call for help if you need it.

Trust your own feelings. If you are somewhere or with someone and you feel afraid, *go away* from that situation. Don't be afraid of being rude. Later, talk with your host family, your teacher or another American friend and find out if you really were in a dangerous situation and what you can do next time.

Pay attention, and be aware of the people and environment around you.

Educate yourself on neighborhoods, situations and places that are safe and those that are dangerous by asking your host family or teachers about them.

"What should I do to be safe while walking?"

The most important thing you can do to ensure your safety while walking is to pay attention to the people and places around you. It is important to look other people in the eye. If you look directly at people, it shows that you are feeling confident and are aware of them. While you are walking, you should also look at the buildings and streets near you and ask yourself, "Where could I go to get help or be safe if something bad happened here?" It will be harder for someone to surprise you if you have been watching them and making action plans in case of trouble. Other safety techniques for walking include:



1. Walk confidently and move quickly. Look like you have an important meeting to go to. Look like you know where you are going.
2. Use the "buddy system". Walk with a friend or a group of people, especially when it is dark outside.
3. If you need to walk at night, don't walk in or near parks or places that have a lot of trees, bushes or other places where people can hide. Don't walk in alleys. Stay in places that are bright and well-lighted, or where there are many other people walking around. And don't walk alone if you can avoid doing so!
4. Go to a public place (a store, a gas station, a police station) to ask for help if you are lost, need help or information, or if you think someone is following you.
5. Don't let other people see that you have a lot of cash with you. Usually, \$20 is enough money to carry in your wallet each day. Americans usually use checks and credit cards when they go shopping or out to eat. If you don't have a checkbook or credit card, use traveler's checks instead of cash. Make sure that you have *signed the traveler's checks in only one place* until you use them.
6. Hold on to your belongings tightly, don't just hang your purse or book bag over your arm. Wear your book bag over both shoulders, and your purse strap across your chest.
7. If you feel that you are facing a dangerous situation but you can use a telephone, call **911** and ask for help from the police. Try to know your location (that is, street address, name of place, or closeness to a nearby landmark).
8. Be alert.
9. Do not carry your passport with you. Leave it at home in a safe place. If you need an ID to show your age, get a Colorado picture ID, carry copies of your documents (not the originals) always have the school contact information with you:

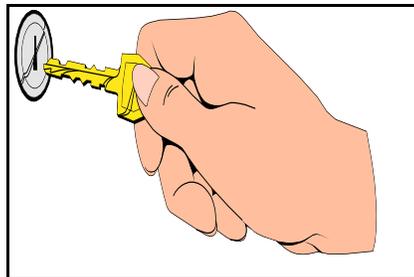
School phone numbers: 303-797-0100
303-798-0546

"Is it safe to ride the bus at night?"

Yes, it is safe to wait for and ride the bus after dark. Remember that you need to pay attention and be aware of what is happening around you and who is around you. Be especially aware of people who are waiting at the bus stop, but not getting on any buses. While you are waiting for the bus, stand under a street light or sit near the entrance of the bus shelter so that you can see what is going on and so that other people can see what is happening around you. No matter what time of day, it is always a good idea to sit in the front of the bus, close to the bus driver. If there is a problem on the bus, the bus driver can call the police for help.

“How can I keep my car safe?”

The most important thing you can do to keep your car safe is to **ALWAYS** lock it. Every time you get out of your car, you should make sure that the doors are securely shut and locked -- even if you are only getting out of the car for a few minutes (such as to put gas in the car, or to go into a gas station to pay for your gas). **NEVER** leave your keys in the car, even if you are standing right next to it. You should also keep your car doors locked when you are inside and driving.



When you park your car, it is a good idea to always park under, or very close to, a streetlight -- even if you are parking during the day. Before you get into your car, look inside and under the car to make sure that no one is hiding on the floor, in the back seat, or underneath the car. Many Americans purchase small flashlights which they keep on their key chains so that they can see inside their cars better at night.

