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## Emergency Contacts

<table>
<thead>
<tr>
<th>911</th>
<th>Eugene Police</th>
<th>24-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>541-346-2919</td>
<td>UO Police - Non Emergency</td>
<td>24-Hours</td>
</tr>
<tr>
<td>541-346-7433</td>
<td>UO Safe Ride</td>
<td></td>
</tr>
<tr>
<td>Press #2</td>
<td></td>
<td>Sun-Thu: 9pm-12am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fri-Sat: 9pm-2am</td>
</tr>
<tr>
<td>541-346-7433</td>
<td>Designated Driver Shuttle (DDS)</td>
<td>10pm-2:30am</td>
</tr>
<tr>
<td>541-343-7277</td>
<td>Sexual Assault Support Services</td>
<td>19th and Jefferson Street</td>
</tr>
<tr>
<td>541-346-3206</td>
<td>UO International Affairs</td>
<td>333 Oregon Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>international.uoregon.edu</td>
</tr>
<tr>
<td>541-346-2770</td>
<td>UO Health Center</td>
<td>1590 East 13th Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>healthcenter.uoregon.edu</td>
</tr>
<tr>
<td>541-346-3227</td>
<td>UO Counseling Center</td>
<td>1590 E. 13th Ave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>counseling.uoregon.edu</td>
</tr>
<tr>
<td>541-346-1155</td>
<td>UO Disability Services</td>
<td>164 Oregon Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:uoaec@uoregon.edu">uoaec@uoregon.edu</a></td>
</tr>
<tr>
<td>541-346-3206</td>
<td>UO International Affairs</td>
<td>333 Oregon Hall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>international.uoregon.edu</td>
</tr>
</tbody>
</table>

## Family Emergency Situations

If a parent or other family members need assistance in contacting an AEI student in an emergency, they should contact the AEI Main Office, 541-346-3945. If after hours, please contact the UO Department of Public Safety at 541-346-2919.
Welcome AEI Students!
We are pleased that you will be joining us. We will help you improve your English so that you can reach your personal and professional goals. Many of you plan to attend the University of Oregon or another American university. You will learn how to be successful, independent learners ready to start your academic programs.

Because the AEI is located on the University of Oregon campus, you will experience a very distinctive and immersive learning and social environment. In the Intensive English Program (IEP), you will meet a variety of students from different countries and backgrounds. The connections you make with your classmates will help you become a global citizen.

In the IEP, our caring faculty and staff are here to support you. Most of us have studied, worked, and lived overseas, so we understand the opportunities and challenges of studying in another culture. We look forward to meeting you and working with you!

Sincerely,

The AEI faculty and staff
American English Institute, University of Oregon

Mission Statement
The American English Institute (AEI), as a unit of the College of Arts and Sciences (CAS), serves the educational mission of the University of Oregon through scholarship, English language instruction, and English language professional training. The AEI champions the University’s mission of internationalization and is a leader in helping achieve the University’s goals for diversity and student success. The AEI supports the University in the integration of international students into all aspects of campus life, and collaborates with faculty across campus to create a successful academic experience for all international students.

The AEI attracts and trains the highest caliber of international students. The curricula of the AEI programs is informed by language acquisition and pedagogical research and are the foundation for fostering the language and academic skills necessary for academic and lifelong success.

To achieve the University’s and AEIs shared mission, the AEI is committed to further developing and enhancing:

- excellence in faculty development and support for faculty research,
- creative leadership in innovative language pedagogy,
- an engaging teaching and learning environment, and
- graduate education support in the Department of Linguistics.

Academic Standards
The AEI’s Intensive English Program (IEP) is fully accredited by the Commission on English Language Program Accreditation (CEA) for the period 2006 - 2016 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the US Secretary of Education as a national accrediting agency.

CEA is recognized by the US Department of Education as a reliable authority concerning the quality of education or training offered by the English language institutions and programs it accredits. The AEI is also an active member of the American Association of Intensive English Programs (AAIEP) and University and College Intensive English Programs (UCIEP).
IEP Calendar of Important Dates and Deadlines

2015

**Fall 2015**
- **Sept 28 - Oct 2**: Orientation
- **Oct 1**: Tuition and fees due
- **Oct 2**: Registration day
- **Oct 5**: Classes start
- **Oct 21**: Last day to add/drop electives
- **Nov 26-27**: Thanksgiving holiday
- **Dec 4**: Last day of classes

**Winter 2016**
- **Jan 4 - 8**: Orientation
- **Jan 7**: Tuition and fees due
- **Jan 8**: Registration day
- **Jan 11**: Classes start
- **Jan 18**: MLK Jr. Day holiday
- **Jan 27**: Last day to add/drop electives
- **Mar 11**: Last day of classes

**Spring 2016**
- **Mar 28 - Apr 1**: Orientation
- **Mar 31**: Tuition and fees due
- **Apr 1**: Registration day
- **Apr 8**: Classes start
- **May 30**: Memorial Day Holiday
- **June 3**: Last day of classes

**Summer 2016**
- **June 20 - 24**: Orientation
- **June 23**: Tuition and fees due
- **June 24**: Registration day
- **June 27**: Classes start
- **July 4**: Independance Day
- **Aug 26**: Last day of classes
## IEP Support Team & Contact Information

