Need to Know!

Try to find the answers to these questions in this Student Handbook. Go!

ABCD has a special meaning at CELOP. Write the meaning here:

• A
• B
• C
• D

Find out about getting your textbooks. Write some notes here:

• Where do you get them?

• When should you get them?

• How do you get them?

• Can you bring them back to the bookstore?

Where can you find the goals or objectives of your CELOP courses?

How will your teachers assess (or test) your English?

How does CELOP decide if you can move to the next level next semester?

What are the important points of the attendance and lateness policies?

Extra Credit! Write one question of your own to ask your teacher:
# Table of Contents

**Welcome to CELOP**  
Student Responsibilities  

**Section 1 - Admissions**  
New Student Checklist  
Compliance & Immunizations  
Medical Insurance  
Immigration  
Visa Requirements  
Continuing at CELOP  
Transferring out of CELOP  

**Section 2 - Academics**  
CELOP Expectations of Students  
Class Schedule  
Academic Programs  
Placement Test  
First Week of Class  
Levels of Instruction  
Assessment  
Evaluation Process  
Academic Code of Conduct  
Student Attendance Requirement  

**Section 3 - Advising**  
Academic Advisor  
Foreign Student Advisor  
Student Advisor  

**Section 4 - Activities and Student Life**  
Culture Shock  
Health and Safety  
Housing and Living in Boston  
Boston University Facilities and Libraries  
CELOP Student Resources  
BU and Boston Resources  
Events and Trips  
Sexual Misconduct  

**Section 5 - Appendix**  
CELOP’s Mission Statement  
Semester Recess / Holidays  
Problems and Complaints  
CELOP Offices and Classrooms
Welcome to CELOP

Welcome to Boston University’s Center for English Language & Orientation Programs (CELOP)!

This Student Handbook is your resource guide for useful information about admissions, academics, advising, activities, and student life at CELOP.

As a CELOP student, it is your responsibility to be familiar with all the policies and procedures in this handbook. It can also help answer a lot of questions you may have. We hope you find it helpful. If you have any questions after reading the handbook, please email us at celop@bu.edu.

Thank you for choosing to study at CELOP and we hope you have a great semester.

Student Responsibilities

CELOP is a university program where students and faculty work together with mutual respect and adhere to high standards of personal conduct.

The faculty and staff at CELOP want every student to succeed. We work to help you improve your English and prepare you to meet your academic and professional goals.

CELOP’s requirements maintain the high quality of the program. We can support students in reaching their goals if they have good study habits and participate fully in the program. Students share responsibility for creating a positive and productive learning environment. Therefore, students are expected to meet the CELOP requirements:

A - Attend all classes.

B - Be on Time.

C - Complete all assignments carefully and on time.

D - Do your best in every class to participate fully and positively.
Section 1 - Admissions

New Student Checklist
As a new CELOP student, you will have many responsibilities and requirements. Our Admissions team is here to help you with your CELOP application, immigration and visa questions, tuition, fees, and medical insurance policies and procedures.

Check your email.
CELOP faculty and staff will communicate with you by email. It is very important that you check your email everyday.

We will email you about application information, homework assignments, class schedules or class changes, and important announcements, alerts, and deadlines.

Arriving in Boston

☐ Go to your living arrangements:
  • If you are living on-campus, please go to your room assignment. After submitting your housing request, you will receive an email from BU Housing with your room assignment.
  • Please note - there are no BU Housing cancellations after you submit your housing request.
  • If you’re living off-campus, please go to your hotel or apartment.

☐ Make sure you have paid your bill with BU Student Accounting Services. You can pay your bill on the Student Link: www.bu.edu/studentlink

☐ Make sure you have submitted your Immunization & Physical form to Student Health Services.

☐ Please review the CELOP Calendar for your Check-In Day: www.bu.edu/celop/calendar

Check-In Day

☐ Collect your immigration documents and go to CELOP on your Check-In Day:
  • We are located at 890 Commonwealth Avenue, Floor #2 in Boston.
  • For directions to CELOP: www.bu.edu/celop/directions

☐ Please arrive on time and make sure you bring these documents:
  • Immigration documents: Passport, Visa, and I-20
  • Proof of payment: receipt or sponsor/scholarship letter

☐ You will receive a Check-In Form - please complete the form and sign it.

