



EXTENDED CAMPUS

CENTER FOR ENGLISH AS A SECOND LANGUAGE

The UNIVERSITY of OKLAHOMA



Intensive English Program

STUDENT HANDBOOK

Language for the world stage



Welcome to CESL!

We are so glad you have chosen the Center for English as a Second Language (CESL) at the University of Oklahoma to continue your studies. We hope that you will find this manual helpful. There are many people at CESL who are here to help you as well. Don't be afraid to ask questions when you are confused or do not know something. You can also find important info about CESL on our website:

esl.ou.edu

CESL Student Manual

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

CESL Mission Statement

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

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

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Getting Settled: A Checklist

As you settle into your home at OU, here are a few things you should do to make your stay easier and more fun.

- Get your OU ID card
- Find housing
- Set up your OU email account and use it as your primary account
- Open a bank account
- Get your immigration documents in order
- Purchase textbooks
- Become familiar with the OU campus
- Buy a cell phone
- Learn about the CART (bus) system
- Connect to CESL social media: Facebook, Instagram, and Twitter
- Take advantage of the Sarkeys gym and other facilities
- Join a club! (see page 28-29)
- Volunteer (see www.ou.edu/leadandvolunteer.html)

OU ID Cards/Sooner Card

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

How much will an OU ID card cost? \$20

(credit/debit cards and cash accepted)

Where do I get an OU ID card?

Oklahoma Memorial Union
900 Asp Avenue, Room 127
Norman, Oklahoma 73019
8 a.m. to 5 p.m. Monday-Friday
Closed Saturday-Sunday

Stubbeman Place
1107 Elm Avenue
Norman, Oklahoma 73072
10 a.m. to 7 p.m. Monday-Friday
2 to 6 p.m. Saturday-Sunday

Basic Information for CESL Students

Session Dates 2018-2019

| Semester | Session | Orientation | Session Dates | Application Deadline |
|----------------------|-------------|-------------------|-------------------------|----------------------|
| Fall 2018 | Session One | August 27-28 | August 29 - October 11 | July 9, 2018 |
| | Session Two | October 22 and 23 | October 24 - December 6 | September 3, 2018 |
| Spring 2019 | Session One | January 23 - 24 | January 23 - March 14 | December 9, 2018 |
| | Session Two | March 25 - 25 | March 25 - May 9 | January 20 |
| Summer I 2019 | Session One | May 16 | May 20 - June 27 | March 18 |
| | Session Two | July 3 | July 8 - August 15 | May 13 |
| Fall 2019 | Session One | August 26 - 27 | August 26 - October 10 | June 24 |
| | Session Two | October 21 - 22 | October 21 - December 5 | August 19 |

Student Responsibilities

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

- Attend classes.
- Respectfully interact with classmates.
- Respectfully interact with teachers.
- Exhibit motivation for learning and acculturation.
- Actively participate in their learning.
- Accomplish class work and homework in a timely and honest manner.
- Meet objectives for coursework.
- Take responsibility for your own work and grades earned.
- Internalize and use the skills and content you have learned.
- Adhere to CESL policies and guidelines for successful language learning and college preparation.
- Maintain immigration status.
- Speak English while at CESL.
- Buy the required textbooks for classes; book allowance is approximately \$250 – *all books must be purchased by the Monday of the second week of a session.*
- Take advantage of all learning opportunities such as Language Exchange, movies on campus, free seminars/lectures, and language labs.

CESL Contact Information

CESL Administrative Staff

Cory Northern

Interim Director of CESL
Boomer Outreach Building,
Room 107
bladenorthern@ou.edu

Adam Hall

International Student Services (ISS)
CESL representative
Cottage 405A
arhall@ou.edu

Vicki Farley

Admissions Advisor
Boomer Outreach Building,
Room 109
vfarley@ou.edu

Tom Hoyt

OU Track Coordinator
Forum, Room 104
Office hours:
Mon.-Wed. 3-4 p.m.,
or by appointment
tom.hoyt@ou.edu

Jaime Ladd

Student Activities Coordinator
and Program Specialist
Boomer Outreach Building,
Room 106
jladd@ou.edu

CESL Instructors

You will meet your CESL instructors as you have class with them. CESL instructors are professional English as Second Language teachers with a variety of international teaching and cultural experience.