<table>
<thead>
<tr>
<th>IEP Support Team &amp; Contact Information</th>
<th>AEI Main Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Student records requests</td>
<td>Pacific 107</td>
</tr>
<tr>
<td>• Lost documents</td>
<td><a href="mailto:aei@uoregon.edu">aei@uoregon.edu</a></td>
</tr>
<tr>
<td>• Change of address</td>
<td></td>
</tr>
<tr>
<td>• International travel signature request</td>
<td></td>
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<tr>
<td>• IEP/UO admissions</td>
<td></td>
</tr>
<tr>
<td>• Transfer questions</td>
<td></td>
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<tr>
<td>• Driver’s license document request</td>
<td></td>
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<tr>
<td>• Certificate of enrollment request</td>
<td></td>
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<tr>
<td>• I-20 and immigration documents</td>
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<tr>
<td>• Visa status questions</td>
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<tr>
<td>• Transfers out</td>
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<td>• Financial scholarships</td>
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<td>• Withdrawal questions</td>
<td></td>
</tr>
<tr>
<td><strong>International SEVIS Advising Office</strong></td>
<td></td>
</tr>
<tr>
<td>• Onyx Bridge 161</td>
<td></td>
</tr>
<tr>
<td>• <a href="mailto:ljames@uoregon.edu">ljames@uoregon.edu</a>, <a href="mailto:mkwingham@uoregon.edu">mkwingham@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>• Lisa James, Coordinator for International Admissions &amp; SEVIS Advisor</td>
<td></td>
</tr>
<tr>
<td>• Martine Kuyken Wigham, International SEVIS Coordinator</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Advising Office</strong></td>
<td></td>
</tr>
<tr>
<td>• Onyx Bridge 160</td>
<td></td>
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<tr>
<td>• <a href="mailto:aeiadvising@uoregon.edu">aeiadvising@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>• Angela Dornbusch, Head Academic Advisor</td>
<td></td>
</tr>
<tr>
<td>• Maiko Hata, Associate Academic Advisor</td>
<td></td>
</tr>
<tr>
<td>• Karen Ulloa, Academic Advisor</td>
<td></td>
</tr>
<tr>
<td>• Sean McClelland, Academic Advisor</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Services Office</strong></td>
<td></td>
</tr>
<tr>
<td>• Pacific 112 A and C</td>
<td></td>
</tr>
<tr>
<td>• <a href="mailto:aeiitrans@uoregon.edu">aeiitrans@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>• Glenda Stewart, Student Records Specialist</td>
<td></td>
</tr>
<tr>
<td>• Britt Johnson, Academic Director</td>
<td></td>
</tr>
<tr>
<td>• Alicia Going, Associate Director</td>
<td></td>
</tr>
<tr>
<td>• Lara Ravitch, IEP Curriculum &amp; Programs Coordinator</td>
<td></td>
</tr>
<tr>
<td>AEI Support Team &amp; Contact Information</td>
<td></td>
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<tr>
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<tr>
<td><strong>Homestay Program</strong> &amp; <strong>Housing</strong></td>
<td><strong>Housing &amp; Homestay Office</strong></td>
</tr>
<tr>
<td></td>
<td>Onyx Bridge 162</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aeihomestay@uoregon.edu">aeihomestay@uoregon.edu</a></td>
</tr>
<tr>
<td></td>
<td>Suzie Heilman, Housing and Homestay Coordinator</td>
</tr>
<tr>
<td><strong>Childcare</strong></td>
<td><strong>Student Resource Office</strong></td>
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<td><strong>ASUO Legal Services</strong></td>
<td>Onyx Bridge 162</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td><a href="mailto:aeiservices@uoregon.edu">aeiservices@uoregon.edu</a></td>
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<tr>
<td><strong>Banking</strong></td>
<td>Tony Cipolle, Orientation &amp; Student Resource Coordinator</td>
</tr>
<tr>
<td><strong>Other personal concerns</strong></td>
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<tr>
<td><strong>Conversation Partners</strong></td>
<td><strong>Tutoring Services Office</strong></td>
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<tr>
<td><strong>Tutor issues</strong></td>
<td>Pacific 117</td>
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<tr>
<td><strong>Homework help</strong></td>
<td><a href="mailto:aeitutoroffice@uoregon.edu">aeitutoroffice@uoregon.edu</a></td>
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<tr>
<td><strong>Activities sign up</strong></td>
<td>Caitlin Bradley, Tutor Services Coordinator</td>
</tr>
<tr>
<td><strong>Volunteering</strong></td>
<td>Matthew Chambers, Faculty Liaison to Tutoring Services</td>
</tr>
<tr>
<td><strong>Student groups &amp; clubs</strong></td>
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<td><strong>Campus &amp; community events</strong></td>
<td><strong>Activities and Student Volunteer Office</strong></td>
</tr>
<tr>
<td><strong>Billing</strong></td>
<td>Pacific 116</td>
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<tr>
<td><strong>Scholarships</strong></td>
<td>Zach Benedict, Student Engagement, Activities &amp; Volunteer Services</td>
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<tr>
<td><strong>Formal complaints</strong></td>
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<tr>
<td><strong>AEI Finance</strong></td>
<td><strong>AEI Director</strong></td>
</tr>
<tr>
<td><strong>AEI Faculty</strong></td>
<td>Agate Hall 205</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aeibilling@uoregon.edu">aeibilling@uoregon.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jacque Albert, Accounting Technician</td>
</tr>
<tr>
<td></td>
<td>Pacific 112B</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aeidirector@uoregon.edu">aeidirector@uoregon.edu</a></td>
</tr>
<tr>
<td></td>
<td>Cheryl Ernst, Executive Director</td>
</tr>
<tr>
<td><strong>Grades and attendance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Homework and assignments</strong></td>
<td></td>
</tr>
<tr>
<td><strong>AEI Faculty</strong></td>
<td>Please see your course syllabus for your instructor’s office hours and location.</td>
</tr>
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</table>
IEP Curriculum
The IEP’s curriculum of core classes, electives and extracurricular activities are carefully designed to create a positive and challenging learning environment. You will not only practice English but also develop the academic and intercultural skills that will help you become comfortable in US-style classrooms.

Core Classes - Required
All IEP students must take core classes.
• Reading, Writing, Grammar (RWG) – 12 hours a week
• Oral Skills (OS) – 6 hours a week
• International Student Success (ISS) – 2 hours a week for all NEW students

Elective Classes - Optional
Full-time students may choose to take elective classes. These classes meet 2 or 4 hours a week. Some classes are taught every term, but some change regularly.
• You can register for classes starting at the end of the previous term.
• You may be dropped from the class if you do not attend the first day.
• You can add or drop an elective class until Wednesday of week 2.

University Courses/CEP – Optional
Full time students “in good standing” can take a 4-credit UO undergraduate class. These classes cannot conflict with required IEP classes and may be in one of these areas: Math, Music Performance, or Foreign Languages. IEP students may also take a Physical Education (PE) or Dance Activity class.
• You must complete one term at the IEP before you can take a UO class.
• You must get approval from an IEP Academic Advisor.
• You must be able to start UO classes on time. They start one week before the IEP term and are 11 weeks long.

Typical Hours of an IEP Student

<table>
<thead>
<tr>
<th>Core Classes</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading, Writing &amp; Grammar</td>
<td>12</td>
</tr>
<tr>
<td>Oral Skills</td>
<td>6</td>
</tr>
<tr>
<td>International Student Success (new students)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18-20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives, Extracurricular Activities and Study</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective/CEP Courses</td>
<td>2-6</td>
</tr>
<tr>
<td>Conversation Partner</td>
<td>2</td>
</tr>
<tr>
<td>Individual and/or group study</td>
<td>10</td>
</tr>
<tr>
<td>AEI and campus activities</td>
<td>1-4</td>
</tr>
<tr>
<td>Recreation</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19-26</strong></td>
</tr>
</tbody>
</table>
IEP Course Level Placement

New Students
During orientation week, you will take a placement test. The test has three parts: Writing, Listening, and Sentence Meaning. This test shows us which level is best for you. Your teachers will also give tests during the first week of class. This ensures you have been placed in the correct level. You may move to another level if:
- Your instructor and an instructor from the next level agree that you should move.
- The change happens during first week of the term.

Returning Students
You will move through levels by showing mastery of the Student Learning Outcomes for each level. If you think your level is wrong:
- You may retake the placement test during orientation week, but you must register with Academic Advising.
  - You must take the test Monday of orientation week.
  - You will be placed in the correct level.

General Placement Policies
- A student testing into levels E-Prep – 3 cannot be placed in RWG and OS levels that are two levels apart. For example a student cannot be in RWG 2 and OS 4.
- A student cannot request to change sections (example from OS 3A to OS 3B) unless the student had the teacher in the previous term.
- A student is only changed to a new class during the first week of the term.

IEP Course Books and Materials
You should buy your books and materials before classes begin but no later than Day 2 of Week 1. You can buy books at the Duckstore in the AEI section on the 2nd Floor. Used books are often available at the bookstore but you should ask your teacher first. You should be careful. Any notes or writing in the book may be wrong!