☐ Please go to all the Check-In stations:
  • At each station, you will receive information about your CELOP classes, English Placement Test and Student Life activities.

☐ Make sure you receive your English Placement “Test Ticket” at the last station.
After Check-In

Please bring the following items to your English Placement Test:
- ID (passport or BU ID Card)
- 2 pencils
- Your Test Ticket

Take your English Placement Test.

Attend Academic Orientation - all new students MUST attend.

Attend the Student Life Essentials Workshop - all new students MUST attend.
- If you’re living on-campus, you must also attend the “Living in BU Housing” presentation.

Start Class

After you take your English Placement Test, you will be placed in class.

Check your email for your CELOP Class Schedule.

You will also be able to check your CELOP Class Schedule on our website at: www.bu.edu/celop/people/for-current-students

Compliance & Immunizations

All students must be in compliance with Boston University’s “Safe, Settled and Healthier” requirements. You can visit the Student Link to:

- Pay and view your bill (student account).
- Update your local address and telephone number.

To access the Student Link, please visit www.bu.edu/studentlink

The “Safe” requirement
Enter your cellular telephone number for the BU Alert automated message system that will provide you with information and instructions in case of an emergency situation on campus. You must reconfirm your emergency contact number on the Student Link every six months.

The “Settled” requirement
You must settle your student account and pay your bill in full before the first day of class. For a list of payment options, please visit: www.bu.edu/studentaccountingservices/you-bill/payment-options

The “Healthy” Requirement
You must complete all immunizations that are required for all students at Boston University. Annual updates are required for the TB clearance. All students are required to be immunized.

For more information about immunizations, please visit: www.bu.edu/celop/admissions/health-and-medical
Medical Insurance

Boston University requires that all students have medical insurance. All CELOP students are automatically enrolled in the Boston University Student BASIC Plan. All students who attend CELOP must have acceptable medical insurance.

If you have a comparable level of health insurance coverage and would like to waive (not receive) Boston University’s medical insurance plan, please follow the instructions for “Waiving the BU Student Health Insurance” on our website: www.bu.edu/celop/admissions/health-and-medical

Your first week at CELOP:

- Go to the Boston University Student Link: www.bu.edu/studentlink
- Check that your Boston address is correct.
- Aetna must have your Boston address to mail your insurance card and allow you to access your online insurance account, known as “Aetna Navigator”.
- Aetna gives every student an identification number that begins with the letter “W”.

To print or view your insurance card:

- Go to www.aetnastudenthealth.com/bu
- Click on “Print Your ID Card”.
- Enter your BU ID, date of birth, and click “View Card”.
- Your ID number begins with a “W”. You will need this ID number for medical visits.

For more information about Medical Insurance, please visit: www.bu.edu/celop/admissions/health-and-medical

IMPORTANT

Remember - if you’re not feeling well, you should first visit Student Health Services. They are located across the street from CELOP at 881 Commonwealth Ave. You can make an appointment or walk-in when they are open.

Please visit the Student Health Services website for more information: www.bu.edu/shs

- If outside treatment is necessary, Student Health Services will provide you with a referral to a specialist for medical care.
- If you’re having a medical emergency, please call 911 or visit your nearest hospital. If you visit an emergency room at a hospital, you have 72 hours (3 days) to contact Aetna about your visit.
- The Boston University student medical insurance plan may not cover all of your health care expenses. The plan excludes coverage for certain services, such as dental care and eye examinations, and contains limitations on the amounts it will pay.

For more information about the Boston University medical insurance plan, please visit: www.aetnastudenthealth.com/bu
Immigration

This section has important information regarding your student visa. It is your responsibility to understand and follow all U.S. immigration regulations. If you have any questions about your visa, please see CELOP’s Foreign Student Advisor in office 244. For more information about immigration regulations, please visit:
www.bu.edu/celop/admissions/immigration-visas

Visa Requirements

F1 Visa and I-20 Form

The I-20 is an eligibility form for the F-1 student visa. It is prepared by CELOP after you have been accepted to our program. You must present the I-20 at a U.S. Embassy with your passport and a letter of financial support when you apply for an F-1 visa. You must present the I-20 each time you enter the U.S.