Staff profiles can be found at pacs.ou.edu/cesl/contact/people.

Sooner Jump Start (SJS)

The SJS program offices are located in:

Boomer Outreach Building
Rooms 100, 103, and 105.

Staff profiles can be found at sjs.ou.edu.

Campus Telephone Numbers and Web Addresses

| Department | Phone | Web |
|---|-------------------------------------|--|
| CESL | (405) 325-2351 | esl@ou.edu |
| CESL Emergency | (405) 630-5392 | |
| SJS | (405) 325-2174 | sjs@ou.edu |
| SJS Emergency | (405) 431-9509 | |
| OU ISS | (405) 325-3337 | iss@ou.edu |
| Police/Ambulance/Fire | 911 | |
| OU Police (non-emergency) | (405) 325-2864 | |
| Goddard Health | (405) 325-4611 | goddard@ou.edu |
| Health Insurance | See the back of your insurance card | |
| Norman Regional Hospital | (405) 307-1000 | |
| University Counseling Center | (405) 325-2911 | |
| Oklahoma Safeline (Help for abused people) | 1 (800) 522-7233 | |
| OU Housing and Food | (405) 325-2511 | housing@ou.edu |
| OU IT (computer support) | (405) 325-4357 | needhelp@ou.edu |
| Sarkey's Fitness Center | (405) 325-3053 | fitrec@ou.edu |
| Bizzell Library | (405) 325-4142 | |

Important Resources

- **ISS Advising** – CESL students may receive free immigration advising from International Student Services, available by appointment at Cottage 405A, arhall@ou.edu.
- **OU Admissions** – The Admissions department processes OU applications. CESL communicates directly with the Admissions department as soon as you receive an academically admissible score on the TOEFL or IELTS tests. Be sure to apply to OU as soon as possible - <https://www.commonapp.org/Login>
- **OU Goddard Health Center** – The Goddard Health Center is a fully functioning medical center. CESL students receive services at a reduced rate with their OU ID and insurance.
- **OU Library** – OU has an exceptional research facility at the Bizzell Memorial Library. CESL students have full access to this facility and other libraries in the OU system.
- **IT Services** – CESL students may obtain access to OU IT services at account.ou.edu. Upon activation, students may sign up for an OU email account and have access to OU computer labs (locations include Couch Center, Bizzell Library, and the Student Union) as well as CESL's labs.
- **Recreation** – CESL students have access to various recreation facilities, including Sarkeys Fitness Center, the OU Swimming Complex and OU tennis courts but must pay the appropriate fees.
- **Writing Center** – CESL students may receive free help editing their CESL papers, statements of purpose and other written assignments at the Writing Center, located in Wagner Hall, room 280.
- **Assessment Center** – To enroll in OU classes, University Track students must go to the Assessment Center in Wagner Hall, room 270, to take placements tests in reading, writing, and math. Tests may be taken twice per semester.

A date for University Track students to take the tests each semester will be arranged by CESL. University Track students must take these tests in order to be advised.

CESL Class Information

Core Classes

There are seven levels at CESL consisting of our core courses: Reading, Writing, Listening, Speaking and Grammar. These classes are held 9-11:50 a.m., Monday-Thursday. *Your level is determined upon your arrival during your placement exam.*

| Beginning | Intermediate | Advanced |
|-------------|--------------|------------------------|
| (Pre A1) A1 | B1 | B2 |
| A2 | B1+ | University Preparation |
| A2+ | | |

Note: These levels adhere to the Common European Framework of Reference for Languages (CEFR).

Seminar Classes

One-Hour and Two-Hour Seminars

These courses are offered in the afternoon. Topics vary based on level and availability.

Test-Prep Courses

Test-Prep Courses focus on preparing students for standardized English proficiency tests. These courses include TOEFL iBT and IELTS.

You are only allowed to take Test-Prep courses if you are in Intermediate or above in morning classes.

You may take test preparation courses for only 2 sessions while you are at CESL.

