# ELI Student Handbook

## Table of Contents

**The English Language Institute**
- Mission Statement .................................. 4
- Program Description ................................ 4
- Academic Calendar .................................. 5
- ELI Staff and Services ................................. 5
- ELI Policies & Procedures
  - Student Conduct .................................. 8
  - Admissions Policy ................................. 10
  - Orientation ....................................... 10
  - Courses and Levels ............................... 11
  - Program Length .................................. 11
  - Curriculum ....................................... 11
  - Course Placement for New Students .......... 19
  - Appeal Procedure for Placement ............... 21
  - Combined Courses and Levels ................. 21
  - Promotion ....................................... 22
  - Appeal Procedure for Placement
    of Returning Students ............................ 23
  - Grade Appeals Procedures ....................... 24
  - Grade Point Average ............................ 25
  - Completion of Program .......................... 26
  - Registration ..................................... 26
  - Attendance ...................................... 28
  - Textbooks ....................................... 28
  - Normal and Satisfactory Progress ............. 29
  - Formal Complaints ............................... 30
  - Suggestion Box ................................... 31
- Additional ELI Services
  - ELI Tutoring .................................... 31
  - ELI Activities .................................. 31
  - Conversation Partner Program ................. 32

**Paying for Your Studies**
- Tuition Rate ....................................... 32
- Payment of Tuition ................................. 33
- How to Pay Tuition ................................ 33
- Tuition Refund ..................................... 35
- Other Fees ......................................... 35
- Financial Aid ....................................... 35

**Dropping and Withdrawing from Classes** ....................... 35
- OneCard ........................................... 36
  - Access ID and WSU Identification ............. 37
- Health and Accident Insurance ................. 38
  - Insurance Holds ................................ 39

**After the ELI: College and University Admissions**
- Satisfying University English Proficiency Requirements .................. 40
- Admission to WSU ................................. 40
- ELI I-20 Transfer to OISS/WSU .................. 41
- Transferring to Other Colleges and Universities
  - Choosing and Applying to Another School ........ 42
  - English Language Proficiency Requirements .................. 42
  - Transfer Procedures ............................. 42

**Immigration and Legal Issues**
- Change of Status .................................. 43
- Departure and Extension of Stay ................. 43
Important Documents..........................45
Legal Aid........................................45
Maintaining Visa Status........................45
Ombudsperson..................................46
Travel Abroad and Re-Entry to the
U.S.................................................47
Visa Expiration..................................48
Visiting Canada..................................48
Working in the U.S...............................49
  F-1 Visas........................................49
  F-2 Visas........................................50
  J-1 Visas........................................50
FERPA................................................50

Daily Life
Banking.............................................51
Childcare..........................................51
Emergencies.....................................52
  Emergencies during ELI
  Events..........................................52
  Medical Emergency..........................53
Housing............................................53
  On-Campus....................................54
  Off-Campus...................................55
Hotels and Temporary Housing..................56
Parking.............................................57
Resources On-Campus
  Academic Advising...........................58
  Athletic Complexes..........................58
  Bookstore....................................59
  Counseling....................................59
  Health Center................................60
  Libraries......................................60
  Office of International Students
     and Scholars...............................61
  International Coffee Hour.................61

Other Resources..................................62
Pharmacy.........................................62
Post Office and Printing........................63
Publications and Important Resources........63
Student Center..................................64
Weather & Clothing.............................65
WSU Student Activities and Dean
  of Student Office............................65
Student Organizations.........................66
WSU Student Activities.........................66

Resources Off-Campus
Dry Cleaning.................................66
Galleries.........................................66
Grocery Stores.................................67
Hospitals and Pharmacies.....................67
Libraries.........................................68
Museums and Theaters.........................68
Mailing Packages..............................69
Newspapers.....................................70
Restaurants.....................................70

Safety..............................................70
Transportation
  Airport.........................................71
  Buses..........................................72
  Rental Cars...................................73
  ZIP Cars........................................73
  On-Campus Shuttle...........................74
  Taxis & Uber..................................74
  Train...........................................75

Cultural Adjustment............................75
American Classroom
  Etiquette......................................77
American Holidays.............................78
Other Holidays.................................81
School Holidays...............................81

Important Websites............................81
THE ENGLISH LANGUAGE INSTITUTE

Our Mission

We prepare English language learners from the global and local communities for academic study by providing comprehensive and intensive language instruction.

Program Description

As the only intensive English language program in the metropolitan Detroit area, the English Language Institute (ELI) of Wayne State University (WSU) specializes exclusively in teaching English communication, cultural orientation, and academic preparation skills to non-native speakers of English from all over the world.

Established in 1974, the ELI is committed to assisting individuals at all levels of English proficiency to develop their English communication skills in the shortest possible time. A major focus of the ELI is to help language learners build confidence in their own language abilities as a result of their increasing proficiency.

The intensive nature of language instruction at the ELI enables language learners to focus on the language skills they need most and to make the greatest progress possible in the time they have for language learning.

The ELI offers comprehensive and innovative language programs at five levels of proficiency, using an integrated curriculum of listening, speaking, pronunciation, reading, writing, and grammar. Completing the highest level of the intensive program satisfies the English proficiency requirement for admission to most academic programs at Wayne State University.

The intensive program provides students with the best English instruction, the newest methodologies, and the most up-to-date language-learning technology available.
Academic Calendar

The ELI follows the University calendar with three semesters per year. During the Spring/Summer term, ELI class hours are lengthened so that the total number of in-class hours remains constant year round.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Calendar</th>
<th>Length</th>
<th>Hours of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September – December</td>
<td>15 weeks</td>
<td>20 hours per week</td>
</tr>
<tr>
<td>Winter</td>
<td>January – April</td>
<td>15 weeks</td>
<td>20 hours per week</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>May – August</td>
<td>14 weeks</td>
<td>22 hours per week</td>
</tr>
</tbody>
</table>

The first week is devoted to orientation and testing for new students followed by registration for new and returning students. Classes begin the second week. The last week includes testing and student-teacher conferences.

Each semester, students who enroll in the ELI full-time will receive the following:
- approximately 280 teacher contact hours
- a minimum of 25 hours in the language laboratory
- three hours of orientation
- five hours devoted to placement and end-of-semester testing
- the opportunity to participate in social and/or educational field trips hosted by the ELI and Office of International Programs, ranging in length from one hour to all day, at least 1-2 times per week

Please note that the ELI observes the same holidays and closures as Wayne State University, but may have different starting, ending, and testing dates. Students will receive a copy of the ELI Academic Calendar at registration and can access it from the ELI website, [http://eli.wayne.edu/](http://eli.wayne.edu/) under “ELI Student Information.”
ELI Staff and Services

ELI Main Office

The ELI main office is located in 351 Manoogian Hall and is open from 8:30am to 5:00pm Monday through Friday. Office staff can be reached via telephone at 313-577-2729 during office hours and via email at eliwsu@wayne.edu.

Questions about the ELI program and application process in general? Questions about housing, health insurance, immigration, registration, tuition, and dropping and adding classes?

See the Office Manager, Darran Hendricks.

Director

The Director oversees overall administrative, academic, and student-related operations of the ELI, such as conditional admission. Students should contact the Director only after communicating with the appropriate Coordinator and/or their individual teachers.

Contact the Director:
Bruce Morgan
355 Manoogian
313-577-8072
b.morgan@wayne.edu

Associate Director/Curriculum Coordinator

The Associate Director is in charge of the daily operations of the ELI classes. This includes scheduling classes, placing students into levels, and overseeing the delivery of the curriculum for all classes.

Questions about CAN8, courses, or textbooks? Contact the Associate Director:

Marta Dmytrenko-Ahrabian
365 Manoogian
313-577-2785
aa4605@wayne.edu
Academic Services Coordinator

The Academic Services Coordinator is responsible for recording student enrollment within the ELI as well as tracking student academic progress and attendance throughout the semester. In addition, the coordinator manages a free tutoring program for all ELI students.

Questions about probation issues or getting a free tutor? Contact the Academic Services Coordinator:

Holly Ruesch  
363 Manoogian  
313-577-7705  
hruesch@wayne.edu

International Teaching Assistant Testing & Training Coordinator

The International Teaching Assistant (ITA) Testing and Training Coordinator trains ITAs, administers the SPEAK test, and teaches scholarly writing classes to advanced international graduate students.

Questions about the SPEAK Test? Contact the ITA Coordinator:

Sara Tipton  
367 Manoogian  
313-577-7706  
s.tipton@wayne.edu

Public Relations Coordinator

The Public Relations Coordinator travels overseas and locally to recruit international and nonnative English-speaking students to the ELI. The Coordinator works to create awareness of the ELI in the local and global community and updates the ELI website and social media.

Questions about the ELI Website or Facebook page? Contact the Public Relations Coordinator:

Dean Michael Lynn  
339 Manoogian  
313-577-6647  
dlynn@wayne.edu
**Student Services Coordinator**

The Student Services Coordinator advises students on non-academic issues, such as registering for WSU email, accessing Academia, finding daycare and housing, and adjusting to cultural differences. In addition, the Coordinator manages the Conversation Partner Program and ELI Activities.

See *ELI Activities* and *ELI Conversation Partner Program* under the *Educational, Cultural, and Recreational Section* for more information.

Questions about activities, conversation partners, daily life matters, or other non-academic issues? Contact the Student Services Coordinator:

Ellen Barrett  
339 Manoogian  
313-577-6647  
eh1099@wayne.edu

**Testing Coordinator**

The Testing Coordinator administers the ELI entrance and exit tests as well as the TOEFL ITP. The Coordinator records and reports scores to ELI students and university departments when necessary.

Questions about your CaMLA scores? Contact the Testing Coordinator:

Christi Laginess  
359 Manoogian  
313-577-1925  
christi@wayne.edu
ELI Policies and Procedures

Student Conduct

ELI students are expected to:

1) Adhere to the ELI Calendar by attending orientation, beginning- and end-of-semester testing, and other required events.

2) Buy textbooks and/or other required materials and bring them to class starting with the first week of classes.

3) Participate in class activities and show respect for the teacher and fellow classmates.

4) Avoid cheating, plagiarism, and other forms of academic dishonesty.

5) Avoid distracting or disruptive cell phone use in the classroom.

6) Come to class on time and stay for the entire period.

7) Complete all assignments on time.

8) Follow rules of individual teachers.

9) Speak in English!
Admissions Policy

The ELI admits high school graduates, ages 17 and older, who intend to study English for Academic Purposes. The ELI offers both full-time and part-time study.

To apply, applicants must submit the ELI application, testing fee, academic transcripts, a copy of a valid passport, and a passport-sized photo. The testing fee is non-refundable or transferable. If applying for a student visa (F-1), complete the statement of financial support and attach either a bank statement or a financial guarantee letter from a sponsoring agency.

To secure admission to the program, application materials must be received by the application deadlines. Applications submitted after the deadline will be considered on a space-available basis.

The ELI offers courses at the basic, intermediate, and advanced levels, which are based on the common reference levels in the Common European Framework of Reference (CEFR). Once a student has met the criteria for completing the program, he/she is eligible for general academic study at Wayne State University. All applicants will be tested prior to the start of classes to determine their appropriate levels of study in the ELI.

Applicants who plan to pursue a degree at Wayne State University after completing the ELI must have the following:

Undergraduate programs:
- Proof of high school completion or the equivalent with a minimum cumulative grade point average of 2.75 or its equivalent

Graduate programs:
- Minimum undergraduate GPA of 2.75 or its equivalent for master’s programs and a 3.0 or its equivalent for doctoral programs

Prospective undergraduate students must submit high school transcripts and prospective graduate students must submit college/university transcripts for admission to the ELI. All official transcripts must be translated into English by an accredited transcript evaluation agency. The ELI must also receive original, official transcripts in the applicant’s native language.

Orientation

A New Student Orientation session is conducted one week before classes start each semester to familiarize new students with the ELI and Wayne State University. Orientation prepares students for what to expect at the ELI, including information about classes offered, scheduling,
testing, grading, policies, promotion, and satisfying university language requirements. They also learn about what they must do in order to be officially registered, maintain their visa status, and more. In addition, students receive information about the facilities and services available to them on campus.

Students who do not attend the new student orientation must check in at the ELI Main Office and attend a make-up orientation. The Student Services Coordinator will contact each student individually to schedule the make-up orientation.

At the end of the first week of classes, all new and returning students will gather together for a Welcome Orientation. All ELI staff will be introduced to the students and announcements about important policies, activities, and more will be made.

Courses and Levels

The intensive program in the ELI has five levels with three to four courses in each level. All courses focus on English for Academic Purposes to prepare students to study at the University.

The oral and written integrated courses are 4 credits each and meet 4 days per week for 100 minutes each day in the fall and winter semesters and 110 minutes in the spring/summer semester. All courses scheduled in the afternoon are 2 credits each and meet 2 days per week for 100 minutes each day in the fall and winter semesters and 110 minutes in the spring/summer semester. The chart below shows a detailed schedule for the intensive program.

<table>
<thead>
<tr>
<th>8:30-10:10</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Levels 1-5)</td>
<td>(Levels 1-5)</td>
<td>(Levels 1-5)</td>
<td>(Levels 1-5)</td>
</tr>
<tr>
<td>10:30-12:10</td>
<td>Written Integrated</td>
<td>Written Integrated</td>
<td>Written Integrated</td>
<td>Written Integrated</td>
</tr>
<tr>
<td></td>
<td>(Levels 1-5)</td>
<td>(Levels 1-5)</td>
<td>(Levels 1-5)</td>
<td>(Levels 1-5)</td>
</tr>
<tr>
<td>1:30-3:10</td>
<td>Intensive Reading</td>
<td>Intensive Reading</td>
<td>Intensive Reading</td>
<td>Intensive Reading</td>
</tr>
<tr>
<td></td>
<td>and Vocabulary</td>
<td>and Vocabulary</td>
<td>and Vocabulary</td>
<td>and Vocabulary</td>
</tr>
<tr>
<td></td>
<td>(Level 1)</td>
<td>(Level 1)</td>
<td>(Level 1)</td>
<td>(Level 1)</td>
</tr>
<tr>
<td></td>
<td>Intensive Reading</td>
<td>Communicative Grammar</td>
<td>Intensive Reading</td>
<td>Communicative Grammar</td>
</tr>
<tr>
<td></td>
<td>and Vocabulary</td>
<td>(Level 2)</td>
<td>and Vocabulary</td>
<td>(Level 2)</td>
</tr>
<tr>
<td></td>
<td>(Levels 2-4)</td>
<td>Extensive Reading</td>
<td>(Levels 2-4)</td>
<td>Extensive Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Levels 3-4)</td>
<td></td>
<td>(Levels 3-4)</td>
</tr>
</tbody>
</table>
The ELI levels correspond to the Common European Framework of Reference for Languages (CEFR) global scale, published by the Council of Europe. The CEFR describes what language learners have to learn to do to use a language for communication and what knowledge and skills they have to develop to be able to act effectively. The CEFR defines six levels of proficiency (A1, A2, B1, B2, C1, and C2) from an initial division of three broad levels: A (Basic User), B (Independent User), and C (Proficient User).