I-94

In most cases, if you recently arrived in the U.S. by air or sea, you will not be issued an I-94 card. Upon arrival to the U.S., Customs and Border Protection (CBP) officials will endorse your passport with your valid non-immigrant status and admissions number in your passport. You can request information about your I-94 by using CBP’s website: https://i94.cbp.dhs.gov

We strongly recommend that you use this link to print your I-94 documentation. Please keep this printout in a safe place with your passport and visa.

F1 Visa - Student Obligation

If you are an F-1 student, you must fulfill certain obligations in order to maintain legal immigration status. Students on an F-1 visa must follow these rules:

• You are responsible for all of your immigration documents. Keep them in a safe place.

• Make sure your passport is valid for at least 6 months into the future.

• Study full-time; maintain good class attendance, and continual enrollment at CELOP.

• Notify the Foreign Student Advisor if you wish to withdraw or transfer out of CELOP.

• Do NOT work in the U.S.

• Report a change of address to CELOP within 10 days of the change.

• Obtain a travel signature on your I-20 from the Foreign Student Advisor if you plan on traveling outside the U.S. If you will be traveling between semesters at CELOP you must have applied and been accepted to continue at CELOP and plan on attending CELOP the following semester.

• Complete your studies at CELOP by the end date on your I-20 or apply for an extension of stay at least 30 days before your I-20 expires.

• After you complete your CELOP program, you have 60 days to leave the U.S., transfer to another institution, begin a degree program, or apply for a change of immigration status. If you will be transferring to another institution or beginning a degree program at BU, you must speak with the Foreign Student Advisor before transferring.

• If you have been conditionally accepted to a degree program at Boston University, and you do not intend to continue your studies at CELOP the following semester, you must notify the Foreign Student Advisor beforehand in writing.
**J1 Visa and DS-2019 Form**

The J-1 visa is given to students, professors and research scholars who are sponsored to study in the U.S. by a government program or a private foundation.

The DS-2019 form is an application for a J-1 visa. The DS-2019 is used when you apply at the U.S. Embassy in your home country for a J-1 visa. The DS-2019 must also be presented to the U.S. Immigration officer when you enter the country.

If you want to travel outside the U.S. while studying at CELOP, you must have your program sponsor sign your DS-2019 in order to travel abroad. The name of your program sponsor appears in item #2 on your DS-2019. If you lose your DS-2019, you should ask your program sponsor to make you a new DS-2019.

**I-94**

In most cases, if you recently arrived in the U.S. by air or sea, you will not be issued an I-94 card. Upon arrival to the US, Customs and Border Protection (CBP) officials will endorse your passport with your valid non-immigrant status and admissions number in your passport. You can request information about your I-94 by using CBP’s website: https://i94.cbp.dhs.gov

We strongly recommend that you use this link to print your I-94 documentation. Please keep this printout in a safe place with your passport and visa.

**J1 Visa – Student Obligations**

If you are a J-1 student, you must fulfill certain obligations in order to maintain legal immigration status. You must follow these rules:

- J-1 students may remain in the U.S. within the time period stated on their DS-2019 as long as they maintain their full-time status.
- After your course of study is completed, you may stay/travel in the U.S. for up to 30 ADDITIONAL DAYS before returning home.
- You may NOT work while you are studying at CELOP.
- After you begin your academic (degree) study you can request limited work permission by seeing your Foreign Student Advisor.
- All J1 Students sponsored by Boston University are required to go to the International Students & Scholars Office (ISSO) to check-in.

**B1/B2 Visa**

Visitors with a B-1/B-2 status may take a class that is considered short-term and recreational. For example, taking one English language class, or a sports, or music class.

Therefore, you can only take one part-time English class at CELOP with a B-1/B-2 visa. You cannot continue at CELOP after that course is finished unless you have an F-1 student visa.

If you are already in the United States on a B-1 or B-2 visa, you will have to apply for a change of status before you can study full time at CELOP. This can be a long process, and, in many cases, you may be required to return to your home country to get your F-1 student visa.

Please contact the Foreign Student Advisor in office 244 to schedule an appointment to discuss your immigration status.
Continuing at CELOP

Many students who study at CELOP choose to study for multiple semesters. If you choose to continue studying at CELOP, you must apply and submit an application to be accepted to the following semester. You must meet all admission and academic requirements in order to continue at CELOP.