Seminar choice selection is linked to registration and payment. After you go online to register and pay (you will be sent the seminar choices) which can be submitted electronically. **Register early before classes fill up.**

Class Change Policy

If you think that you have been placed in the wrong class level **talk to your current teachers.** Your teacher will handle the final decision and paperwork. Do not stop going to class or doing the work while your

class change request is being considered. **You will be counted absent during this time if you miss class.**

Note: We do not change students from one section to another within the same level.

The best way to show you are in the wrong level is to be the best student in the class.

CESL does not allow class changes in the afternoon classes.

If you get 90% or higher in every class, you can take the placement test at the next orientation to potentially skip a level.

CESL Refund Policy

Students who complete their testing and then withdraw from the program are subject to the following CESL refund schedule:

- Within the first week 80% refund of tuition
- Within the second week 50% refund of tuition
- Within the third week 20% refund of tuition
- After the third week there is no refund
- The application fee is non-refundable.

***Please note payment for each session must be received before classes start!**

CESL Grievance Policy

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

1. First, talk with your advising teacher (your morning teacher).
2. Talk with the director. Email Cory Northern at bladenorthern@ou.edu. No visits during class time.
3. Talk with the CESL sponsor, Dr. Shad Satterthwaite. Make an appointment through Cheryl Barton at (405) 325-1227.

We ask that you go through each of the above steps to make sure that you get help with your issue as quickly as possible, and that the people directly involved have an opportunity to resolve the situation.

If you have a private personal grievance, you may make an appointment to speak directly to the director without the above steps.

Attendance Policy

You are allowed **five absences** for each class.

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

Eight consecutive absences or more = Stopped-out from CESL. You cannot continue classes at CESL.

When are you considered absent?

If you arrive later than:

- 30 minutes in a 3-hour class (morning class)
- 20 minutes in a 2-hour class (afternoon class)
- 10 minutes in a 1-hour class (afternoon class)

Late Policy

You are late to class if you:

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

Three late arrivals in a class = one absence

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

Morning: 9-11:50 a.m.

Afternoon:

1-hour classes

1-1:50 p.m. and 2-2:50 p.m.

2-hour classes

1-2:50 p.m.

The director reserves the right to review extenuating circumstances.

Sponsored Students

Sponsored students may have different attendance guidelines. Check with your sponsoring agency.

Special Services at CESL

Printing Stations

Printing Station Locations: Cottages 404, 406, 407

Hours of Operation

Monday-Thursday

8:15-8:45 a.m.

3-4 p.m.

Students may use these stations to print assignments and check their Canvas messages.

Language Exchange

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

When? There are scheduled conversation times and other events, but partners can meet any time.

Where? Students can meet at CESL or on the OU campus or elsewhere around Norman.

Why? This is a great way to practice English and participate in U.S. culture!

Interested? See Brett in Cottage 406 or email at brett.w.anderson-1@ou.edu

Special Events

CESL is a great place to get connected with other international students. CESL creates many fun events to encourage friendships and English practice. Some recent social events have included the following:

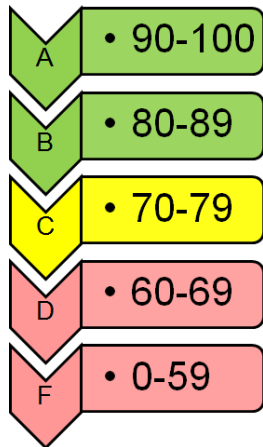
CESL Talent Night
Baseball Games in OKC
Field Trips to Oklahoma Museums and Zoo
Culture Night
Picnics and Ice Cream Parties
Visits to the National Weather Center
Camping trips
Outlet Mall shopping
Turner Falls
Lake Thunderbird

CESL Student Ambassador Program

The CESL Student Ambassador Program strives to introduce new students to CESL by providing support through a volunteer student leader. The program helps new students learn about CESL and OU outside of the classroom and helps to develop friendships with ambassador students of various levels. Through the program, there is a stronger sense of community and inclusion, and new students are exposed to positive role models.

For more information contact, Laura Parker, CESL Student Ambassador Program Coordinator, at ldparker@ou.edu.