Wayne State University accepts standardized test scores equivalent to a B2-CEFR level as proof of English language proficiency for admission. Therefore, the levels of the ELI Intensive Program correspond to the CEFR as follows:

- ELI Level 1 – CEFR A1
- ELI Level 2 – CEFR A2
- ELI Level 3 – CEFR B1
- ELI Level 4 – CEFR B1+
- ELI Level 5 – CEFR B2

**Program Length**

The duration of study in the English Language Institute for individual students varies depending on such factors as proficiency level and motivation. Students can expect to spend as little as one semester in the ELI for advanced-level students, anywhere from two to four semesters for intermediate-level students, and up to five semesters for beginning-level students.

**Curriculum**

The goals and student learning outcomes for each course are below. Student learning outcomes describe what a student will be able to do at the end of a course.

**Level 1**

**Level 1 Oral Integrated**
The goal of this course is to support students in the development of basic listening and speaking skills needed for everyday American life.
Student Learning Outcomes

The student will be able to:

- Negotiate for meaning in simple social interactions.
- Produce simple sentences with grammatical accuracy.
- Incorporate basic appropriate non-verbal communication and common polite language into short conversation.
- Pronounce English sounds more accurately at the end of the course than at the beginning of the course.
- Use vocabulary reflecting personal needs.
- Apply basic listening strategies to comprehend simple language.

Level 1 Written Integrated
The goal of this course is to support students in the development of basic English grammar and writing skills.

Student Learning Outcomes

The student will be able to:

- Write intelligible letters of the English alphabet in upper and lower case.
- Use and correctly spell simple vocabulary.
- Share information about himself/herself in written form.
- Write simple comprehensible sentences with basic grammatical and mechanical accuracy.

Level 1 Intensive Reading and Vocabulary
The goal of this course is to support students with the acquisition of basic English vocabulary and foundational literacy skills.

Student Learning Outcomes

The student will be able to:

- Show general understanding of varied simple texts.
- Use vocabulary reflecting personal needs.
- Apply basic reading strategies to comprehend simple texts.

Level 2
Level 2 Oral Integrated
The goal of this course is to help students successfully carry on short, sustained social conversation.

Student Learning Outcomes

The student will be able to:
- Negotiate for some detailed meaning in common social situations.
- Generate creative, simple sentences with grammatical accuracy.
- Incorporate basic appropriate non-verbal communication and common polite language into short discourse.
- Pronounce English sounds, particularly grammatical word endings, and use intonation patterns more accurately at the end of the course than at the beginning of the course.
- Apply listening strategies to comprehend simple passages.
- Recognize and use high-frequency vocabulary.

**Level 2 Written Integrated**
The goal of this course is to help students build upon basic grammatical understanding and to successfully write organized paragraphs.

**Student Learning Outcomes**
*The student will be able to:*
- Word-process.
- Correctly use and spell high-frequency vocabulary.
- Write compound sentences with comprehensible grammatical and mechanical accuracy.
- Write organized narrative, descriptive, and opinion paragraphs.
- Edit short written passages with assistance.

**Level 2 Intensive Reading and Vocabulary**
The goal of this course is to help students develop reading strategies to aid in reading comprehension and to acquire high-frequency vocabulary.

**Student Learning Outcomes**
*The student will be able to:*
- Show general understanding of simple varied texts with high-frequency vocabulary.
- Apply a range of reading strategies to broadly comprehend varied texts.
- Apply vocabulary acquisition strategies for high-frequency vocabulary development.
- Accurately use high-frequency vocabulary.

**Level 2 Communicative Grammar**
The goal of this course is to help students increase syntactical accuracy in everyday spoken and written language.

**Student Learning Outcome**
*The student will be able to:*
- Incorporate accurate grammatical form into simple coherent real-world discourse.
Level 3
Level 3 Oral Integrated
The goal of this course is to help students with the continued development of their everyday speaking and listening skills as well as emerging academic listening and speaking skills.

Student Learning Outcomes
*The student will be able to:*
- Apply listening and speaking strategies for successful communication.
- Initiate, maintain, and close simple discourse.
- Recognize and use simple academic vocabulary.
- Show general understanding of varied simple academic listening passages.
- Voice supported opinions on varied simple academic topics.
- Pronounce English sounds and follow intonation and stress patterns more accurately at the end of the course than at the beginning of the course.

Level 3 Written Integrated
The goal of this course is to help students develop intermediate grammatical understanding and to successfully write detailed academic paragraphs.

Student Learning Outcomes
*The student will be able to:*
- Correctly use and spell simple academic vocabulary.
- Write complex sentences with comprehensible grammatical and mechanical accuracy.
- Write well-organized academic paragraphs.
- Use editing strategies to self-edit paragraphs.
- Critically appraise the elements of essay writing.

Level 3 Intensive Reading and Vocabulary
The goal of this course is to help students build vocabulary, especially academic vocabulary, and to develop academic reading skills and comprehension.

Student Learning Outcomes
*The student will be able to:*
- Show general understanding of simple academic texts.
- Apply a range of reading strategies to comprehend academic texts.
- Apply vocabulary acquisition strategies for simple academic vocabulary development.
- Accurately use simple academic vocabulary.
Level 3 Extensive Reading
The goal of this course is to help students develop effective sustained reading habits.

Student Learning Outcomes
*The student will be able to:*
- Show detailed understanding of level-appropriate books.
- Express reactions to and opinions of read books and/or readers.
- Read at a faster rate at the end of the course than at the beginning of the course.
- Evaluate the challenges and merits of extensive reading in English.

Level 4
Level 4 Oral Integrated
The goal of this course is to help students develop academic listening and speaking skills needed for successful extended academic discourse.

Student Learning Outcomes
*The student will be able to:*
- Initiate, maintain, and close academic discourse.
- Generate complex academic speech with grammatical accuracy.
- Apply listening and speaking strategies for successful communication with some degree of automaticity.
- Recognize and use complex academic vocabulary.
- Show detailed understanding of varied academic listening passages.
- Voice factual information and supported opinions on varied academic topics.
- Consistently speak intelligibly.

Level 4 Written Integrated
The goal of this course is to help students develop complex grammatical understanding and to successfully produce academic writing.

Student Learning Outcomes
*The student will be able to:*
- Summarize simple academic resources.
- Incorporate academic vocabulary into writing to express complex ideas.
- Write well-organized essays on academic topics incorporating authentic resources.
- Use editing strategies to self-edit.
- Produce academic writing that generally incorporates correct spelling, mechanics, and grammar.
Level 4 Intensive Reading and Vocabulary
The goal of this course is to help students to acquire academic vocabulary and to comprehend a range of academic texts.

Student Learning Outcomes
The student will be able to:
- Show detailed understanding of academic texts.
- Apply a range of reading strategies to comprehend complex academic texts.
- Apply vocabulary acquisition strategies for vocabulary development across a range of academic topics.
- Use a range of academic vocabulary to express complex ideas.
- Critically interpret academic texts.

Level 4 Extensive Reading
The goal of this course is to help students develop effective sustained reading habits.

Student Learning Outcomes
The student will be able to:
- Show detailed understanding of level-appropriate books.
- Express reactions to and opinions of read books and/or readers.
- Read at a faster rate at the end of the course than at the beginning of the course.
- Evaluate the challenges and merits of extensive reading in English.

Level 5
Level 5 Oral Integrated
The goal of this course is to help students develop the academic listening and speaking skills needed for successful extended academic discourse.

Student Learning Outcomes
The student will be able to:
- Engage in academic discourse in a culturally appropriate fashion.
- Generate extended and complex academic speech with grammatical accuracy.
- Apply listening and speaking strategies for successful communication with automaticity.
- Use complex academic vocabulary.
- Show detailed understanding of varied and lengthy academic listening passages.
- Share information and perspectives across a range of real-world academic scenarios.
- Consistently speak intelligibly and fluently.
Level 5 Written Integrated
The goal of this course is to help students effectively respond to academic texts through formal, extended writing.

Student Learning Outcomes

**The student will be able to:**
- Deduce meaning in academic texts.
- Summarize academic texts.
- Paraphrase academic texts.
- Appropriately incorporate academic vocabulary into writing.
- Write cohesive, readable academic essays.
- Draft and self-correct academic writing to a high level of accuracy as it relates to spelling, mechanics, and grammar.

Level 5 Research and Writing
The goal of this course is to help students strengthen the literacy skills needed to successfully navigate the tertiary research process.

Student Learning Outcomes

**The student will be able to:**
- Differentiate the quality of content across a range of academic resources.
- Collect quality resources available in an academic library or database.
- Critically read academic sources specific to a field of study or area of interest.
- Summarize academic resources.
- Paraphrase academic resources.
- Synthesize ideas presented in multiple academic resources.
- Cite and reference resources to a high level of accuracy.

Level 5 Media and Culture
The goal of this course is to help students strengthen academic discourse skills while deepening understanding of American culture and print media.

Student Learning Outcomes

**The student will be able to:**
- Apply a range of reading strategies to comprehend complex print and digital media.
- Paraphrase and cite print and digital media.
- Summarize and cite print and digital media.
- Critically evaluate American print and digital media related to American culture and topical issues.
- Objectively deliberate various perspectives on cultural and topical issues.
Course Placement for New Students

Before classes begin each semester, new students will take the ELI placement test to determine their proficiency in English. The ELI placement test has three parts:

1. The CaMLA English Placement Test (EPT) is a 60-minute computer-based multiple choice test that assesses a test taker’s general language proficiency by measuring performance in listening comprehension, grammatical knowledge, vocabulary range, and reading comprehension. Scores range from 0-80.

2. The CaMLA Speaking Test (Speaking) is a 10-minute test that evaluates the ability to produce comprehensible speech in response to a range of tasks and topics. Scores range from 5 to 25. The students’ speech is evaluated by two ELI faculty members.

3. The CaMLA Writing Test (Writing) is a 45-minute test that evaluates the test taker’s grammatical accuracy, vocabulary range, mechanics and spelling, cohesion and organization, and task completion and relevance. Scores range from 0-40. The students’ writing is evaluated by two ELI faculty members.

The CaMLA tests were developed by Cambridge Michigan Language Assessments, which delivers internationally recognized language tests. The battery of tests chosen by the ELI accurately test the English language proficiency of nonnative English speakers, and all scores are linked to the CEFR.

The combination of scores will determine students’ appropriate level of study in the ELI.

For Oral Integrated classes, students must have both:
- EPT score for the level
- Speaking score for the level

For Written Integrated and afternoon classes, students must have both:
- EPT score for the level
- Writing score for the level

See the placement chart below for levels, score requirements, and course offerings. A description of the courses and levels is on pages 12-18.
# English Language Institute Placement Chart
## Intensive English Program

<table>
<thead>
<tr>
<th>Levels</th>
<th>Score Requirements</th>
<th>Course Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EPT:</strong> 58-70</td>
<td>Oral Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Speaking:</strong> 17-21</td>
<td>Written Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Writing:</strong> 30-36</td>
<td>Research and Writing</td>
</tr>
<tr>
<td></td>
<td><strong>MTEL P:</strong> 65-80</td>
<td>Media and Culture</td>
</tr>
<tr>
<td><strong>Level 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EPT:</strong> 50-57</td>
<td>Oral Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Speaking:</strong> 14-17</td>
<td>Written Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Writing:</strong> 25-29</td>
<td>Intensive Reading and Vocabulary</td>
</tr>
<tr>
<td></td>
<td><strong>MTEL P:</strong> 53-64</td>
<td>Extensive Reading</td>
</tr>
<tr>
<td><strong>Level 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EPT:</strong> 40-49</td>
<td>Oral Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Speaking:</strong> 11-14</td>
<td>Written Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Writing:</strong> 20-24</td>
<td>Intensive Reading and Vocabulary</td>
</tr>
<tr>
<td></td>
<td><strong>MTEL P:</strong> 44-52</td>
<td>Extensive Reading</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EPT:</strong> 31-39</td>
<td>Oral Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Speaking:</strong> 7-11</td>
<td>Written Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Writing:</strong> 14-19</td>
<td>Intensive Reading and Vocabulary</td>
</tr>
<tr>
<td></td>
<td><strong>MTEL P:</strong> 35-43</td>
<td>Communicative Grammar</td>
</tr>
<tr>
<td><strong>Level 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>EPT:</strong> 0-30</td>
<td>Oral Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Speaking:</strong> 5-7</td>
<td>Written Integrated</td>
</tr>
<tr>
<td></td>
<td><strong>Writing:</strong> 0-13</td>
<td>Intensive Reading and Vocabulary</td>
</tr>
<tr>
<td></td>
<td><strong>MTEL P:</strong> 0-34</td>
<td></td>
</tr>
</tbody>
</table>

On registration day, students will receive preliminary placement reports like the one below showing their scores on all three parts of the placement test and the courses for which they have been placed.
Appeal Procedure for Placement

At the start of the semester, all students are required to attend the classes in which they have been placed. If you feel that the ELI program level that you are placed in is either too difficult or not challenging enough, you should first discuss your concerns with your teacher. After speaking with your teacher, if you still believe that you have been inappropriately placed in an ELI program level, please fill out a REQUEST FOR CHANGE IN ELI PLACEMENT form. Forms are available in the ELI office (351 Manoogian). Any changes to the ELI Placement are made on the official WSU last day to add or drop classes, which is usually at the end of the 2nd week of ELI classes. Therefore, the form must be submitted prior to that date.

Once a request for a change in placement has been submitted, the ELI director will review the student’s placement data and current performance with the placement committee and the teachers involved. When a final decision has been reached, the ELI director will inform the student in writing.
Combined Courses and Levels

When a course or level must be canceled due to low enrollment, students will be placed in the next higher level course and will be offered additional support services in the form of private or group tutoring each week at no additional charge. These sessions will allow students to review class materials and have the opportunity to get guided practice on the skills they need to be successful in the course. With the extra support, students are expected to meet the student learning outcomes of the higher level course.

Students who have not met the outcomes of the course (course grade of C- or lower) and need to repeat it the following semester will not be penalized. In other words, probation rules will not apply for that semester.