To apply as a continuing student, please visit the Front Desk and follow the Continuing Student application instructions on our website: www.bu.edu/celop/admissions/apply-now

F-1 Student Extensions

You must finish your program of study by the completion date on your I-20. If you will not complete the program by the date on item #5 of your I-20, you must apply for a program extension.

How to apply for an extension:

• Apply for a program extension 30 DAYS before the completion date specified in item #5 of your I-20.

• Speak with the Admissions staff at the Front Desk about your request to apply for an extension.

• Complete the Continuing Student Application on the CELOP website.

• Submit an updated financial/bank statement (or financial guarantee letter for sponsored students) to cover tuition and living expenses for the continuing semester.
  • Financial/bank statement must be no older than six months from the first day of class of the continuing semester.
  • Financial guarantee letters must cover the first day of class of the continuing semester.

• If your completion of studies date has expired, or if you do not meet the eligibility requirements to apply for Program Extension, you will need to transfer out of CELOP or leave the U.S. within 60 days. In this case, consult the Foreign Student Advisor immediately.

J-1 Student Extensions

J-1 students are issued a DS-2019 form by their program sponsors. If you need to extend your status in the United States, you should contact your program sponsor at least 30 DAYS BEFORE the expiration date on the DS-2019 and ask them to issue you a new document.

Remember, once you have completed your program of study you only have 30 days to leave the U.S. or apply for a change of immigration status.
Transferring out of CELOP

If you want to transfer out of CELOP, you must make an appointment and meet with our Foreign Student Advisor.

You must provide the following documents before transferring out:

- Completed CELOP Transfer Out Form
- Letter of acceptance from your new school
- Transfer form from your new school
- Your most current I-20 (all pages)
- I-94
- Passport biographical page
- Visa

Before making an appointment, please review the transfer out procedures under the “Are You Transferring Out of CELOP?” section of our website: www.bu.edu/celop/support-resources/immigration-advising
Section 2 - Academics

A - Attend all classes.

B - Be on time.

C - Complete all assignments carefully and on time.

D - Do your best in every class to participate fully and positively.

CELOP Expectations of Students

A - Attend all classes

CELOP faculty expects you to attend 100% of your classes. If you must be absent, email your teacher in advance and let them know that you will be absent. You must still complete all the work that you miss.

There are no excused absences. Please refer to the CELOP Attendance Policy in this handbook for more information.

B - Be on time

Faculty begin teaching class at the time stated on the class schedule. If you are late, enter the classroom quietly and join the class.

C - Complete all assignments carefully and on time

Your teacher will give you many types of assignments to help you improve your English and to check your progress. Assignments are done in class and for homework.

You should expect about 1 hour of homework for each morning or afternoon that you spend in class. The Intensive Program has about 7 hours of homework per week and the Super-Intensive Program has about 9 hours of homework per week.

Every assignment has a deadline and you must complete the assignment by the deadline.

D - Do your best to participate in every class

Pay attention to the teacher and your classmates. Practice your English. Do all the activities that the teacher asks. Make sure you are prepared with all materials and assignments that are required that day.

IMPORTANT

If you don’t meet the Student Requirements, you may not receive your CELOP Certificate of Attendance, you will not be eligible to receive a letter of recommendation, and you may not be able to continue your studies at CELOP.
Class Schedule

12-Week Programs

- Students in EN050 take a Core class and both Elective classes “A” AND “B”.
  - EN050 meets for 25 hours per week and has two elective classes.

- Students in EN020 take Core class and only Elective class “A” OR Elective class “B”.
  - EN020 meets for 20 hours per week and has one elective class.

- Students in EN060 (English Plus) take a core class and one class from BU’s Metropolitan College.

<table>
<thead>
<tr>
<th>Time/Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 – 11:50am</td>
<td></td>
<td>Core Class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:50 – 1:30pm</td>
<td></td>
<td>Lunch Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30 – 3:50pm</td>
<td>Elective Class A</td>
<td>Elective Class B</td>
<td>Elective Class A</td>
<td>Elective Class B</td>
<td>No Elective Class</td>
</tr>
</tbody>
</table>

4 and 6-Week Program

- Students in our 4 and 6-Week programs take only a Core class and meet for 20 hours per week.