If you think you might change levels or want to return your books at the end of the term, save your book receipt and do not write in your textbook. Depending on how long you have used the books, the bookstore may give you full or partial refund for the books.
## IEP Levels - Proficiency Descriptions

<table>
<thead>
<tr>
<th>Level</th>
<th>If you complete this level you can do the following with some errors:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPrep</td>
<td><strong>You have the listening and speaking skills needed in daily life. You can have simple conversations. You can read and write simple sentences. You understand some sound and spelling connections. You can write letters clearly. You can use basic grammar for questions and statements. Your know some of the most common English words. You can follow good in- and out-of-classroom study practices.</strong></td>
</tr>
<tr>
<td>1</td>
<td><strong>You have more developed everyday listening and speaking skills. You can have longer conversations about simple everyday topics. You can give a short memorized presentation. You can read a variety of short texts and use a few reading strategies to help you understand. You can use several sentence types in answering simple guided writing tasks. You can identify basic parts of speech and sentence types. You know frequently used English words.</strong></td>
</tr>
<tr>
<td>2</td>
<td><strong>You can understand and explain short adapted academic listenings. You can use basic discussion skills such as agreeing and disagreeing to speak about class topics. You can give short presentations about class topics. You can read and identify main ideas and important details in level-appropriate texts. You can write a basic descriptive or opinion paragraph and can revise it for content and simple errors. You can identify parts of speech and understand how words are used in context. Your vocabulary includes everyday words and some academic words.</strong></td>
</tr>
<tr>
<td>3</td>
<td><strong>You can understand and discuss modified academic lectures. You can support your opinions, agree, disagree and use follow up questions in longer group discussions. You can give an informative presentation that includes research. You can read longer and more complex academic texts and think critically about the content. You can write compare, contrast and opinion paragraphs, using a variety of sentence types. You have greater written fluency and the ability to revise your writing for content and grammar with greater accuracy. Your vocabulary includes more academic vocabulary and you can use some of the vocabulary in your speaking.</strong></td>
</tr>
<tr>
<td>Level</td>
<td>If you complete this level you can do the following with some errors:</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>You can listen to longer modified academic lectures and summarize and respond to the content. You can contribute to small group discussions by creating discussion questions, sharing and supporting opinions, and asking follow-up questions. You can give a short, analytical research-based presentation. You can use a variety of strategies to read and understand the main ideas and important details in longer articles or essays. You can write a short summary of a reading and also use information from readings to support your ideas in short source-based paragraph, utilizing target grammar structures and more complex sentences. You have a larger academic vocabulary that you can understand and use in speaking and writing.</td>
</tr>
<tr>
<td>5</td>
<td>Your academic listening, speaking, discussion, note-taking, vocabulary, critical thinking and problem-solving skills are more developed and sophisticated than in the previous level. You can give a presentation in which you explain graphs and charts to support your conclusions. You can read, understand, summarize and respond to a variety of themes and topics found in academic readings, journalistic articles and/or longer works of fiction. You can write an academic summary-response, paragraph, utilizing accurate paraphrasing and citation. You use a variety of sentence structures and grammar in your writing and can edit with greater accuracy. You have a larger academic vocabulary, which you can understand and use in speaking and writing.</td>
</tr>
<tr>
<td>6</td>
<td>Your academic listening, speaking, discussion, note-taking, vocabulary, critical thinking and problem-solving skills help you navigate authentic listening and reading tasks. You can lead discussions, conduct original research and give extemporaneous presentations. You can read and understand authentic texts from a variety of academic disciplines and complete more sophisticated tasks. You can write a clear and accurate academic summary. Under a time limit, you can write a well organized and supported argumentative essay that synthesizes information and appropriately cites sources. You can utilize more sophisticated grammar and sentence structures. Your vocabulary is more academic and you can understand and use targeted words in your writing and speaking.</td>
</tr>
</tbody>
</table>

For more information and details, please see the IEP website.
Grading and Promotion
Your grade report will show two different types of scores: Proficiency and Performance.

Proficiency Grade
This grade shows how well you mastered the Student Learning Outcomes of the level. You must achieve 80% or higher in your class to move to the next level.

80% - 100% You demonstrated mastery of the required learning outcomes
60% - 79% You demonstrated partial mastery of the required learning outcomes
0% - 59% You were unable to show mastery of required learning outcomes

Performance Descriptors
These scores rate your effort, homework, participation and improvement. These scores do not decide if you move up or not, but they can affect how well you master course objectives.

1= Excellent  2= Very Good  3= Good  4= Fair  5= Poor

IEP Elective Course Grades
2-hour elective grades are Pass (P)/No Pass (NP)
4-hour elective grades are percentages (%)

Final Grade Reports
After the term ends, you will receive a grade report. This report shows only the grades you received for the term. It will be mailed to you through the US Post Office. They cannot be emailed to you.

IEP Classroom Student Expectations
We want to create classrooms that are positive spaces for learning. You are an important part of creating a learning space that is respectful, safe, and fun for everyone. In order to do this, please remember the following rules:

1) Be Respectful:
- Listen to your teacher and to your classmates. Do not interrupt others or talk when you should be listening.
- Put away cell phones during class.
- Use class time wisely. Do not ask your teacher during class about personal issues or grades.
- Encourage your classmates. Do not say bad comments to your classmates.
- Use clean language. Do not use curse words in English or in your language.
- Speak and act in a calm way. Do not speak too loudly or behave in an aggressive/angry way.

2) Enjoy learning with different teachers: All of the AEI teachers have unique ways to teach you. We cannot change your teacher because of a personal preference, including teaching style, personality, ethnicity, gender, or accent.

3) Enjoy learning with different classmates: You will have students in your class with very different nationalities, ages, personalities and genders. You must talk and work with everyone in your class.

4) Do your own work: Cheating or copying another student’s work is not allowed in the AEI. Any form of cheating or academic dishonesty will be reported to the Academic Advising Office.
5) Culture of Instructor Office Hours
IEP instructors have office hours. Office hours are times when instructors answer students’ questions about class or homework. Meeting instructors during office hours is a good way to get to know your instructors and receive extra help. Be proactive and do not wait until the end of the term to get help.

How to start the conversation:
• I do not understand the homework assignment. Can you please explain…
• I do not understand what you said in class about…
• Can you help me to understand it more?
• I would like extra work to move ahead. Can you give me extra homework about…

When visiting instructors, it is good to:
• Send an email to the instructor before visiting the office.
• Think about questions to ask before you arrive.

6) Test Rules
Use of any materials or devices not specifically approved by the instructor or engagement in unapproved behavior during assessments could result in receiving a 0 for the test. This includes but is not limited to the following:
• looking at a cell phone for any reason
• communication with classmates
• looking at others’ work
• showing your work to others
• consulting notes
• recording materials

IEP Attendance

We expect you to come to every class prepared and ready to learn. All absences from day 1 are recorded. To be in *good standing* you must attend all classes (RWG, OS, and ISS classes) regularly.

Tardiness = Late for Class
You must be in class on time and return from all breaks on time. If you are late to class or after a break, you will get a T (“tardy”). Three Ts= 1 hour of absence.

Absences
You may need to be absent from class. All absences are recorded, and most absences are unexcused, including absences for medical reasons.