Students who meet the outcomes of the course (course grade of C or higher) are eligible to move to the next higher level at the end of the semester. The two out of three rule applies for promotion, which is discussed below.

Promotion

At the end of each semester, in addition to course grades, all students taking classes in Levels 1-4 are evaluated for placement for the following term with the CaMLA Speaking Test, CaMLA Writing Test, and MTELP (Michigan Test of English Language Proficiency).

The MTELP, also developed by Cambridge Michigan Language Assessments, is a 50-minute computer-based multiple choice test at beginner, intermediate, and advanced levels that measures learner achievement and progress in listening comprehension, grammar, vocabulary, and reading. Scores range from 0-100. Level 1 students take the beginner test, level 2 and 3 students take the intermediate test, and level 4 students take the advanced test. Descriptions for the CaMLA Speaking and Writing Tests are on page 19.

For Oral Integrated classes, students must have at least 2 out of 3:
- MTELP score for the level
- Speaking score for the level
- Passing Grade of C (73%) in Oral Integrated class

For Written Integrated classes, students must have at least 2 out of 3:
- MTELP score for the level
- Writing score for the level
- Passing Grade of C (78%) in Written Integrated class
For afternoon classes, students must have at least 2 out of 3:
- MTEL score for the level
- Writing score for the level
- Passing Grade of C (78%) in afternoon classes

Each course is evaluated separately for promotion. In other words, promotion in written integrated classes does not guarantee promotion in afternoon classes. The two out of three requirement for each afternoon class must be met in order to be promoted to the next level in these courses.

Students receive individual results approximately one week after classes end for the semester. The designated date is published on the ELI calendar. On this date, they may pick up their official ELI transcripts, which include course grades and grade point average, as well as their preliminary placement reports, which include their scores on all three tests (MTEL, CaMLA Speaking, and CaMLA Writing) and the courses for which they have been placed for the following semester. See page 21 for an example of a preliminary placement report.

**Skipping Levels**
It is possible for students to skip levels at the end of a semester. The two out of three requirement applies to skipping levels. For example, if a student passes his/her class with a final grade of B or better and has both CaMLA test score requirements (MTEL and Speaking for Oral Integrated/MTEL and Writing for Written Integrated and afternoon) for two levels above the student’s current placement, he/she is eligible for the higher-level class.

**Appeal Procedure for Placement of Returning Students**

At the start of the semester, all students are required to attend the classes in which they have been placed. If you feel that the ELI program level that you are placed in is either too difficult or not challenging enough, you should first discuss your concerns with your teacher. After speaking with your teacher, if you still believe that you have been inappropriately placed in an ELI program level, please fill out a REQUEST FOR CHANGE IN ELI PLACEMENT form. Forms are available in the ELI office (351 Manoogian). Any changes to the ELI Placement are made on the official WSU last day to add or drop classes, which is usually at the end of the 2nd week of ELI classes. Therefore, the form must be submitted prior to that date.

Once a request for a change in placement has been submitted, the ELI director will review the student’s placement data, previous-semester grades, and current performance with the placement committee and the teachers involved. When a final decision has been reached, the ELI director will inform the student in writing.
Grade Appeals Procedures

The ELI follows the grades appeals procedure for Wayne State University. This process applies to final grades that have been recorded on a student’s transcript.

Instructors are expected to evaluate student work according to sound academic standards. Course expectations should be clearly specified and grades should be assigned without departing substantially from announced procedures.

It is the instructor’s prerogative to assign grades in accordance with his/her academic/professional judgement, and the student assumes the burden of proof in the appeals process.

Grounds for appeals are: (1) the application of non-academic criteria in the grading process; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

Whenever a final grade is in dispute, a student may appeal to his/her instructor for an informal review. Should resolution fail, the student may request a formal review by the program.

Students should raise formal grade appeals in writing within 30 calendar days following official notification of grades for the term in which the disputed grade was awarded, whenever informal review fails to resolve a dispute. The student’s first appeal should be directed to the instructor. Further appeals shall be directed to the ELI director.

To initiate the appeal process, the student shall submit a written statement detailing his/her objections, along with supporting documentation, to the instructor.

Instructors shall respond in writing to a formal written appeal within 10 days of receiving the appeal. If the issue is unresolved, the student may within ten days lodge an appeal in writing with the ELI director.

Students shall be notified in writing of the program’s decision regarding the appeal within thirty days of its receipt.

When the appeal procedures within the ELI have been exhausted, the student may request the Associate Provost for International Education to review the decision on the record.

Students/faculty may contact the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.
Grade Point Average

Grade Point Average (GPA) is calculated at the end of each semester upon completion of all courses. Based on students' performances, they are given a letter grade of A through F. Each letter grade is assigned a specified number of points called “grade points.” Grade points from each class are combined and averaged by total number of credits taken to determine a Grade Point Average, or GPA. The following scale is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Your GPA is weighted by the number of credits a class has. To calculate your GPA, see the following directions.

1) Convert your letter grade for each class to quality points
2) Multiply the quality points by the number of credit hours per class
3) Add all quality points
4) Divide by total number of credit hours

See one example:

**STEP 1 & 2:**
Oral Integrated Class
- B- → 2.67
- 2.67 x 4 credit hours = 10.68

Written Integrated Class
- A- → 3.67
- 3.67 x 4 credit hours = 14.68

Intensive Reading & Vocabulary Class
- A → 4.0
- 4.0 x 2 credit hours = 8.0

Communicative Grammar Class
- C → 2.0
- 2.0 x 2 credit hours = 4.0

**STEP 3:**
- 10.68
- 14.68
- 4.0

**STEP 4:**
- 37.36 / 12 credit hours = 3.11 GPA
- 37.36

Completion of Program

Students in Level 5 will satisfy Wayne State University’s general English proficiency requirement for admission when they pass all four Level 5 classes with grades of C+ or higher.
In other words, standardized test scores, such as TOEFL and IELTS, are not required to move on to Wayne State University.*

After final grades are submitted, the ELI Director will certify a student’s completion of the intensive language program by submitting a memo to the admissions office and removing the English language proficiency hold from the student’s record. The student will also receive a certificate of completion from the ELI.

Any student in Levels 1-4 will satisfy the University’s general English proficiency requirement for admission when he/she can get the required scores on any of the following English proficiency tests*:

- 550 TOEFL ITP
- 5.5 TWE – undergraduate applicants who take the TOEFL ITP
- 79 TOEFL iBT
- 6.5 IELTS
- 85 MELAB

*Note that some departments have higher required scores. It is the students’ responsibility to learn the requirements for admission in their prospective departments.

Students have the responsibility of scheduling and taking these tests during their own time and reporting their results to the admissions offices. The ELI offers the TOEFL ITP about once per month for a fee of $50, and ELI students may register for any of these tests in the main office.

Please Note: Students who achieve the qualifying scores listed above before the end of a semester are required to finish that semester at the ELI. In addition, students must have an application for admission on file with the University before the published deadline in order to be considered for admission to an academic program for the following semester.

Registration

New Students
Registration for new ELI students takes place each semester in the week before classes begin. On the day of registration, all students report to the ELI. Students who are taking academic courses in addition to their ELI courses have to complete an additional University registration process. Detailed information on registration is supplied to students at the appropriate time.

ELI Students must complete the following in order to officially register for classes:
- Fill out ELI Student Data Form
- Review file with ELI faculty member
- Pay testing, activity, and lab fees
- Review ELI placement test results with ELI faculty member
- Finalize course selection with ELI faculty member
- Sign Financial Responsibility Agreement
- Verify or purchase health insurance
- Take TB test
  - Student Health Center, 1st floor DeRoy Apartments, 5200 Anthony Wayne Drive
- Bring TB results to the ELI Main Office

One day after the requirements above have been completed, students must:

- Obtain OneCard
  - Welcome Center, 2nd floor, Suite 257, 42 W. Warren Avenue
  - See OneCard section in Handbook for directions
- Pay tuition at Cashier’s Office
  - Welcome Center, 2nd floor, Suite 217, 42 W. Warren Avenue
  - See Paying for Your Studies section in Handbook for directions

Returning Students
It is highly recommended that returning students preregister at the end of each semester for the following semester. To preregister:

- Pick up a preregistration form at the ELI office
- Complete the form and return it to the ELI office
- Pay a $30 fee for the language laboratory and student activities

The registrar charges a $35 late registration fee to returning students who do not preregister for the following semester.
Attendance

To benefit from instruction at the ELI, students are encouraged to attend every class. In addition, the Department of Homeland Security requires students on F-1 visas to register full time and attend classes regularly. The status of F-2 visa holders is affected if the F-1 principle fails to maintain their status because they are not attending their classes. Teachers will submit attendance records for all classes to the ELI office every week. The reports indicate how many hours students are absent for each class each week to the nearest half hour.

There are no excused absences for any reason, including illness or other physical condition, sick child or spouse, going to the bank, taking a driving test, taking the TOEFL or another test, meeting with an advisor, taking someone to the airport, etc. Registered students who arrive late or leave early during the semester will be counted absent for every day they are not in class. All the same, students missing classes for any reason should email/contact their instructors and provide documentation to the ELI office when appropriate explaining the reason for the absence.

There will be no make-ups for unit/chapter tests, quizzes, or graded assessments in any of the courses. For all students, the teacher will drop the lowest test or quiz grade. Each teacher will decide his/her own policy for late homework and make-up for written work and presentations.

Textbooks

ELI textbooks are available for purchase at the University Bookstore on the corner of Warren and Cass Avenue.

University Bookstore/Barnes & Noble Bookstore
82 West Warren Ave.
Detroit, MI 48202
(313) 577-2436

Many ELI classes require a textbook and workbook which can only be bought as a package at the bookstore. Also, some textbooks and/or workbooks include a special code for online access. It is extremely difficult to find the correct textbooks with these online access codes when you buy them online or through Amazon.com. The ELI highly suggests that you buy all textbooks from the university bookstore to ensure that you have all of the correct materials.

Students are required to bring textbooks and materials to classes by the end of the first week of class. Teachers will not copy textbooks for student use because of copyright laws.
Copyright is a set of laws designed to give creators a package of rights over their original works of authorship. These rights include:

- Creating derivative works or translations
- Reproducing the work in copies
- Distributing copies
- Performing or displaying publically or digitally
- Authorizing others to exercise any of these rights

Copyright protects and balances the rights of the author and the public. The law recognizes that creative works are unique, intellectual property with potential commercial value. Additionally, it provides a legal framework to recover damages in cases of infringement, and it provides an outline of acceptable methods of using protected works for many purposes. For more information, visit: [http://copyright.wayne.edu](http://copyright.wayne.edu).

**Normal and Satisfactory Progress within the ELI**

Students are expected to make normal and satisfactory progress by advancing to the next level at the end of each semester. Failure to make normal and satisfactory progress means:

- Failing courses (grades of C- or lower/below 2.0 GPA)
- Repeating courses more than twice
- Exceeding the maximum time in the program (5 semesters)

All ELI students will receive mid-term grade reports. A student whose grade in any class at the mid-term is C- or lower (below 73%) will receive a mid-term Failure to Make Progress notice. The ELI Academic Advisor will meet with the student to discuss any difficulties the student may be having with the course and strategies for improvement. Failing courses may cause students to exceed the maximum time in the program.

At the end of the semester, students will receive an ELI transcript reporting final grades for all courses, CaMLA test scores (MTELP, CaMLA Speaking Test, and CaMLA Writing Test), and a placement report for the following semester. A student who fails to move to the next level in any course will receive an official Failure to Make Progress notice.

In addition, according to WSU policy, a full-time ELI student whose grade point average at the end of the semester is below 2.0 will be put on academic probation for the following semester. This means that if the grade point average does not improve during the following semester, the student will not be permitted to enroll again in the ELI until one semester has passed.
Formal Complaints

At the ELI, we believe that every student’s opinion counts. We encourage students to tell us about any of their concerns or problems that they may have to improve the quality of the learning environment at the ELI.

Guidelines for Expressing a Student Concern or Resolving a Problem

1. If you are really unhappy about something at the ELI, you should first discuss the problem with the person most directly involved: the teacher, the administrator, or the support staff in the ELI Main Office.
   - Talking directly to the person involved is not only the quickest way to solve a problem, but it is also the approach most frequently followed by American students.

2. If you have a question or concern about your class, it is best to speak with the teacher.
   - Making an appointment to talk with the teacher in his or her office, not in the classroom before or after your class, is also the approach most frequently followed by American students.

3. If talking to the teacher cannot solve the problem (or if you really do not want to talk to the teacher yourself), you should then discuss the problem with the ELI Director.
   - Students with questions and/or concerns or suggestions about the program and the policies of the ELI should make an appointment to speak with the ELI Director.

Procedure to Make a Formal Complaint

- Go to the ELI Main Office (351 Manoogian) and ask for a FORMAL STUDENT COMPLAINT FORM
- Submit it by email at eliwsu@wayne.edu or in person to the ELI Main Office
- The ELI Director will review the form and contact you to arrange a meeting
Suggestion Box

At the ELI, we believe that every student’s opinion counts. We encourage you to give us any suggestions that may improve the quality of the learning environment at the ELI.

If you have a suggestion, please share it with us by filling out an ELI Suggestion Form and inserting it into the ELI Suggestion Box, next to the bulletin board across from Lab 358 Manoogian. There is no need to put your name on the form.

The ELI Suggestion Box will be opened by the ELI Director on a weekly basis. All suggestions will be kept confidential and reviewed and considered by the ELI.

Additional ELI Services

ELI Tutoring

The ELI offers free one-on-one tutoring for any ELI student who is interested in receiving extra help with his/her studies. The ELI matches the interested student with a volunteer tutor who is a matriculated WSU student. Tutors meet with students on campus for one hour each week. For more information, contact the Academic Services Coordinator.

ELI Activities

Language learning happens outside of the classroom, too! Therefore, The ELI offers a number of opportunities for students to enrich their learning experiences and become more familiar with American culture and the American people outside of the classroom. For this purpose, several educational and recreational activities, or field trips, are offered each semester at discounted prices or free of charge.

Typical ELI activities include:
- Museums & special landmarks in Detroit
- Visits to cities in Metropolitan Detroit
- Holiday & seasonal festivals
- Movie theaters
- Shopping
- Parks
- Ice skating
- Bowling
See the **Student Services Coordinator** for a schedule for each semester and to get answers to any questions. You can also check the ELI website, ELI Facebook page, and ELI bulletin board on the third floor of Manoogian for more information.