<table>
<thead>
<tr>
<th>Time/Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 – 12:50am</td>
<td></td>
<td>Core Class</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Core classes
Core classes are the basis of CELOP’s intensive English programs and focus on integrated instruction in all four language skills: speaking, listening, reading, and writing. Core classes meet daily for a total of 15 hours per week (12-Week Programs) or 20 hours per week (4 and 6-Week Programs).

The purpose of the Core class is to:

• Help students develop accuracy and fluency in the four language skills.
• Help students develop their vocabulary, grammar, and pronunciation.
• Provide opportunities for students to strengthen their cultural and academic awareness and adaptation.

Core classes are offered with different concentrations.

Concentrations
In the 12-Week programs, four Core class concentrations are offered:

1. **English for Academic Purposes** - will prepare you to study in an American college or university. You will improve your overall abilities in both spoken and written English, as well as your understanding of U.S. academic culture.

2. **English for Science and Technology** - will prepare you to study science and technology in an American college or university. You will improve your overall abilities in both spoken and written English, and you will deepen your knowledge of science and technology concepts in English.

3. **English for International Business** - will prepare you to study business and management in an American college or university. You will improve your overall abilities in both spoken and written English, and you will deepen your knowledge of business concepts and practices in English.

4. **English Language and Culture** - will help you develop the skills, fluency, and confidence you need to communicate effectively in English. You will improve your overall abilities in both spoken and written English, as well as your understanding of U.S. culture. After completing your program, you will be better prepared to use English at work, in school, or among international friends.

In the 12-Week programs, if your level of English is in the elementary to intermediate range, your Core class concentration will be English Language and Culture. If your level of English is in the high-intermediate range or above, you may choose the English for Academic Purposes, English for Science and Technology, or English for International Business concentrations. The English Language and Culture concentration is not offered at the higher levels.

In the 4 and 6-Week Programs, only the Intensive English concentration is offered. This concentration is similar to the English for Academic Purposes concentration.

Elective classes
Elective classes are specialized courses that students in 12-week programs take in addition to their Core classes. Elective classes meet twice a week for a total of 5 hours per week. Some CELOP students take one Elective, while others take two. The purpose of Elective classes is to:

• Supplement and reinforce Core classes in specific skill areas that students want or need to strengthen.
• Allow students to explore specialized areas of need or interest not extensively covered in Core classes.
• Introduce an element of student choice, empowerment, and personalization into the overall academic program.
Changing your Core or Elective Class

Any change of your Core class takes place during the first week of the semester and only by teacher recommendation. Any change of your Core class must be made by the third day of class.

At the end of the first week of class, you may request to change one of your Elective classes. You will be moved to a new class if there is space available.

Your program has either one or two Electives, so dropping or adding an Elective is a program change. Any program change must be made by Friday of Check-In week, before the program starts.

Placement Test

New students take a placement test after they check-in at CELOP to determine their level of English. Our 12-Week programs have a 2-part placement test.

- Part 1 - on the first day, you will take a Placement Test which tests reading, vocabulary, listening, and grammar, and you will write an essay.

- Part 2 - on the second day, students are placed in a testing group with students who had similar scores on the first day's placement test. On that day, you will be in a classroom setting and participate in additional reading, speaking, listening testing.

Students in our 4 and 6-Week programs take a 1-part placement test. Continuing students are placed according to their previous teachers’ recommendations, or retake the placement test depending on their course of study.

If you are returning to CELOP after missing a 12-week term, you will have to re-take the placement test.

First Week of Class

You will receive an email from the Academic department about your classroom location after you take your placement test.

If you do not receive this email, you can check your schedule in the CELOP lobby or on our website: www.bu.edu/celop/people/for-current-students

Please remember that your class might not be in the CELOP building. If your class is not at CELOP, refer to the online BU Map to find your class: www.bu.edu/maps

There is also a map of all the classrooms and offices located at 890 Commonwealth Avenue in the appendix section of this handbook.

Do your best to arrive early for your first day of class. Be prepared and bring a notebook, pencil, and pen.
Materials and Books
Your teacher will review all the materials you will need for your program. You will also receive a booklist of all the books you will need to buy. All books are available at the B.U. Barnes & Noble Bookstore.