If you have a car accident, you are supposed to stop your car, get out, exchange insurance information with the other driver and call the police to file an accident report. However, especially at night if you feel that something is wrong, or that the people in the other car are suspicious, you should drive to a gas station or other public place before getting out of your car to talk to the other driver. You should always write down the license plate number of the other car when you have an accident so that you will be able to give it to the police if necessary.

“If I am ever confronted by someone who intends to harm me, what should I do?”

1. DO NOT PANIC!
2. Give up property (money)
3. Scream to attract attention
4. Run
5. Make your move with full power
6. Fight for your life

“What should I do if I am victimized?”

Call 911 as soon as possible. They will respond quickly and provide all the help you need. Also, contact the Director of SILC.

STAFF CONTACT

“Who should I talk to if I have questions about anything in Chapter Seven?”

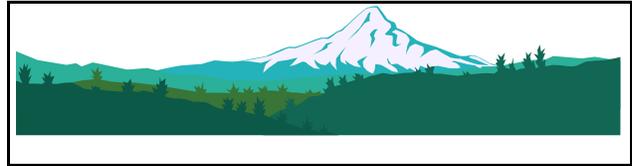
Director
Assistant Director
International Student Adviser
Housing Coordinator

CHAPTER EIGHT

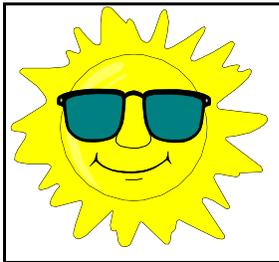
HELPFUL INFORMATION

"What is altitude sickness?"

Because Denver is a mile above sea level (about 1800 meters), and some places in the mountains are nearly two miles high, many visitors to Colorado are affected by altitude sickness. The most common symptoms are similar to influenza, namely headaches, nausea, lack of appetite, or difficulty sleeping. Severe signs include coughing, difficulty breathing, congestion and confusion.



A person with these symptoms should rest by lying down, eat light meals, and drink plenty of fluids, especially water. Alcoholic beverages should **not** be drunk. Aspirin will help the headaches, and antacid pills may help other symptoms. If problems continue, get to a lower altitude and see a doctor.



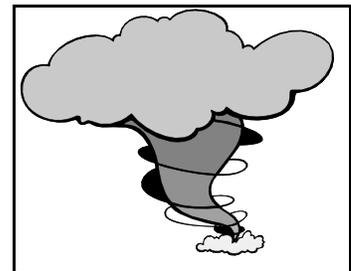
You can avoid the effects of altitude and the thin air by spending a few days in Denver before going to the mountains. Drink plenty of water (**4 - 6 liters per day**); do not drink beverages with caffeine or alcohol for 24 hours after you go to the mountains. Also, you shouldn't do strenuous physical activity (like hiking or skiing) for 24 hours after you go to a higher altitude.

It is also important to wear sunscreen and sunglasses anywhere in Colorado in all seasons because the dangerous ultra-violet rays are stronger here than at lower altitudes and it is easier to get sunburned.

"What kinds of severe weather does Denver have?"

Colorado probably has some different types of weather that you may not be used to. You should be familiar with these so that you will know what to do in case of severe weather conditions.

Tornadoes are violent storms with very high-speed winds rotating in a "funnel cloud." When a funnel cloud touches the ground, it can cause a lot of destruction in a very short time period. Tornadoes usually occur in the summer and are related to the severe weather of thunderstorms. If you are outside and see a tornado, immediately find a low place like a ditch to lie in; if you are inside a house, go to an interior room or a basement, and stay away from windows.



Thunderstorms have lightning, thunder, wind and rain. Sometimes these storms include **hail** (pellets of ice) that can damage cars and hurt people if the hailstones are larger than 1/2" in diameter. If you are outside during a thunderstorm and can't get inside a car or building, avoid trees, lie in a ditch or curl up in a ball on the ground, and make yourself as small as possible. These storms are common in spring and summer, and usually occur late in the afternoon.