**ELI Conversation Partner Program**

Perhaps the best way to learn English is to speak with native speakers. Thus, each term the ELI seeks to pair interested students with an American native speaker of English for about one hour a week for informal conversation outside of class. In some cases, the conversation will be entirely in English. In other cases, the American partner may wish to exchange practice in English for practice in the student’s native language. Students have the opportunity to sign up to participate in this program at any time during the semester.

See the **Student Services Coordinator** for an application and to get answers to any questions.

For more educational, cultural, and recreational activities, see *WSU Student Activities and Dean of Students Office* Section in Handbook.

**Paying for Your Studies**

**Tuition Rate**

The cost of tuition at Wayne State University depends on whether the student is a resident of the State of Michigan. (Residents pay a lower rate.) U.S. citizens are considered residents if they have lived in the state for at least six months before beginning their studies at the university. Permanent residents of the United States (immigrants holding a permanent resident, or “green card”) can also qualify as Michigan residents if they have lived in Michigan for at least six months **after being granted** U.S. permanent resident status. Students must file for residency with the State of Michigan. After approval from the State, students are qualified for resident tuition.

Students who hold non-immigrant visas (F, J, B, etc.) are not considered Michigan residents. Therefore, only those students who have had permanent resident status for at least six months qualify for the resident rate of tuition. Entering students who are classified as non-residents of Michigan may subsequently qualify as residents if they meet these criteria. These students must apply to the University to have their residency classification changed. Please see the ELI Office Manager for further information.

Depending on the department and University Benefits office, spouses of University employees pay one-half of the resident rate tuition. If you qualify, ask the employee’s
department and check with the University Benefits office about the tuition reduction procedure.

To get an estimate of tuition rates, select 12 credits (full-time for ELI students) and out-of-state resident on the Tuition Calculator at http://apps.reg.wayne.edu/ since most ELI students fit into these categories. However, **please remember that these prices should be viewed as estimates only and, as such, may differ from your actual costs.** Your actual cost of attendance will be dependent on the number of credits registered for, the school and program you are in, and will include any other fees associated with your courses. These cost figures are subject to change, so we encourage you to visit the official Wayne State Tuition and Fee Schedule located at http://reg.wayne.edu/students/tuition_and_fee_charts.php for the most up-to-date information.

**Payment of Tuition**

All students should be prepared to pay the total amount of their tuition **within the week after classes begin.** Otherwise, late payment fees will be added. Students will not be permitted to register for a subsequent term until all fees for the previous term have been paid. At the time of registration, students may choose to make a **minimum down payment** instead of paying their entire tuition fee at once. However, these payment arrangements must be made through the Student Accounting Office before a student registers. Payment plans cannot be made after a student registers.

Email the Student Accounting Office at studentservice@wayne.edu.  
For tuition inquiries, call (313) 577-3653.  
For loan repayment inquiries, call (313) 577-3656.

**How to Pay Tuition**

**Internet ACH (Online Check)**  
Wayne State has an online payment system for bank-to-bank transfer payments (Automated Clearing House system, ACH). **There is no charge for this system.**

1. Visit Academia > Student Tab > Make an online payment.  
2. Then select or enter new electronic check information during checkout.  
3. You will need your Bank Account Number and Routing Transit Number.
Credit Card
Credit Cards payments are accepted and processed by CASHNet SMARTPAY, a third party payment processor operating under an agreement with Wayne State University to process electronic payments on your behalf. A convenience fee is charged for using this service.

Credit card payments are posted to accounts immediately. Visa, Discover, MasterCard, and American Express cards are accepted. Refunds on credit card payments will not be issued earlier than 30 days after payment is received.

Internet
Visit Academica > Student Tab > Make an online payment. Then select or enter new credit card information during checkout.

Phone
To make payment by telephone, students must provide their 9-digit student identification number and 6-digit PIN. Contact WSU helpdesk at 313-577-4778 for assistance. To make a credit card payment by phone, please call CASHNET Smartpay at 1-866-520-7786.

Checks
Wayne State University accepts personal checks, cashier's checks, and money orders. All checks must be issued in U.S. dollars, and drawn on, or payable through, a U.S. or Canadian bank. Check payments from a "home equity checking account" or a Canadian checking account must be submitted by mail or in person. Personal checks are not accepted on delinquent balances.

By Mail
Make your check payable to: Wayne State University. Be sure to mail early as post office delivery can sometimes be delayed. Write your 9-digit student identification number on the front of the check, and mail it to:

Wayne State University
P.O. Box 02788
Detroit, MI 48202

In Person
Payments can be made after registration is complete at:

Wayne State University
Welcome Center
42 W. Warren, Room 217
Installment Payment Plans
A limited number of installment payment plans are available through the Office of Student Accounts Receivable on the 4th floor of the Welcome Center.

Tuition Refund
In order to receive a 100% tuition refund, classes must be officially dropped soon after the start of classes. The last day to drop classes and receive a full refund is usually in the second week of classes, but students must check the Registration Calendar for specified dates.

Visit http://reg.wayne.edu/students/registration-calendar.php and then choose the correct academic year to access the Registration Calendar. After the date specified in the calendar, no tuition will be refunded.

Please see the ELI Office Manager for information on how to drop classes and exceptions to the enrollment policy. In addition, please refer to the section “Dropping Classes” below.

Other Fees
In addition to tuition, there is a $25 fee for ELI activities and a $5 fee for the use of the language laboratory (both payable to the ELI at the time of registration) each semester. A $50 testing fee is also charged to new ELI students.

Financial Aid
No financial aid is available through Wayne State University to ELI students, regardless of their immigration status.

Dropping and Withdrawing from Classes
The ELI follows the University policy on dropping and withdrawing from classes. The University strictly follows its policies, so be sure to consult the Academic Calendar to avoid any problems with tuition payment and refunds. See the Academic Calendar at http://reg.wayne.edu/students/calendar.php

WSU students are required to drop and withdraw from classes via Academia, but ELI students must contact the ELI Office Manager for assistance. Remember that it is the
student’s responsibility to request to drop or withdraw from a class. Failure to do so will result in a grade of F.

- Students may drop a class for fifteen week classes through the end of the fourth week of class. Classes that are dropped do not appear on the transcript. Adhere to the important deadlines on the Academic Calendar to receive a tuition refund.

- Beginning the fifth week of class, students are no longer allowed to drop, but must withdraw from classes. “Withdraw” will appear on your transcript, but will not affect your GPA. Students are still charged for courses from which they withdraw.

- No tuition refunds will be given for classes dropped after the date specified for refunds in the university calendar.

- F-I and J-1 students are advised that dropping classes may result in the loss of their immigration status.

OneCard
Your OneCard is your Wayne State ID card. It can be used for parking, door access, library and copying services, food and bank purchases and more. To obtain your OneCard, be sure to bring photo identification (passport or driver’s license) and go to:

OneCard/Parking Service Center
Welcome Center http://onecard.wayne.edu/
42 W. Warren Avenue, Suite 257 (313) 577-CARD

*Note that you can receive your OneCard one day after your registration is confirmed by the ELI. See Registration Checklist section in Handbook.

For directions on how to add money to your OneCard, pay for parking on campus and more, visit http://onecard.wayne.edu/.

OneCard Deposit Machines accept cash only and will add value to your OneCard account immediately. Just insert your card, select the deposit function, and deposit your cash. You can only add the exact amount you would like to deposit. Deposit machines do not give change and are at the following locations:

- Purdy/Kresge Library
- Science and Engineering Library
- Student Center Building
Access ID and WSU Identification Number

Your OneCard contains your AccessID and WSU Identification number. You will use your AccessID to access the University’s secured Wifi connection, log into Academia, and open your WSU email account.

To activate your OneCard and online accounts, log into Academia using your AccessID as your username and your WSU Identification number as your temporary password. After entering it once as your password, you must create a new password that uses at least one capital letter and one number, consisting of at least 8 characters. Remember this password since it will be saved for all future uses.

To access your OneCard account online:

- Visit Academica at [www.wayne.edu](http://www.wayne.edu)
- Click on “login” at top of screen
- Enter your WSU AccessID and password
  - AccessID = two letters and four numbers
  - WSU ID or PID Number = nine-digit number (as temporary password)
    - All information should be on your letter of acceptance and/or your I-20
    - Change your password to something with at least one capital letter, one lowercase letter, and one number. Passwords must be 8 characters long.
- Click on “Access OneCard Account” under the “Student” tab
- Select from one of the following four options:
  - Check Your Balance
  - Deposit Now
Health and Accident Insurance

The cost of health care can be very high in the United States. Therefore, in order to protect students in case of medical emergency, students and scholars with the following non-immigrant status are required to have health insurance according to University policy:

- J-1 and J-2 dependents (regardless of enrollment)
- F-1 and F-2 dependents

Before being permitted to register, students are required to purchase the comprehensive insurance policy selected by the university or to show evidence that they are covered by a comparable policy.

All international students and scholars on F and J visas whose I-20 or DS-2019 was issued by Wayne State University are required to enroll in the Accident and Sickness Insurance Plan administered by AIG. For more information, go to: http://www.studentinsurance.com/Schools/MI/WAYNE/.

Do not purchase health insurance in your home country because in most instances it will not meet the Wayne State University Health Insurance Standards, which are compliant with the U.S. Federal Health Care Reform Law known as the Patient Protection and Affordable Care Act (PPACA). If you are presently covered by any other health insurance policy, please check with the Office of International Students and Scholars to find out if your insurance plan is acceptable. Be sure to provide OISS with evidence of coverage.

Students entering Wayne State in the fall semester must purchase one full year of coverage. The total cost for one year of coverage may be paid in two installments (payable before registration for the fall semester and before registration for the winter semester). Prorated refunds are available to those students who pay in full and who return to their country or transfer to another school before the end of the coverage period.

Students entering Wayne State in the winter semester pay for coverage from January to August. This amount is payable in two installments. Students entering Wayne State in the spring/summer semester pay for one semester of coverage, payable in one installment.
The insurance can be purchased online at:

https://www.studentinsurance.com/PearceSite/Enroll/Intro.asp?id=351&Enroll=vol

The insurance can be purchased in person at:

**Office of International Students and Scholars (OISS)**
Welcome Center http://oiss.wayne.edu/
42 W. Warren Avenue, Room 416 (313) 577-3422

Payment may be made by check, money order, or credit card only. Mandatory coverage is also available for dependent spouses and children. Information on rates can be obtained from the English Language Institute or from the Office of International Students and Scholars.

Certain non-immigrant students are not required to purchase this insurance. These are:
- a) students who are sponsored by an agency or government which pays directly for provided coverage through an American insurance agency,
- b) commuting Canadians,
- c) University employees or their dependents receiving coverage through a Wayne State University employee benefit plan. These students must provide evidence of coverage to the Office of International Students and Scholars.

**Insurance Holds**

Because of the health insurance requirements, a health insurance hold (Health Insurance Hold) is placed on all international students each semester, which includes Fall, Winter, and Spring/Summer. A residency code of N (Non-Resident) indicates that a student is a resident of a foreign country. This mechanism allows the OISS staff to track and monitor students who have not purchased health insurance and could potentially be “out of status.” Failure to have health insurance means a student cannot register for classes.

All international students and scholars must purchase health insurance through AIG or show proof of comparable insurance before their health insurance hold is released.
Satisfying English Proficiency Requirements

At any point during their ELI studies, students may also fulfill Wayne State University English proficiency requirements by achieving a required score on one of the standardized tests below. However, students will have to complete their semester at the ELI if they get a satisfactory score during a semester.

- 550 TOEFL ITP + 5.5 TWE (for undergraduates)
- 79 TOEFL iBT
- 6.5 IELTS
- 85 MELAB

Admission to Wayne State University

Students completing the ELI are encouraged to apply to Wayne State University before published deadlines. Admission to the ELI does not constitute or guarantee admission to the University for academic study. If students plan to continue at Wayne State as either undergraduate students (studying for a B.A. or B.S.) or graduate students (studying for an M.A., M.S., or Ph.D.), they must apply to the University Office of Admissions.

**Students should not wait until completing English-language studies to apply.** International applicants should allocate adequate time for visa processing.

Please note the following application deadlines:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-immigrants</strong></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>July 1</td>
</tr>
<tr>
<td>Winter</td>
<td>December 1</td>
</tr>
<tr>
<td>Spring-Summer</td>
<td>January 1</td>
</tr>
<tr>
<td><strong>U.S. Permanent Residents</strong></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>August 15</td>
</tr>
<tr>
<td>Winter</td>
<td>December 1</td>
</tr>
<tr>
<td>Spring-Summer</td>
<td>May 1</td>
</tr>
</tbody>
</table>
Graduate Students

Non-immigrants

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1</td>
</tr>
<tr>
<td>Winter</td>
<td>September 1</td>
</tr>
<tr>
<td>Spring-Summer</td>
<td>January 1</td>
</tr>
</tbody>
</table>

U.S. Permanent Residents

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1</td>
</tr>
<tr>
<td>Winter</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring-Summer</td>
<td>February 1</td>
</tr>
</tbody>
</table>

Application forms are available online. Note that applications must be updated every semester. The **ELI Office Manager** and admissions counselors in the Office of Admissions are available to help with the application procedure.

For **undergraduate** students:

- University Office of Admissions
- Welcome Center
- 42 West Warren Ave., Detroit, MI 48201
- (313) 577-3577  [http://admissions.wayne.edu](http://admissions.wayne.edu)

For **graduate** students:

- 5057 Woodward, Suite 6000
- Detroit, MI 48202
- (313) 577-4723  [http://gradschool.wayne.edu](http://gradschool.wayne.edu)

Along with the application form, students must submit:

- Official copies of transcripts from any college and/or high school which you attended. The transcripts must bear the stamp or seal of the issuing institution and should be sent directly from the institution to the appropriate WSU admissions office.
  - Graduate students do not have to submit high school transcripts.
  - International students may be able to submit copies carried with them from their countries, but the copies must be official.
- Verified English translations of all documents
- Documentation of financial support (non-immigrants only)
- Signed photo (undergraduate only)
- Application fee (in US dollars)

**ELI I-20 Transfer to OISS/WSU**

When an ELI student with F-1 visa status has completed the university English proficiency requirements and is a candidate to transfer to an academic program, there are some general steps they must follow to transfer from the ELI to the Office of International Students and Scholars.

- Make sure you meet the English proficiency requirement for university admission.
• Next, speak with an advisor in Undergraduate Admissions to confirm submission of all of the required application documents.

The SEVIS I-20 transfer process can only be completed after the student has been advised that he or she is being admitted to the university and is ready to begin classes in his or her academic major.

Transferring to Other Colleges and Universities

Choosing and Applying to Another School

If ELI students are planning to attend another college or university after completing English language studies, they should begin the application procedure as soon as possible. Students should contact the school to obtain information and an application form.