For more information about the Boston University Barnes & Noble Bookstore, please visit: http://bu.bncollege.com

When you arrive at the Barnes & Noble Bookstore to buy your materials:

• Please go to the Textbook Department on the 4th floor.

• You cannot get the books yourself. Ask one of the bookstore employees to help you.

• When you get your books, please check the title, your course ID and your teacher’s name carefully to make sure you have the right books.

• Also, please be sure you get what your teacher has asked you to get. For example, if your teacher wants you to have a book with a CD or with an answer key, please buy exactly that.

• If there are no more copies of the book you need, complete a Special Order form before you leave the bookstore.

IMPORTANT
SAVE YOUR RECEIPT!
If you need to change classes or books for any reason, you must have your receipt to get your money back.
Do not write in your book until you are sure you will stay in your class.

Syllabus
Your instructor will give you a syllabus during the first week of class. A syllabus is the instructor’s plan for the class. It has your instructor’s contact information, a class schedule, and course requirements.

Please read your syllabus carefully and speak with your instructor if you have any questions.
Levels of Instruction

12-Week Programs

In the 12-week programs, there are 8 levels of instruction from Level A (Elementary) to Level E (Advanced).

Level A - Elementary
Students who have successfully completed level A can understand basic, everyday speech that is simplified, delivered slowly, and clearly articulated. They can interact in a limited range of short social exchanges, talking about personal and everyday matters using basic phrases and sentences. They can understand short, simple adapted written texts containing basic vocabulary, and write a short, simple passage.

Level B - High Elementary
Students who have successfully completed level B can understand simple, everyday speech and conversations when the language is simplified, delivered slowly, and clearly articulated. They can interact in short social exchanges, talking about personal and general social matters using basic phrases and sentences. They can understand simple, adapted written texts, and write a short, simple passage, connecting ideas from sentence to sentence.

Level Low C - Low Intermediate
Students who have successfully completed level Low C can understand simple conversations, discussions, presentations and narration when listening to adapted and clearly articulated language at slow to moderate speed. They can interact in conversations and discussions related to familiar topics, and narrate a simple story or experience. They can understand simple, adapted written texts, and write a short, simple passage using paragraph form.

Level Mid C - Mid Intermediate
Students who have successfully completed level Mid C can understand social conversations and academic discussions, presentations and narration when the language is adapted and clearly articulated, and delivered at slow to moderate speed. They can interact in conversations and discussions, and narrate a story or experience. They can understand adapted written texts up to several pages in length, and write a short, simple paragraph.

Level High C - High Intermediate
Students who have successfully completed level High C can understand straightforward social conversations and academic/professional discussions, presentations and narration, when the language is clearly articulated and delivered at moderate speed. They can interact in conversations and discussions, explaining personal views, and giving clear, detailed descriptions. They can understand short, simple, unadapted texts, and write several organized paragraphs on a single topic.

Level Low D - Low Advanced
Students who have successfully completed level Low D can understand social conversations, academic/professional discussions, presentations and narration of moderate complexity, when the language is delivered at moderate speed. They can interact in conversations and discussions, explaining and supporting personal views, giving clear, detailed descriptions and explanations. They can understand written texts of medium length and moderate complexity in a limited range of styles. They can write a clear, adequately developed essay.

Level High D - Mid Advanced
Students who have successfully completed level High D can understand social conversations, academic/professional discussions, presentations and narration of moderate complexity in a variety of settings, when the language is delivered at a natural pace. They can interact in conversations and discussions, explaining and supporting personal views, and giving clear, detailed descriptions and analyses. They can understand lengthy, complex texts written in a wide range of styles, and write a clear, well-organized, and well-developed essay.
Levels of Instruction

4 and 6-Week Programs

In the 6 and 4-week programs, there are 4 levels of instruction from Level 1 (Elementary) to Level 4 (Advanced).

**Level 1 - Elementary**

Students who have successfully completed level 1 can understand simple, everyday speech that is adapted, delivered slowly, and clearly articulated. They can interact in a limited range of short social exchanges, talking about personal and everyday matters using basic phrases and sentences. They can understand short, simple adapted texts containing basic vocabulary, and write a short, simple passage.

