

The American Language Institute
Student Handbook

The American Language Institute
The University of Toledo
Snyder Memorial 1400
2801 W. Bancroft Street
Toledo, Ohio 43606
419-530-4702



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Emergencies

There are four phone numbers you can use to contact The University of Toledo Police. For emergencies on campus, call 419-530-2600. Emergencies are life-threatening events that are urgent and should be addressed immediately. This includes serious injuries, natural disasters, assault, violence, automobile accidents, fires, and security threats. The City of Toledo emergency line is 911. For non-emergencies, call 419-530-2601. Call the non-emergency line for something that is not urgent. This includes vandalism, theft, or something else that does not need attention immediately. The City of Toledo's non-emergency line is 419-245-3340.

About The American Language Institute

Mission Statement

The American Language Institute (ALI) at The University of Toledo provides students, scholars, and area residents of international origin with academic language skills and American cultural knowledge to foster meaningful engagement with the university and the community. Through the coursework and extra-curricular offerings, ALI assists students in gaining cross-cultural skills.

Contact Information

Snyder Memorial 1400, Toledo, OH 43606
Phone: (419) 530-4702
Fax: (419) 530-4600
Email: ali@utoledo.edu

Staff Directory

Director:

Sara Clark (sara.clark2@utoledo.edu), Director of Center for International Studies and Programs

Curriculum Coordinator:

Ting Li, Ph.D. (ting.li@utoledo.edu)

Secretary:

Jacqueline Eisel (Jacqueline.Eisel@utoledo.edu)

Curriculum Coordinator/Instructor

ALI faculty hold advanced degrees and are very experienced and highly motivated to assist you on your educational journey. Several of our faculty have taught and studied overseas. Please see the following website for the most updated information about the faculty and staff: <https://www.utoledo.edu/cisp/ali/about/faculty.html>

Calendar

The ALI has five regular terms annually. New students can start ALI classes in any of the regular terms.

	Fall Term 1	Fall Term 2	Spring Term 1	Spring Term 2	Summer Term	Bridge Term*
Classes Begin	Late August	Mid-October	Early January	Mid-March	Mid-May	Early July
Classes End	Early October	Early December	Early March	Late April	Late June	Early August

Placement Procedures

The American Language Institute at UT uses the **Versant™ English Placement Test (VEPT)** as the placement tool to evaluate incoming students' reading, writing, listening and speaking skills. Students will be placed into an appropriate level based on their performance in this computerized and automatically-graded test.

The placement test determines your level. Students do NOT determine their own placement or levels. However, instructors may recommend moving new students up a level during the first three days of the term based on their classroom work and/or diagnostic testing. New students may be moved up or down a level according to the instructor's recommendations. No changes are made after the deadline for add/ drop classes (please see above).

Levels

1. Foundation Level (no functional English)
 - Reading and Writing (10 hours per week)
 - Listening, Speaking, and Grammar (10 hours per week)
 - Estimated time to complete this level: one term (depending on language proficiency upon entry)
2. Basic Level
 - Reading and Writing (10 hours per week)
 - Listening, Speaking, and Grammar (10 hours per week)
 - Estimated time to complete this level: one term
3. Low Intermediate Level
 - Reading and Writing (10 hours per week)
 - Listening and Speaking (5 hours per week)

- Grammar (5 hours per week)
- Estimated time to complete this level: one term
- 4. High Intermediate Level
 - Reading and Writing (10 hours per week)
 - Listening and Speaking (5 hours per week)
 - Grammar (5 hours per week)
 - Estimated time to complete this level: one term
- 5. Low Advanced Level
 - Reading and Writing (10 hours per week)
 - Listening and Speaking (5 hours per week)
 - Grammar (5 hours per week)
 - Estimated time to complete this level: one term
- 6. High Advanced Level
 - Reading and Writing (10 hours per week)
 - Listening and Speaking (5 hours per week)
 - Grammar (5 hours per week)
 - Estimated time to complete this level: one term

Course Information

Core Curriculum

The curriculum consists of 20 hours of classroom instruction each week. There are six levels of instruction: Foundation, Basic, Low Intermediate, High Intermediate, Low Advanced, and High Advanced.