Illness or Medical Absences
We do not want you to come to class if you will put other students or your teachers in danger. Please stay home and/or see the doctor if you are seriously ill.

iBT TOEFL or IELTS absences
You will be excused from class if you have to take one of these tests.
What to do if you miss class

You are expected to turn in work on time. All class assignments, including quizzes, exams, graded discussions, projects, presentations, and other assignments must be done on time.

- Contact your instructor by email and ask for homework assignments.
- Give your full name and dates that you are going to be gone.
- Check the course syllabus to find out when major test and assignments dates are scheduled.
- Give your homework to a classmate or email it to your instructors.
- Find out and complete assignments so you are prepared for the next class.

Assignments and Homework:
- You may expect at least one hour of homework for each hour you are in class.
- You must turn in all class assignments on time.
- Late work will not be accepted and will affect your grade.
- All work must be your own. Do not ask friends, tutors, homestay families, or any other person to do work for you.
Academic Standing:
We expect you to be in good standing at the end of each term. This means that you do not have too many absences and you pass your classes. Students are not allowed to repeat the same level more than 2 times.

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>What this means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>• You have passed your classes, and</td>
</tr>
<tr>
<td></td>
<td>• You do not have more than 40 hours of absence.</td>
</tr>
<tr>
<td>Repeater’s Probation</td>
<td>• You did not pass one or more of your classes, but</td>
</tr>
<tr>
<td></td>
<td>• You did not have more than 17 hours of absence.</td>
</tr>
<tr>
<td></td>
<td>• You will meet with Academic Advising at IEP Registration.</td>
</tr>
<tr>
<td></td>
<td>• If you do not pass the class you are repeating the next term, you will be disqualified from the IEP and lose your UO conditional admission.</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>• You did not pass one or more of your classes, and</td>
</tr>
<tr>
<td></td>
<td>• You have more than 17 hours of absense.</td>
</tr>
<tr>
<td></td>
<td>• You will meet with Academic Advising at IEP Registration.</td>
</tr>
<tr>
<td></td>
<td>• If you fail either class the next term, you will be disqualified from the IEP and lose your UO conditional admission.</td>
</tr>
<tr>
<td>Disqualified</td>
<td>• You have more than 40 hours of absence in a term, or</td>
</tr>
<tr>
<td></td>
<td>• You have missed 10 consecutive days of class, or</td>
</tr>
<tr>
<td></td>
<td>• You failed the same course 2 times.</td>
</tr>
<tr>
<td></td>
<td>• You cannot enroll at AEI or UO in the future.</td>
</tr>
</tbody>
</table>

IEP Transcripts and Document Requests

IEP Transcripts (Allow 7-10 business days for processing)
An IEP transcript shows all the end-of-term grades you have received in the IEP. Your transcript will also show your academic standing for each term. To receive an official transcript:
• You must not owe money to the IEP or UO. You can pay any bills at Oregon Hall.
• You should make a request through https://aeiweb.uoregon.edu/aei/transcripts/.
• You must bring photo ID to pick up your transcript. A friend cannot pick up your transcript.
• You must pay $45 for international mail or US Express mail delivery.

UO Final Grades and Transcripts
If you take a UO class, the grade you receive will not show on your IEP final grade report or transcript. You will be able to see your final grades in your DuckWeb account. If you need an official UO transcript you must request one through the UO Registrar’s office.

Letter of Recommendation Requests (Allow 7-10 business days)
If you need a letter of recommendation for employment or education purposes, you should request one from the Academic Advising Office. Your instructors do not write letters of recommendation but will provide information for the letters.

Scholarship Extension Requests (2 months before your current scholarship expires)
If you need a scholarship extension, request it from the Academic Advising Office.
IEP Tuition & Fees: Payment Guidelines

IEP tuition and fees are due before the start of the term.

Students cannot register for classes until all tuition and fees are paid in full. To view the current estimated cost of attendance, go to: http://aei.uoregon.edu/iep/apply-now/costs.

How to Pay

For information on how to make a payment, go to: http://ba.uoregon.edu/content/make-payment.

International Payments

The University of Oregon has partnered with peerTransfer in order to streamline the process of international payments. peerTransfer allows you to pay securely from any country and any bank, generally in your home currency.

To get started, go to: uoregon.peertransfer.com to begin the payment process. If you have questions about making an international payment, go to: https://www.peertransfer.com/help.

QuikPAY Electronic Payments

- E-checks: Electronic payments made from a checking or savings account can be made through the QuikPAY system using a bank account in the United States. You can access the QuikPAY system through your Duckweb account.

- Credit or Debit Cards: Visa, MasterCard, Discover, and American Express payments can be made using the QuikPAY online system. Payments made by credit or debit card are assessed a 2.75% service charge.

In Person

Payments can be made in person at the Cashiers Office located on the first floor of Oregon Hall during regular business hours.
It is important that you know and follow the US rules and regulations for studying at the AEI. If you have any questions about your visa status, make an appointment with an AEI International SEVIS Advisor, 161 Onyx Bridge, especially if you are planning to:

- Extend your stay beyond the time indicated on your I-20.
- Have dependent family members join you in the US.
- Leave the US.

Important Documents:

Passport

Your passport is one of your most important documents. You should protect it and make sure it is up-to-date. Contact your country’s embassy or consulate in the US for instructions on how to renew your passport at least 6 months before it expires.

If you lose your passport or it expires during your stay in the United States, you can apply for a new one through the embassy or consulate general of your nation of citizenship.

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SEVIS Immigration Advising

Visa and I-20 Information

I-20 Form

The I-20 form is a document issued by the institution you plan to attend. Never let your I-20 expire.

The I-20 gives legal status in the US and must be updated if your status changes. Changes to the I-20 can only be processed through official university SEVIS advisors.

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Page 1 of I-20 form

Page 2 of I-20 form: Travel Signature
Visa and I-20 Information

Student / Exchange Visitor Visa Type
F1 student visas are issued through the US Citizenship and Immigration Services (USCIS), while J-1 student visas are regulated through the Department of State (DOS). Each visa type has different rules to maintain visa status. The AEI is your on-campus resource for non-immigrant F-1 or J-1 visa issues. AEI has SEVIS officials on staff who can help you. However, it is your responsibility to know and follow the regulations.

Valid Entry
- The US visa stamp in your passport allows you to enter the US.
- Visas must be valid to enter/re-enter the US.
- Visas can only be obtained or renewed outside the US.

Note: As long as you stay in the US, maintain your F1 status, and have a valid I-20, it does not matter if your student visa has expired.

Steps for dealing with LOST Immigration Documents
1. If stolen, call campus police (541) 346-2922 to file a police report.
2. Check UO Lost & Found in the EMU or call 541- 346-3711.
3. Contact your local consulate immediately to get a new passport: http://www.state.gov/s/cpr/rls/fco/
4. Alert an AEI SEVIS advisor as soon as possible. The SEVIS advisor can make a new copy of the I-20 and help you to apply for a replacement visa.

Be sure to keep secure copies of your immigration documents and have them accessible while traveling outside of Eugene. US regulations require all visitors to carry proof of identification and immigration status with them when traveling; this includes a valid passport and valid I-20.

I-94 Arrival / Departure Record
When you entered the US, the US Custom and Border Protection (CBP) issued you an I-94. The I-94 “Admission Number” is proof of your immigration status and your date of entry. The CBP stamps your passport, noting port of entry, arrival date, and duration of status.

