The faculty, staff, and students of the American Language Institute would like to welcome you to our institute. Founded in 1977, the institute is home to a diverse group of students and faculty. Please browse this book to learn more about the American Language Institute, its classes, and other important information for new students.
Dear A.L.I. students,

Welcome to the American Language Institute (A.L.I.) at The University of Toledo. This handbook was created for our new students to help you while you are a student at the A.L.I. Please read your handbook carefully so that you know the many things that make up your education here in Toledo. The Student Handbook contains the following chapters:

• What can you expect from the American Language Institute
• Your Study at the American Language Institute
• Information about The University of Toledo
• Living and Having Fun In Toledo

Oftentimes, new students ask us what they can do to be successful students at the A.L.I. The faculty believe that successful students study hard, attend all classes and labs, ask questions, and are involved in the many activities on campus.

At the American Language Institute we work hard to offer you innovative classes and programs, respond to your needs and concerns, and prepare you for a productive and successful academic career in the United States of America and beyond.

I wish you a great semester!

Best,

Alexander Wrege, Interim Director A.L.I.
A.L.I. Senior Leadership

The Senior Leadership Team is responsible for helping you achieve success as a student at the University of Toledo. We are always here for you. Stop by our offices whenever you have academic concerns, questions, a personal crisis, or just need to talk to someone.

Michael Klug handles orientation for new students, textbooks orders and enjoys teaching innovative classes that combine technology and language learning.

Patrick Kennedy is the A.L.I. Assistant Program Director and Student Advisor. He is in charge of scheduling classes, answering questions about the levels at the institute, handles TOEFL and general advising concerns.

Alexander Wrege is the Interim Director of the American Language Institute. He manages the faculty, supervises the budget, and represents the institute’s interests on campus and across the country.

Sandra Stutzenstein is the department secretary. She is your first contact person at the institute and will help you with questions about the institute, making payments, letter requests and many other things.
Faculty And Staff Directory

Program Director  Alexander Wrege, M.A.
Assistant Director  Patrick Kennedy, M.A.
Senior Faculty  Michael Klug, M.A.
Secretary  Sandra Stutzenstein
Part Time Faculty  Judy Britz, M.A.
                   Pam Clines, M.A.
                   Cristina Cordova, M.A.
                   Dan Current, M.A.
                   Heather Elbriki, M.A.
                   Hibah Elnoory, M.A.
                   Matthew Krull, M.A.
                   Deena Ohana, M.A.
                   Kathy Reaume, M.A.
                   Pam Rice, M.A.
                   David Sears, M.A.
                   Sherris Schwind, M.A.
                   Shirley Stammer, M.A.
                   Ron Zallocco, M.A.

What is the American Language Institute?
The American Language Institute (A.L.I.) is an Intensive English Program at the University of Toledo. The program was founded in 1977 and provides exceptional English language classes to students from all over the world. The faculty at the A.L.I. are holders of M.A. degrees and are very experienced and highly motivated in assisting you on your educational journey. Several of our faculty have taught overseas in countries such as China, Germany, Greece, Japan, and Tajikistan.
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judy Britz</td>
<td><a href="mailto:judy.britz@utoledo.edu">judy.britz@utoledo.edu</a></td>
</tr>
<tr>
<td>Pam Clines</td>
<td><a href="mailto:pamela.clines@utoledo.edu">pamela.clines@utoledo.edu</a></td>
</tr>
<tr>
<td>Cristina Cordova</td>
<td><a href="mailto:cristina.cordova@utoledo.edu">cristina.cordova@utoledo.edu</a></td>
</tr>
<tr>
<td>Dan Current</td>
<td><a href="mailto:daniel.current@utoledo.edu">daniel.current@utoledo.edu</a></td>
</tr>
<tr>
<td>Heather Elbriki</td>
<td><a href="mailto:hwashta@UTNet.UToledo.Edu">hwashta@UTNet.UToledo.Edu</a></td>
</tr>
<tr>
<td>Hibah Elnoory</td>
<td><a href="mailto:hibah.elnoory@utoledo.edu">hibah.elnoory@utoledo.edu</a></td>
</tr>
<tr>
<td>Patrick Kennedy</td>
<td><a href="mailto:patrick.kennedy@utoledo.edu">patrick.kennedy@utoledo.edu</a></td>
</tr>
<tr>
<td>Michael Klug</td>
<td><a href="mailto:michael.klug@utoledo.edu">michael.klug@utoledo.edu</a></td>
</tr>
<tr>
<td>Matthew Krull</td>
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</tr>
<tr>
<td>Kathy Reaume</td>
<td><a href="mailto:kathleen.reaume@utoledo.edu">kathleen.reaume@utoledo.edu</a></td>
</tr>
<tr>
<td>Pam Rice</td>
<td><a href="mailto:pamela.rice@utoledo.edu">pamela.rice@utoledo.edu</a></td>
</tr>
<tr>
<td>David Sears</td>
<td><a href="mailto:david.sears@utoledo.edu">david.sears@utoledo.edu</a></td>
</tr>
<tr>
<td>Sherris Schwind</td>
<td><a href="mailto:sherris.schwind@utoledo.edu">sherris.schwind@utoledo.edu</a></td>
</tr>
<tr>
<td>Shirley Stammer</td>
<td><a href="mailto:shirley.stammer@utoledo.edu">shirley.stammer@utoledo.edu</a></td>
</tr>
<tr>
<td>Sandra Stutzenstein</td>
<td><a href="mailto:sandra.stutzenstein@utoledo.edu">sandra.stutzenstein@utoledo.edu</a></td>
</tr>
<tr>
<td>Alexander Wrege</td>
<td><a href="mailto:alexander.wrege@utoledo.edu">alexander.wrege@utoledo.edu</a></td>
</tr>
<tr>
<td>Ron Zallocco</td>
<td><a href="mailto:ronald.zallocco@utoledo.edu">ronald.zallocco@utoledo.edu</a></td>
</tr>
</tbody>
</table>
This chapter gives you an overview of the rules and policies that govern your study at the American Language Institute. Be sure to read them carefully.
The curriculum consists of 20 hours of classroom instruction each week along with two to three hours of language labs per week. There are five levels of instruction: Basic 1, Basic 2, Intermediate, Intermediate 2, and Advanced.

The program features:
- Reading and Writing Class M-F (100 min/day)
- Grammar Class M-R (60 min/day)
- Speaking/Listening Class M-R (60 min/day)
- Free computer and internet access in our A.L.I. computer lab
- Listening, reading/discussion, and writing labs, depending on level
- Pronunciation class for those who need it
- Elective classes for those who complete grammar or speaking/listening courses
- An outdoor education class for advanced students

Here is a sample list of elective courses that may be offered during the term. Please note that not all classes will be offered every term.

| U.S. Popular Culture (UPC) M-R (60 min/day) | An English language course which gives practice and instruction in all the skills (listening, speaking, reading, and writing) and which focuses on the topic of U.S. popular culture in various aspects such as television, movies, music, and advertising. Text: Varies with teacher |
| Business and Society M-R (60 min/day) | Reading, writing, listening and speaking about topics such as globalization, the internet, and health viewed from a business perspective. (No background in a specific field is needed.) Text: Varies with teacher |
Here is a sample schedule for an A.L.I. student:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM -</td>
<td>Reading and Writing</td>
<td>Reading and Writing</td>
<td>Reading and Writing</td>
<td>Reading and Writing</td>
<td>Reading and Writing</td>
</tr>
<tr>
<td>10:20 AM</td>
<td>(2 hours)</td>
<td>(2 hours)</td>
<td>(2 hours)</td>
<td>(2 hours)</td>
<td>(2 hours)</td>
</tr>
<tr>
<td>10:30 AM -</td>
<td>Grammar</td>
<td>Grammar</td>
<td>Grammar</td>
<td>Grammar</td>
<td>Language Lab*</td>
</tr>
<tr>
<td>11:10 AM</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:40 AM -</td>
<td>Listening and Speaking</td>
<td>Listening and Speaking</td>
<td>Listening and Speaking</td>
<td>Listening and Speaking</td>
<td>Listening and Speaking</td>
</tr>
<tr>
<td>12:10 PM</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
</tr>
<tr>
<td>12:50 PM -</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
<td>Language Lab*</td>
</tr>
</tbody>
</table>