Succeeding at CESL



Students who make an A or B in every morning class will continue to the next level

Students who make a C in any morning class must remain in the same level

Students who make a D or F in any class are considered failing and must repeat the level with assistance from the Student Support Track. (see page 17).

Remember that teachers do not “give” grades. You earn your grades by the quality of your work and your participation. So, focus on doing your work well and learning. Your teachers will grade your work fairly, but they cannot give extra credit. You must pass the class based on the given coursework.

Criteria for Grades

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

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

Check Your Grades

Your grades and attendance will be posted on Canvas at:

pacs.instructure.com

Be sure to check your grades frequently! Talk to your teachers immediately if you have any concerns or questions about your grade.

Plagiarism and Paraphrasing

What is plagiarism?

Plagiarism is when you copy someone else's words or ideas without showing who the original writer was (you did not use proper citations).

Why is plagiarism bad?

Plagiarism is a type of cheating. It is important to put information in your own words when writing and speaking to show that you understand and have thought about the information yourself.

How to avoid plagiarism:

Paraphrasing:

Paraphrasing is when you rewrite someone else's words in your own words, changing the vocabulary and structure, but keeping the same important ideas and the meaning.

Paraphrasing is a skill that you will practice at every level in your CESL classes. It shows that you have an understanding of the material and that you can express it with your own words.

For more information about academic integrity please visit:

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

CESL Student Support

Students who fail a class are placed on **Student Support** for one session. The Student Support Coordinator provides help for students on this track.

After three consecutive fails, students may no longer be allowed to attend classes at CESL. CESL's teachers and staff are committed to helping you achieve your English language learning goals. If you are willing to work hard, listen and practice English, *you will improve*, and you will succeed.

You can do this! CESL will support you every way we can!

Actions That Could Result in Expulsion

- Making a D or below in three consecutive sessions in any class
- Having more than five absences in any class
- Cheating or plagiarizing
- Not making a payment for your classes by the due date
- Leaving for unexplained and unexcused reasons from CESL during the session
- Disrespectful or disruptive behavior in class, or towards teachers or other students in or out of class, or being in violation of any other university policy

Note: If you fail three consecutive sessions in any class, morning or afternoon, you are not eligible to enroll for the next session. However, you may attend a different school and, after successfully completing one session there, you may reapply to CESL. Your transcript from the other school will be required when you reapply to CESL..

Dismissal from the program is at the discretion of the director.

Becoming an Excellent Second Language Learner

Excellent language learners study and use their second language. This means that they:

- Understand the TIME and EFFORT needed to learn a new language
- Ask questions and talk in class
- Do homework
- Practice English inside and outside the classroom
- Study with classmates after class
- Ask about what they don't understand

In class and out of class, there may be times when someone says something that you just don't understand.

If you cannot understand someone, you should:

- Ask the person to repeat what he/she said
- Repeat back to the person what you think you heard
- Ask the person to write what he/she said, then look up the word in a dictionary
- Ask for an example

Please Remember:

You are only at the beginning of your amazing journey!

You are not alone.

Your classmates are learning with you, and CESL staff and instructors are here to help you learn English and American Culture!

Believe in yourself! You can do it!

The Transition from CESL to OU

There are two ways to transition to OU:

1. Direct Admission

| Test Scores must have one of the following: | |
|---|-------------|
| iBT: 79+ | IELTS: 6.5+ |

| To receive CESL's recommendation: |
|---|
| Pass all CESL classes with 70% |
| Attend two mandatory OU Track Meetings (one each session) |
| Have a high school GPA that meets OU Admissions' and their department's standards (see OU Track Coordinator for more details) |

2. Academically Admissable

| Test Scores* (you must have one of the following): | |
|--|------------|
| iBT: 61-78 | IELTS: 5.5 |

*Test scores must be acquired before the semester deadline. Next deadline September 2, 2018 - Spring 2019 entry.