**Level 2 - Intermediate**

Students who have successfully completed level 2 can understand simple conversations and other forms of speech when the language is adapted, delivered at a slow to moderate speed and clearly articulated. They can enter into and participate in conversations and discussions related to familiar topics. They can understand simple adapted and occasionally unadapted written texts, and write a short, simple paragraph using paragraph form.

**Level 3 - High Intermediate**

Students who have successfully completed level 3 can understand straightforward conversations, discussions and other forms of speech when listening to unadapted but clearly articulated language at moderate speed. They can interact in discussions and speak at some length, giving clear, detailed descriptions. They can understand short, simple, unadapted texts, and write several paragraphs on a single topic.

**Level 4 - Advanced**

Students who have successfully completed level 4 can understand complex conversations, discussions, and other forms of speech in a variety of settings when language is unadapted. They can interact in conversations and discussions, explaining and supporting personal views. They can understand lengthy, complex unadapted texts, and write a clear, well-organized and well-developed essay.
Assessment
How teachers assess your progress

Teachers use various forms of assessment throughout the semester. Major assessments take place during week 6 and week 12 of the semester. Students must complete these assessments to receive a written evaluation.

The following chart shows levels, ratings, and the English level recommendation based on ratings.

<table>
<thead>
<tr>
<th>Level</th>
<th>Rating</th>
<th>Level Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - High C</td>
<td>Overall Proficiency Rating is greater or equal to 2.75</td>
<td>Advance to next level</td>
</tr>
<tr>
<td></td>
<td>Overall Proficiency Rating is less than 2.75</td>
<td>Continue at same level</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Level</th>
<th>Rating</th>
<th>Level Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low D and High D</td>
<td>At least 3’s in all skill areas</td>
<td>Advance</td>
</tr>
<tr>
<td></td>
<td>3+ in three skill areas and 2 in one skill area</td>
<td>Conditional advancement at the discretion of the teacher. Student must take required elective in weak skill to advance.</td>
</tr>
<tr>
<td></td>
<td>2 or lower in two skill areas or 1 in any skill area</td>
<td>Continue at same level</td>
</tr>
</tbody>
</table>

CELOP standard programs are 12, 6 and 4 weeks. **Students are expected to attend their programs through the final week.**

Teachers give important tests and other assessments during the last week class. If you are not in class, your teachers might not be able to evaluate your language skills and complete your final evaluation.
Sample Mid-Term Progress Report
Page 1

Center for English Language & Orientation Programs

Student Mid-Term Core Progress Report

<table>
<thead>
<tr>
<th>Student Performance Rating</th>
<th>Key</th>
<th>Program Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention to homework and class preparation</td>
<td>E = Excellent (exceeds expectations)</td>
<td>Hours missed for this course only</td>
</tr>
<tr>
<td>Class effort and participation</td>
<td>S = Satisfactory (meets expectations)</td>
<td>Total hours missed all courses (CALCULATED)</td>
</tr>
<tr>
<td>Attendance / Punctuality</td>
<td>U = Unsatisfactory (does not meet expectations)</td>
<td></td>
</tr>
</tbody>
</table>

Student’s progress at mid-term toward meeting core skill objectives for this level

- **SP** = Making sufficient progress
- **IP** = Making insufficient progress
- **N** = Cannot be evaluated at this time

Overall Listening Progress:
When listening to adapted and clearly articulated language at slow to moderate speed, understand social conversations, and academic discussions, presentations, and narration.

**Components**
- A. Understand everyday vocabulary.
- B. Understand a range of functional language used in social and classroom settings.
- C. Understand social conversations.
- D. Understand adapted narrative passages.
- E. Understand simple discussions with several participants.

**Listening**

**Comments:**

Overall Speaking Progress:
Interact in conversations and discussions. Narrate a story or experience.

**Components**
- A. Pronounce phrases and sentences intelligibly.
- B. Imitate and expand on rhythm and intonation patterns.
- C. Use functional expressions appropriately.
- D. Speak about a range of concrete and abstract topics based on Mid C content.
- E. Produce sequences of phrases and sentences intelligibly, using Mid C grammar.