(* depending on a student's schedule, these labs may be offered: Reading and Discussion Lab, Writing Lab, and/or Listening Lab)

Below is an example of a student transcript. The red circles show the areas that A.L.I. students usually find important.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>Attendance</th>
<th>Quality Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3RW-21 Intermediate 1 Reading/Listening</td>
<td>10.00</td>
<td>77.42%</td>
<td>23.30</td>
<td>C+</td>
</tr>
<tr>
<td>ITL-21 Intermediate 1 Listening Lab</td>
<td>4.00</td>
<td>77.78%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS-21 Intermediate 1 Speaking/Listening</td>
<td>5.00</td>
<td>90.00%</td>
<td>15.00</td>
<td>B</td>
</tr>
<tr>
<td>IGA-21 Intermediate Grammar A</td>
<td>5.00</td>
<td>86.67%</td>
<td>16.65</td>
<td>B+</td>
</tr>
<tr>
<td>Semester Statistics</td>
<td>20.00</td>
<td>82.44%</td>
<td>54.95</td>
<td>GPA = 2.747</td>
</tr>
</tbody>
</table>
### Important Dates

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Fall 2012 Term 1</th>
<th>Fall 2012 Term 2</th>
<th>Spring 2013 Term 1</th>
<th>Spring 2013 Term 2</th>
<th>Summer 2013 Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Arrival Date</td>
<td>Aug. 14</td>
<td>Oct. 11</td>
<td>Jan. 6</td>
<td>March 8</td>
<td>May 8</td>
</tr>
<tr>
<td>Report &amp; Check-in</td>
<td>Aug. 15</td>
<td>Oct. 12</td>
<td>Jan. 7</td>
<td>March 11</td>
<td>May 9</td>
</tr>
<tr>
<td>Placement Test</td>
<td>Aug. 15</td>
<td>Oct. 12</td>
<td>Jan. 7</td>
<td>March 11</td>
<td>May 9</td>
</tr>
<tr>
<td>Registration</td>
<td>Aug. 16-20</td>
<td>Oct. 15-16</td>
<td>Jan. 8-10</td>
<td>March 11-12</td>
<td>May 9-10</td>
</tr>
<tr>
<td>Orientation</td>
<td>Aug. 21</td>
<td>Oct. 17</td>
<td>Jan. 11</td>
<td>March 13</td>
<td>May 13</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 22</td>
<td>Oct. 18</td>
<td>Jan. 14</td>
<td>March 14</td>
<td>May 14</td>
</tr>
<tr>
<td>Institutional TOEFL</td>
<td>Oct. 6</td>
<td>Dec. 1</td>
<td>Feb. 23</td>
<td>April 20</td>
<td>June 22</td>
</tr>
<tr>
<td>Classes End</td>
<td>Oct. 11</td>
<td>Dec. 7</td>
<td>Feb. 28</td>
<td>April 26</td>
<td>June 28</td>
</tr>
<tr>
<td>TOEFL Results</td>
<td>Oct. 11</td>
<td>Dec. 7</td>
<td>Feb. 28</td>
<td>April 26</td>
<td>June 28</td>
</tr>
<tr>
<td>Mid-Semester Break</td>
<td>Oct. 1-2</td>
<td>N/A</td>
<td>March 4-8</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Grades Posted</td>
<td>Oct. 17</td>
<td>Dec. 12</td>
<td>March 13</td>
<td>May 1</td>
<td>July 3</td>
</tr>
</tbody>
</table>

### Program Costs

**Instruction for non-Ohio residents:**

<table>
<thead>
<tr>
<th>Number of class hours per week</th>
<th>Cost for one term (seven weeks)</th>
<th>Cost for one semester (fourteen weeks)</th>
<th>Language Labs</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$550</td>
<td>$970</td>
<td>Students have an additional 2-3 hours per week of Language Lab at no cost.</td>
</tr>
<tr>
<td>10</td>
<td>$1,100</td>
<td>$1,940</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>$1,650</td>
<td>$2,910</td>
<td></td>
</tr>
<tr>
<td>20 (full-time)</td>
<td>$2,200</td>
<td>$3,880</td>
<td></td>
</tr>
</tbody>
</table>

**Instruction for Ohio residents:**

Only students who are US Citizens or Permanent Residents may qualify for a significant in-state discount for A.L.I. classes if they meet Ohio Resident requirements. The A.L.I. does not extend Ohio Residence rates to individuals who are on non-immigrant visas. Non-immigrant visa holders may qualify for Ohio Residence rates once they enroll in an academic program, but not while they are enrolled in the A.L.I.
Other Costs:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional TOEFL</td>
<td>$60</td>
<td>fee per test</td>
</tr>
<tr>
<td>Installment Payment Plan</td>
<td>$30</td>
<td>each session</td>
</tr>
<tr>
<td>RocketCard ID Fee</td>
<td>$35</td>
<td>one time only</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$40</td>
<td>one time only</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50</td>
<td>each occurrence</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50</td>
<td>assessed monthly</td>
</tr>
<tr>
<td>DHL Fee</td>
<td>$65</td>
<td>each occurrence</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$125</td>
<td>each semester</td>
</tr>
<tr>
<td>Textbooks (estimate)</td>
<td>$325</td>
<td>each semester</td>
</tr>
</tbody>
</table>

*All costs are subject to change.

English Outdoors

English Outdoors organizes five expedition-style, backcountry Outdoor Education trips for international learners of English as a Second Language (ESL) per year. English Outdoors operates as a program within the American Language Institute at The University of Toledo. Student participants in the trip are required to sign up for the corresponding class at the university and sign a Language Honor Pledge. For details about this course:

Want more information?
Visit [English-Outdoors.com](http://English-Outdoors.com)
Or the [Facebook Page](http://Facebook Page)
Nobody enjoys rules - but rules are what govern most of what we do as people. The A.L.I. also has a few rules and policies designed to help you advance through the program, keep you in compliance with immigration regulations, and ensure future academic success.
The TOEFL and A.L.I.

All students at the institute must earn a minimum 450* on the TOEFL to be able to move on to the university. There are no exceptions.

*additional criteria include minimum section scores, minimum attendance, as well as GPA requirements, see next page.
Advanced Level Policy

The University of Toledo requires that all admitted international students have enough ability in the English language to benefit from their program of study. For this reason, all international students must meet a language requirement on the Test of English as a Foreign Language (TOEFL).

Students who study at the A.L.I. may show their ability to succeed in the university by doing well in their courses and thus may gain admission with less than a 500 PBT (61 IBT) TOEFL. Most students need to study for two terms (one semester) in the Advanced level, but exceptional students can be ready after only one term. The following requirements must be met by an A.L.I. student with a TOEFL score less than 500 PBT in order to attend The University of Toledo as a full-time undergraduate student:

1. Admission into an academic program at UT
2. Full-time enrollment in A.L.I. at the Advanced level* completed with 3.0 (B) GPA in A.L.I. courses during the second term in the Advanced level with no grade below a C (2.0).

OR

1. 3.5 GPA in A.L.I. courses during the first term in the Advanced level with no grade below a C (2.0)
2. A minimum TOEFL score of 450 pbt (achieved when or before grades are earned)
   a. minimum section score in Reading: 43 pbt / 10 ibt
   b. minimum section score in Listening: 43 pbt / 7 ibt
3. 85% attendance (including labs) for the full semester for which the student is enrolled
4. Approval of A.L.I. Academic Review Committee

NOTE: Full-time enrollment means 20 A.L.I. hours per term. In the first Advanced term, the student must have at least 15 of the 20 course hours at the Advanced level. In the second term, the student must have all 20 hours at the Advanced level.
Advanced Level Policy

Do you have 75% of your classes at the advanced level?

yes

- Do you have a GPA of 3.5 (first term) or 3.0 (second term) with no grade below C?

  yes

  - Do you have a 450 on the TOEFL and at least a 43 (10 iBT) in Reading and a 43 (7 iBT) in Listening?

    yes

    - Do you have at least 85% attendance (classes + labs) for the semester in your A.L.I. classes?

      yes

      - Do you have approval of the Academic Review Committee?

        yes

        You are cleared to begin your studies at the university if you are admitted to an academic program.

      no

    no

  no

  no

  no

no

You must continue your studies at A.L.I. until you have all criteria fulfilled. There are no exceptions.
Transition Policy for Continuing
A.L.I. Students