To obtain your electronic I-94 go to www.cbp.gov/I-94
Visa and I-20 Information

Maintaining F-1 Visa Status

As an IEP student, you are required by the US government to comply with the following F-1 and J-1 Visa regulations:

1. Study full time in the IEP and/or advisor-approved UO courses.
2. Be in good academic standing.
3. Attend class daily.

<table>
<thead>
<tr>
<th>Issues / concerns</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need to register less than 18 contact hours in the IEP</td>
<td>The Department of Homeland Security (DHS) allows for specific exceptions to the full-time study requirements. Exceptions called “reduced course load authorization (RCL)” must be pre-approved through an AEI SEVIS advisor.</td>
</tr>
<tr>
<td>Request a vacation term</td>
<td>Students are required to enroll in 3 consecutive terms before being eligible for a “vacation term.” Any break in study must be requested through an AEI SEVIS advisor. Summer term at AEI is not an automatic vacation term. Completion of a departure form may be required.</td>
</tr>
<tr>
<td>Have Health Insurance</td>
<td>International students at the University of Oregon are required to maintain health insurance coverage throughout their stay in the US. AEI works with the University Health Center to make sure you meet the requirements (see page 27)</td>
</tr>
<tr>
<td>Moved to a new local address</td>
<td>US immigration law requires that any change of address be reported within 10 days of a move and entered into the government SEVIS database. To remain in compliance, stop by the AEI Office (Pacific 107) to complete a “Change of Address” form.</td>
</tr>
<tr>
<td>Change of financial status</td>
<td>Any scholarship award or change to your financial support (funding source for US education) must be submitted.</td>
</tr>
<tr>
<td>Get a job to work on campus</td>
<td>F1 Visa students can work on campus up to 20 hours per week but will need to apply for a Social Security Card. Off-Campus Employment for F-visa students is not allowed by (DHS). Unauthorized employment may result in deportation.</td>
</tr>
<tr>
<td>Travel outside the US</td>
<td>You will need to obtain a travel signature on your I-20 from an AEI designated school official. Travel signatures must be less than 5 months old at the time of re-entry.</td>
</tr>
<tr>
<td>Transfer to a new school</td>
<td>You will need an AEI SEVIS advisor to help you transfer to another educational institution other than the University of Oregon.</td>
</tr>
<tr>
<td>Stay after end of I-20</td>
<td>Students cannot stay in the U.S. more than 60 days following the completion of their I-20 approved date of stay.</td>
</tr>
<tr>
<td>Withdraw</td>
<td>See an AEI SEVIS Advisor. Departure form and documentation will be required.</td>
</tr>
</tbody>
</table>
Visa and I-20 Information

Compliance-Related FAQs:

1. Can I extend my studies at AEI beyond original I-20 end date?
   Yes, if you wish to study in the IEP beyond the original ending date listed under section #5 on your I-20, you need to work with a SEVIS advisor to apply for a program extension. Requests must be submitted before your current I-20 ending date.

2. How do I transfer to another school?
   Students transferring to another school in the US need to process their immigration transfer paperwork with the AEI.
   
   Transfer Steps:
   - Apply to the school of your choice.
   - Remain in good academic standing during the transfer period and have no account balance.
   - When accepted, provide admission letter and transfer form from new school to AEI office.
   - Wait for the AEI to process the I-20 transfer.
   - Request the new I-20 from the new school.

   Note: If you plan to leave the US during a break between schools, you must be accepted by the new school and receive an I-20 from that school before re-entering into the US. You will re-enter the US with the new school’s I-20 form.

3. Can I be an IEP student and Conditionally Admitted to the UO?
   All undergraduate IEP students are eligible to apply to the UO for conditional admission. UO Admissions typically sends the letter of conditional admission to the AEI who will contact you for your new I-20.

4. Why was my I-20 terminated?
   Failure to follow immigration regulations and AEI policy can result in termination of your I-20, which can jeopardize your visa status.

   Depending on the situation, a student’s I-20 may be terminated. In such a case, the student needs to take the following steps:
   
   1. Immediately purchase a plane ticket to depart from the US as soon as possible.
   2. Once in home country, request a new I-20 for a new visa to re-enter the US.

   In rare cases, students have the option to request reinstatement within the US. Please see an AEI SEVIS Advisor to discuss this option.

   Note: These situations are stressful and costly. Ultimately, it is the responsibility of the F-1 or J-1 visa students to maintain status. AEI SEVIS advisors are here to help answer your questions.
Leaving the AEI before the end of the term

If you leave the AEI before completing the program, you are required to meet with an AEI international SEVIS advisor to discuss your departure. This meeting will help determine what to do with your I-20 record.

Steps to Withdraw from the IEP:
1. See an AEI Academic Advisor and International SEVIS Advisor. After week 1, approved authorization is granted only in clear cases of emergency (such as a documented death in the family or a documented serious illness).
2. Complete IEP Departure Form and document requirements.
3. Tell your instructors.
4. Check your student account and pay your balance.
5. Inform either your landlord, the Homestay Program Coordinator, or the Resident Hall’s area desk.

Steps to Withdraw from the IEP:
1. See an AEI Academic Advisor and International SEVIS Advisor. After week 1, approved authorization is granted only in clear cases of emergency (such as a documented death in the family or a documented serious illness).
2. Complete IEP Departure Form and document requirements.
3. Tell your instructors.
4. Check your student account and pay your balance.
5. Inform either your landlord, the Homestay Program Coordinator, or the Resident Hall’s area desk.

Students who withdraw must return to their home countries immediately. You will lose your legal status when you are no longer enrolled in the AEI.

Academic Policy

| Approved (Authorized) | A. Student will receive “W” (withdrawn) grade for classes for entire term. |
| Not Approved (Unauthorized) | B. Student will receive “E” (excused) for absences for entire term. |

A. If requested prior to end of week 4, students will receive “W” (withdrawn) grade for classes and will receive “E” (excused) for absences for entire term.
B. If requested after week 4 or AEI is not informed at all, student will be disqualified.

Cancellation and Refunds*

You may receive a full refund if you cancel with an AEI Academic Advisor prior to the first day of classes. All other refunds are calculated from the date you officially withdraw, NOT the date of your last class attendance.

<table>
<thead>
<tr>
<th>Tuition Refund Policy</th>
<th>AEI Tuition</th>
<th>UO Fees</th>
<th>Int’l Fee</th>
<th>Health Ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to first day of classes</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>TBD</td>
</tr>
<tr>
<td>Prior to end of week 1</td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>TBD</td>
</tr>
<tr>
<td>Prior to end of week 2</td>
<td>75%</td>
<td>75%</td>
<td>75%</td>
<td>TBD</td>
</tr>
<tr>
<td>Prior to end of week 3</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>TBD</td>
</tr>
<tr>
<td>Prior to end of week 4</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
<td>TBD</td>
</tr>
<tr>
<td>No refunds after week 4</td>
<td>No refund</td>
<td>No refund</td>
<td>No refund</td>
<td>TBD</td>
</tr>
</tbody>
</table>

*Refunds are processed as a credit to your account by the UO Business Office. Refunds may take several weeks to process.
Extracurricular Opportunities (Learning Outside of Class)

Your IEP classes are only one way to improve your English and should not be the only way you try to learn. Research shows that students who are involved in language and culture activities outside of class reach their language goals more quickly. The AEI and UO offer you many free opportunities to practice English outside of class.