English Language Proficiency Requirements

Most U.S. colleges and universities require similar test scores for proof of English language proficiency before they will admit an international student to academic studies. With the exception of a few colleges, completion of the ELI at Wayne State University is not accepted as evidence of English proficiency at other U.S. colleges and universities.

Transfer Procedures (F-1 Visa Holders)

In order to transfer from one school to another, students must do the following:

1) At the current school
   Inform the ELI Office Manager of the intention to transfer and ask to complete the “Transfer Clearance Form” provided by the new school. Then return the form to the new school.

2) At the new school
   • Sign the new I-20 issued to you by the new school
   • Enroll for a full course of study

Please note that the process of transferring schools can be lengthy and complicated. In many situations, the student must provide more than what is indicated above since each transfer process can be unique. See the ELI Office Manager with questions.
IMMIGRATION AND LEGAL ISSUES

If you have a non-immigrant visa, it is very important that you follow the regulations established by the Department of Homeland Security (DHS). Failure to do so can cause difficulties, may interfere with the completion of studies, and could even result in such serious consequences as deportation. Both the ELI Office Manager and counselors at the Office for International Students and Scholars are available to assist with immigration matters; however, please remember that it is each student’s responsibility to be familiar with DHS regulations and to follow them.

Schools are required to report any changes to a student’s information within a specified period of time, which means that you must notify the ELI office of any of the following changes in your situation: if you change your address, if you change your name, if you want to take fewer than 12 credits, if you need to extend the end date on your I-20, if you want to take a leave of absence, if you are suspended, if you graduate early, if you change your major, or if you plan to apply for another degree. It is extremely important for the ELI Main Office to always have accurate information about you. Failing to provide current information may prevent you from taking advantage of some immigration benefits, such as optional practical training.

For questions, consult the ELI Office Manager.

Change of Status

It is sometimes possible for non-immigrants who have already entered the U.S. to change from one visa classification to another. Students who wish to change their classification should be aware that there are strict regulations governing visa classification and that changes of status are not automatically granted. If students wish to change their visa classification, they should see the ELI Office Manager, who will provide them with information and the proper forms. More information about changing your visa status can be found at: http://www.oiss.wayne.edu/current-students/status.php.

Departure and Extension of Stay

According to U.S. regulations, individuals who have an I-94 card with a specific expiration date (for example, visitors in B1 or B2 status) must either leave the United
States by the date of expiration of their I-94 card or, before this date, petition for an extension of stay.

If you want to extend your stay in the United States, you must file a request before your authorized stay expires in the ELI Main Office. If you remain in the United States longer than authorized, you may be barred from returning and/or you may be removed (deported) from the United States. Check the date in the lower right hand corner of your Form I-94, Arrival-Departure Record, to determine the date your authorized stay expires. We recommend that you apply to extend your stay at least 45 days before your authorized stay expires.

You may apply to extend your stay if:

- You were lawfully admitted into the United States with a nonimmigrant visa
- Your nonimmigrant visa status remains valid
- You have not committed any crimes that make you ineligible for a visa
- You have not violated the conditions of your admission
- Your passport is valid and will remain valid for the duration of your stay

You may not apply to extend your stay if you were admitted to the United States in the following categories:

- Visa Waiver Program
- Crew member (D nonimmigrant visa)
- In transit through the United States (C nonimmigrant visa)
- In transit through the United States without a visa (TWOV)
- Fiancé of a U.S. citizen or dependent of a fiancé (K nonimmigrant visa)
- Informant (and accompanying family) on terrorism or organized crime (S nonimmigrant visa)

F-1s must apply to extend their stay in the 30-day period prior to the expiration date of their I-20, or leave the country no later than 60 days after they complete their educational program or after their I-20 expires, whichever comes first. If you need to apply for an extension or have more questions, please see the ELI Office Manager.

PLEASE NOTE: There are extremely serious consequences for non-immigrants who violate these rules.

- Individuals who overstay by even one day will have their visas canceled (even if the visa has not expired and has multiple entries) and will have to apply for a new visa in their home country before they can re-enter the U.S.
• Individuals who either enter the U.S. illegally or overstay beyond a certain period of time will not be permitted to re-enter the U.S. for several years.

**Important Documents: Form I-94, Copy I-20/DS-2019**

Form I-94 shows your arrival date in the United States and should be stapled to your passport until you leave the country. It also indicates your status F-1, J-1, B-2, etc., and your expected departure date from the U.S. D/S (Duration of Status) means that students may remain in the U.S. until completion of their current program of study as indicated on Form I-20 or DS-2019 (note date on item #5 of your I-20 or item #3 on your DS-2019), plus 60 days for F-1 and 30 days for J-1.

Page 3 of the I-20 is used to record work authorization, practical training, and transfer approval. Keep this important document safe and do not surrender it when leaving the United States. The DS-2019 is to be kept with your passport for travel and re-entry to the U.S., for permission to work, and for waiver application.

**Legal Aid**

If students have a legal problem (a problem involving the law) and cannot afford to pay a lawyer, they can get free legal advice at the **Free Legal Aid Clinic**. This Clinic is staffed by Wayne State law students, with an Executive Board including litigation supervisors. The Office of International Students and Scholars (OISS) can also refer students to lawyers for cases involving immigration matters; however, they would have to pay these lawyers for their services.

**Free Legal Aid Clinic (FLAC)**
5425 Woodward Avenue
Detroit, MI 48202
(313) 833-0058

**http://www.detroitflac.com/**

**Maintaining Visa Status**

You are responsible for maintaining your immigration status. There are several important things you must do to maintain status:

1. **Keep your passport valid at all times.**
2. **Maintain full-time enrollment and normal progress toward your degree.**
Twelve credit hours per semester is considered a full course load for undergraduate students.

Graduate students must take at least 8 credit hours to be considered "full-time" and graduate students with assistantships must enroll for a minimum of 6 credits. Students may choose to not enroll during the summer semester.

3. **Do not work without proper authorization.**

4. **Notify USCIS (United States Citizenship and Immigration Services) of transfer to another school or a change of educational program or level.** Visit the **ELI Office Manager** for assistance with these matters.

5. **Obtain extensions of stay as needed.** Be sure to note the expiration date on your Form I-20 or DS-2019 and apply with the **ELI Office Manager** for an extension, if needed, 30-45 days prior to expiration. Visit the ELI Main Office for further information about extension procedures.

6. **Notify the ELI office of any changes in address or phone number.** All students must have a U.S. address and phone number to be officially registered in SEVIS. New students coming from outside the U.S. have 30 days to provide a U.S. address and phone number by completing an ELI Student Data form; after 30 days, they are considered out of status. In addition, it is required for students to update their address and phone number in the ELI office if there are any changes while they are studying at the ELI. Any changes to address or phone number must be made as soon as possible.

**Ombudsperson**

If students have a University-related problem that cannot be resolved through other means, they should consult the Ombudsperson. The Ombudsperson is a source of information and advice on student concerns and acts as a mediator in problems involving University policies and procedures or University-related conflicts involving students, faculty, and/or staff. This is a safe place to ask for help. They will do everything possible to see that your needs are met and that you can focus on making academic progress at Wayne State. The office will maintain confidentiality as appropriate and feasible based on individual student needs and desires.

**Student Ombudsperson Services**

Contact: Laura Birnie-Lindemann
798 Student Center Building
Phone: (313) 577-3487   [http://www.ombudsman.wayne.edu/](http://www.ombudsman.wayne.edu/)
Fax: (313) 577-9296 Email: ombudsoffice@wayne.edu
Travel Abroad and Re-Entry to the U.S.

Students must bring their current I-20 to the ELI Main Office so that the Designated School Official can sign their ELI I-20 for travel outside the U.S.

F-1 students need the following documents to re-enter the United States after a temporary absence of five months or less:
1. Form I-20 ID endorsed by OISS
2. Valid passport
3. Valid U.S. visa
4. Verification of adequate financial support

J-1 Exchange Visitors need the following documents to re-enter the United States after a temporary absence of five months or less:
1. Valid DS-2019 (pink copy) endorsed by OISS or other appropriate program sponsor
2. Valid passport
3. Valid U.S. visa
4. Verification of adequate financial support

Students who have maintained their status may re-enter the U.S. after a temporary absence of five months or less if they present the following documents: valid passport, valid I-20 or IAP66 (endorsed for travel by Designated School Official; see ELI Office) and a valid visa. If you changed your status or were reinstated to status while in the U.S., you must get a new visa stamped with your current classification in order to re-enter (from a country other than Canada or Mexico), even if your old visa has not expired.

If you remain outside the United States for longer than five months, you are no longer in status. You cannot use your current I-20 or IAP66 to re-enter even if it has not expired. In order to enter the U.S. again, you must apply for a new admission by obtaining a new I-20 or IAP66 from a U.S. institution.

If you have plan to travel, or especially if you must make an emergency visit home, you should consult the ELI Office Manager to make sure that your documents are in order and that you clearly understand DHS regulations regarding departure from and re-entry to the United States. You may wish to discuss your situation with the ELI Office Manager.
Visa Expiration

It is important that you depart the U.S. on or before the last day you are authorized to be in the U.S. on any given trip, based on the specified end date on your Arrival-Departure Record, Form I-94. Information on successfully maintaining your visa and immigration status can be found in the handbook in the section, *Maintaining Visa Status.* See the *ELI Office Manager* for more information.

Staying beyond the period of time authorized by the DHS causes you to be out of status in the United States, which is a violation of U.S. immigration laws. This may cause you to be ineligible for a visa in the future for return travel to the U.S. Select [Classes of Aliens Ineligible to Receive Visas](#) to learn more.

Staying unlawfully in the United States beyond the date Customs and Border Protection (CBP) officials have authorized, even by one day, results in your visa being automatically voided, in accordance with immigration law, INA 222(g). In this situation, you are required to reapply for a new nonimmigrant visa, generally in your country of nationality.

Visiting Canada

Most international students will need a Canadian visitor’s visa to enter Canada; however, students from some nations are exempt from the requirement. Visit [http://www.cic.gc.ca/english/visit/visas.asp#exemptions](http://www.cic.gc.ca/english/visit/visas.asp#exemptions) to learn whether or not you need a visa. Direct questions to the Office of International Students and Scholars or the *ELI Student Services Coordinator.*


You can also complete this process in person at:

**Consulate General of Canada Office**  
600 Renaissance Center, Suite 1100  
Detroit, MI 48243-1798)

General inquiries:  
dtrot@international.gc.ca  
Tel: (313) 567-2340  
Fax: (313) 567-2164

Immigration inquiries:  
detroit-im-enquiry@international.gc.ca  
Tel: (313) 567-2085  
Fax: (313) 567-2125
All **required documents** must be included with your application:

1. Valid passport
2. Two passport-size photos
3. Application fee
4. Proof of sufficient funds while in Canada
5. *You may need to include other documents. These documents could be identification cards, proof of employment, a letter of invitation from relatives or friends in Canada, or a proposed itinerary. Check the website of the visa office responsible for the country or region where you live for more information.*

The I-20 or IAP66 must be endorsed for travel within the current term by the Designated School Official, who is the **ELI Office Manager**.

In order to re-enter the U.S. after your visit to Canada, you must have the following documents:

1) valid passport  
2) valid I-20 or IAP66 endorsed for travel, preferably within the current term

Students are also advised to carry their financial documentation showing sufficient funds to support their studies in the United States. Students must have the proper documents with them when they re-enter the United States; otherwise, they will be detained at the border.

**Working in the U.S.**

Being able to work in the United States depends on your visa type. See below for general information about what the different types of visas allow. **Before you accept a job, see the **ELI Main Office** for information and permission.**

**F-1 Visas**

Students holding F-1 visas can work up to 20 hours per week when school is in session on the Wayne State University campus for any employer who provides on-campus services for students. These students can work full time when classes are not in session as long as they intend to register for the next term. **Students must get written permission from the **ELI** before accepting any on-campus employment.**
On-campus employment is not permitted after a student finishes the ELI program unless the student has completed the procedures necessary to begin academic studies at Wayne State or has completed a transfer to another school.

Note that jobs on campus are extremely limited, especially for new students.

F-1 students at the ELI are not permitted to work off-campus.

If you have further questions or need other information regarding your employment options, please see the ELI Student Services Coordinator or the ELI Main Office.

F-2 Visas

Paid employment is not permitted under any circumstances for F-2 visa holders.

J-1 Visas

Part-time employment, both on and off campus, during the school year may be authorized by the exchange visitor’s sponsor for unforeseen financial hardship that arises after issuance of the visa. However, employment must not interfere with maintaining a full course of study.

Summer employment both on and off campus may be authorized by the exchange visitor’s sponsor on the basis of economic necessity, provided the student plans to resume study in the Fall semester.

FERPA

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of student records. In other words, the student is the only one entitled to his/her student information. Any party who has obtained the student’s written consent also has access to the student’s records. All ELI students must complete a FERPA form in the ELI office. FERPA forms authorize the individuals listed on them access to a student’s information, such as grades, registration records, and schedules. Information about a student cannot be released to anyone who is not listed on the FERPA form. FERPA forms are processed by the WSU records office. FERPA guidelines for Wayne State University faculty, students, and staff can be found online: http://reg.wayne.edu/pdf-privacy/ferpa_brochure.pdf
Banking

Americans don't usually carry a lot of cash. They often pay with a credit card or debit card, even for small purchases. Therefore, students should open a checking account online or in person as soon as possible. When opening an account, they must present the following for identification purposes: 1) valid passport; 2) valid visa; 3) I-20; 4) I-94. Additional forms of identification might be required.

Banks can be found close to campus at the following locations:

**Chase Bank**
(313) 833-1900
Cultural Center Office
5057 Woodward
[www.chase.com](http://www.chase.com)
1-800-482-3675

**Standard Federal**
(313) 875-2248
3031 West Grand Boulevard Suite 128
[www.standardfederalbank.com](http://www.standardfederalbank.com)
888-732-8880

**Michigan First Credit Union**
(313) 345-7200
5057 Woodward

**Comerica Bank**
(800) 643-4418
3750 Woodward
[www.comerica.com](http://www.comerica.com)
1-800-292-1300

ATMs can be found at various locations around campus including the Student Center and first floor of Manoogian next to the vending machines.

Childcare

There are many childcare options in the Metro Detroit area including two campus options and several near campus. Many public school districts offer before and after school care, as well as preschool for younger children. For a list of different childcare centers in the local Detroit area, visit [http://wayne.edu/exploredetroit/family/child-care.php](http://wayne.edu/exploredetroit/family/child-care.php). See the **ELI Student Services Coordinator** for more information.
Emergencies

911 is the emergency phone number for the United States. You can call this number for any emergency situation, such as a car accident or medical problem, and an ambulance and/or police officers will come to assist you. In emergency situations away from campus, call 911.