The program features the following courses:

- Reading and Writing Class: Monday - Friday (100 minutes per day)
- Grammar Class: Monday - Thursday (60 minutes per day)
- Speaking/Listening Class: Monday - Thursday (60 minutes per day)

Course Descriptions

Level 1 - Foundation

Foundation Speaking and Listening

The course aims to help students to improve their daily communication in English by building a solid foundation for beginners. Students need a B- or higher to pass.

Students will study these topics:

- Personal & family information
- Everyday activities & weather
- Number, time, calendar & money
- School, home, & community
- People's appearance, country, & Language
- Food, housing, & shopping

- Work & Occupations
- Parts of body & Health
- Transportation & map directions
- Recreation & entertainment

Foundation Reading and Writing

This course emphasizes reading and functional writing. The course is to help students improve daily communication in English demonstrating familiarity with English semantic structure. Students must register for sections A and B with the same section number and enter them at the same time. Students need a B- or higher to pass.

Students will study these topics:

- Personal & family information
- Everyday activities & weather
- Number, time, calendar & money
- School, home, & community
- People's appearance, country, & language
- Food, housing, & shopping
- Work & occupations
- Parts of body & health
- Transportation & map directions
- Recreation & entertainment

Foundation Grammar and Vocabulary

This course emphasizes basic grammar skills. The course is to help students understand the basic structure of English Grammar. Students need a B- or higher to pass.

Students will study these topics:

- Personal & family information
- Everyday activities & weather
- Number, time, calendar & money
- School, home, & community
- People's appearance, country, & language
- Food, housing, & shopping
- Work & occupations
- Parts of body & health
- Transportation & map directions
- Recreation & entertainment

Level 2 – Basic

Basic Speaking and Listening

The course helps students improve their listening and speaking abilities, and become more confident in expressing themselves in spoken English. Students need a B- or higher to pass.

Students will study these topics:

- Making friends & maintaining friendship

- Artists & artistic work
 - People's hobbies & special collections
 - Online shopping & business
 - Personal phobias
 - Adventures & challenges
 - Family structure & siblings
- Athletes & sports

Basic Reading and Writing

The course helps students improve their reading and writing ability, expanding their vocabulary, and becoming more confident in expressing themselves in written English. Students must register for sections A and B with two different CRNs and enter them at the same time. Students need a B- or higher to pass.

Students will study these topics:

- Making friends & maintaining friendship
- Artists & artistic work
- People's hobbies & special collections
- Online shopping & business
- Personal phobias
- Adventures & challenges
- Family structure & siblings
- Athletes & sports

Basic Grammar

The course helps students improve their grammar, expand their vocabulary, and become more confident in following grammatical rules. Students need a B- or higher to pass.

Students will study these topics:

- Famous people
- Books & movies
- Trips & places of interests
- Weather report
- Museums
- Classrooms & subjects
- Roommates & neighbors
- Advertisements
- Occupations & Jobs
- Food & cooking

Level 3 - Low intermediate

Low Intermediate Speaking and Listening

Students at this level can understand a regular mainstream of conversation on familiar topics such as school and main encounters. This course is to further develop spoken English skills through communicating with native speakers, among others. Students need a B- or higher to pass.

Students will study these topics:

- Finding ideal jobs
- Creative thinking
- Making & using money
- Etiquette
- Food & shopping
- Everyday & cultural heroes/heroines
- Doctors & medicine
- Indigenous people & cultures

Low Intermediate Reading and Writing

The course is to help students become more proficient readers and writers of English through reading and composing academic writings using standard structure and writing process. Students must register for sections A and B with two different CRNs and enter them at the same time. Students need a B- or higher to pass.

Students will study these topics:

- Finding ideal jobs
- Creative thinking
- Making & using money
- Etiquette
- Food & shopping
- Everyday & cultural heroes/heroines
- Doctors & medicine

Indigenous people & cultures

Low Intermediate Grammar

In this course students learn more complex grammatical structure. This course is to further reinforce some complex grammatical rules. Students need a B- or higher to pass.

Students will study these topics:

- Transportation
- Culture, tradition, & customs
- Cross-cultural experience
- Telephone conversation
- Making plans
- Sports & Entertainment
- Traveling & vacation
- Shopping
- Medicine & doctors
- School experience
- Weather broadcast

Level 4 - High Intermediate

High Intermediate Speaking and Listening

Students at this level can deal with most daily communication with an acceptable speed. This course is to further develop accurate and fluent spoken English skills. Students need a B- or higher to pass.