The transition program at the American Language Institute of The University of Toledo allows undergraduate students to take a limited number of courses at the University before they have achieved the minimum TOEFL score requirement of 500 PBT, while continuing to take classes in the intensive English language program (ALI) to improve English proficiency. ALI students may qualify for transition status by meeting the following criteria:

admission into an academic program at UT, and either 2a or 2b below

completion of one term with full-time enrollment (20 hours) in the Advanced level (at least 15 of the 20 hours must be Advanced) and the following:

1. minimum TOEFL score of 450 pbt
   a. Reading minimum: 43 pbt/10 ibt
   b. Listening minimum: 43 pbt/7 ibt
2. 3.0 GPA in ALI courses with no grade below a C
3. 85% attendance (including labs)
4. approval of ALI Academic Review Committee

OR

1. completion of a second term with full-time enrollment (20 hours) in the Advanced level (all 20 hours) and the following:
   a. minimum TOEFL score of 450
      i. Reading minimum: 43 pbt/10 ibt
      ii. Listening minimum: 43 pbt/7 ibt
2. 2.5 GPA in ALI courses with no grade below a C
3. 85% attendance (including labs)
4. approval of ALI Academic Review Committee
5. approval of ALI Academic Review Committee

A student qualifying after one term in the Advanced level may take 1 UT class (not online) and 15 ALI hours per term. A student qualifying after two terms in the Advanced level may take two, 3-credit UT classes (not online) and 10 ALI hours per term.
In order to earn full-time admission to UT, a transition student must:

1. achieve a TOEFL score of 500 and a UT cumulative GPA of 2.0* for the semester

OR

1. achieve a PASS in any Pass/No Credit course and a semester UT GPA of 2.0 (with a cumulative UT GPA of 2.0 for continuing transition students)* while achieving the following in the ALI:
   • 3.0 GPA with no grade below a C in all classes for the semester
   • 85% attendance for all ALI classes (including labs) during the semester
   • approval of the ALI Academic Review Committee

If a student does not meet the requirement above, a decision about whether to allow the student to continue as a transition student and about relative course load at UT and at the ALI will be made on an individual basis with the ALI Academic Review Committee, based on the student’s performance at both UT and the ALI.

*Warning: Notice that there is a risk in the transition program. If your UT GPA is below 2.0, you cannot be admitted full-time to UT even if you get 500 on the TOEFL.

Note: The Transition policy was established with first year students in mind. Because transfer students are in a more difficult situation, the decision to allow transition status to a transfer student will be made on a case-by-case basis with the ALI Academic Review Committee.

No student, under any circumstance, may take an online class.
Image 3.2 Transition Policy

- Do you have 75% of your classes at the advanced level?
  - yes
    - Do you have a GPA of 3.0 (first term) or 2.5 (second term) with no grade below C?
      - yes
        - Do you have a 450 on the TOEFL and at least a 43 (10 iBT) in Reading and a 43 (7 iBT) in Listening?
          - yes
            - Do you have at least 85% attendance (classes + labs) for the semester in your A.L.I. classes?
              - yes
                - Do you have approval of the Academic Review Committee?
                  - yes
                    - You are cleared to begin your part-time studies at the university if you are admitted to an academic program. Contact Mr. Kennedy with questions.
                  - no
                    - You must continue your studies at A.L.I. until you have all criteria fulfilled. There are no exceptions.
Transition Policy for **NEW A.L.I. Students**

If you are a new ALI student, you may be eligible to take an academic class concurrently with ALI classes if you meet the following criteria:

- you already have conditional admission to an undergraduate academic program at UT
- you placed in the Advanced level at the ALI in all skill areas (through the ALI Placement Test)
- you can provide evidence that you have a TOEFL score of at least 480 pbt (at least 54 ibt), with:
  - Reading minimum: 46 pbt/12 ibt
  - Listening minimum: 46 pbt/11 ibt
- your high school GPA is 2.5 or higher
- approval of ALI Academic Review Committee

If you meet these criteria, you will be allowed to take 1 UT academic class (not online) and 15 hours (3 hours per day) at the ALI during your first semester. These 15 hours do not include listening lab.

If you are a new transfer student, you may also be eligible for the transition program. However, eligibility for international transfer students is determined on a case-by-case basis with a representative from International Admissions and the ALI making the decision together.

In order to earn full-time admission to UT, a transition student must:

- achieve a TOEFL score of at least 500 pbt (at least 61 ibt) and a UT cumulative GPA of 2.0*
  
  **OR**

- achieve a PASS in any Pass/No Credit course and a semester UT GPA of 2.0 (with a cumulative UT GPA of 2.0 for continuing transition students)* while achieving the following in the ALI:
  
  - 3.0 GPA with no grade below a C in all classes for the semester
  
  
  - 85% attendance for all ALI classes (including labs) during the semester
  
  - approval of ALI Academic Review Committee

*Warning: Notice that there is a risk in the transition program. If your UT GPA is below 2.0, you cannot be admitted full-time to UT even if you get 500 on the TOEFL.
Grades

In order to be considered in good standing, a student must maintain a minimum grade point average (GPA) of 2.0 (4.0 maximum).

A = 90% - 100%
B = 80% - 89%
C = 70% - 79%
Anything below a 70% is considered failing

Basic 1 students need 80% to pass into the next level.

Promotion

A student must receive a C grade or higher to be promoted to the next level in a class.

Placement

Placement into the appropriate level is determined by specially trained, qualified ALI instructors, using the ALI Placement Tests and the score on TOEFL if the student has taken it.

Attendance

Students are required to maintain a minimum of 85% attendance to qualify for the Transition Program or Advanced Level Policy admission to the university. There are no excused absences, but the 15% absence allowed should be enough to cover minor illnesses, special circumstances, etc.

Students are expected to attend all class meetings of their courses. This is necessary for their success in each course. International students on a student (F-1) visa must also follow immigration laws, which say that F-1 visa students must be in a full-time schedule of classes. This means that they must be attending classes.

Any time that you are not present for a scheduled class period, you will be recorded as absent by the A.L.I. It does not matter if you have a good reason. However, your teacher may let you make up missed assignments or tests if you have a good reason for being absent. If you do not have a good reason for your absence, the teacher is not required to let you make up the work you missed. If you know that you will be absent, it is your responsibility to tell the teacher about it as early as possible.

Here are some things that the A.L.I. does not consider good reasons for absence. Your teacher is not required to let you make up missed work for these reasons.
Appointments with other offices or for driver's test, phone service, etc. (Make these for non-class time.)

Lack of transportation or childcare arrangements (You need to arrange for these things before classes begin.)

If you arrive after classes have begun at the start of a term, you will be recorded as absent for the days when classes met before you arrived. It is your responsibility to be here on time for the beginning of the term.

Each teacher will have a policy for lateness. This policy may mean that you can be counted as absent because of several times late. Your teacher can make a special stronger policy for an individual student who has been late many times.

You need to notify the A.L.I. whenever you are absent. Call our office (419-530-4702) and also do what your teacher asks on the course handout. Tell us why you are absent and when you will be back. Do this each day that you are absent.

If there is a medical reason for your absence, see a doctor and bring or send us a written doctor's note. The note should explain that you have an acceptable medical reason for being absent, and it should say approximately when you will be able to return.

If you miss three consecutive days or miss more than five of the last ten classes and we have not heard from you about your absence, your teacher will report you to the A.L.I. office. We will try to contact you to discuss your attendance problem. For F-1 visa students, if we cannot reach you or if you do not begin attending regularly again, we will report you to the Office of International Student Services. At this point, you could be terminated in the SEVIS computer system for international students in the U.S. You would be "out of status" and you would have to go through a long and expensive process to try to be put back into SEVIS. It is possible that this process would not be successful.

"Attend all of your classes to improve quickly!"
Attendance Probation

A student who attends less than 70% of the term’s classes or less than 60% of one class will be placed on Attendance Probation and need 85% attendance for the following two terms to avoid suspension and to be removed from Attendance Probation.

If the student does not do this, he or she will be suspended. Suspension means that the student may not attend the A.L.I. the next term. For F-1 visa students, this means that they must either go back to their country or find another school in the U.S. to attend. Students who have been suspended and who wish to return to A.L.I. after one term away may seek to do this by writing a letter to the director explaining why there will be no more attendance problems. Teachers will report it to the office when any student misses three classes in a row without notifying the teacher or when a student misses five of the last ten classes.