However, if you are on or near campus, call the WSU Police Department at 313-577-2222. The WSU Police Department is very familiar with the campus, so they can assist you quickly—even more quickly than 911 in Detroit. Be sure to save the WSU police phone number in your phone immediately. In addition, the WSU police can help you if you are close to campus. Please contact the WSU police for any reason including:

- Lost or stolen items
- Medical problems
- Car problems on or near campus
  - Flat tire, dead battery, accident, etc.
- If you think there might be a problem, or if you see something suspicious
- If you feel unsafe on or near campus

In all situations, be aware of your location and/or address to inform the police.

Emergencies during ELI Events

If there is an emergency while the Student Services Coordinator and ELI students are on an activity, the following procedure will take place:

1. Before all activities, students are required to sign up with the Student Services Coordinator and fill out a security waiver. The waiver lets the student know that if any problems or emergencies arise while on the activity, Wayne State University is not legally responsible. The waiver also requires the student to enter an emergency contact person along with their phone number and relationship to the student.
2. Based on the emergency at hand, the Student Services Coordinator will determine whether to call 911, the WSU Police Department, or other.
3. The Student Services Coordinator will then contact the student’s emergency contact person and inform him or her of the situation at hand.
4. The Student Services Coordinator will contact the ELI Director as soon as possible to inform him or her of the situation.
5. The Student Services Coordinator will stay with or maintain contact with the student during the emergency situation. If the Student Services Coordinator cannot be with the student, he or she will designate a person to stay with the student, i.e., another staff member, friend of the student, or emergency contact person.

6. After the situation is resolved, the Student Services Coordinator will make contact with the student 24 hours later to check up on him or her.

7. The Student Services Coordinator will update the ELI Director immediately after making contact with the student.

Medical Emergency

If medical attention is needed, go directly to the Emergency Room of the hospital nearest you. The Emergency Rooms are open twenty-four hours a day, seven days a week. If you are on campus, the most convenient hospital is:

Detroit Receiving Hospital
4201 St. Antoine
Detroit, MI 48201
http://www.drhuhc.org/providers/contact/

If you do not feel confident about speaking English, in some cases, the hospital may be able to provide a health-care professional who speaks your native language. Be sure to ask.

Regular and emergency medical service is also available to uninsured students (residents or citizens) at the Detroit Receiving Hospital. However, they will have to pay for any services received. If students cannot pay the total cost of services at once, they can make arrangements to pay in installments.

Housing

On-campus housing is administered through Wayne State University, not the ELI. Students who would like to live on campus must go through the University Housing office to secure a room in a residence hall or an apartment. Students who prefer to live off campus are responsible for securing their own housing but may get assistance from the ELI.
On-Campus Housing

Being successful is easy when you are close to campus resources and classes, so the Office of Housing and Residential Life invites all students to enhance their academic life by living on campus in one of WSU’s residence halls or apartments. Our location in the heart of Detroit provides easy access to cultural experiences throughout the city. Students can choose from residence halls, furnished apartments, and unfurnished apartments in several different locations. Amenities like wireless Internet, laundry rooms, workout facilities, and various dining options make living on campus an enjoyable and convenient choice.

Office for Housing & Residential Life
598 Student Center
(313) 577-2116
http://housing.wayne.edu/options.php
Email: housing@wayne.edu

Below is important information about different residence halls and apartments that can help you choose the one that is right for you:

Ghafari Hall and South Hall
- open to first-year undergraduates
- double and triple occupancy rooms
- fully furnished
- private bathroom
- high-speed internet and cable connections, air conditioning and heat controls
- laundry room, activity room, and buffet style cafeteria
- hotel-like key card swipe systems control access to each building and a 24-hour front desk provides added security

The Towers Residential Suites
- open to sophomores, juniors, seniors, and graduate and professional students
- seven different room styles, ranging from single rooms to four-person suites
- high-speed internet and cable connections and air conditioning and heating controls
- common kitchen areas with an oven/stove, refrigerator, and microwave are located throughout the building
- quiet and social study lounges, laundry rooms, exercise facilities, and an on-site 400-person cafeteria

University Towers Apartments
- open to juniors, seniors, graduates, and professional students
- variety of apartments ranging from one-bedroom with one-bathroom units to three-bedroom with two bathroom units
- high-speed internet access and cable connections, air conditioning and heating controls
- kitchen with a stove, oven, and refrigerator
- on-site laundry facilities and parking
- 24-hour front desk for added security

**Chatsworth Tower**
- located in the heart of the campus
- open to graduate and professional students
- large and comfortable one-bedroom and two-bedroom units

**Helen L. DeRoy Apartments**
- open to graduate and professional students
- variety of apartment styles, ranging from studio apartments to one- or two-bedroom units to family suites (limited in number)
- carpeted floors, air conditioning and heating controls
- laundry facilities on each floor
- well-landscaped grounds and playground area provide a family setting
- 24-hour front desk provides security

**The Thompson Home**
- open to sophomores, juniors, and seniors in the College of Fine, Performing, and Communication Arts
- three different room styles: single, double, or triple occupancy
- themed living/learning opportunities focused on entrepreneurship and professional development
- 24-hour staffed reception area
- multi-station video editing studio
- sound insulated practice booths
- kitchenette with full-size refrigerator, vented oven/stove, and microwave on three floors
- dining area adjacent to each kitchenette with several seating options
- laundry room
- multiple toilet rooms with sinks and shower rooms with sinks are located on each floor

**Off-Campus Housing**

There is a wide variety of housing available both near the university campus and in suburban locations. In the university area, you can expect to pay from about $600 to $1400 per month depending on the type of housing. In the suburbs, prices may be slightly higher and may or may not include utilities. Be sure to ask the landlord what is included in the rental price.
In addition to the on-campus housing, some students utilize online apartment search websites as a more efficient way to look for a place to live. These websites generally provide photos and a brief description of the property as well as floor plans, prices, features, and amenities. Some common websites are:

- www.apartmentfindersdetroit.com
- www.apartments.com
- www.apartmentguide.com
- www.homestore.com
- www.apartmentlinks.net
- www.aptusa.com

Other Apartments Near Campus

**University Club Apartments**
4707 Anthony Wayne Drive Detroit, MI 48201-3722
313-831-4336

**Palmer Court Townhomes**
5721 St. Antoine Street Detroit, MI 48202
313-871-4621

**The Union At Midtown**
4710 Second Avenue Detroit, MI 48201
1-888-481-7397 Located across the street from Old Main (considered on campus - but not owned by WSU Housing)

Searching for suitable off-campus housing can be a time-consuming and often difficult task, especially for someone who has only recently arrived in the U.S. It is recommended that you start looking for housing at least a month before you intend to move in so that you will have adequate time to find living accommodations which suit your needs. If you need assistance in finding a place to live, the **ELI Student Services Coordinator** is available to answer your questions and give advice.

Hotels and Temporary Housing

In case you need to stay in a hotel temporarily, here are some that are somewhat close to campus:

**Crown Plaza Pontchartrain Hotel**
2 Washington Blvd, Detroit, MI, 313-965-0200

**Detroit Marriott at the Renaissance Center**
400 Renaissance Drive, Detroit, MI, 313-568-8000

Hostel Detroit
2700 Vermont St, Detroit, MI, 313-451-0333
www.hosteldetroit.com

Hotel St. Regis
http://www.hotelstregisdetroit.com/home.html
3071 West Grand Boulevard, Detroit, 313-873-3000

Inn on Ferry Street
The Inn On Ferry Street 84 East Ferry Street, Detroit, 313-871-6000
www.innonferrystreet.com/05/

Parking

Parking is quick, easy, and convenient when using your OneCard. Parking can be purchased daily and on a semester basis with your OneCard. For current rates and more information about parking on campus, please visit the WSU Parking Website at www.parking.wayne.edu

Street Parking

Some free parking is available on Warren Avenue just west of the Lodge Freeway and on the south Lodge service drive (near the Matthaei Athletic Complex). Parking spaces are often hard to find, however, and vehicle safety may be a concern.

University Parking

There are several University-owned parking lots and structures available to students. Parking structures 2 and 5, and lot 3 on Anthony Wayne Drive are probably the most convenient for ELI students.

Be sure to carefully read signs about parking before leaving your car. Certain parking spots may only be available for a maximum amount of time (i.e., one to two hours), others may prohibit cars from ever parking there, etc. If you do not follow the rules
exactly, you should expect to find a parking ticket. If you park in a prohibited or illegal space, your car will likely be towed!

Resources on Campus

Attending a large American university for the first time can be a challenging experience even for American students. For international students, who have to deal with a new language and a new way of life, it may be doubly difficult. One thing that can help them feel more at ease is to become familiar with the university campus and to know what resources and services are available, and where to go to get help or answers to questions.

Academic Advising

If students plan to enroll at Wayne State for academic studies after completing the ELI program, they will eventually want to consult with an academic advisor. Undergraduate students should become familiar with the University Advising Center. To make an appointment with an advisor and learn more about its services, see the information below

University Advising Center
1600 Undergraduate Library
Phone (313) 577-2680
http://advising.wayne.edu/
univadvising@wayne.edu

In addition, each of the twelve colleges, schools or divisions of the University (e.g., the College of Engineering, the School of Business Administration, etc.) has a staff of advisors who can provide valuable assistance to graduate students and to undergraduate students who have chosen a major. The ELI Student Services Coordinator can direct interested students to the appropriate academic advisor.

Athletic Complexes

The Mort Harris Recreation and Fitness Center next to the Student Center on Gullen Mall is the most popular place for students to exercise. The center has group fitness classes, basketball courts, cardio equipment, a weight room, golf putting green, rock climbing wall and women's-only workout area. All facilities and classes are free for students with their WSU OneCard. Students should bring their own lock for the lockers,
but a lock can also be rented for the day. For more information, visit http://rfc.wayne.edu/facilities.php or call (313) 577-2348.

Conveniently located for ELI students across the Lodge Freeway, the Matthaei Athletic Complex offers numerous facilities for all kinds of indoor and outdoor sports. It has an indoor pool, track, gym, and racquetball courts as well as outdoor tennis courts. Rent a locker here for the day for a small charge. For more information, visit http://rfc.wayne.edu/matthaei.php or call (313) 577-4280.

If you are interested in participating in team sports such as soccer, basketball or volleyball, there are plenty of opportunities through Intramural and Club Sports. Intramural sports are offered for WSU students with their OneCard for a small fee. Games are played for several weeks during each semester. See the ELI Student Services Coordinator or visit http://rfc.wayne.edu/recreationprograms.php for more information.

Bookstore

At the beginning of each semester, teachers will announce the required textbooks and other materials for each class. Students must purchase these books and materials within the first few days of classes. When buying books, students should save their receipts in case they need to return or exchange the books at a later date. Students can buy their textbooks at:

Wayne State University Bookstore / Barnes & Noble
82 W. Warren Avenue, (313) 577-2436
http://wayne.bncollege.com/

Counseling

If students are having serious difficulties adjusting to life in the U.S. or if they are experiencing other psychological or personal problems, they should ask the ELI Student Services Coordinator for help and guidance. In addition, they might wish to talk to one of the qualified and experienced counselors at Counseling and Psychological Services (CAPS) who can assist with any kind of difficulties students are experiencing.

Counseling and Psychological Services (CAPS)
5521 Gullen Mall
Health Center

The Campus Health Center provides services to all registered WSU students. They aim to prevent and treat common physical illnesses and help you stay healthy so that you can attain your educational and personal goals. Call the office to make an appointment or visit their website for more information.

Campus Health Center
5200 Anthony Wayne Drive, Suite 115
Located in the DeRoy Apartment Building, across from Einstein Bros. Bagels
Phone: 313-577-5041  Fax: 313-577-9581
http://health.wayne.edu/  campushealth@wayne.edu

Libraries

ELI students have full access to six University libraries and the ELI library. To borrow a book from a University library, you must have a WSU OneCard. For more information, go to: http://www.lib.wayne.edu/ and for a map of all libraries, go to: http://www.lib.wayne.edu/info/maps/.

ELI Library:
- Any ELI student may borrow books
- Library hours will be posted
- Books are categorized by Lexile® measure
- 44 Manoogian

General Libraries:
- Undergraduate Library (**closest to Manoogian Hall)
- Purdy/Kresge Library

Specialty Libraries
- Arthur Neef Law Library
- Science and Engineering Library
- Shiffman Medical Library
Off-Campus Libraries

- Oakland Center WSU Library, Library Resource Desk, Room 102
  33737 Twelve Mile Rd, Farmington Hills, MI 48331
  (248) 553-6632
- Macomb Center WSU Library, Center Library Resource Desk
  16480 Hall Rd, Clinton Township, MI 48038
  (586) 286-0359
- Detroit Public Library
  5201 Woodward Ave., Detroit, MI 48202
  (313) 833-1000

To borrow books from the Detroit Public Library, students will need to show some identification, such as a OneCard or a Michigan Driver's License, which shows that they are residents of the State.

Office of International Students and Scholars

All ELI students should become familiar with the Office of International Students and Scholars (OISS). The OISS advises and assists Wayne State international students in matters of immigration and cultural adjustment and provides information on the University's mandatory health insurance plan for non-immigrant students.

In addition to orientation for new international students, OISS provides ongoing advising, programs, workshops, assistance with immigration regulations and paperwork, social and cultural adjustment, and personal and financial concerns. It also conducts an orientation program for newly matriculated international students at the beginning of each semester. OISS also organizes trips and social activities for international students throughout the academic year. Information about these activities is made available to ELI students by the ELI Student Services Coordinator.

OISS Office
42 W. Warren, Suite #416, Welcome Center
Phone: (313) 577-3422
Fax: (313) 577-2962
http://www.oiss.wayne.edu
Email: oissmail@wayne.edu

International Coffee Hour

OISS hosts an International Coffee Hour for all international students to gather, socialize, and have conversations about a variety of topics. It includes free drinks and a light lunch.

International Coffee Hour meets:
- Twice a month on Wednesdays
- The Towers Residential Suite, 655 West Kirby, In the Living Room
- 12:00pm - 1:00pm


### Other Resources

**Academic Success Center** in the Undergraduate Library offers workshops which cover topics such as time management, test preparation, textbook reading, concentration, and memory improvement each semester. The workshops are free and open to all Onecard holders.