Blizzards are big snowstorms accompanied by strong winds. You shouldn't be outside in a blizzard. Driving and walking are **very difficult and dangerous** because of ice on the ground and poor or no visibility because of the snow and wind.

A **tornado watch**, **thunderstorm watch**, or **winter storm watch** means that conditions are good for a storm to develop. You should listen to a radio or watch television to see if your county will be affected. Spring International students live primarily in Arapahoe, Douglas, Denver, and Jefferson Counties.

A **tornado warning** means that a funnel cloud has been sighted or detected. If it's in your area, you should take cover or precautions immediately. For a tornado, this means you should go to the lowest place in a building, away from glass doors and windows. If you are driving and can't get to a building or under a bridge, get out of your car and lie in a low place, such as a ditch.

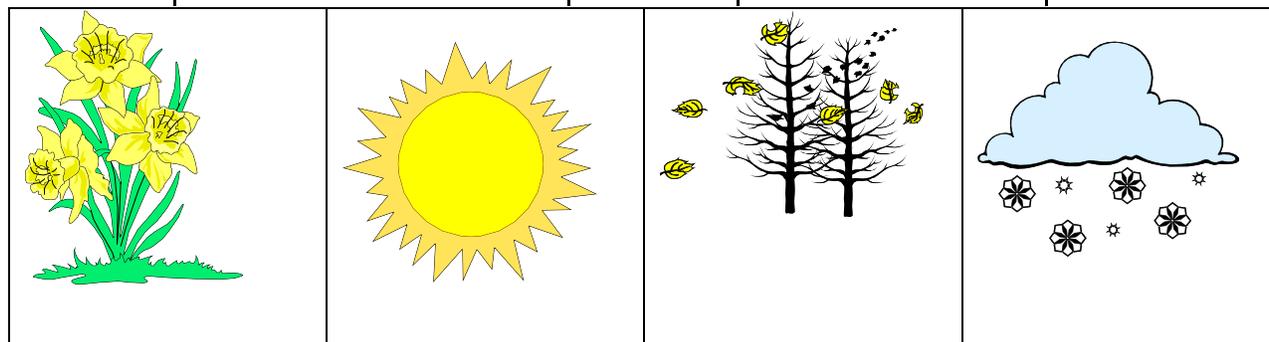
"How can I convert degrees Fahrenheit to degrees Celsius?"

Temperature Conversion

When You Know:	You Can Find:	If You:	Formula:
Degrees Fahrenheit	Degrees Celsius	subtract 32, and then multiply by 5/9	$^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times 5/9$
Degrees Celsius	Degrees Fahrenheit	multiply by 9/5, and then add 32	$^{\circ}\text{F} = (^{\circ}\text{C} \times 9/5) + 32$
$0^{\circ}\text{C} = 32^{\circ}\text{F}$ $40^{\circ}\text{C} = 104^{\circ}\text{F}$ $100^{\circ}\text{C} = 212^{\circ}\text{F}$ $0^{\circ}\text{F} = -17.8^{\circ}\text{C}$ $100^{\circ}\text{F} = 37.8^{\circ}\text{C}$			

"What is the weather usually like in Denver?"

Month	Temperature by Degrees				Humidity at Noon	Normal Precipitation		Possible
	Fahrenheit		Celsius			Rain / Snow / Hail	Sunshine	
	Max.	Min.	Max.	Min.	Percentage	Inches	Centimeters	Percentage
January	42.5	17.6	5.8	-8.0	44	0.47	1.19	71
February	45.0	20.4	7.2	-6.4	45	0.58	1.47	71
March	51.0	26.2	10.6	-3.2	42	1.11	2.82	70
April	60.0	35.0	15.6	1.7	34	1.99	5.05	66
May	72.3	44.1	22.4	6.7	37	2.42	6.15	64
June	80.5	52.9	26.9	11.6	38	1.42	3.61	70
July	96.4	58.9	35.7	14.9	30	1.63	4.14	70
August	90.0	57.8	32.2	14.3	35	1.39	3.53	72
September	77.0	48.7	25.0	9.3	39	1.07	2.72	75
October	65.4	37.9	18.6	3.3	30	1.00	2.54	72
November	52.6	26.8	11.4	-2.9	44	0.64	1.63	65
December	44.9	20.0	7.2	-6.6	43	0.61	1.55	68
Annual Avg.	63.3	37.2	17.4	2.9	38	14.33	36.40	70



"How can I convert American weights and measurements to the metric system?"