A.L.I. students are celebrating graduation at the Graduation Ceremony.
Academic Probation

A student whose semester GPA falls below 2.0 will be on probation the following semester. A student with a GPA below 2.0 at the end of the first term of a semester will receive a written warning about the possibility of probation at the end of the semester. If a probation student’s GPA for that following semester is 2.0 or higher, the student will be removed from probation. If the student’s GPA for that following semester is 1.5 or higher but below 2.0 and if the student has 85% attendance, the student may continue on probation for the next semester, but such a continuing probation student must earn a 2.0 GPA and be removed from probation the following semester.

Suspension

A student who fails to meet probation requirements above will be suspended for one semester. The student will not be permitted to study at the ALI for that semester. A suspended student on a student visa must either leave the country or find another school to attend. The student may not remain in the country without studying. The suspended student must submit a request for readmission to the ALI. The request for readmission (in writing) must be addressed to the ALI director and must show good reason for granting readmission.

Dismissal

Dismissal from study at the ALI for one year results when a suspended student is readmitted but does not achieve a 2.0 GPA and 85% attendance at the end of that semester.
Study Limit Policy

The Immigration and Naturalization Service expects intensive English language training to be completed in a reasonable length of time. One year is the length of time required to complete all five terms of the ALI program which begins in Basic 2 level. A student on a student visa who is unable to meet the University's English language proficiency requirements for either full-time or transition undergraduate academic status at the end of the 6th term of full-time ALI study begun in Basic 2 level will have only one more term to demonstrate language proficiency. A student who does not earn admission in that last term may no longer study at the ALI.

Student Code of Conduct

It is the responsibility of a university to be concerned with the overall development of its students.

The University of Toledo (“University”) in promulgating the “Student Code of Conduct,” as required by Revised Code 3345.21 and as set forth below, takes into consideration the rights and responsibilities of the individual student(s) or student organizations concurrently with university and community rights and responsibilities.

For the complete student code of conduct book, visit: http://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf
A.L.I. Academic Honesty

The Academic Honesty governs all student work and conduct at the institute. A copy of A.L.I.’s policy is available on the A.L.I. website, please see the policies page.

UT Academic Honesty

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor’s advice. Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or representing the words, ideas or information of another person as one’s own and not offering proper documentation;
- Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
- Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
- Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
- Giving or receiving substantive aid during the course of an examination;
- Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
- Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
- Submitting the same written work to fulfill the requirements for more than one course.
While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of calculator, computer, text materials, etc.). Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course. The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student’s permanent record. It is expected that the Dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal that decision by sending a letter to the director of the A.L.I. requesting a meeting.

**Refund Policy**

Students who drop from classes for any reason shall receive a refund tuition on the basis of the following schedule:

- 100% before the first day of classes for the term.
- 90% on the first day and through the fifth class day of the term.
- 60% on the sixth day and through the fifteenth calendar day of the term.
- 0% after the fifteenth calendar day of the term.

**Computer Labs**

There are many computer labs located throughout campus available to all students to use.

- Snyder 1370 (A.L.I. Lab) - 9:00A-4:00P
- Gilham 3000 (Video Editing Lab) - 7:00A-10:00P
- Stranahan 125 (Virtual Lab) - 24 hours
- Stranahan 120 - 24 hours
- Stranahan 127 - 24 hours
- Stranahan 1019 - 24 hours
- Rocket 1559 - 8:00A-10:00P Monday-Friday
- Carlson Library Main floor - 24 hours
Sponsored Students

Students who are funded by an agency are supported by the A.L.I. Sponsored Student Advisor, Mr. Patrick Kennedy.

The Advisor for the Sponsored Student is responsible for the following:

- Contacting your sponsor about your academic progress.
- Sending final evaluations to your sponsor each session.

If you have questions about your sponsorship, or you need the A.L.I. to contact your sponsor, please email the A.L.I. Sponsored Student Advisor, Mr. Kennedy, at patrick.kennedy@utoledo.edu.

The Sponsored Student is responsible for the following:

Requesting A.L.I. to write letters to sponsors that request financial guarantee extensions, completion of classes, enrollment, recommendations, or other actions.

To start this process, complete a Letter Request Form available at the A.L.I. front office desk. See example below.

1. The requested letter is written by A.L.I. staff and signed by the ALI Director.
2. Students decide if they will pick up the letter or if it is mailed to the sponsor.
3. Students who obtained agency sponsorship AFTER beginning classes:
4. Student is expected to pay full amount before the start of classes
5. We can only accept credit cards or cashier checks as payment.
6. A payment plan can be begun, with 3 payments over 2 months. There is a charge of $30 for this service.
7. Once a sponsorship or financial guarantee is issued and a check is received by ALI a refund will be issued by ALI. Note, if using a charge card, it is required that the same card used to make payments be used to issue the refund as well.

Letter Request Form

If you need a letter from the A.L.I. office, go to the office to fill out a “Letter Request Form”.

Academic Information Access

If you are a student, or if you want to have someone pay for your tuition, pick up your schedule or final evaluations, or register for you, you will need to fill out the Student Information Form from the A.L.I. office. Every student must fill out this form upon orientation.
The university makes things very easy for you. To be able to check your email, view your bills, and learn more about everything related to maintaining your accounts, read this chapter carefully.
UTAD Account

Your UTAD account is a personalized account that allows you to view transcripts, check your university email account, get important UT updates, and more. Each A.L.I. student is required to sign up and activate their UTAD account. Follow the steps below to activate your UTAD account.

1. Go to www.myUTaccount.utoledo.edu
2. Enter your Rocket Number as the UT identifier along with your birthdate (MM/DD/YYYY).
3. Click the button that says “Find Account”
4. The next screen will say “Terms & Conditions”, read this information and click “I agree” at the bottom.
5. The next screen will ask you to set your password. Make sure to read and follow the guidelines for setting your password.
6. The next screen will ask you to choose a security question. Choose one and type in the answer. Press “set”.
7. At the last screen, press “confirm” and wait until your account is activated.

After your account is activated, your myUT username and Rocket Number will appear on the left hand side of the screen. Be sure to remember your username and password, you will need this information to access your Rocket email account. Do not give this information out to anyone.
Rocket Email

Your UT email address will be UTADusername@rockets.utoledo.edu. You must check your UT email account daily. This email is the official way the university will communicate with you.

Rocket Card

Every A.L.I. student is required to get a Rocket ID card. The card has a one time fee of $35 which will be applied to your MyUT bill. Log in to your MyUT account and click the link “Request New/Replacement Rocket Card” under “My Other Resources” on the left hand side of the screen. Once you log in, click the box for “Main Campus - Rocket Hall 1917” for your pickup location. You will need to upload a picture from your computer, or take a picture if the computer has webcam features. Once you have completed that, click “Submit Order” at the bottom of the page. It will take several days for your request to process. You can pick up your ID in Rocket Hall 1917. If you have additional questions contact rocketcard@utoledo.edu or call 419-530-5842.
Office of International Student Services

The mission of the Office of International Student Services (OISSS) is here to support students, faculty, and staff with international education, immigration implications, and orientation. The vision is to assure all students and graduates of The University of Toledo are prepared for a multicultural and multinational workforce and global society.

Staff
Director - Peter Thomas
International Services Regulatory Coordinator - Christy Rakness
Immigration Advisor - Michael Allen
Secretary - Fran Molnar

Contact Information
Phone: 419.530.4229
Email: internatlSS@utoledo.edu

Campus Location:
Main Campus - Snyder Memorial 1020
8:15A-5:00P Monday-Friday
Address:
2801 W. Bancroft St. MS 120
Toledo, OH 43606

Visa and Travel Information
If you plan to travel outside of the United States, make sure your I-20 form is endorsed for travel BEFORE you leave. Travel signatures are valid for one year. Please fill out the I-20 at least 2 weeks before traveling and submit it to the OISSS office.
If you plan on traveling within the United States, make sure to bring your passport with visa, I-20 and I-94 card with you.