IEP Tutoring Services Programs

1. IEP Help Desk

Any IEP student can use this services for homework help, writing lesson help, TOEFL practice or extended conversation practice. If you want help with grammar or writing the Help Desk is the appropriate place. No appointment is needed.

Help Desk Hours:   Monday - Thursday:  1pm - 3pm   Friday:  12pm - 2pm

2. Conversation Partner Program

All IEP students can sign up for a conversation partner in order to practice English conversation, achieve academic goals, and learn more about student life at the UO. ALL conversation partners are UO students. They will meet with you for two hours each week. Sign up in the Tutoring Office (Pacific Hall 117) or online at https://aei3.uoregon.edu/tutoring.

Top 5 Benefits of having a conversation partner:

1. You will learn to speak freely and fluently with a peer.
2. You can make a friend.
3. Your extra English practice will make you a competitive job candidate.
4. You will learn about US culture and share yours in return.
5. Your tuition covers the cost!
**Conversation Partners in the Classroom**

You will see conversation partners in your Oral Skills and ISS classes on day per week. They will work with you in small groups, helping you to practice what you are learning in class and to have a natural conversation in English.

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**Working with a Conversation Partner**

1. Go to [https://aei3.uoregon.edu/tutoring/home](https://aei3.uoregon.edu/tutoring/home) and complete the “Conversation Partner Request Form.”
   NOTE: You will repeat the sign-up process at the beginning of each term.

2. A conversation partner will contact you at your UO email address to set up a date, time, and location for your first meeting. A good first place to meet is in the Tutoring Services office or outside the AEI main office door (107 Pacific Hall).

3. Plan to meet your conversation partner for two, 50-minute sessions each week.

4. Conversation partners do not prepare a lesson plan or textbook or provide explicit grammar instruction. Their goal is to help you develop normal conversational skills. Come prepared to each session with questions and or ideas for how you want to spend your time.

5. Remember to sign-off on your conversation partner’s green record sheet after each 50-minute meeting.
   NOTE: It is illegal to sign for a session without actually meeting.

More information about conversation partner activities can be found at:

[aei3.uoregon.edu/tutoring/students-login](https://aei3.uoregon.edu/tutoring/students-login)

If things aren’t going well or you are having problems, please report this to the Tutoring Services (Pacific Hall 117) office right away. We will work with you to try to resolve issues.
IEP Activities

The AEI Student Engagement Office (Pacific Hall 116) is here to help you better understand our community, acclimate to campus life, enhance your experience as a student and individual. Stop by our office to share your ideas and learn more how you can get involved.

Come have fun with AEI:
Join us for activities and trips outside your classroom, all with social, cultural, and recreational themes.

Make new friends:
Through our activities, you will meet new people and get involved with the local community and culture.

Share your culture, ideas, and creativity:
You will have the chance to work in teams to create programs you care about.

Gain work experience:
Build experiences that connect you with your academic and career interests.

Follow us on social media! Stay connected to hear about our events!

Like us on facebook: UO AEI
Follow us on Twitter: @UO_AEI
Follow us on Instagram: UO_AEI

Be sure to sign up for activities on our website:
http://aei.uoregon.edu/activities
IEP Volunteering

Student Volunteers:

We meet Tuesday nights at 5:00 pm, divide into work teams and plan upcoming events together.

• Get involved with local organizations
• Plan events and activities
• Share your skills and ideas
• Create videos and program materials
• Gain real-world experiences

Community Service:

We work side by side with others in the community, lending a hand and learning how we can make a difference. Some frequently visited nonprofit sites:

• Boys and Girls Club
• Senior Centers
• Grassroots Gardens
• Habitat for Humanity
• Food for Lane County

... and many more!

Create a Volunteer Resume:

All of your volunteer work and hours are recorded by the AEI and available in certificate format as evidence of students local volunteer engagement.

• Meet community members
• Learn about local organizations
• Learn about volunteer opportunities
• Gain experience
• Meet new people

... have fun!
Other Student Engagement Resources:

Mills International Center
http://international.uoregon.edu/mills/test-event
  Language Circles on Mondays
  The MEET on Thursdays
  International Student Association’s Coffee Hour on Fridays
Located in the EMU, is a gathering place for various student activities. Open: Mon - Sat, 10am - 7pm.

UO Student Organizations
https://emu.uoregon.edu/student groups
  • African Student Association
  • Arab Student Union
  • Chinese Students & Scholars Association
  • International Student Association
  • JSO Japanese Student Organization
  • LGBTQ
  • Men’s Center
  • Muslim Student Association
  • Multicultural Center
  • Taiwanese Student Association
  • Women’s Center
  ...and many more

Yamada Language Center’s Language Exchange
Go to http://babel.uoregon.edu/ to sign up to meet someone who wants to learn your language and who wants to help you with your English.

Center for Multicultural Academic Excellence
http://cmae.uoregon.edu/
164 and 465 Oregon Hall

NOTE: If you need help connecting with any groups or resources on campus, visit the AEI Student Resource Coordinator in 162 Onyx Bridge, or email aeiservices@uoregon.edu.
### IEP Problem Solving & Complaint Process

We hope your experience at the AEI and in the US is positive. However, sometimes problems arise. If you have a problem, we will listen and try to help you. For IEP-related problems, please follow these steps to solve the problem.

1. Talk to the individual, instructor or classmate directly. Try to solve the problem with him or her.
2. Meet with the appropriate AEI contact person (see below) if step 1 is not successful.
3. Write a formal petition to the AEI Academic Director if you are unhappy with step 2.

<table>
<thead>
<tr>
<th>AEI related issues / concerns</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEP class schedule, level, or placement</td>
<td>Academic Advising</td>
<td>160 Onyx Bridge</td>
</tr>
<tr>
<td>IEP academic policies or related concerns</td>
<td><a href="mailto:aeiadvising@uoregon.edu">aeiadvising@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>Registering for UO classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UO admissions (matriculation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An instructor’s behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A classmate’s behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A legal issue</td>
<td>Tony Cipolle</td>
<td>162 Onyx Bridge</td>
</tr>
<tr>
<td>A personal concern</td>
<td>Student Resource Coordinator</td>
<td></td>
</tr>
<tr>
<td>Childcare</td>
<td><a href="mailto:Tonyc@uoregon.edu">Tonyc@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>UO &amp; community resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A tutor or conversation partner</td>
<td>Tutoring Services Coordinator</td>
<td>Pacific 117</td>
</tr>
<tr>
<td>IEP admissions</td>
<td><a href="mailto:aeitutoroffice@uoregon.edu">aeitutoroffice@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>Immigration or transfers (UO or other school)</td>
<td>Admissions Coordinator</td>
<td>Pacific 107</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:aei@uoregon.edu">aei@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AEI International SEVIS Advisor</td>
<td>161 Onyx Bridge</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ljames@uoregon.edu">ljames@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mgwigham@uoregon.edu">mgwigham@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>An AEI office staff member or student worker</td>
<td>AEI Personnel Coordinator</td>
<td>Pacific 107</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:phavlis@uoregon.edu">phavlis@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>A host family situation</td>
<td>Housing Coordinator</td>
<td>162 Onyx Bridge</td>
</tr>
<tr>
<td>A housing issue</td>
<td><a href="mailto:aeihomestay@uoregon.edu">aeihomestay@uoregon.edu</a></td>
<td></td>
</tr>
<tr>
<td>Activities and volunteering</td>
<td>Zach Benedict</td>
<td>Pacific 116</td>
</tr>
<tr>
<td></td>
<td>Student Engagement Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:zachben@uoregon.edu">zachben@uoregon.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