Students will study these topics:

- Sports & obsession
- Social media
- Exploring the space
- Language & power
- Careers & skills
- Culture & Commerce
- Marriage & family
- Climate change
- Traveling & vacation

High Intermediate Reading and Writing

Students at this level can describe most concrete and some abstract experiences and express their opinions. This course is to help students demonstrate appropriate use of everyday and academic English. Students must register for sections A and B with the same section number and enter them at the same time. Students need a B- or higher to pass.

Students will study these topics:

- Sports & obsession
- Social media
- Exploring the space
- Language & power
- Careers & skills
- Culture & Commerce
- Marriage & family
- Climate change
- Traveling & vacation

High Intermediate Grammar

Students at this level demonstrate some good mastery of grammatical rules. In this course students expand their English skills by using more complex grammatical structure. Students need a B- or higher to pass.

Students will study these topics:

- Hobbies & Interests
- Self – introduction
- Musician & Singer
- Organizing events & activities
- Online social media & websites
- Social issues and problems
- Interview & Survey
- Description of past life & future plan
- Geography & Places of interests

Level 5 - Low Advanced

Low Advanced Speaking and Listening

Students at this level can interact with native English speakers with some of fluency and spontaneity. This course enhances their language proficiency by listening to authentic English speeches and lectures engaging in small groups or panels discussion on subject topics. Students need a B- or higher to pass.

Students will study these topics:

- Prodigies and talents
- Overcoming obstacles
- Medical diagnosis & instructions
- Research on animals
- Length of human life
- Social work &volunteering
- Education: controversial topics
- Technology: pros and cons

Low Advanced Reading and Writing

Students at this level understand the main ideas of a complex text on both concrete and abstract topics. They can produce well- organized essay with complex sentence structure. This course is to help students learn the academic English skills they need to succeed in academia. Students must register for sections A and B two different CRNs and enter them at the same time. Students need a B- or higher to pass.

Students will study these topics:

- Prodigies and talents
- Overcoming obstacles
- Medical diagnosis & instructions
- Research on animals
- Length of human life
- Social work &volunteering
- Education: controversial topics
- Technology: pros and cons

Low Advanced Grammar

Students at this level demonstrate good mastery of grammatical rules. In this course students expand their English skills by using more complex grammatical structure. Students need a B- or higher to pass.

Students will study these topics:

- Electronic devices in daily life
- Unexpected events/outcomes
- Vacation & trip planning
- Gifts & parties
- World mysteries
- Health issues & medical needs
- Wild life & environmental issues
- Humorous & amusing stories

- Personality type
- Movie & TV program review
- Natural disasters
- Giving & taking advice

Level 6 - High Advanced

High Advanced Speaking and Listening

Students at this level can engage in college-level reading and writing tasks with some guidance. The goal of this course is to advance speaking, listening, and critical thinking so students can succeed in academia. Students need a B- or higher to pass.

Students will study these topics:

- Neuroscientific findings about human brain
- Telling lies from the truth
- Conceptualization of success
- Cultural codes & translation
- Social media & changing way of communication
- Music & creativity
- Economics & job market

High Advanced Reading and Writing

Students at this level can engage in college-level reading and writing tasks with some guidance. The goal of this course is to advance reading, writing, and critical thinking so students can succeed in academia. Students in this level will be trained to write short yet well-organized and coherent research paper with clear thesis. Students need a B- or higher to pass.

Students will study these topics:

- Neuroscientific findings about human brain
- Telling lies from the truth
- Conceptualization of success
- Cultural codes & translation
- Social media & changing way of communication
- Music & creativity
- Economics & job market

High Advanced Grammar

Students at this level obtain a solid understanding of grammatical rules in English. In this course students are able to formulate and clearly express complex ideas with minimum grammatical errors. Students need a B- or higher to pass.