Visit [http://success.wayne.edu/workshop_list.php](http://success.wayne.edu/workshop_list.php) for a schedule. For more information, contact Angela Sickler at (313) 577-4195 or au1072@wayne.edu.

**Testing and Evaluation**, 698 Student Center (577-3400). This office administers tests for entrance, qualifying and proficiency exams, as well as tests required by professional associations and graduate schools.

[https://testing.wayne.edu/app/index.cfm](https://testing.wayne.edu/app/index.cfm)  Email: testing@wayne.edu

**The Life/Career Development Lab**, 1001 Faculty Administration Building (577-3241). This walk-in service assists students in planning a career through computer-assisted career planning assessments, workshops, and other resources.

**Career Services**, 1001 Faculty Administration Building (313-577-3390). Professional staff assists students who are exploring future careers and helps them to make appropriate decisions about choosing classes and careers.

[http://www.careerservices.wayne.edu/New/AboutOurOffice.htm](http://www.careerservices.wayne.edu/New/AboutOurOffice.htm)

All services offered by Wayne State University, except varying fees for exams, scoring and analysis, are free of charge. More information about these services can be found at [http://advising.wayne.edu/](http://advising.wayne.edu/).

### Pharmacy

Most strong medicines in the U.S. require a prescription from a doctor before they can be purchased. Be sure to bring your prescription with you to the pharmacy. If you have a minor illness, such as a cold, a pharmacist should be able to suggest over-the-counter medicines that do not require a prescription.
University Pharmacy at Wayne State
5254 Anthony Wayne Drive
313-831-2008
universityrx.wayne.edu

Post Office and Printing

If you want to mail packages or print, go to:

United States Post Office
North End Postal Station
60 E. Milwaukee Street
Detroit, MI 48202-9998
313-873-5402
www.usps.com

FedEx Office
5266 Anthony Wayne Drive
313-833-3876
www.fedex.com/office

Student Center Graphics (Graphic design and large-format printing resource)
Student Center, Suite 011
313-577-3730

Publications and Important Resources

When you want information about the campus and the community, check out the following sources:

WSU Undergraduate and Graduate Bulletins - These contain a great deal of information about University requirements, policies, and procedures. They also give a complete list and description of University departments and courses. Copies are available online at: http://www.bulletins.wayne.edu/

The South End - WSU’s student-run daily campus newspaper. Pick one up for free in the first-floor lobby of Manoogian or at any one of thirty-nine other locations on campus. To directly access the newspaper online, visit: http://thesouthend.wayne.edu/.
**WAYN AM 1180** - the student-operated WSU radio station broadcasts to the campus on the 1180 AM frequency.

**WDET 101.9 FM** - Detroit Public Radio

**University Bulletin Boards** - Boards all over the campus hold announcements of interest to the University community.

**ELI Bulletin Board** - The ELI bulletin board is located across from computer labs 358 and 368 on the third floor of Manoogian. It contains information of particular interest to ELI students.

**Student Center**

The Wayne State University Student Center is the “living room” of campus. Students normally come here to relax, socialize, or study in the lounges, attend meetings, play billiards or other games, watch TV, eat in one of the fast food restaurants, or use the banking facilities. The Student Center offers the following services and amenities:

- Dining (Starbucks, WingStop, Panda Express, Taco Bell, Bene Pizza, Grille Works)
- General store
- One-card machine
- Television lounges
- Banking
- Reflection room
- Lost and found

**Student Center**
5221 Gullen Mall
(313) 577-4585
[http://studentcenter.wayne.edu/](http://studentcenter.wayne.edu/)

**Fall/Winter Hours**

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Level – Floor 3:</td>
<td>7 a.m. - 11 p.m.</td>
<td>Floors LL-3:</td>
<td>Floors LL-3:</td>
</tr>
<tr>
<td>Floors 4-7:</td>
<td>7 a.m. - 2 a.m.</td>
<td>8 a.m. - 11 p.m</td>
<td>11 a.m. - 12 a.m.</td>
</tr>
<tr>
<td>Vary by Floor</td>
<td></td>
<td></td>
<td>7th Floor:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 p.m. - 8 p.m.</td>
</tr>
</tbody>
</table>
Spring/Summer Hours
7 a.m. - 8 p.m. – Monday-Friday
9 a.m. - 5 p.m. – Saturday
11 a.m. - 5 p.m. – Sunday

Weather and Clothing

All four of the seasons in Michigan bring frequent changes in the weather. Generally, however, the weather in Detroit is mild in spring and fall, quite warm in summer and frequently cold in winter. Rain can occur throughout the year, and there is usually snow in the winter.

<table>
<thead>
<tr>
<th>SEASON</th>
<th>DURATION</th>
<th>HIGH</th>
<th>LOW</th>
<th>CLOTHING NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>June-August</td>
<td>85-95F</td>
<td>60-70F</td>
<td>very light clothing</td>
</tr>
<tr>
<td>Fall</td>
<td>Sept-Nov.</td>
<td>65-75F</td>
<td>45-60F</td>
<td>light jacket, sweater, raincoat</td>
</tr>
<tr>
<td>Winter</td>
<td>Dec-Feb</td>
<td>40-60F</td>
<td>0-20F</td>
<td>heavy coats, gloves hat, boots</td>
</tr>
<tr>
<td>Spring</td>
<td>March-May</td>
<td>60-70F</td>
<td>30-40F</td>
<td>light jacket, rain coat</td>
</tr>
</tbody>
</table>

Please Note: When severe weather, such as an exceptionally heavy snowfall, causes unsafe travel conditions, Wayne State University may close. To find out if the University is closed, students can visit Wayne State University’s homepage (www.wayne.edu) or listen for announcements of school closings on radio or TV. Radio station WWJ (950 AM) and WXYZ TV (channel 7) are good sources of such information.

All students are encouraged to sign up for WSU’s Broadcast Messaging Service in Academica. The service delivers campus safety alerts and other important messages via email and/or text, including updates about university closures due to weather conditions, to all students by the Wayne State University Police Department.

WSU Student Activities and Dean of Students Office

ELI students are welcome to participate in all of Wayne State University’s student organizations and activities through the Dean of Students Office (DOSO).
Student Organizations

Being a member of a student organization is a great way to meet new people and be active in University life. Organizations have different themes such as volunteering, languages, fields of study and more.

To find a student organization, visit http://getinvolved.wayne.edu/list-of-all-student-organizations.html and search for a topic of interest.

WSU Student Activities

There are many activities offered on a weekly basis and most are free or at a discounted rate. Activities range from student organization meetings to movie showings to game nights. Be sure to look for new, fun activities such as Thursdays in the D and Discover Detroit where students receive free transportation to restaurants, concerts, movies, and other events every Thursday and Friday evening.

For a schedule of all WSU Activities, go to http://getinvolved.wayne.edu/ and click on “Student Activities Calendar.”

Resources Off-Campus

Dry Cleaning

- University Cleaners (Dry Cleaners)
  4704 Cass Ave 313-831-9799

Galleries

- College for Creative Studies Center Galleries
  301 Frederick Douglas 313-664-7800
  http://www.collegeforcreativestudies.edu/center_galleries
- Elaine L. Jacob Gallery
  480 W Hancock 313-933-7813
  art.wayne.edu/jacob_gallery.php
• Detroit Artists Market
  4719 Woodward Ave
  313-832-8540
  www.detroitartistsmarket.org

• G.R. N'Namdi Gallery
  52 E Forest
  313-831-8700
  www.grnamdigallery.com

• Re:View Contemporary
  444 W Willis Unit 112
  313-833-9000
  www.reviewcontemporary.com

Grocery Stores

• University Foods
  1131 W. Warren Ave.
  (313) 833-0815

• Whole Foods Market
  115 Mack Ave.
  (313) 576-5300
  http://www.wholefoodsmarket.com/stores/detroit

Hospitals / Pharmacies

• Detroit Medical Center
  (See multiple locations below; closest is 1 mile east of Manoogian)
  www.dmc.org
  1-888-362-2500
  Children’s Hospital of Michigan
  Detroit Receiving Hospital
  Harper University Hospital
  Huron Valley-Sinai Hospital
  Hutzel Women’s Hospital
  Kresge Eye Institute
  Michigan Orthopaedic Specialty Hospital
  Rehabilitation Institute of Michigan
  Sinai-Grace Hospital

• CVS Pharmacy (open 24-hours)
  350 E Warren Ave
  313-833-0201
  www.cvs.com

• CVS Pharmacy
  7451 Woodward Ave
  313-872-7737
  www.cvs.com

• Henry Ford Hospital
  2799 W Grand Blvd Detroit MI 48202
  (1.5 miles north of Manoogian Hall)
  313-916-2600
  www.henryford.com
- **Rite Aid Pharmacy**
  4612 Woodward Ave
  313-832-7640
  www.riteaid.com

- **Libraries**
  - Detroit Public Library, Main Branch
    5201 Woodward Ave
    313-833-1000
    www.detroitpubliclibrary.org

- **Museums and Theaters**
  - Charles H. Wright Museum of African American History
    315 E Warren
    313-494-5800
    www.thewright.org
  - Detroit Children’s Museum
    6134 Second Ave
    313-577-8400 Ext.439
    www.sciencedetroit.org/DCM.html
  - Detroit Film Theatre (Detroit Institute of Arts)
    5200 Woodward Ave
    313-833-7900
    www.dia.org/dft
  - Detroit Historical Museum
    5401 Woodward Ave
    313-833-1805
    www.detroithistorical.org
  - Detroit Institute of Arts
    5200 Woodward Ave
    313-833-7900
    www.dia.org
  - Detroit Science Center
    5020 John R Rd.
    313-577-8400
    www.detroitsciencecenter.org
  - Fisher Theatre & Fisher Building
    3011 W Grand Blvd
    313-872-1000
    www.broadwayindetroit.com
- The Masonic of Detroit
  500 Temple
  313-832-6611
  www.themasonic.com

- The Majestic
  4140 Woodward Ave
  313-833-9700
  www.majesticdetroit.com

- The Max M. Fisher Music Center
  3711 Woodward Ave
  313-576-5111
  www.detroitsymphony.com

- Museum of Contemporary Art Detroit – MOCAD
  4454 Woodward Ave
  313-832-6622
  www.mocadetroit.org

- Motown Historical Museum
  2648 W Grand Blvd
  313-875-2264
  www.motownmuseum.com

- The Scarab Club
  217 Farnsworth
  313-831-1250
  www.scarabclub.org

### Mailing Packages / Printing

- University Copy & Printing Center
  115 W Warren Ave
  313-831-1170

- United States Post Office – North End
  60 E Milwaukee St Detroit MI 48202
  800-275-8777
  313-873-5402
  www.usps.com
Newspapers

- The Detroit News
  www.detroitnews.com
- The Detroit Free Press
  www.freep.com
- Metro Times
  www.metrotimes.com
- Real Detroit Weekly
  www.realdetroitweekly.com

Restaurants

The area around campus, called Midtown, has added many new restaurants recently. For a full list of nearby restaurants, visit the Midtown, Inc. website at:
http://midtowndetroitinc.org/visit/local-area-directory/restaurants

Safety

Wayne State has its own police force to handle problems on and near the University campus. When students are on or near campus, they can get help in emergency or non-emergency situations in this area by calling 1-313-577-2222 from any phone twenty-four hours a day, seven days a week, year-round. You should save this number in your phone!

Like all members of the University community, international students need to be aware of the basic rules of safety, both on and off-campus. Remember that behavior that is considered safe in your country may not be safe behavior in the U.S. The following tips and information should be helpful.

1. The Wayne State University Public Safety (Police) Department is available to handle police, fire, or medical emergencies which occur on or near campus. If you are the victim of a crime or if you lose something valuable, you should report the incident immediately to Public Safety. Call 313-577-2222. For emergency help outside the WSU area, dial 911.

2. More than one hundred Blue Light Phones (emergency phones) are located throughout the campus area and parking structures. They are identified by a blue light placed above or next to the telephone. Both routine and emergency
assistance from WSU Public Safety can be obtained with these phones (or from any campus phone) by dialing **7-2222** or by pushing the red emergency button (on some phones).

3. **Be observant when walking alone, especially at night.** When you are walking alone, walk in a purposeful manner. Walk in crowded, well-lighted areas. **Be aware of your surroundings while you walk.** Being distracted by your phone or music prevents you from noticing suspicious people and can even make you look like “an easy target.”

4. **Do not leave personal property such as purses, briefcases, or book bags, etc., unattended.** ELI students who have left their personal property unattended in classrooms during breaks or lunch hours have sometimes been the victims of theft.

5. **Park in well-lighted areas. Always lock your car.** Do not leave valuables unattended in plain sight in your car. When returning to your car, have your keys in hand and check the surrounding area and the back seat of your vehicle. If your car has been stolen or broken into, contact Public Safety immediately.

6. **When driving,** be sure you have enough gas. If you have car trouble, open the hood and stay inside the car with the door locked. If you suspect you are being followed, drive to a well-lighted, busy area.

7. **When looking for off-campus housing,** find out what security measures are available. Consider such things as lighting in and around the building, locks, doors, windows, on-duty desk personnel, apartment-to-front-door intercom and release, parking and fire escape provisions.

Contact the **ELI Student Services Coordinator** with any other questions.

## Transportation

### Airport

Detroit Metropolitan Wayne County Airport (DTW) is one of the busiest airports in the United States and among the world's largest air transportation hubs.

**DTW Airport**  
The QLINE is a convenient and cost-effective way for ELI students to move around Detroit. Detroit’s 3.3-mile streetcar line from downtown to New Center has 20 stations serving 12 locations, with the Warren Station serving Midtown and Wayne State University. Base fares are $1.50 and end-to-end rides take 22-25 minutes. Hours are 6 a.m.-11 p.m. Monday through Thursday; 6 a.m.-midnight Friday; 8 a.m.-midnight Saturday; and 8 a.m.-8 p.m. Sunday. There are 34 cloth seats along with a slew of loop handles for standing. The streetcars are air-conditioned, heated, and come equipped with bike racks and Wi-Fi.

**City Buses**

The SMART bus has routes all through the city of Detroit and operates in Oakland, Macomb, and Wayne counties. Many people in Detroit use the SMART bus within the city limits. Due to budget issues in the city, be sure to check the website for the most accurate schedule and routes at:

**SMART Bus:** [http://www.smartbus.org/Pages/default.aspx](http://www.smartbus.org/Pages/default.aspx)

**Long Distance Bus**

Megabus operates low cost long express bus service to cities around the Eastern United States and Canada. Many students take the Megabus to Chicago. Megabus stops outside the Barnes and Noble bookstore on campus (82 East Warren Ave., Detroit, MI) to pick up passengers. Tickets start at $1! It’s easy to buy tickets online.