1 foot = 12 inches

1 pound = 16 ounces

1 quart = 2 pints

1 yard = 3 feet

1 ton = 2,000 pounds

1 gallon = 4 quarts

1 mile = 5,280 feet

Measurement Conversion

When You Know:	You Can Find:	If You Multiply By:	Formula:
Miles (mi)	Kilometers	1.61	$km = mi \times 1.61$
Yards (yd)	Meters	0.91	$m = yd \times 0.91$
Feet (ft)	Meters	0.305	$m = ft \times 0.305$
Inches (in)	Centimeters	2.54	$cm = in \times 2.54$
Pounds (lb)	Kilograms	0.45	$kg = lb \times 0.45$
Ounces (oz)	Grams	28.35	$g = ounces \times 28.25$
Gallon (gal)	Liters	3.79	$l = gal \times 3.79$
Quart (qt)	Liters	0.95	$l = qt \times 0.95$
Pint (pt)	Liters	0.47	$l = pt \times 0.47$

"How can I convert the metric system to American weights and measurements?"

Measurement Conversion

When You Know:	You Can Find:	If You Multiply By:	Formula:
Kilometers	Miles	0.62	$mi = km \times 0.62$
Meters	Yards	1.1	$yd = m \times 1.1$
Meters	Feet	3.3	$ft = m \times 3.3$
Centimeters	Inches	0.39	$in = cm \times 0.39$
Kilograms	Pounds	2.2	$lb = kg \times 2.2$
Grams	Ounces	0.035	$oz = g \times 0.035$
Liters	Gallons	0.264	$gal = l \times 0.264$
Liters	Quarts	1.06	$qt = l \times 1.06$

“Can I drink alcohol in Colorado?”

The legal drinking age in all of the United States is 21 years old. Restaurants and stores are **required by law** to ask for identification when they sell alcohol; if they see that you are younger than age 21, they will not sell alcohol to you. You should know that under Colorado law, it is illegal for a "minor" (someone under the age of 21) to possess alcohol (including beer). The minimum penalty is \$250 and/or 3 months in jail; the maximum penalty is \$1,000 and/or 12 months in jail. If you are over age 21, it is illegal for you to buy or give alcohol to minors.



In Colorado, all alcoholic beverages are sold in liquor stores, and all liquor stores are closed on Sunday. 3.2% beer is sold in supermarkets and convenience stores and is the only alcoholic beverage that can be purchased on Sunday. In restaurants and bars, alcoholic beverages may be served until 2 a.m. Monday through Saturday and until midnight on Sunday. drinking alcohol, the officer will ask you to take a "sobriety test." **If you refuse to take the test, you will lose your driver's license.** The average penalty, fines, and court costs for drunk driving are \$10,000. If you drink, drive, and then are in an accident in which someone dies, you can be sent to prison for "murder." In the USA, drinking and driving is a serious crime, and punishment is very serious. **IF YOU DRINK, DON'T DRIVE.**

In addition, you should not get into the car or on a motorcycle of someone who has been drinking. If you yourself have been drinking, call a taxi or a friend for a ride home. If your friend has been drinking and you have not, you should take your friend's car keys and drive him or her home, or call a taxi to take your friend home. If you and your friends have all been drinking, you should call a taxi, or the bartender may call one for you. Many bars and clubs also have telephone numbers of companies and private organizations, which provide inexpensive or free transportation home to people who have been drinking so that they will not drive. Please ask the bartender, waiter, or manager of the bar or restaurant for help if you need it.