Students will study these topics:

- Electronic devices in daily life
- Unexpected events/outcomes
- Vacation & trip planning
- Gifts & parties
- World mysteries
- Health issues & Medical needs

- Wild life & environmental issues
- Humorous & amusing stories
- Personality type
- Movie & TV program review
- Natural disasters
- Giving & taking advice

Sample Schedules

	Monday	Tuesday	Wednesday	Thursday	Friday*
10:50 am – 11:40 am					Reading Writing
11:40 am – 12:40 pm	Speaking Listening Grammar	Speaking Listening Grammar	Speaking Listening Grammar	Speaking Listening Grammar	
12:50 pm – 1:50 pm					
3:10 pm – 4:10 pm	Reading Writing	Reading Writing	Reading Writing	Reading Writing	
4:10 pm – 5:00 pm					

	Monday	Tuesday	Wednesday	Thursday	Friday*
8:30 am – 9:20 am	Reading Writing	Reading Writing	Reading Writing	Reading Writing	Reading Writing
9:20 am – 10:20 am					
11:40 am – 12:40 pm	Grammar	Grammar	Grammar	Grammar	
12:50 pm – 1:50 pm	Speaking Listening	Speaking Listening	Speaking Listening	Speaking Listening	

*Students must be available on Friday afternoons for experiential learning activities, midterm conferences, first Friday, and Progress tests.

Registering for Classes

New Students

ALI staff members register new students during New Student Orientation. It is essential that you arrive on time for the New Student Orientation. See the ALI website for orientation dates (<http://www.utoledo.edu/cisp/ali/>).

Continuing Students

Continuing students can register, drop, and add classes online until the first day of the term. Once the term has started, students must add and drop classes with an advisor before the end of the third day of the term.

Required Medical Tests

Students from certain countries need to have a TB test at the Main Campus Student Medical Center. Students should call 419-530-3451 to find out if their country of citizenship is listed on the TB screening requirement, and to schedule an appointment.

Schedule Changes

Students can change their classes online before the term begins. However, after the term begins, students must see an advisor at the ALI office to request schedule changes within the first three days of the term.

Course Fees

Students are responsible for all charges on their UT student account. ALI tuition and fees are billed to students' UT accounts (<http://myut.utoledo.edu>). Charges may change within the first three days of the term if a schedule change is made. Full payment of ALI tuition and fees is due by the due date (for detailed information, please go to <http://www.utoledo.edu/offices/treasurer/>).

Non-Ohio Residents Tuition Rates

Please see table below for non Ohio resident rates:

One Term (7 Weeks)		Two Terms (One Semester)	
Hours per Week	Cost*	Hours per Week	Cost*
1 course/5 hours	\$600	1 course/5 hours	\$1,200
2 courses/10 hours	\$1,200	2 courses/10 hours	\$2,400
3 courses/15 hours	\$1,800	3 courses/15 hours	\$3,600
4 courses/20 hours (full time)	\$2,400	4 courses/20 hours (full time)	\$4,800

*Tuition rates may change at any time.

Ohio Residents Tuition Rates

These rates are only available to Permanent Residents or Citizens who qualify as Ohio Residents under Ohio Law			
One term (7 weeks)		Two Terms (One Semester)	
Hours per Week	Cost*	Hours per Week	Cost*
1 course/5 hours	\$275	1 course/5 hours	\$550
2 courses/10 hours	\$550	2 courses/10 hours	\$1,100
3 courses/15 hours	\$775	3 courses/15 hours	\$1,550
4 courses/20 hours (full time)	\$1,100	4 courses/20 hours (full time)	\$2,200

*Tuition rates may change at any time.

Other Costs

Description	Cost*	Explanation
Institutional TOEFL	\$65	fee per test
Installment Payment Plan	\$30	per term
Rocket Card ID	\$35	one time fee
Application	\$40	one time fee
Late Registration	\$50	per occurrence
Late Payment	\$50	assessed monthly
DHL	\$65	per occurrence
Parking Permit	\$125	per semester
Textbooks	\$150	estimated cost per term (when required)

*All costs are subject to change.

Tuition Refunds

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

Program Progression and Exit Tests

Course Assessment and Grades

All students receive progress reports in weeks 2, 3, 4, and 5, generated in Blackboard.

Grades

A = 100% - 90%

B = 89% - 80%

C = 79% - 73%

C- = 72% - 70%

D = 69% - 60%

F = below 60%

Student Progress and Advancement

To move forward to the next level, students must have a course GPA of 2.67 (no less than 80%) in all courses taken in one term.

Academic Progress

In order to be a student in good standing, a student must achieve a minimum grade point average (GPA) of 2.50 (out of 4.0) for the term.