Required Medical Tests
Students from certain countries need to have a TB test at the Main Campus Student Medical Center. Call 419-530-3451 to find out if your home country is on the list and to schedule an appointment. The cost is $36 and will post to your MyUT account.
Health Insurance

All students must have health insurance. Students can get health insurance from one of the three options:
  • The University of Toledo
  • a sponsor (such as an embassy or employer)
  • a private insurance company such as:
    International Community Service 1-800-356-1235
    https://www.transpoints.com/icsweb/
    Aetna 1-800-217-2386
    www.aetna.com
    United Healthcare 1-800-468-5001
    www.uhc.com
    International Student Insurance 1-888-247-1387
    www.internationalstudentinsurance.com

If your insurance is through a sponsor or private insurance company, you must provide proof of health insurance to the A.L.I. office before classes begin. If you do not, you will automatically be billed the cost of Tier 2 insurance on your MyUT account.

Below is the list of costs for the University sponsored health insurance.

<table>
<thead>
<tr>
<th>Plan 1**</th>
<th>Annual</th>
<th>Fall</th>
<th>Spring/Summer</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/11/12 - 7/13/13</td>
<td>8/11/12 - 12/31/12</td>
<td>1/1/13 - 8/10/13</td>
<td>5/16/13 - 8/10/13</td>
</tr>
<tr>
<td>Student Only</td>
<td>$2,016</td>
<td>$818</td>
<td>$1,198</td>
<td>$481</td>
</tr>
<tr>
<td>Spouse Only*</td>
<td>$2,141</td>
<td>$868</td>
<td>$1,273</td>
<td>$510</td>
</tr>
<tr>
<td>Child(ren) Only*</td>
<td>$352</td>
<td>$143</td>
<td>$209</td>
<td>$83</td>
</tr>
<tr>
<td>Spouse &amp; Child(ren) Only*</td>
<td>$4,505</td>
<td>$1,827</td>
<td>$2,678</td>
<td>$1,073</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan 2**</th>
<th>Annual</th>
<th>Fall</th>
<th>Spring/Summer</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/11/12 - 7/31/13</td>
<td>8/11/12 - 12/31/12</td>
<td>1/1/13 - 8/10/13</td>
<td>5/16/13 - 8/10/13</td>
</tr>
<tr>
<td>Student Only</td>
<td>$2,344</td>
<td>$951</td>
<td>$1,393</td>
<td>$559</td>
</tr>
<tr>
<td>Spouse Only*</td>
<td>$2,489</td>
<td>$1,009</td>
<td>$1,480</td>
<td>$593</td>
</tr>
<tr>
<td>Child(ren) Only*</td>
<td>$409</td>
<td>$166</td>
<td>$243</td>
<td>$97</td>
</tr>
<tr>
<td>Spouse &amp; Child(ren) Only*</td>
<td>$5,238</td>
<td>$2,124</td>
<td>$3,114</td>
<td>$1,248</td>
</tr>
</tbody>
</table>

For more information contact the Main Campus Student Medical Center at 419-530-3471 or visit their website at http://www.utoledo.edu/healthservices/student/index.html
University Medical Center

The Main Campus Medical Center (MCMC) is located on the southwest side of campus between the Law School and Rocket Hall, and across from the Academic House and International House. It provides physical exams, testing for pregnancies and diseases, and provides treatment.

Clinic Hours: 8:15A-9:00P Monday-Thursday, 9:00A-5:00P Friday

Important Phone Numbers
- General Information: 419-530-3451
- Appointments: 419-530-3451
- Pharmacy: 419-530-3471

The University medical center offers many other services to students in addition to basic healthcare. These services include:

- Gynecology Services: As a female student, the medical center offers annual gynecological exams (PAP tests), testing/treatment of sexually transmitted diseases, urinary tract infections, pregnancy testing, and birth control methods and counseling.
- Mental Health Services: The main campus medical center has a psychiatrist and a licensed counselor on staff to provide mental health services to students.
- Pharmacy Services: New Prescriptions, transfer prescriptions, and refill prescriptions can be filled here.
- Lab Services: If you are required to have lab test done, our medical center provides those services here, where you don’t have to leave campus.
- Immunization and Allergy Injection Clinic: If you have allergies or need other types of injections or immunizations, the clinic can provide these. Call 419-530-3451 to make an appointment.

University Parking

All vehicles parked in UT parking lots MUST be registered with Parking Enforcement. Any vehicle not registered will be ticketed and fined. The cost for one semester of parking is $125.00 and will appear on your MyUT account. To register your vehicle, go to www.utoledo.edu/parkingservices/studentparking.html
In addition to registering your car, be sure to make note what type of pass you have. You **must** park in the correct parking lot according to your pass or you will be fined.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Description</th>
<th>Location Description</th>
</tr>
</thead>
</table>
| C           | Upper Class Commuter Student           | Any lots clearly identified as "C" permit  
(Main Campus: Lots 2, East Ramp, 3, 4, 5, 10, 12S, 13, West Ramp, 18, 19, 20, 25, 26, 27A (except overnight)  
Health Science Campus: 43, 44, 44B, 44C Scott Park Campus: 22, 23) |
| D           | Upper Class Residential Student        | Any lots clearly identified as "D" permit  
(Main Campus: Lots 7S, 8, 9, 13N, 25, 26, 27B Health Science Campus: 44, 44B, 44C) |
| F           | Freshman Residential Student           | Only Lot 21 on the Scott Park Campus |
| K           | Freshman Commuter Student              | Any lots on Main or Scott Park Campuses that are clearly identified as "K" permit  
(Main Campus: Lots 3, East Ramp, 4, 5, 18, 20 Health Science Campus: 44, 44B) |
| A           | Faculty/Staff Graduate Assistant or Teaching Assistant | Any lots that are not otherwise restricted-Yellow Lines designate "A" |
| I           | Registered in the MPH Consortium Program | Any lots clearly identified as "C" permit  
(Main Campus: Lots 2, East Ramp, 3, 4, 5, 10, 12S, 13, West Ramp, 18, 19, 20, 25, 26, 27A (except overnight)  
Health Science Campus: 43, 44, 44B, 44C Scott Park Campus: 22, 23) |
<table>
<thead>
<tr>
<th>T</th>
<th>Toledo Tech/Early Learning</th>
<th>Scott Park Campus in lot 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC</td>
<td>Denotes a motorcycle permit</td>
<td>Any non-walkway or blue hash-marked spaces, in your approved lots</td>
</tr>
</tbody>
</table>

If you do receive a ticket however, you can go online and pay on the MyUT portal or appeal the ticket using: https://www.utoledo.edu/parking/parkingenforcement/ONLINE_Appeal.asp
University Smoking Policy

The University of Toledo is a smoke-free campus. Students, teachers, and staff may not smoke on campus. The ONLY places you are allowed to smoke are inside your vehicle or in the designated areas located on campus:

• Dowd, Nash, White Hall and MacKinnon
• Outside Stranahan Hall
• Between the Student Union and Carlson Library
• Between I-House and A-House
• Between The Crossings and Ottawa House
• Among McComas Village, Parks Tower, and Carter Hall
• Nitschke Hall

Only smoke in areas marked with this symbol. Respect your campus and do not smoke outside the institute building.

American Language Institute
No smoking outside the building please.
University Events

The University of Toledo provides many events throughout the semester. For a complete list of events, visit: calendar.utoledo.edu and click “view all”.

Student Organizations

The University of Toledo has over 250 student organizations. The International Students Association includes groups of international interest. Included in the international organizations are:

- African People’s Association
- Chinese Student Union
- Filipino American Association
- Indian Students’ Cultural Organization
- Japanese Student Association
- Korean Student Association
- Nepalese Student Association
- Persian Student Organization
- Saudi Club
- South American Students’ Association
- Vietnamese Student Association

Some other student organizations of interest:

- Asian Pacific American Medical Student Association
- Black Student Union
- Catholic Student Association
- Latino Student Union
- Muslim Student Association
- International Business Association

These organizations are available to all UT students to join. To see a complete list of all UT student organizations visit: http://www.utoledo.edu/studentaffairs/osi/orglisting.html
Recreation Center

The University provides a recreation center (Rec Center) with a variety of facilities, activities, and services offered to all University students. These services are FREE to all University students with a valid Rocket ID card.