If you talk to someone on the AEI faculty or staff and are not satisfied with the results, you can request an appointment with the AEI Academic Director, either by writing a letter to the Academic Director or by making an appointment in 107 Pacific Hall. The Academic Director will investigate your complaint and respond in writing within ten business days. A record will be kept of your complaint and of the Academic Director’s response, and an administrative group will review it within twenty business days in order to evaluate whether any change in policy or procedure is required.
University of Oregon Student Expectations

Policy: IEP students are expected to follow the UO Student Code of Conduct.

As an AEI student, you are also a UO student and have the same rights and expectations of UO students. The AEI is an excellent resource for you. Our instructors, advisors, and staff do our best to ensure that you receive the guidance you need to navigate the US educational system.

We further affirm our commitment to:

• Respect the dignity and essential worth of all individuals.
• Promote a culture of respect throughout the university community.
• Respect the privacy, property, and freedom of others.
• Reject bigotry, discrimination, violence, or intimidation of any kind.
• Practice personal and academic integrity and expect it from others.
• Promote the diversity of opinions, ideas and backgrounds that are the lifeblood of the university.

Academic Honesty

Academic Honesty is an important part of being a university student. Breaking this rule includes cheating, plagiarism, or giving false information. Plagiarism is “using another person’s idea and presenting it as your own.” If you submit a paper and use ideas or words from an outside source [website, article, book, other student’s paper or other source] without quoting or giving the source’s name, you are stealing. Plagiarism will be reported to the university. For more information see http://library.uoregon.edu/guides/plagiarism/students/index.html.

Work submitted in IEP courses must be your own (except for group assignments). Violations of any form of academic dishonesty (cheating, plagiarism, fabrication, etc.) are taken seriously and are noted on IEP student disciplinary records. Second offenses of academic dishonesty will be reported directly to the UO Office of Student Conduct and Community Standards.

UO Student Code of Conduct See Dean of Students: uodos.uoregon.edu

You may be punished by the university for breaking the rules of the university or helping someone else break the rules of the university. Any behavior that is considered harmful to yourself or another person breaks the rule of the UO community. This behavior includes:

• Disrupting classes, activities or research
• Acting in a way [including those resulting from alcohol or drug use] that causes unreasonable noise or annoyance
• Endangering the safety of any person or causing fear
• Harassing another person because of race, ethnicity, gender, religion, identity or status
University of Oregon Health Requirements

Policy: IEP students are required to have UHC-approved health insurance.

1. Health Insurance Requirements
   To protect your health and financial stability, the state of Oregon requires all international students and their dependents have health and accident insurance. The UO insurance plan provides health, vision, and dental insurance coverage for treatment at the UO Health Center as well as anywhere in the US.

   Enrollment - All student must enroll in health insurance through myUOhealth patient portal, or apply for a waiver by submitting your own health insurance policy through myUOhealth patient portal.

   Insurance Claims - The Health Center will bill you when you visit the UO Health Center. If you go to a doctor or hospital off campus, show them your insurance card. If you are on your own health insurance, you are responsible for filing your own claims.

   **UO Health Insurance Office**
   E-mail: UOstudentinsure@uoregon.edu
   Phone: 541-346-2832
   Fax: 541-346-6579
   UO Insurance: Aetna Student Health Policy

2. Immunization Requirements (non-US Citizens)
   Oregon requires that all students show proof of MMR [Measles, Mumps and Rubeola] immunization. You cannot attend class without this proof. The Health Center can give you this immunization. Please visit the Health Center or contact them with questions uhcmeasl@uoregon.edu.

3. Healthy Campus/Community
   **Smoke-and-Tobacco-Free-campus:** As part of the Healthy Campus Initiative, the UO is a smoke-free campus. Smoking is not allowed anywhere on this campus. If a student chooses to smoke on the sidewalk around the campus, please be sure that all cigarette butts are completely extinguished and picked up so there is no litter left in any location. See “Healthy Campus” - http://healthyoregon.uoregon.edu

University Health Center
13th & Agate
healthcenter.uoregon.edu
Hours: Monday – Friday, 9am - 5pm
Saturday, 10am - 2pm

Call 541-346-2770 before 10:00am to get an appointment or anytime for free advice.

Please
NO SMOKING

No Smoking, No Tobacco, No E-Cigarettes on the entire University of Oregon campus.
UO Student Records and Privacy Rights in the US

Policy: IEP students have the right to keep their records and information private.

The UO is committed to the privacy and security of our students. The UO Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which establishes students’ rights and institutions’ responsibilities regarding the privacy of education records.

Student Records

Access to student educational records is restricted through FERPA. If parents, sponsor universities, or scholarship organizations require grade or progress reports, students must complete a release waiver. Waivers are provided during orientation and are available at the front office.

AEI student records are released to the UO Admissions office during the conditional admission application and matriculation approval process.

Educational Records

Education records are those records directly related to a student and maintained by the university or by a party acting for the university. Some examples are records of grades, coursework, records indicating progress toward a degree, and student financial account records.

Midterm & Final Grades

IEP students receive midterm grade reports directly from their instructors. Final Grades Reports are mailed to students’ local mailing addresses.

Parent Rights

Once a student has reached age eighteen or is attending the university, all FERPA rights belong to the student. Parent access to education records is limited to information classified as directory information under the University Student Records Policy.

The following information is classified as directory information:

- Student’s full name
- Major or minor
- E-mail address(es)
- Dates of attendance
- Class level
- Cumulative credit hours
- Degrees, honors, or awards received
- Mailing and permanent address(es) and telephone number(s)
- The fact that the student is or has ever been enrolled
- Participation in officially recognized activities
- For graduate teaching fellows, status as a graduate teaching fellow and teaching assignment
- Enrollment status (e.g., full-time, half-time or less than half-time)

*See FERPA http://registrar.uoregon.edu/records_privacy/students
UO Admissions

University English Language Proficiency Requirements

Most American universities require a TOEFL or IELTS test score for admission. The UO accepts the paper-based institutional TOEFL (PBT), the Internet-based international TOEFL (iBT) and the IELTS test scores for admission. Information about registering for these tests is included in your registration folder.

UO Admission Requirements:

- Apply to the UO as an International Student at admissions.uoregon.edu/international/admissions.
- Be in good academic standing in the IEP.
- Complete level 6 in the IEP
  or
- *Submit verified score of PBT 500, iBT 61 or IELTS 6. The UO will not admit conditionally admitted IEP students who do not pass their IEP classes. Students who are disqualified from the AEI for academic and/or attendance reasons will also lose their conditional admission to the UO.