Academic Probation

- A student whose GPA is less than 2.50 for a term will be placed on academic probation the following term.
- If a probation student's GPA for the following term is 2.50 or higher, the student will be removed from probation and will be a student in good standing again.
- If the student's GPA for the following term is between a 2.0 and 2.50 and the student has 90% attendance, the student may continue studying on probation for one more term. BUT, the student must earn a 2.50 GPA in order to be removed from probation at the end of the second term of probation. If the student does not earn a 2.50 GPA in the second term of probation, he or she will be suspended.

Suspension

- A student who fails to meet the probation requirements above will be suspended for one term. The student will not be permitted to study at the ALI for that term.
- A student who feels that he or she should not be suspended because of unusual circumstances can appeal the suspension to the Appeals Committee before the beginning of the next term. Details of the appeals process will be given to the student when he or she is notified of suspension.
- A suspended student on a student visa must either leave the country or transfer to another school. The student may not remain in the country without studying.
- The suspended student must submit a request for readmission to the ALI for the term after suspension. The request for readmission (in writing) must be addressed to the CISP director and must show good reason for granting readmission.

Dismissal

- If a suspended student is readmitted and does not achieve a 2.50 GPA and 90% attendance in the first term back, he or she will be dismissed. Dismissal means that the student cannot study at ALI for one calendar year.

Graduation Policy for UT Admission

ALI GRADUATION POLICY

Students completing the whole curriculum at the American Language Institute can use the ALI graduation policy to matriculate to UT **undergraduate programs**. An ALI student must meet **ALL** the following requirements in order to attend The University of Toledo as a full-time undergraduate student:

1. Admission into an academic program at UT

2. Meet the Enrollment requirement:

- A. Full-time enrollment in ALI at the High Advanced level, or
- B. Part-time enrollment in ALI at the High Advanced level, completing all 3 subject areas (Reading & Writing, Speaking & Listening, Grammar)

3. Meet the GPA requirement:

Completing all High Advanced level subjects with an average of 3.0 (B) or higher GPA for all subjects, passing each subject with a minimum grade of B-.

Students will be awarded with an ALI Graduation Certificate if they meet the aforementioned requirement.

Students will be awarded with an ALI Completion Certificate if they complete the High Advanced level with a minimum 2.67 (B-) GPA.

The Graduation Policy is only applicable to students at the High Advanced Level. If a student, who is taking classes in Basic or Intermediate Levels earns a score required by international direct admission policy, he/she may matriculate to UT at the nearest available semester.

Note. The ALI Graduation Policy will start to replace the previous ALI Advanced Level Policy and be implemented in Spring Term 1 of 2020. Students who have been enrolled at ALI between Spring Term 1 of 2019 and Fall Term 2 of 2019 are grandfathered by the previous ALI Advanced Level Policy.

UT INTERNATIONAL DIRECT ADMISSION POLICY

All undergraduate international applicants to the University of Toledo for whom English is a non-native language must provide proof of English language proficiency to be eligible for full-time undergraduate registration. Applicants can satisfy the English language proficiency requirement in one of the following ways listed below.

1. Submit official TOEFL, IELTS, or PTE scores at or above the following minimum scores:

TOEFL internet-based: 71

TOEFL paper-based: 527

IELTS overall band: 6.0

PTE (Pearson Test of English) Academic overall score: 48

MELAB (Michigan English Language Assessment Battery): 75

Our ETS institutional code is 1845.

2. Submit official SAT or ACT scores at or above the following minimum scores:

Old SAT Critical Reading: 500

New SAT Evidence-Based Reading and Writing: 510

ACT (English section only): 21

Our institutional code is 1845 for the SAT and 3344 for the ACT.

3. Completion of the High Advanced Level at the [American Language Institute](#), the UT Intensive English Program.

4. Completion of 3 Advanced Level subjects or 3 Higher Level IB subjects.

5. Transfer students currently enrolled in undergraduate study at a regionally accredited college or university in the United States can fulfill the English language requirement if they have completed 24 semester or 36 quarter credit hours of undergraduate coursework.

6. Successful completion of level 112 at an [ELS Language Center](#).

7. English language programs: English language programs from outside the University of Toledo may be considered on an individual basis. Please include certificates of completion with your application.

8. English language of instruction: Applicants whom have successfully earned a high school diploma where the language of instruction is English may qualify for a waiver.