Hours:

6:30A-Midnight, Monday-Thursday
6:30A-10:00P, Friday
10:00A-10:00P, Saturday
1:00P-10:00P, Sunday

To find out more information about the student rec center visit their website at: www.utoledo.edu/studentaffairs/rec/ or call 419-530-3700
Toledo is a great city - it has plenty of exciting things to discover and explore. In this chapter you will learn about different housing options, connecting your utilities, getting a cell phone, and much more.
Housing

Finding a place to live in Toledo is a very important decision you will make. First figure out the area you want to live and consider how much you want to spend per month on housing. Make sure to consider the cost of rent AND all the utilities included (such as gas, electric, water, sewer, and trash). Be sure to find out which utilities are included in the monthly rent and which ones are not. You may want to ask what other benefits the apartment offers such as being furnished, laundry facilities, or swimming pools.

Next, you will have to fill out an application. You can pick up applications from the main office at the apartment complex or the main office of the realty company. You will need to bring a U.S. state identification car or driver’s license (if you have one), along with your passport/visa and your I-20 form. Sometimes there will be an application fee ranging from $0-$50 per person who will occupy the property. Double check with the property manager for the cost and if you should bring a check, cashier’s check, or cash to pay for it.

Once you are approved, you will have to sign your lease and pay a deposit for the apartment. The lease is a contract agreement that states you will live there for the entire amount of the lease. Make sure you understand all terms of the lease. If you do not understand, be sure to ask lots of questions or bring a friend to help. Your deposit will cover any damages that may occur while living there. Deposits can range anywhere from $0 all the way up to one month’s rent. Once you move out of the property, the apartment manager will inspect your apartment for cleanliness and damages. If there is damage, or if the apartment is not clean, they will keep all or some of the deposit.

Here are some links to get you started in your search:

- www.toledo.loc101.com
- www.rent.com
- www.forrent.com
- www.apartments.com
- www.apartmentguide.com
Utilities

Once you have found a place to live, you will need to have your utilities set up in your name and schedule them to turn on. Utilities include: Electric, internet, and cable. Again, check with your apartment manager to determine which utilities you are responsible for. Make sure you have a passport or a United States state issued identification card/driver’s license. Some places may require you to get a document notarized by your bank. This means you will take the mailed documentation to your bank where they will verify who you are, then sign and stamp the document. You would then fax or mail the document back to that utility company. You may also be required to pay a deposit to turn on your utilities, so make sure to ask about any fees that may be required.

- AT&T - internet, cable
  1-800-288-2020
  www.att.com

- Buckeye Cable - internet, cable
  419-724-9800
  www.buckeyecablesystem.com

- Toledo Edison - electric
  1-800-447-3333
  https://www.firstenergycorp.com/toledo_edison.html

Furnishing your apartment

You can go to a furniture store, or a store with a furniture department and purchase everything you need. You get to keep this furniture as long as you want. There is also the option of renting furniture too. This means you pay to borrow and use the furniture for a set time, then return it when you are finished.

Furniture Stores

- Value City Furniture 419-473-2405
  4475 Monroe Street

- La-Z-Boy Furniture Galleries 419-893-3729
  5804 Airport Highway

- Meijer 419-843-8300
  7240 West Central Avenue

- Wal-Mart 419-536-9259
  5821 West Central Avenue
Furniture Rental Stores
Rent-A-Center 419-472-6066
4505 Monroe Street
Aarons 419-841-2430
5115 Monroe Street #A
Woodville Rental 419-535-1498
1435 Secor Road

Airports

Toledo provides an express airport on the outside of town. Additionally, Detroit that is within a few hours of Toledo, provides international flights.

Toledo Express Airport (TOL) (domestic only)
419-865-2351
11013 Airport Highway Swanton, OH
www.toledoexpress.com

Detroit Metropolitan Wayne County Airport (DTW) (domestic and international)
734-247-7678
1 Detroit Metro Airport Detroit, MI
www.metroairport.com

Airport Pick Up Request Form

Please complete the reservation form below for airport pickup from Detroit Metro Airport (DTW) or Toledo Express (TOL). This service is for new international students only. We recommend that you fly into Detroit Metro Airport due to immigration processing. Pick up times are at 12:00P and 5P Eastern Standard Time (EST) ONLY, for either locations. You will need:

• Full Name (as it appears on your passport)
• Valid Email Address
• Flight Number and Airline
• Name City you are departing from
• City of Arrival (Detroit, Michigan or Toledo, Ohio)
• Time of Departure and Time of Arrival

All reservations are FINAL. Please DO NOT submit multiple requests. If you have any questions regarding the pickup please contact us at International Student Services at InternalSS@utoledo.edu or 419.530.4229 For more information, visit the website http://enrollmentservices.utoledo.edu/events/register.asp?event_id=952
Taxi Services

There are a variety of taxi services available throughout the city to use to travel around town.

- Black & White Cab Co. 419-536-8294
- Glass City Cab 419-269-1825
- A1 Airport Transportation 419-381-8294
- Yellow Cab 419-474-7900

UT Shuttle & Bus Travel

The UT Shuttle service provides transportation around campus, to the Scott Park Campus, The Medical Campus, and to the Art Museum. A exact schedule for each semester will be announced online at: http://www.utoledo.edu/facilities/transit/

Museum of Art Shuttle
Stops along this route include:
- Torrey Hill
- Bancroft Medical Center
- Executive Towers
- Center for Visual Arts(CVA)
- Toledo Museum of Art(TMA)
- Student Union

Health Science Campus Shuttle
Stops along this route include:
- Brookview
- Swan Park
- Deerfield Run
- Ruppert Health Center
- Health Science Building
- Health Education Building
- Hunter’s Ridge
- Student Union

Kenwood Gardens Apartments Shuttle
Stops along this route include:
- Kenwood Gardens
- The Cedars
- Kenwood / Alisdale Stop Sign
- Kendale and Douglas
- Palmer Hall
- The Transportation Center
Scott Park Campus Shuttle
   Stops along this route include:
   Scott Park Campus
   The Transportation Center
   Student Union

Blue Loop Shuttle
   Stops along this route include:
   Palmer Hall/Old Towne Apartments
   The Transportation Center
   Student Union
   Gillham Hall
   Snyder Memorial Hall
   Carter Hall

**Night Watch (Escort Service)**

Night watch is a two-person team of escorts that will provide assistance to people requesting an escort from one UT building to another late at night. People who feel uncomfortable walking alone on campus during evening hours can use the Escort Service that operates from 7P-3A Sunday-Thursday, and 7P-10P Fridays and Saturdays, when school is in session. To request an escort, students should call 419-530-3024. An escort will be sent to their location and accompany them to any parking lot or campus building.

**TARTA Bus (City Bus Service)**

To see detailed schedule, visit the website:
http://www.tarta.com/bus-routes/toledo-bus-routes/

**Long Distance Bus**
   Megabus 1-877-462-6342
       www.megabus.com
   Greyhound 419-248-1477
       811 Jefferson Avenue
       www.greyhound.com
Ohio Driver’s License

If you already have a valid International Driver’s License or a valid driver’s license from another U.S. state, you may drive a car in Ohio for up to one year from the date of your arrival in the U.S. If you need to get an Ohio’s driver’s license the process is as follows:

Get a copy of the “Digest of Ohio Motor Vehicle Laws” from any Bureau of Motor Vehicles (BMV).
Visit the Deputy Registrar Office to get a temporary permit application. A fee will be charged. Make sure to bring some sort of identification with you.
Go to the Ohio Highway Patrol driver’s license exam station to take a vision test and a written test. After you pass the written test, you will be given your temporary permit.
Once you feel your driving skills are good enough, contact the exam station to schedule a road test.

Be sure to bring with you:
- Valid Passport
- U.S. Visa
- I-94 Card
- I-20
- Original letter from the University stating you are a student
- Proof you will live or have lived in Ohio for 12 months

Here is a list of BMV locations located close to campus.
Toledo Driver Exam Station (includes all auto services) 419-385-6479
4460 Heatherdowns Boulevard
http://statepatrol.ohio.gov/index.stm
Southwest License Agency 419-382-0226 2857 Airport Hwy #F
Bureau-Motor Vehicles Deputy 419-255-8247 1600 Madison Ave #2
http://www.bmv.ohio.gov/index.stm
Miracle Mile License Bureau 419-720-6900 4925 Jackman Road #21
Car Insurance

In order to obtain license plates for a car, you will be required to show proof that you have auto insurance. Many companies offer a variety of auto insurance policies, so you should "shop around". When you have selected a policy, read it carefully before signing any documents. The following companies offer auto insurance.