And, you must have all of the following:

| To receive CESL's recommendation: |
|---|
| • Bring a copy of your test score to the University Track Coordinator |
| • Have a high school GPA that meets OU Admissions' and their department's standards (see OU Track Coordinator for more details) |
| • Attend two mandatory OU Track Meetings (one each session) |
| • Complete 12 weeks (two sessions) of intensive English instruction at the B2 level at CESL immediately prior to beginning your degree studies |
| • Earn an 80% (B) average in all morning classes for session 1 and earn an 80% average in all morning classes for session 2. (Average the numbers, not the letters) |
| • Earn a 70% (C) average in all afternoon classes in your OU Track semester |

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

For Graduate OU Track Students Only

Students should contact the Graduate College AND the admissions office of their degree program for the specific requirements for their program and admissions process.

Some graduate programs will not review an applicant's credentials for admission until the English proficiency requirements (TOEFL/IELTS) have first been completed. Other programs will extend academic admission to a student who has applied to the program with a qualifying GPA, and submitted all of the required documents, except proof of English proficiency.

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

OU Health Sciences Center Applicants

All programs at HSC require test scores of **550/6.5/79 or above**, except for Public Health, which requires test scores of **570/7/85 or above**.

University Preparation Course

What? This is a class that resembles a university class and prepares students to handle university coursework. Academically admissible students **must make a B in this course to move on to OU.**

Who? *Academically Admissible* students **MUST** take this course. If students have qualifying test scores by the appropriate date, they need to enroll in this course for the next session. If students are on the graduate track, then this course is optional.

Important Campus Policies and Procedures

CESL is a University of Oklahoma program sanctioned and supported by the Provost, OU Extended Campus and the Associate Vice President for Continuing Education. The university upholds the highest standards of academic behavior, including academic honesty and appropriate classroom behavior.

OU and CESL Academic Misconduct Code

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

Any form of academic cheating is unacceptable and students can be asked to leave CESL/OU because of cheating.

These are common examples of cheating:

- The use of unauthorized materials, information or study aids in any academic exercise (especially tests)
- Unauthorized possession of examinations
- Falsification of grade records from the past
- Bribery (paying someone to do your work or help you cheat)
- Helping others in any of these acts
- Attempts to do any behavior listed above.
- Plagiarism.

OU and CESL Plagiarism Policy

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

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

Cheating or Plagiarism on an assignment (not a final or major assignment)

| 1st time | 2nd time | 3rd time |
|---|--|--|
| <ul style="list-style-type: none">• Meet with instructor• Receive a zero on the assignment with the possibility of redoing the assignment for no more than half credit | <ul style="list-style-type: none">• Meet with instructor and CESL director• Receive a zero on the assignment• Attend a plagiarism seminar if appropriate | <ul style="list-style-type: none">• Fail the course, expulsion, or further action to be decided by CESL director |

Cheating or Plagiarism on a final exam or major assignment

| 1st time | 2nd time | 3rd time |
|---|---|---|
| <ul style="list-style-type: none">• Meet with instructor and CESL director• Receive a zero on the final or major assignment• Attend a plagiarism seminar if appropriate | <ul style="list-style-type: none">• Fail the course | <ul style="list-style-type: none">• Expulsion or further action to be determined by CESL director |

For more information about academic integrity please visit:

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

Alcohol, Tobacco and Drug Use

Alcohol

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

Students will receive a fine (\$) for all violations of the alcohol policy. Any student caught with alcohol more than twice in a semester will have to leave OU.

You must be 21 years old to drink alcohol off-campus in the state of Oklahoma.

Illegal drug use is strictly prohibited on the university campus and anywhere in the state of Oklahoma.

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

http://www.ou.edu/content/studentlife/get_involved/student_organizations/policies/policies/jcr%3acontent/contentpar/download/file.res/Alcohol_Policy.pdf.

Tobacco/No Smoking Policy

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

Medical Marijuana Policy

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

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

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

Visa Requirements

Attend class – Attend classes to improve your English and to make academic progress in CESL. Failure to make academic progress could cause F-1 visa status to be terminated.

Know the required documents and their expiration – Students must maintain a valid passport at all times and must extend their I-20 before it expires. Required documents include: I-20, passport and visa. Contact ISS immediately if you lose any of your documents.