Policies and Procedures

All policies at the American Language Institute are posted on the institute's website (<http://www.utoledo.edu/cisp/ali/policies/>) and are subject to change. All students studying at the American Language Institute are required to follow all policies. Students must download and read the ALI Student Handbook (English version). The handbook can be downloaded at <http://www.utoledo.edu/cisp/ali/policies/handbook.html>.

Under Enrolled Students

F-1 visa students must have at least 20 hours (equivalent to 12 credit hours/per term for ALI courses) of study weekly. If you need to add another class, see an advisor at the ALI office immediately for a schedule change within the first three days of the term.

Student Conduct Policy

Students at the institute must follow the Student Code of Conduct of The University of Toledo. The Student Code of Conduct may be viewed at https://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf

Attendance

There are no excused absences and no excused tardiness. Since ALI classes are performance-based and require active participation for academic success, any missed class time is simply treated as missed class time, regardless of the reason. Instructors keep a daily record of attendance. Late arrival or early departure for any reason is counted as missed class time.

Missed quizzes, tests, exams, reports, and projects can be made up within a strictly limited time period specified by the instructor for the following reasons:

- Documented medical reasons
- Pre-arranged religious observance
- Documented court date

Please note: Absence for medical reasons, court dates, or religious observance, however, will be counted as missed time for the class.

All students are required to attend all courses and all sessions during their time at the institute. Students must have a total ALI class attendance of 85% in order to meet the requirements for academic progress on advancement and transfer policies.

Please note that the ALI follows the protocols concerning attendance established by the Department of Homeland Security for F-1 and J-1 students. Failure to fulfill the attendance requirements is also failure to meet the requirements of F and J visas. Students who do not meet these requirements are in violation of their visa status, are placed on probation, and must apply for reinstatement.

Sponsored Students Policy

Students who are sponsored by the Saudi Arabian Cultural Mission (SACM) are required to follow the SACM policy of 100% attendance. The student's SACM advisor will be notified if attendance drops below 85%.

Sponsored Students

Sponsored students are responsible for the following:

- Keeping their financial guarantee current.
- Requesting ALI to write letters to sponsors that request financial guarantee extensions, completion of classes, enrollment, recommendations, or other actions.
- To start this process, students should complete a Letter Request Form available at the ALI front office desk.
- The requested letter is written by ALI staff and signed by the curriculum coordinator
- Students decide if they will pick up the letter or have it mailed to the sponsor.

Grievances

- **Informal Complaint:** If a student has a problem with a fellow classmate or a faculty member, the student shall attempt to resolve the problem with the affected classmate or faculty member first. If no resolution can be achieved, the student may request a meeting with one of the curriculum coordinators for further mediation. If the problem is solved after curriculum coordinators' intervention, then the situation is not considered as a formal complaint.
- **Formal Complaint:** If any of the issues addressed in the Informal Complaint stage is not resolved upon curriculum coordinators' intervention, a student may file a formal complaint using the following procedure:
 1. The student can file in the ALI Grievance Form, which is available by the **ALI front desk (SM1400)** and on the ALI website: <https://www.utoledo.edu/cisp/ali/studentservices/forms.html>
 2. The student can submit the completed ALI Grievance Form to the director of Center for International Studies and Programs (CISP), located in Snyder Memorial 1000;
 3. The director of CISP needs to schedule a formal meeting with the student within 5 business days to address the student's concerns or complaint;
 4. If a resolution is not achieved at the departmental level, the student needs to file a petition for academic grievance with the chair of the Student Grievance Council in the university.
 5. ALI follows the grievance policies and procedure for the university. Please see [UNDERGRADUATE STUDENT ACADEMIC GRIEVANCE PROCESS AND POLICY](#) for more information.

Academic Information Access

If students want to have someone pick up their schedule or final evaluations, or access other academic information, they will need to fill out a form at the ALI front desk.