**Megabus:** [http://us.megabus.com/](http://us.megabus.com/)

**International Bus**

Transit Windsor is an international bus company that takes passengers from Detroit, MI to Windsor, Ontario in Canada. **Proof of citizenship and/or valid visa to Canada is required when crossing the international Windsor-Detroit border.** See *Traveling to Canada* Section in Handbook for information about getting a visa to enter Canada. Visit the website for a schedule and to make reservations.

### Rental Cars

If you want to rent a car, be sure to have a valid driver’s license and other requirements. You can rent a car from the following businesses:

<table>
<thead>
<tr>
<th>Enterprise</th>
<th>Enterprise</th>
<th>Hertz</th>
</tr>
</thead>
<tbody>
<tr>
<td>7600 Second Ave.</td>
<td>4950 Greenfield Rd.</td>
<td>1949 E. Jefferson</td>
</tr>
<tr>
<td>Detroit, MI  48202</td>
<td>Dearborn, MI 48126</td>
<td>Detroit, MI</td>
</tr>
<tr>
<td>48214(313) 871-0470</td>
<td>(313) 584-9500</td>
<td>(313) 259-1543</td>
</tr>
</tbody>
</table>

[http://www.enterprise.com/car_rental/home.do](http://www.enterprise.com/car_rental/home.do)  
[https://www.hertz.com/rentacar/reservation/](https://www.hertz.com/rentacar/reservation/)

### ZIP Cars

Wayne State University and Zipcar Inc. offer a campus car-sharing program. This cost-effective and convenient transportation option is now available 24/7 to students, faculty, and staff over age 18. The program aims to reduce parking demand by offering a convenient, cost-effective, and environmentally-friendly alternative to owning a car.

Vehicles are located in:  
- **Parking Structure 8**  
  91 W. Forest Avenue between Cass and Woodward
- **Parking Lot 41**  
  5211 Anthony Wayne Drive
- **Scott Hall**  
  directly across the street from Parking Lot 75
- **Parking Lot 50**  
  1180 W. Warren
- **Parking Lot 13**  
  6008 Cass Ave
WSU members pay a $25 annual fee, and rates on all Zipcars start as low as $7 per hour and $66 per day. Gas, insurance, reserved parking spots, up to 180 miles of driving per day, and roadside assistance are included in the hourly and daily rates.

Cars can be reserved for as little as an hour or for multiple days. Zipcars are self-service and can be easily reserved and accessed 24 hours a day.

Participating members with smartphones, including iPhones and Android devices, may download the Zipcar mobile applications to make reservations, lock and unlock the vehicles, and honk the horn to help locate the vehicle. Reservations can be made over the phone or by using the Zipcar website.

For more information, including how to become a member of Zipcar at Wayne State University, visit www.zipcar.com/wayne.

**On-Campus Shuttle**

Wayne State University currently offers two complimentary campus shuttles that allow you to park your car and still get from one side of campus to the other by using your OneCard. Shuttles, 15-passenger vans, run from 7 a.m. to 6 p.m. Monday through Friday and signs are posted at each stop. Service runs continuously in approximately 15-minute intervals and is labeled “Main Campus Shuttle.” The closest stop to Manoogian Hall is in front of the Engineering Building on the northeast corner of Anthony Wayne and Warren Avenue. For more information about the Main Campus Shuttle and route, visit http://transportation.wayne.edu/shuttle.php.

**Taxis & Uber**

Taxis are not as commonly used in Detroit as in other major cities. However, contact the following local taxi companies:

**Checker Cab** (313) 963-7000

**Detroit Cab Company** (313) 841-6000.

**Uber.** Download the Uber app on your smart phone.

In a serious emergency, students can contact Wayne State Public safety (313) 577-2222 for assistance.
Train

Amtrak is a train service that operates throughout the United States. Tickets can be purchased online and several trains leave daily from its Detroit station.

**Detroit Amtrak Station**  
11 West Baltimore Avenue  
Detroit, MI 48202  
[http://www.amtrak.com/home](http://www.amtrak.com/home)

Cultural Adjustment

If you have only recently arrived in the U.S., you are undoubtedly going through a period of adjustment to your new surroundings. The language, the landscape, the people, the food—everything is different. You may even feel that you have become a somewhat different person within this new environment. People react to these sudden and often dramatic changes in a variety of ways. Some people find the change positive and exciting; others feel overwhelmed and experience depression, anger or even physical illness; others experience both positive and negative emotions. The disorientation and confusion that you may be experiencing is called “culture shock.” The symptoms, the intensity and the duration of culture shock vary from person to person and each person must deal with the experience in an individual way. If you experience serious difficulties, remember that there are resources available to help you along the way. Consult with the ELI Student Services Coordinator, who can assist you or refer you to a qualified professional counselor on campus. Below are some practical suggestions that may help you go through the period of adjustment more comfortably.

1. **Realize that people often think of foreigners as stereotypes, not as individuals in any country.** People have fixed ideas about how people from other countries or cultures are supposed to look, think, and behave, and they tend to believe that all people from the culture are the same. Thus, you may find that people see you first as a representative of your culture rather than an individual with your own unique personality. If this happens to you, try not to get angry. It helps to remember that this is a natural reaction and that you, too, probably have your own stereotypes about Americans. Instead, look at it as an opportunity to talk to others and explain how and why these stereotypes are not always true.
2. *Keep in mind that your role may have changed and that you may be viewed differently in the U.S. than you were in your home country.* Many people studying in the U.S. were doctors, engineers, teachers, or members of other respected professions in their own country. When their role changes to that of “English language student,” they may find they no longer enjoy the recognition or social status they had at home. In a related situation, because some students cannot communicate well in English or are ill-at ease in the new culture, they may feel helpless; they may even feel that they are being treated like children. As a result, they may experience resentment or lowered self-esteem. Although this can be a painful experience, especially for an older adult, it should help to remember that the situation will certainly improve as the student gains in social confidence and language proficiency. However, understand that Americans value education and hard work; therefore, you will be respected for continuing your education in order to better your career.

3. *Try to understand why other people behave the way they do.* It is easy to misinterpret other people’s behavior, especially when you are living in a new culture where the social customs may be unfamiliar. When trying to understand the actions of others, we need to ask ourselves if people have behaved in a certain way because of personal characteristics, or if their behavior was influenced by the situation. Suppose, for instance, you see one of your classmates on the street and greet him in a friendly manner. He barely returns your greeting and continues on his way. Is he simply a rude, unfriendly person or did he act as he did because he was worried or unwell? Most people wish to be liked and do not wish to offend others. Keeping an open mind when interpreting people’s behavior may give you a more positive view of your life in a new culture. Remember that your American teachers are very comfortable with discussing cultural differences, and they can offer explanations and advice when you ask.

4. *Learn the criteria for success.* Find out what is considered a good performance in studies, social relationships, and other aspects of your life in the U.S. Teachers, other university students, neighbors and many other people can give you information and even serve as models.

5. *Participate.* Get involved in the academic and social life of the ELI and the University. Active participation can be one of the most effective ways of achieving your goals and helping you to adjust quickly to the new culture.
American Classroom Etiquette

ELI students come from all over the world and may share different learning styles than what may be considered appropriate in the American classroom. Thus, etiquette helps keep interactions between individuals reasonably pleasant and harmonious. Because etiquette is "situation dependent," behavior that is perfectly acceptable in one country or among close friends may not be acceptable in a different country or with different company. Listed below are a few key expectations concerning American classroom etiquette adapted from National American University:

http://webapps.national.edu/Smart_Catalog/student_handbook/classroom-etiquette.htm

1. Take responsibility for your own education. Instructors create a learning environment. Students will learn depending on his/her willingness to listen, ask appropriate questions, and do the work necessary to pass the course.

2. Attend and participate in class each week. Students enrolled in a class are expected to attend and participate with the instructor and other students. Students who attend class weekly, participate in discussions, and communicate with instructors are more likely to pass with a higher grade. If an emergency or illness arises, the student should contact his/her instructor as soon as possible to let the instructor know that the student will be absent. Note: if a student is unable to participate in a class, it is his/her responsibility to make arrangements with the instructor to determine a plan to make up the missed work.

3. Ask appropriate questions. In the American classroom, the best way to signal to the instructor that you have a question is by raising your hand. American classroom instructors respect students who raise their hands and ask questions, but keep them related to the discussion at hand.

4. Respect instructors. Openly challenging the instructor's knowledge or authority in the classroom is not proper. If a student takes issue with the instructor's information or instructional methods, his/her comments should be made without confrontation or antagonism. Students may want to discuss their issues with their instructor privately.

5. Remember that instructors' classroom policies, procedures, and teaching styles vary. Each instructor has the freedom and authority to set the guidelines and policies for their classroom within the overall policies of the university.

6. Turn in work on time. It is important to plan ahead. Students who wait until the last minute to do their work usually receive lower grades and are more likely to miss deadlines.

7. Seek assistance. If a student is struggling with coursework, he/she should seek immediate assistance. Instructors are willing to assist all students. Make an appointment with your instructor during his/her office hours.
American Holidays

Americans celebrate their holidays with great enthusiasm. We hope that the ELI students will have the opportunity to learn about our holidays and make our celebrations an entertaining part of the experience in the U.S. Schools and public offices, such as banks and postal services, close on most of these holidays, and many private offices do as well. Here is some information about the most important American holidays.

New Year’s Eve and New Year’s Day:
December 31 & January 1

New Year’s Eve is typically celebrated by attending a party or having “a night on the town.” In New York City, hundreds of people gather in Times Square to watch a huge, lighted ball descend to mark the moment when the new year begins. On the stroke of midnight all over the country, people shout, blow horns, and throw confetti and kiss to celebrate the new beginning. New Year’s Day is usually a quieter day. People may stay home and relax after their celebrations of the night before, or they may go out to watch one of the many parades that take place on that day. The New Year is also a time when we make our “New Year’s resolutions”--promises to ourselves that we will achieve the goals that we have set.

Martin Luther King, Jr. Day:
The Third Monday in January

This day celebrates the life of Martin Luther King (1929 – 1968) and his struggle for justice and equality for all Americans as a leader of the Civil Rights Movement in the 1950s and 1960s. His work was recognized internationally when he was awarded the Nobel Peace Prize in 1964. Dr. King was killed by an assassin in 1968, but his influence on American society remains profound.

Valentine’s Day:
February 14

Valentine’s Day is the day of love. We celebrate by sending Valentine cards, candy, flowers and/or other gifts to express our love to family, sweethearts, and friends.
Easter Sunday:
Date varies: late March or April

A religious holiday for Christians, Easter celebrates the resurrection of Jesus from the dead. Christians attend church services, and it is traditional to dress up in nice, new clothes. There are also many non-religious traditions at Easter time. Children believe that the Easter Bunny (rabbit) comes during the night to leave baskets filled with candy and colored eggs. Often there is an Easter-egg hunt, where children look for colored eggs hidden indoors or out. Some large cities hold Easter parades.

Memorial Day:
The Last Monday in May

On this day, Americans remember the soldiers who died serving their country. It is traditional to honor the dead by placing wreaths or planting flowers on their graves. The President of the United States or his representative places a wreath on the Tomb of the Unknown Soldier, a monument which commemorates all unidentified fallen servicemen and servicewomen. Many cities and small towns have parades on this day where marching bands, dancers, and service people (police, military, etc.) walk through the streets for onlookers to cheer on.

Independence Day:
July 4

On this day, Americans celebrate the signing of the Declaration of Independence from Britain in 1776. We display the American flag, hold picnics and parades, and shoot off fireworks. In the metro-Detroit area, a joint Freedom Festival is held with Canada, whose Independence Day is July 1. Hundreds of people gather on the riverfront to watch a lavish display of fireworks over the Detroit River. The city of Detroit has its firework festival one week before July 4; other cities and towns have their own firework shows.

Labor Day:
The first Monday in September

This is the day on which Americans honor working men and women. During the long Labor Day weekend, many people take the last vacation trip of the summer. Barbecues and picnics are another traditional way to celebrate.
Halloween:
October 31

According to ancient tradition, this is the night when spooks, goblins, and witches come out to do their evil deeds. However, Americans do not honor these beliefs while celebrating Halloween nowadays. Instead, Halloween still has a spooky, scary feel to it, but it is only meant to be fun and entertaining. This holiday is especially fun for kids (although grown-ups do their share of partying, too!). It is traditional to carve happy or scary faces on pumpkins and place a lighted candle inside. Children dress up in all kinds of fanciful costumes and go to parties or “trick or treating” in their neighborhood. To “trick or treat” means to go from house to house collecting candies or “other” treats. As they approach each house, children shout, “Trick or treat!!” This means, “Give me something nice, or I’ll play a trick on you” (draw on your windows with soap, for example). However, these days almost no one plays tricks.

Thanksgiving:
The Fourth Thursday in November

One of the most important American holidays is Thanksgiving, which commemorates the first bountiful harvest of the Pilgrim settlers in the New World and the feast they held together with the Native American Indians of the area. Americans today have their own feasts, traditionally with a stuffed, roasted turkey as the main dish. Other traditional foods include stuffing, gravy, mashed potatoes and fall vegetables. It is a time to give thanks for all the good things we enjoy and to celebrate family and friends. Thanksgiving is not a religious holiday.

Christmas:
December 25

Christmas, which is the celebration of the birth of Jesus, is the biggest holiday of the year for most Christian Americans. For weeks before December 25, we shop for gifts and make plans for celebrations. Homes are decorated inside and out with evergreen wreaths and colored lights and, of course, the traditional Christmas tree; children eagerly await the coming of Santa Claus with a sleigh full of toys. On Christmas Eve and on Christmas Day, many Christians attend church services and families open the presents which have been placed beneath the tree.
Other Holidays

There are many holidays which, though not considered national holidays, are celebrated by the numerous ethnic groups within the American culture. Such holidays as the Jewish Hanukkah and Passover, the Afro-American harvest celebration, Kwanzaa, or the Irish St. Patrick’s Day are an integral part of the rich fabric of the American cultural tradition and well-worth becoming acquainted with.

School Holidays

Wayne State University closes in observation of certain holidays as follows: Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the week between and including Christmas Day and New Year’s Day.

Important Websites

Academic Programs
wayne.edu/academics/programs

Campus Health
health.wayne.edu

Dean of Students Office
doso.wayne.edu

English Language Institute
eli.wayne.edu

To access “ELI Student Information,” enter elistudent as the username and password

English Language Institute Facebook Page
https://www.facebook.com/eli.wsu

Office of Housing & Residential Life
housing.wayne.edu