- AllState Insurance 1-847-402-5000 www.allstate.com
- American Family Insurance 1-608-249-2111 www.amfam.com
- Geico Direct 1-800-841-3000 www.geico.com
- Liberty Mutual 1-800-225-2467 www.libertymutual.com
- Nationwide Insurance 1-800-882-2822 www.nationwide.com
- Progressive Insurance 1-800-776-4737 www.progressive.com
- State Farm Insurance 1-877-734-2265 www.statefarm.com

Car Rentals

When traveling in the United States, using a train or bus may not always be an option. Instead you may opt to drive a car for a short trip for a day or two. There are a few car rental companies around town. They allow you to choose the style of car you want ranging from a small car to large SUVs. You sign a contract saying you are borrowing the vehicle for a certain amount of days or mileage and promise to return it. The price of the rental does not include the cost of gas, so you will be responsible for fueling the vehicle. You will use a credit or debit card to place a hold on the vehicle to use, and to pay for the time of your rental.

- Avis Rent A Car 419-531-8070
  4105 West Bancroft Street
  www.avis.com
- Enterprise Rent-A-Car 419-841-9777
  5654 West Central Avenue
  www.enterprise.com
- Hertz Rent A Car 419-537-8847
  5555 West Central Avenue
  www.hertz.com
**Libraries**

The University of Toledo provides a library open to all students of the University. During the Fall/Spring semesters, the first floor is open 24 hours a day. This floor provides computers and printing services for students. The library offers laptop rentals, copying, scanning, faxing, and printing services for students. The other floors that contain books and study areas, are only open during certain hours. To check the hours of the library or for more information visit: [http://www.utoledo.edu/library/info/hours.html](http://www.utoledo.edu/library/info/hours.html) or call the library at 419-530-2298.

In addition to the University library, the city of Toledo provides a public library. You can sign up easily for a library card that will allow you to check out books and movies, along with use the computers for browsing the internet or typing documents. The Toledo Public Library system has about 18 different branches in the city. Here are a few that are close to campus:

- Reynolds Corners Library 419-259-5320
  4833 Dorr Street
- Sanger Branch Library 419-259-5370
  3030 West Central Avenue
- Main Branch Library 419-259-5200
  325 North Michigan Avenue

**Bookstores**

Some classes will require you to purchase books or other reading materials for the semester. Be sure to purchase your books before the term begins if possible, or during the first week of class so you don’t get behind. The University provides a bookstore on campus and there are several within walking distance to the university as well.

- University of Toledo Bookstore 419-530-2516
  1430 Secor Road
- Student Bookstore 419-536-9154
  3047 West Bancroft Street
- Ukazoo Books 419-537-2665
  830 North Westwood
Hospitals

There are several hospitals in addition to the campus Medical Center located around the city of Toledo. You can use these in case of an emergency or when the Medical Center is not open.

- UTMC 419-383-4000
  3000 Arlington Avenue
- Toledo Hospital 419-291-2051
  2142 North Cove Boulevard
- St. Luke’s Hospital 419-893-5911
  5901 Monclova Road
- St. Vincent’s Medical Center 419-251-3232
  2213 Cherry Street

Grocery Stores

The city of Toledo provides an endless supply of grocery stores for all of your food shopping needs. Many of these stores sell typical “American” food products. Additionally, some of these grocery stores have a section with basic ethnic foods. However, there are several ethnic grocers around town too allowing you to buy products typically not found in other groceries.

American

- Costco 419-381-5000
  3405 West Central Avenue
- Foodtown 419-517-7072
  2725 West Central Avenue
- Churchill’s Supermarket 419-473-1461
  2845 West Central Avenue
- The Fresh Market 419-531-5218
  3315 West Central Avenue
- Schorling’s 5-STAR Market 419-536-4681
  3115 West Bancroft Street
- Wal-Mart 419-536-9105
  5821 West Central Avenue
- Meijer 419-843-8300
  7240 West Central Avenue
- Kroger 419-471-9237
  4533 Monroe Street
- Giant Eagle 419-841-0842
  6930 West Central Avenue
Asian
Lai Lai Asian Market 419-725-3563
3205 West Central Avenue
Asian Grocery 419-866-2102
1801 North McCord Road #C
Toledo Asian Market 419-517-1370
5115 Monroe Street

Mexican
San Marcos 419-244-2373
235 Broadway

Indian
Spice Bazar 419-842-8083
3305 North Holland-Sylvania Road
Reddy Food N Spices 419-843-9455
6725 West Central Avenue #G

Middle East
Middle East Market 419-531-3999
5303 Dorr Street
Toledo Market 419-539-4262
3410 Dorr Street
Tiger Lebanese Bakery 419-842-0047
6710 West Central Avenue #8

Polish
Stanley’s Market 419-726-4347
3302 Stickney Avenue

**Cell Phones**

There are many cell phone providers in Toledo that make it easy and simple to get a cell phone. When choosing your cell phone provider, consider the price of the monthly plan plus all of the features included in the price, such as data, text, calling minutes, etc. Once you choose which company to go with and the plan you like, you will be able to choose a phone to use. Cell phone providers will usually list several prices for a phone. The prices vary from free all the way up to $700. If you choose to sign up for a contract, the price of the phone will decrease, but if you choose to not have a contract, the more expensive the phone will be. When you sign up for your cell phone plan, you will be required to pay a deposit on the phone. The deposit price can range from as little as $50 or as much as $500. After about one year, your cell phone provider will return all or part of your deposit back to you. Additionally, the University provides the ‘Rocket Wireless’
Laundromats/Dry Cleaners

A laundromat is a place you can go to wash your clothes with soap and water, and a dry cleaner is a place where clothes are treated with certain chemicals. Many times, these two are located in the same business. With dry cleaning, you can drop off your clothes and return at a later time or the next day to pick them up. The laundromat requires you to use the washing and drying machines yourself. Most laundromats are coin operated, which means they require coins, usually quarters, to work.

**Dry Cleaners**

One Hour Dry Cleaning 419-534-6540
3205 West Central Avenue #3
Campus Cleaners 419-671-6267
3121 West Bancroft Street

**Laundromats**

Laundry Express 419-536-1999
1136 North Byrne Road
Express Laundry Center 419-539-9274
4919 Dorr Street
Adams Laundry & Cleaners 419-475-4917
3401 Monroe Street
Banks

Opening a U.S. bank account will make managing your finances a lot easier. You can deposit cash, wire transfers from home, and deposit checks in your account. Additionally you will be able to pay bills using your checking or savings account. Some things you may want to consider when choosing a bank to start an account with are: special account privileges for students, monthly or annual fees, minimum balance requirements, monthly check/ATM usage fees, use of other bank ATM cards/machine, special services (transferring money internationally), and if they provide online account information. Make sure to bring your passport, school ID card, United States issued ID card or driver’s license, visa, I-20, and I-94 with you to the bank to set up your account.

If you open a checking account, you will have to option to purchase checks to use to buy goods or pay bills. Here is an example of a check and how to write one:

1. Check Number
2. Date
3. “Pay to the order of” - who you are giving money to
4. Dollar amount in numbers
5. Dollar amount in words
6. Your signature
7. “For” line - a note to remember what the check is for

In addition to be able to use checks, you will receive a Debit/ATM card in the mail within a week or so of opening your account. You will choose a 4-digit PIN number to use whenever you use your debit card. Never give this number out to anyone and make sure you memorize the number. You can withdraw money from an ATM with your card, deposit money, or purchase goods.

Charter One 419-534-3575
3130 Executive Parkway

PNC Bank 419-535-7214
3205 Secor Road

Huntington Bank 419-531-2087
2801 West Bancroft Street

Huntington Bank 419-254-7022
3546 West Central Avenue

Key Bank 419-578-7460
3030 Secor Road

Fifth Third Bank 419-418-6670
3053 Monroe Street
Shopping

Toledo provides numerous shopping malls and department located conveniently throughout the city and near the University of Toledo.

Malls - Provide a variety of shops, stores, and restaurants.