Center for International Studies and Programs

Contact Information

Monday-Friday, 8:15 am-5:00 pm
Phone: 419-530-5268
Fax: 419-530-5266
Email: CISP@utoledo.edu
Main Campus - Snyder Memorial 1000
2801 W. Bancroft St.
Toledo, OH 43606

Staff

Director: Sara Clark
Executive Assistant: Lydia Sims

Office of International Student and Scholar Services

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

Contact Information

Monday-Friday, 8:15 am-5:00 pm
Phone: 419-530-4229
Email: oiss@utoledo.edu
Main Campus - Snyder Memorial 1000
2801 W. Bancroft St.
Toledo, OH 43606

Staff

Tracey Hidalgo

Assistant Director, Office of International Students & Scholar Services
F-1 Principal Designated School Official (PDSO) & J-1 Responsible Officer (RO)
419.530.4229
Tracey.Hidalgo@utoledo.edu

Jessica Bergman

Immigration Compliance Data Coordinator
F-1 Designated School Official & J-1 Alternate Responsible Officer (ARO)
419.530.4229
Jessica.Bergman@utoledo.edu

Travel

Students who plan to travel outside of the United States should make sure their I-20 form is endorsed for travel before they leave. Travel signatures are valid for one year. Students should fill out the I-20 at least 2 weeks before traveling and submit it to the OISSS office. For travel within the United States students should bring their passport with visa, I-20, and I-94 card.

Life at The University of Toledo

UT Policies

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. Students and student organizations are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Actions by students or student organizations which interfere with the orderly functions of the university or actions which endanger the health or safety of members of the university community will not be tolerated. For the complete student code of conduct book, visit the following webpage:

http://www.utoledo.edu/policies/main_campus/student_life/pdfs/3364_30_04_Student_code_of_conduct.pdf

University Smoking Policy

The University of Toledo is a smoke-free campus. All of the following items are banned on campus: All tobacco-derived obtaining products, including but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes or nicotine vaporizers, cigars, cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

University Policy Statement on Academic Dishonesty

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:

1. Plagiarizing or representing the words, ideas or information of another person as one's own and not offering proper documentation;
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
8. 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 work in question.
- 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 according to procedures approved by the respective colleges. The procedures for making a final appeal to the Student Grievance Committee may be found in the Student Handbook.

Transportation

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 in MyUT. To register vehicles, go to <http://www.utoledo.edu/parkingservices/>

When students register, they should make note of the type of pass they have. Students must park in the correct parking lot according to their pass, or they will be fined.

University Events and Recreation Center

The University of Toledo provides many events throughout the semester. For a complete list of events, visit: <https://calendar.utoledo.edu/MasterCalendar.aspx>.

Student Involvement

The ALI Student Council

The ALI Student Council is a student organization founded in 2013.

The purposes of this organization are to:

Represent and serve the common interest of the whole ALI student body;

Promote student involvement and engagement in the ALI community;

Serve as a liaison between the ALI faculty and student body;

Assist ALI administration in identifying and meeting ALI students' academic and social needs;

Provide information to the ALI student body through various means of communication;

Facilitate ALI and the UT Explorers Office in the organization of on-campus events;

Ensure that activities and programs sponsored by this organization will keep within the organization's stated objectives.

To see the current Student Council board members visit:
<http://www.utoledo.edu/cisp/ali/studentservices/adccouncil.html>

UT Explorers

The CISP office encourages ALI students to participate in UT Explorers. The UT Explorers team works to enhance the linguistic and cultural competencies of campus learners and scholars while promoting a culture of lifelong learning by providing opportunities for collaboration and engagement with The University of Toledo campuses and the Toledo communities. We encourage the development of global citizenship through innovative programming. For more information, see the UT Explorers website:
<http://www.utoledo.edu/cisp/utexplorers/>

ALI First Fridays

The First Fridays Program of The American Language Institute offers a wide range of enrichment activities to promote student involvement and engagement with campus life at The University of Toledo.

On the first Friday of each month, we cooperate with other UT departments by inviting guest speakers, taking students to cultural events and trips, and providing students a variety of other opportunities to utilize campus resources for the enhancement of their academic and social life. For more information, see the ALI First Fridays website:

<http://www.utoledo.edu/cisp/ali/studentservices/First%20Fridays.html>

Recreation Center

The University provides a recreation center (Rec Center) with a variety of facilities, activities, and services offered with discounted fee to students enrolled in the ALI with a Rocket ID card. Incoming ALI students also enjoy 15 free passes to the Rec Center.

Hours:

Monday-Thursday, 6:00 am - Midnight

Friday, 6:00 am - 10:00 pm

Saturday, 10:00 am - 10:00 pm

Sunday, 10:00 pm - 10:00 pm

(Hours may change during summer, breaks, and holidays.)