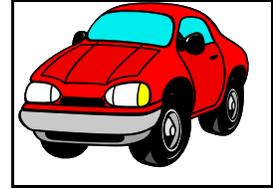
Because Spring International expects students to act responsibly at all times, any student who is found to be breaking the Colorado state laws may be asked to leave the school.

“What are the smoking laws in Colorado?”

Smoking is NOT allowed in almost all indoor public places like restaurants, hospitals, schools, museums, etc. Smoking is not allowed within 15 feet of an establishment or business main entryway unless defined differently by a local law.

"How can I get a Colorado driver's license?"

You are required to have a valid U.S. driver's license if you drive a car in the U.S. International driver's licenses are accepted for only the first ninety days you are in the country. Colorado law requires that you have \$25,000 of liability insurance and \$15,000 of property damage insurance. A Colorado driver is also required to have a proof of insurance card at all times while driving a vehicle. The housing coordinator or foreign student advisor can help you get car insurance.



If you own a car and live in the following counties, you are required to have an emissions test for your car to make sure that it does not pollute the air: Adams, Arapahoe, Boulder, Denver, Douglas, Jefferson, Larimer, and El Paso. Your car must pass the exhaust emissions test at one of the emission testing locations before you can get license plates for your car.

All drivers and passengers are required by law to wear seat belts. Car seats are required for children under the age of 2 years.

You can get a driver's license from the following Driver's License Bureau offices:

Littleton	311 E. County Line Rd.	303-795-5954
Aurora	14391 E. 4th Ave.	303-344-8400
Denver	1935 W. Mississippi Ave.	303-937-9507
Lakewood	1881 Pierce St.	303-205-5600

For more information, check this website: www.mv.state.co.us

All foreign students must take their I-20, I-94 card, their passport, and a letter from Social Security to the licensing office to get a driver's license. You must take a written test, an eye test, and an on-road driving test to get a license, unless you have a valid license from another state in the U.S. International driver's licenses do not qualify for the exemption. There is a fee for the license.

STAFF CONTACT

"Who should I talk to if I have questions about anything in Chapter Eight?"

Office staff

Housing Coordinator

International Student Adviser

WHOM- TO- SEE- FOR- WHAT- LIST

Question/Concern		
Academic Questions	Academic Coordinator	Susan P
Activities and Trips	Office Staff	Debby, Missy
Applications to SILC	Office Staff, International Student Adviser	Debby, Missy, Niki
Attendance	Office Administrator	Debby
Campus Questions	Office Staff	Debby, Missy
Classes	Director, Assistant Director	Shirlaine, Andy
College Questions	International Student Adviser	Susan FC, Niki, Andy
Complaints	Director, Assistant Director	Shirlaine, Andy
Computer Lab	Computer Specialist	Tom
Conversation Partners	Conversation Partners Coordinator	Missy, Connie
Dates of Session	Office Staff	Debby, Missy
Early Departure	Director, International Student Adviser	Shirlaine, Niki
Fees, Financial Questions	Executive Assistant	Niki
Forms	Office Staff	Debby, Missy
Housing	Housing Coordinator	Missy
Immigration/Visa	International Student Adviser	Niki
Insurance	Executive Assistant, Office Administrator	Niki, Debby
Late Arrival	Director, International Student Adviser	Shirlaine, Niki
Level Placement	Assistant Director	Andy
Letters of Recommendation	Director	Shirlaine
Library Books checkout	Curriculum Coordinator	Colleen
Personal Concerns	Director, International Student Adviser	Shirlaine, Niki
Tests/Exams	Assistant Director and Teachers	Andy
Textbooks	Textbook Coordinator	Colleen
TOEFL/IELTS Waivers	Director	Shirlaine
Travel Information	International Student Adviser	Niki
University Admissions	University Placement Adviser	Susan FC
Other general questions	Faculty and Staff	