Travel signatures – If traveling outside the U.S., bring your documents to the ISS office for a travel signature. Travel signatures verify that you are in good academic and financial standing at CESL on the day the signature was issued. To reenter the U.S., you need a valid visa and a travel signature on your I-20 or DS-2019. If you are traveling inside the U.S., you do not need a travel signature.

Address changes – Tell CESL and ISS of any change of address within 10 days of moving to a new address.

F-2 dependents - Dependents are not eligible for a SSN. They cannot work anywhere in the US.

Transferring schools or leaving the U.S. – Students should tell ISS of their plans to leave CESL to return to their home country, or if they wish to transfer to another school.

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

Session Breaks

If a student completes **four or more sessions in a row** at CESL, he or she may take one session break from CESL while maintaining an F-1 status.

Students must depart within 15 days from withdrawing from classes, regardless of how many sessions they have completed, and depart immediately if terminated (failure to enroll, failure to attend, stopped out, academic misconduct, etc).

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

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

Working International Students

The laws concerning work as an F-1 student are very strict. CESL students can work ON campus (NEVER off campus). On campus, students can only work 20 hours a week during a semester and no more than 40 hours a week during school breaks.

Contact ISS for more information about working as a CESL student: Adam Hall, arhall@ou.edu, Cottage 405A.

Sexual Misconduct

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

What is sexual harassment?

This is any behavior that involves unwanted sexual advances, or obscene remarks or making someone do something of a sexual nature that they do not want to do.

- **Gender Discrimination:** when males and females are not treated as equals
- **Stalking:** following someone and trying to “force” them to spend time with you or talk to you.
- **Avoid Sexual Violence.**
- **Consent:** a person must agree coherently to have sex with you
- **Drinking:** Avoid sexual acts with someone who has been drinking because they may not be able to respond to you coherently.

You will be held responsible for any of the above behavior.

Health Care

Health Insurance

Why do I need health insurance?

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

What does it do?

When you visit the doctor or other healthcare provider, your health insurance pays almost all of the expenses. It pays for most ordinary kinds of healthcare and many others, including hospital costs.

Basic requirements for health insurance

You are already enrolled for Plan II, unless you can provide proof of alternative coverage (see handouts for more info)

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

Health vocabulary words you should know:

HEALTHCARE - the help you get from a doctor, nurse, or other medical worker when you are sick or injured; this is also called medical care.

HEALTH INSURANCE - a way to pay for healthcare without spending very much of your own money.

COPAY - what you have to pay when you receive healthcare; it is usually a very small amount at OU.

PROVIDERS - people who give you healthcare.

Can I use my own health insurance?

No, you are required to use OU health insurance if you are a student here, unless your insurance has been provided by your country's embassy/government or your sponsoring employer and is approved by the OU insurance office.

How do I get a health insurance card?

CESL will receive your health insurance card several weeks after your enrollment and arrival on campus. One of your instructors will give you the card once we have received it.

Is my health insurance just for me?

Your OU health plan covers you and can also cover your husband or wife, and your children. There is an additional cost for the spouse or children, and they must be signed up when you sign up, then the insurance company will pay for them if they become ill or have an accident.

Goddard Health Services (on-campus)

Where do I go when I am sick?

Visit Goddard First – Always go to [Goddard Health Center](#) first when you need medical care. Goddard is located at 620 Elm Ave., Norman, OK. The phone number is (405) 325-4441.

Where do I go for medical care if Goddard is closed or I am out of town?

IMPORTANT – You **MUST** contact Goddard at (405) 325-4441 within **48 hours** of visiting any other facility. Your insurance benefits will be **GREATLY** reduced if you do not.

Go to Urgent Care – When Goddard is closed, you can go to their recommended after hours care facilities [listed on their website](#). Urgent care is for treatment of a medical condition needing immediate attention. Examples could include: care for flu, cuts, stitches, animal bites and so forth.

You should only visit a **hospital emergency room** when the illness or injury could cause serious jeopardy to your health if not immediately treated.

Get a Referral – You must get a referral from Goddard before you visit any other provider unless you are out of town or require urgent care or emergency care in a hospital emergency room when the center is closed, in which case you have 48 hours after your visit to get a referral from Goddard.