To find out more information about the student rec center visit

www.utoledo.edu/studentaffairs/rec/ or call 419- 530-3700

Rocket ID, UTAD Account, and Online Services

To be able to check your email, view your bills, and learn more about everything related to maintaining your accounts, read this chapter carefully. For help with your account, call 419-530-2400, or visit <https://www.utoledo.edu/it/CS/HelpDesk.html>

Rocket ID Card

Every ALI student is required to get a Rocket ID card. The card has a one-time fee of \$35 which will be applied to his or her MyUT bill. Follow the steps below:

1. Log in to your MyUT account.
2. Click the link “Request New/Replacement Rocket Card” under “My Other Resources” on the left hand side of the screen.
3. Log In.
4. Click the box for “Main Campus ID Office” for pickup location.
5. Upload a picture or take a picture if the computer has webcam features.
6. Click “Submit Order” at the bottom of the page.

It may take several days for your request to process. IDs can be picked up in Student Union 1550. If you have additional questions contact rocketcard@utoledo.edu or call 419-530-5842.



UTAD Account

All ALI students are required to sign up and activate their UTAD account. The University of Toledo Authentication Domain (UTAD) account provides access to most of the University’s computing services using a single username and password combination. The MyUT Portal, <http://myut.utoledo.edu>, is the one-stop location for most online computing needs at The University of Toledo. Students can use it to get class lists, check final grades, view transcripts, view personal information, get e-mail, and much more. In order to log in to MyUT, students need an active UTAD account, a computer with Internet access, and a recent version of a Web browser such as Firefox, Internet Explorer, Chrome, or Safari. To activate an account follow the steps below.

1. Go to www.myUTaccount.utoledo.edu.
2. Enter your Rocket Number as the UT identifier and your birthdate (MM/DD/YYYY) for Identifier Qualification.
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. 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.
8. After your account is activated, your MyUT username and Rocket Number will appear on the left hand side of the screen. Remember your username and

password; you will need this information to access your Rocket email account. Do not give this information to anyone.

Email

All students at The University of Toledo receive official university communication through their student email account. The university provides its students with a Microsoft Outlook Live@edu e-mail account with 25GB of storage. You can access your e-mail on the Web from MyUT Portal or Outlook Live Access. You must check your email regularly for bills and other important university communication.

Wireless Internet

Currently, the wireless network is available in many locations on the University of Toledo Main Campus. To see instructions on how to connect to our public wireless, go to https://www.utoledo.edu/it/NS/UTNet_Connections.html

Other UT Services

Computer Labs

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

- 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 – (see the library website for hours -- <http://www.utoledo.edu/library/info/hours.html>)

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 7:00 pm - 3:00 am Sunday-Thursday, and 7:00 pm - 10:00 pm Friday-Saturday, 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.

Libraries

The University of Toledo library is open to all students. During Fall/Spring semesters, Carlson Library is open 7:00 am until 1:00 am. The first floor provides computers and printing services. The library offers laptop rentals, copy, scan, fax, and print services.

For more information visit: <http://www.utoledo.edu/library/info/hours.html> or call the library at 419-530-2298.

Bookstores

Some classes will require you to purchase books or other reading materials for the semester. Purchase your books before the term begins if possible, or during the first week of class so you don't get behind. There are two bookstores on campus:

University of Toledo Bookstore

- 419-530-2516
- 1430 Secor Road

Student Bookstore

- 419-536-9154
- 3047 West Bancroft Street

Health Care

University Medical Center

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

Clinic Hours: Monday-Thursday, 8:15 am - 9:00 pm, Friday 9:00 am-5:00 pm

Important Phone Numbers:

- General Information: 419-530-3451
- Appointments: 419-530-3451
- Pharmacy: 419-530-3471

The MCMC offers many other services to students in addition to basic healthcare. These services include the following:

- Pharmacy Services: New Prescriptions, transfer prescriptions, and refill prescriptions can be filled here.
- Gynecology Services: 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.
- 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.

- HIV/AIDS Testing: Free and confidential HIV/AIDS testing is available. Call 419-530-3451 to make your confidential appointment.

Health Insurance

All students must have health insurance. Students can get health insurance from one of the following:

- The University of Toledo (For more information contact the Student Medical Center on Main Campus at 419-530-3471 or visit their website at https://www.utoledo.edu/healthservices/student/health_insurance/)
- a sponsor (such as an embassy or employer)
- a private insurance company:
 - 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
 - International Medical Group
 - 1-800-628-4664
 - www.imglobal.com