*NOTE: Conditionally admitted IEP students who receive a passing TOEFL or IELTS score must:

1. Submit your score report directly to the AEI Academic Advising office, 160 Onyx Bridge.
2. An Academic Advisor will forward the report onto the UO Office of Admissions.
3. The UO Office of Admissions will verify your English proficiency score, which can take 12 weeks or longer.
4. The UO Office of Admissions will verify that you have passed your IEP core classes at the end of the term prior to admission.
5. If your score is verified AND you passed your IEP classes, the UO Office of Admissions will contact you about your admission status.

Note: If you have questions about conditional admission, please see the AEI Main Office, Pacific Hall 107 or email aei@uoregon.edu.

Note: If you have questions about conditional admission, please see the AEI Main Office, Pacific Hall 107 or email aei@uoregon.edu.
Accessible Education

Policy: IEP students have the right to ask for support for any disability.

Accessible Education Center, 164 Oregon Hall, aec.uoregon.edu

The UO is dedicated to the principles of equal opportunity in education and accepts diversity as an affirmation of individual identity within a welcoming community. Disability is recognized as an aspect of diversity integral to the university and to society.

The AEI recognizes that people learn in different ways and may have learning challenges. We want to make it possible for every student to be successful in classes. If there are ways we can help you succeed, please feel free to meet with an Academic Advisor.

The AEI also works closely with the UO’s Accessible Education Center to provide comprehensive assistance for students with disabilities. Some examples of reasonable accommodation are special seating in the classroom, additional time to complete tests and/or other course work, or handouts with large print.

NOTE: If you need support, please visit an Academic Advisor, 160 Onyx Bridge.

ASUO Legal Services

ASUO Legal Services provides professional legal assistance to UO students on a variety of legal topics.

- Landlord and Tenant disputes
- Uncontested Family Law issues including divorce, separation, annulment, child support and parenting time
- Criminal and non-criminal offenses
- Traffic accidents resulting in personal injury and property damage
- Driver license and insurance problems
- Expungement of qualified arrest and conviction records
- Non-bankruptcy credit and debt issues
- Consumer
- Wills and Power of Attorney
- Employment including wage and hour issues
- Name changes

ASUO Legal Services provides professional legal assistance to UO students on a variety of legal topics. There is no charge for advice or office visits for students currently registered at the University of Oregon. However, a student may be responsible for any costs of court filing fees, process service, incident reports, medical records, express mailings or nominal document preparation or representation fees depending on the nature of the case. Anticipated costs will be reviewed with you before any are incurred. A $5.00 fee will be charged if you do not cancel your appointment 24 hours in advance or if you miss an appointment.
ASUO Legal Services - Driving Legally

The three most common traffic tickets for international students driving in Oregon are:

- No valid license - You **must** acquire an Oregon driving licence
- Speeding - You **must** know and follow all traffic laws
- No insurance - You **must** have auto insurance

**You should acquire an Oregon driver license because:**
1) You will learn the driving rules in this state that may be different from your home country or other states;
2) You will be less likely to make driving errors, get fewer tickets and avoid accidents;
3) You will learn about liability insurance requirements; and
4) You will not have to worry about getting tickets for driving without a valid license.

If you get a traffic ticket, call 541.346.4273 to make an appointment with ASUO Legal Services.

**Tickets for driving without a valid license:**
Bring proof of valid home country / international or temporary visitor's license to your appointment. An attorney will help you determine if your license is valid in Oregon.

**Speeding tickets:**
International students sometimes violate the posted speed limits because of confusion over miles per hour (MPH) versus kilometers per hour (KM/H).

The United States is one of the only countries in the world that still uses the mile as a unit of measurement. The fact that you are from a country that uses the metric system and that you are unfamiliar with the foot, yard, mile system used in Oregon is not a defense to a charge of speeding. Ignorance of the law of measurement will not get you out of paying the ticket but we may be able to help you minimize the fine.

**Table of conversions for common speed zones in Oregon:**

<table>
<thead>
<tr>
<th>Speed Limit</th>
<th>Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 mph</td>
<td>16 km/h</td>
</tr>
<tr>
<td>15 mph</td>
<td>24 km/h</td>
</tr>
<tr>
<td>School zones – 20 mph</td>
<td>32 km/h</td>
</tr>
<tr>
<td>Campus streets – 15 mph</td>
<td>24 km/h</td>
</tr>
<tr>
<td>Residential streets – 30 mph</td>
<td>48 km/h</td>
</tr>
<tr>
<td>35 mph</td>
<td>56 km/h</td>
</tr>
<tr>
<td>40 mph</td>
<td>64 km/h</td>
</tr>
<tr>
<td>45 mph</td>
<td>72 km/h</td>
</tr>
<tr>
<td>50 mph</td>
<td>80 km/h</td>
</tr>
<tr>
<td>Many rural roads – 55 mph</td>
<td>88 km/h</td>
</tr>
<tr>
<td>60 mph</td>
<td>95 km/h</td>
</tr>
<tr>
<td>highways – 65 mph</td>
<td>104 km/h</td>
</tr>
<tr>
<td>highways – 70 mph</td>
<td>112 km/h</td>
</tr>
</tbody>
</table>

1. Drive safely
2. Drive slowly
3. Drive respectfully
4. Know all the laws
5. Use a seatbelt
6. Do not use a mobile phone while driving
7. Never drive after drinking alcohol
8. Get an Oregon Driver’s License
9. Buy auto insurance
10. Lock your car
UO Network & Technology

UO ID #:  
Your UO ID is a 9-digit number you will use to log into Duckweb. It is often called your 9 5 number (95******). You will keep this number the entire time you are a student at the UO.

DuckID: duckid.uoregon.edu  
Your DuckID is the first part of your email address, DuckID@uoregon.edu. Your DuckID is your username for UO webmail and the campus wifi network “UO Secure.” Use your Duck ID to log into Canvas.

Password: duckid.uoregon.edu  
Use the password of your DuckID when you log into campus wifi called “UO Secure”, webmail, and Canvas. You must change your password every 6 months.

UO webmail: webmail.uoregon.edu  
UO e-mail is your official e-mail for communicating with instructors, advisors, and campus programs. You are responsible for checking your UO Email daily and responding appropriately.

DuckWeb: duckweb.uoregon.edu  
Duckweb is the interactive information system for UO students. Your username and password are your UO ID # and 6-digit Personal Access Code (PAC).

Use Duckweb to:
• Pay tuition and fees
• Update personal data
• Apply for Residence Halls (Dorms)
• Register for UO classes after AEI

For DuckWeb questions, go to: admissions.uoregon.edu/using_duckweb

Canvas/Blackboard: canvas.uoregon.edu/
Canvas is the new online learning management system at the University of Oregon. Your instructors use Canvas to give you homework, readings, videos, class notes, and feedback. Make sure to check Canvas every day.

Having Problems with your Computer?  
Go to Mckenzie Hall.
Off-Campus Maps

AEI classrooms located on- and off-campus are subject to the same university student conduct guidelines:
NO TOBACCO or SMOKING anywhere on the property. Only park in AEI marked spaces.
Students should enter the building only from the doors nearest to the classrooms.

Central Presbyterian Church (CPC)
555 E 15th Avenue, Eugene