How do I find providers outside of Goddard? Go to OU's Academic Health Plan website at <https://ou.myahpcare.com/>. Click on the **Benefits** tab, and choose "Find a Doctor."

IMPORTANT – Don't forget your referral.

For more information visit: ou.myahpcare.com

Cultural Norms in the United States

Appropriate behavior in the classroom

- **Informality** of dress and seating are common.
- **Respect for teachers** is shown by attendance, promptness, listening in class, and participation.
- **Respect both your male and female teachers. Treat them with equal respect.**
- **Respect other students** and their ideas to create an open environment for discussion in the classroom.
- **Questions** are expected and appreciated.
- **Discussion in class is essential.** You must be willing to speak in classes, not just listen.
- **Disagreeing politely** is seen as a mark of a good student (one who thinks for her/himself).
- **Being wrong is OK** and admitting that you are wrong is appropriate (for both teachers and students).
- **Grades are not negotiable:** You cannot ask your teacher to change or improve your grade. You earn your grades.
- **There is no extra credit.** You must pass your class by completing the assigned work successfully.
- **The student is responsible** for asking questions, participating, and finding out the information necessary to complete assignments and perform activities. The student should arrive for class on time, with homework done, and be prepared to participate actively in his or her own learning.
- **The instructor is responsible** for knowledge of the course material and for having appropriate lesson plans to teach the students. The instructor will start class promptly and will not waste the students' time.
- **Good Hygiene** (taking care of your body) is necessary for everyone's comfort.

Hygiene Expectations

Smells

- Use deodorant.
- Take showers.
- Wear clean clothes every day.

Bathrooms/toilets

- You must flush toilets.
- Toilet paper goes in the toilet.
- Use the sinks/wash basins to wash your hands. These are not urinals.
- Shaving, brushing teeth, washing body parts other than hands and face should be done at home.
- Paper towels do not go in the toilet; they go in the trash.

Trash

- Throw all trash in the appropriate trash cans.
- Chewing gum – goes in the trash, not in the stairwells or on the ground.
- Spitting is not acceptable in buildings (including stairwells) or on sidewalks.

Getting Around Norman

Driving

Oklahoma law allows current (not expired) licenses from students' home countries, if the license has the student's name on it, but Oklahoma DOES NOT ACCEPT international drivers' licenses.

To get a driver's license, students must take a written test and a driving test. Driving without a valid license or without insurance is illegal and will result in a very big fine (pay lots of money) and your car being towed away.

More information is available at www.ok.gov/dps.

Going to take the driver's license test is NOT an excused absence. Please do this after class or on Fridays.

Public Transportation

The City of Norman and OU's CART system provides public transportation throughout the year. Cleveland Area Rapid Transit (CART) transports more than 1 million passengers annually on the fixed-route bus system. CART buses run six Norman city routes and three University of Oklahoma campus routes on weekdays and most Saturdays. CART also operates a commuter route, the Sooner Express, to Oklahoma City Monday through Friday. This service is free for CESL students with their OU ID and bus sticker.

More information is available at cart.ou.edu.

Important Places in Norman

Banks

MidFirst Bank

315 W. Boyd Street

Bank of America

1239 W. Main Street

Bank of Oklahoma

3550 W. Main Street

Grocery Stores

Crest Foods

2550 Mt Williams Drive

Sprouts

559 W. Main Street

Homeland

1724 W. Lindsey Street

Natural Grocers

1918 W. Main Street

Walmart

East: 601 12th Avenue NE

Southeast: 2551 Classen Blvd.

West 333 N. Interstate Drive

Hospital

Norman Regional Hospital

901 N. Porter Avenue

Library

Norman Public Library

225 N. Webster Avenue

Movie Theaters

Regal Spotlight 14

1100 N. Interstate Drive

Regal Warren Theatre

1101 South Telephone Road,
Moore, OK

Restaurants

Pepe Delgado's

786 Asp Avenue

Greek House

768 Jenkins Avenue

Pho Sooner

775 Jenkins Avenue

T.E.A. Cafe

Campus Corner

Shopping

Sooner Mall

3301 W. Main Street

Campus Corner

Boyd St. across from the
North Oval

Urgent Care Clinics

Access Medical Center

334 12th Ave SE Ste 110

Norman, OK 73071

(405) 321-1911

Immediate Care of Oklahoma LLC

800 24th Ave NW

Norman, OK 73069

(405) 896-7292

Resources at OU

Sooner Jump Start (SJS)

Sooner Jump Start is the University of Oklahoma's international pathway program designed to support students in their successful transition into their degree program at OU.