Westfield Franklin Park Mall (indoor) 419-473-3317
5001 Monroe Street
http://www.westfield.com/franklinpark/

Levis Commons (outdoor) 419-931-8888
3201 Levis Commons Boulevard
www.leviscommons.com

The Shops at Fallen Timbers (outdoor) 419-878-6255
3100 Main Street
http://www.theshopsatfallentimbers.com/

Department Stores

Department stores are large in size and sell clothing, jewelry, shoes, purses, and linens. Generally department stores sell higher quality and name brand clothing.

Sears 419-535-3311 3408 West Central Avenue
Macy’s 419-479-2300 Westfield Franklin Park
Elder-Beerman 419-531-2451 3311 Secor Road
Dillard’s 419-473-9600 Westfield Franklin Park
JC Penny 419-473-3511 Westfield Franklin Park
Kohl’s 419-473-2000 4865 Monroe Street
Discount Stores

Discount stores are similar to department stores but also sell additional products including electronics, groceries, and other goods. Discount stores are usually inexpensive where products are sold at much lower prices.

Target 419-843-3441  
5225 Monroe Street
Wal-Mart 419-5369105  
5821 West Central Avenue
Family Dollar 419-531-8931  
3535 Dorr Street
Dollar General 419-535-1186  
1305 North Reynolds Road
Meijer 419-843-8300  
7240 West Central Avenue

Local Fun Activities

Need something to do after class or on the weekends?! There are lots of local activities and places to go to have a little fun in Toledo!

Bowling
Bowlero Lanes 419-4731257  
4398 Monroe Street
Southwyck Bowling Lanes 419-865-8815  
5255 Heatherdowns Boulevard
Secor Lanes 419-474-6969  
5520 Secor Road

Movie Theaters
Rave Cinemas 419-472-1228  
Franklin Park Mall
Rave Cinemas 419-874-2154  
Levis Commons
Rave Cinemas 419-878-3898  
The Shops at Fallen Timbers

Ice Skating
Ottawa Park Ice Rink 419-936-2997  
2200 West Bancroft Street
Sylvania Tam-O-Shanter 419-885-1167  
7060 Sylvania Avenue
Roller Skating
Ohio Skate 419-476-2808
5735 Opportunity Drive
Ohio Skate 419-893-4031
1370 Conant Street

Bike Paths
Wildwood Preserve
5100 West Central Avenue
Swan Creek
4659 Airport Highway
Ottawa Park
2205 Kenwood Boulevard
Maumee Bay State Park 419-836-1466
1750 State Park Road #2
www.maumeebaystateparklodge.com/

Swimming
UToledo Recreation Center 419-530-3700
http://www.utoledo.edu/studentaffairs/rec/
Centennial Terrace & Quarry 419-885-7106
5773 Centennial Road
www.centennialterrace.org
Maumee Bay State Park 419-836-1466
1750 State Park Road #2
www.maumeebaystateparklodge.com/

Casino
Hollywood Casino 419-662-1717
1968 Miami Street
www.hollywoodcasinotoledo.com

Museums
Toledo Art Museum 419-255-8000
2445 Monroe Street
www.toledomuseum.org

Professional Sports
Toledo Mud Hens (baseball) 419-725-4367
406 Washington Street
http://www.milb.com/index.jsp?sid=t512’
Toledo Walleye (hockey) 419-725-9255
500 Jefferson Avenue
www.toledowalleye.com

Golf
Ottawa Park Golf Course 419-472-2059
2315 Walden Pond Drive
Out of Town Activities

Want to get out of town for the day? The state of Ohio has lots and lots of interesting places to visit that are only a couple hours away!

**Canton (about 3 hours)**
- Pro Football Hall of Fame 330-456-8207
  - 2121 George Halas Drive Northwest Canton, OH 44708
  - www.profootballhof.com

**Cleveland (about 2 hours)**
- Cleveland Indians (baseball) 216-420-4487
  - 2401 Ontario Street Cleveland, OH 44115
  - www.clevelandindians.com
- Cleveland Browns (football) 440-891-5001
  - 100 Alfred Lerner Way Cleveland, OH 44114
  - www.clevelandbrowns.com
- Rock & Roll Hall of Fame 216-781-7625
  - 1100 Rock and Roll Boulevard Cleveland OH 44144
  - www.rockhall.com
- Cleveland Metroparks Zoo 216-661-6500
  - 3900 Wildlife Way Cleveland, OH 44109
  - www.clemetzoo.com
- Cleveland Cavaliers (basketball) 1-800-894-9424
  - 1 Center Court Cleveland, OH 44115
  - www.clevelandcavaliers.com

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**Mini Golf/Batting Cages/Go Karts**
- Maumee Sports Mall 419-897-9464
  - 1600 Market Place Drive
  - www.maumeesportmall.net
- Par 2 Golf Courses of Toledo 419-478-4477
  - 210 East Alexis Road
  - www.par2golf.com

**Gardens**
- Toledo Botanical Gardens 419-536-5566
  - 5403 Elmer Drive
  - www.toledogarden.org

**Zoos**
- Toledo Zoo 419-385-4040
  - 2 Hippo Way
  - www.toledozoo.org
Sandusky (about 1 hour)

Put-In-Bay
www.putinbay.com or www.visitputinbay.com
Cedar Point 419-627-2350
1 Cedar Point Drive Sandusky, OH
www.cedarpoint.com
Great Wolf Lodge 419-609-6000
4600 Milan Road Sandusky, OH
http://www.greatwolf.com/sandusky/waterpark/?sc=GGSAND/
Kalahari Waterpark Resort 877-525-2427
7000 Kalahari Drive Sandusky, OH
www.kalahariresorts.com
Ghostly Manor Thrill Center 419-626-4467
3319 Milan Road Sandusky, OH
www.ghostlymanor.com
The Merry-Go-Round Museum 419-626-6111
301 Jackson Street Sandusky, OH
www.merrygoroundmuseum.org

Cincinnati (about 3.5 hours)

King’s Island 513-754-5700
6300 Kings Island Drive Mason, OH
www.visitkingsisland.com
Cincinnati Reds (baseball) 513-765-7000
100 Joe Nuxhall Way Cincinnati, OH
www.cincinnatireds.com
Cincinnati Bengals (football) 513-621-8383
6 Paul Brown Stadium Cincinnati, OH
www.bengals.com
Cincinnati Zoo & Botanical Garden 513-961-1870
3400 Vine Street Cincinnati, OH
www.cincinnatizoo.org
National Aviation Hall of Fame 937-256-0944
1100 Spaatz Street Dayton, OH
www.nationalaviation.org
Coney Island 513-232-8230
6201 Kellogg Avenue Cincinnati, OH
www.coneyislandpark.com/index.php

Columbus (about 2.5 hours)

Columbus Blue Jackets (hockey) 614-246-2000
200 West Nationwide Boulevard Columbus, OH
www.columbusbluejackets.com
Easton Town Center 614-414-7380
160 Easton Town Center #225 Columbus, OH
www.eastontowncenter.com
Columbus Crew (soccer) 614-447-2739
1 Black & Gold Boulevard Columbus, OH
www.thecrew.com
Roscoe Village 1-800-877-1830
600 North Whitewoman Street Coshocton, OH
www.roscoevillage.com
Columbus Zoo and Aquarium 614-645-3410
4850 West Powell Road Powell, OH
www.colszoo.org
Historic German Village 614-221-8888
588 South 3rd Street Columbus, OH
www.germanvillage.com
Dawes Arboretum 740-323-2355
7770 Jacksontown Road Newark, OH
www.dawesarb.org

Southeast Ohio (about 3.5 hours)
Hocking Hills 740-385-6842
19852 State Route 664 South Logan, OH
www.hockinghills.com
Bob Evan's Farm 740-245-5324
10854 Ohio 588 Rio Grande, OH
Emergency Protocol

Sometimes things will happen while on campus, while others may occur while you are at home or while you are on the go. Emergencies are categorized into two groups, “emergencies” and “non-emergencies”. A non-emergency is something that is not urgent. This includes, vandalism, theft, or something else that does not need attention immediately. The non-emergency line for the University is 419-530-2601 and the city of Toledo’s non-emergency line is 419-245-3340. Emergencies are life-threatening events that are urgent and should be addressed immediately. Included in this category are serious injuries, natural disasters, assault, violence, automobile accidents, fires, or security threats. The on-campus emergency line is 419-530-2600 and the city emergency line is 911.