CESL students can join SJS Phase 1 at the beginning of OU Track.

During Phase 1, SJS provides additional support to engage students to succeed in higher education in the United States, acclimate students to American and Oklahoma culture, and familiarize students with the variety of resources available to support them while at OU.

During Phase 2, students take 12 college credits as the first semester of their degree paths. These courses are face-to-face college courses taught by OU instructors. The students meet in small classes where they have excellent opportunity for individualized assistance, weekly activities to engage with student support services, and authentic cultural experiences designed to enhance academic study in the classroom.

Information sessions are provided each session of CESL.

Visit sjs.ou.edu for more information.

To contact the SJS program, call (405) 325-2174 or email sjs@ou.edu

Sarkeys Fitness Center

CESL students **must pay an additional fee each semester** to use Sarkeys Fitness Center. Sarkeys Fitness Center is located across the street from the dorms at 1401 Asp Ave #170. The facility offers many kinds of sports and activities, including basketball, handball, ping pong, volleyball, yoga, weight lifting, tennis and more!

For more info visit: www.ou.edu/far

Student Associations

International Student Clubs and Associations

A great way to meet people and participate in fun activities is the International Student Associations (ISA) at OU. These and many others can be found at <http://www.ou.edu/studentlife/organizations/active>.

- African Student Association
afsa@ou.edu
- Arab Student Association
ouasa@ou.edu
- Association of Friends of Venezuela
venezuela@ou.edu
- Bolivian Student Association
bisa@ou.edu
- Caribbean Student Association
caribbeanvibes@ou.edu
- Colombian Student Association
colsa@ou.edu
- European Student Organization
eso@ou.edu
- French and Francophone Student Association
ffsa@ou.edu
- Hong Kong Student Organization
hksa@ou.edu
- India Student Association
isa@sooner.net.ou.edu
- Indonesian Student Association
isa@ou.edu
- International Advisory Committee
iac@ou.edu
- Iranian Student Association
isaou@ou.edu
- Japanese Student Association
ou-jsa@ou.edu
- Korean Student Association
ksa@ou.edu
- Lebanese Student Association
lsa@ou.edu
- Malaysian Student Association
iac@ou.edu
- Nepali Student Association
nsa@ou.edu
- OU Saudi Student Association
oussa@ou.edu
- Pan American Student Association
panam@ou.edu
- Peruvian Student Association
peru@ou.edu
- Russian Speaking Student Association
russia@ou.edu

- **Society of Chinese Students and Scholars**
society.of.chinese.students.and.scholars@ou.edu
- **Society of Vietnamese Students**
iac@ou.edu
- **Sri Lankan Student Association**
slsa@ou.edu
- **Student Association of Bangladesh**
sab@ou.edu
- **Taiwanese Student Association**
iac@ou.edu
- **Turkish Student Association**
turkish.student.association@ou.edu

Student Clubs and Associations

Here is a list of some of the clubs that are organized on the OU campus. These clubs are a great way to meet new people and practice your English skills!

- [Oklahoma Men's Soccer Club](#)
- Soccer Enthusiasts League
- [Sooner Ballroom Dance Club](#)
- [Black Student Association](#)
- [Campus Activities Council](#)
- [Union Programming Board](#)
- [International Advisory Committee](#)
- OUr Earth
- Animation Society
- The Outdoor Club
- [Gay, Lesbian, Bisexual, Transgender, and Queer](#)
- [Robotics Club](#)
- [Sooner Competitive Robotics](#)
- [OU Write Club on Facebook](#)

Also be sure to look for groups related to your major area of study.

Connect with CESL on Social Media



facebook.com/eslou



twitter.com/oucesl



instagram.com/oucesl