**Speaking**

**Comments:**
Sample Mid-Term Progress Report
Page 2

**Overall Reading Progress:**
Understand adapted texts up to several pages in length.

*Components*
- A. Read under timed conditions.
- B. Understand vocabulary used in Mid C content.*
- C. Identify the author’s purpose.
- D. Retell main ideas and significant details.
- E. Respond to questions about content.

**Reading Comments:**

**Overall Writing Progress:**
Write a short, simple paragraph.

*Components*
- A. Use correct spelling, capitalization, punctuation, and formatting.
- B. Convey meaning through accurate and appropriate use of words and expressions.
- C. Convey meaning through accurate and appropriate use of Level Mid C grammar.*
- D. Write several sentences on a single topic using basic connectors to link ideas from sentence to sentence.
- E. Revise written work based on teacher's suggestions and corrections: edit own work for known grammatical structures.

**Writing Comments:**

**General Comments:**

*Mid C Grammar*

**Verb Tenses:** Present Perfect Progressive, Future Progressive, Future Time clauses. Tense review from previous levels

**Modal:** Simple and progressive forms; have to, have got to, had to, had better, ought to, should, must not, doesn't have to, didn't have to can, could, may, might, and must

**Noun Related:** Indefinite vs. Definite vs. Zero article

**Passive Voice:** Present Simple, Past Simple, Future

**Adverb Related:** Conditionals; present real and future real

**Adjective Related:** Adjective clauses (restrictive), Subjects as relative pronouns
Center for English Language & Orientation Programs

Student Final Core Evaluation

<table>
<thead>
<tr>
<th>Student</th>
<th>Course ID</th>
<th>Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU ID</td>
<td>Program</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Total program hours</td>
<td>Student Level</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<td></td>
</tr>
<tr>
<td>Attendance / Punctuality</td>
<td>U = Unsatisfactory (does not meet expectations)</td>
<td>Total hours missed all courses (CALCULATED)</td>
</tr>
</tbody>
</table>

Achievement of core skill objectives for this student's level:

1. Shows minimal competence / cannot be evaluated
2. Shows emerging but incomplete competence
3. Shows substantial competence
4. Shows competence beyond this level

Listening outcome:
When listening to adapted and clearly articulated language at slow to moderate speed, understand social conversations, and academic discussions, presentations, and narration.

Components:
A. Understand everyday vocabulary.
B. Understand a range of functional language used in social and classroom settings.
C. Understand social conversations.
D. Understand adapted narrative passages.
E. Understand simple discussions with several participants.

Listening
Comments:

Speaking outcome:
Interact in conversations and discussions. Narrate a story or experience.

Components:
A. Pronounce phrases and sentences intelligibly.
B. Imitate and expand on rhythm and intonation patterns.
C. Use functional expressions appropriately.
D. Speak about a range of concrete and abstract topics based on Mid C content.*
E. Produce sequences of phrases and sentences intelligibly, using Mid C grammar.*

Speaking
Comments:
Reading outcome:
Understand adapted texts up to several pages in length.

Components
- A. Read under timed conditions.
- B. Understand vocabulary used in Mid C content.*
- C. Identify the author’s purpose.
- D. Retell main ideas and significant details.
- E. Respond to questions about content.

Reading
Comments:

Writing outcome:
Write a short, simple paragraph.

Components
- A. Use correct spelling, capitalization, punctuation, and formatting.
- B. Convey meaning through accurate and appropriate use of words and expressions.
- C. Convey meaning through accurate and appropriate use of Level Mid C grammar.*
- D. Write several sentences on a single topic using basic connectors to link ideas from sentence to sentence.
- E. Revise written work based on teacher’s suggestions and corrections; edit own work for known grammatical structures.

Writing
Comments:

Ratings:
Listening:  
Speaking:  
Reading:  
Writing:  
Overall proficiency rating:

Level recommendation:  Circle: Continue in Mid C  Circle: Advance to High C

Suggested elective focus:

Additional Comments:

*Mid C Grammar
Verb Tenses:  Present Perfect Progressive, Future Progressive, Future Time clauses, Tense review from previous levels
Modals:  Simple and progressive forms: have to, have got to, had to, had better, ought to, should, must not, doesn’t have to, didn’t have to can, could, may, might, and must
Noun-related:  Indefinite vs. Definite vs. Zero article
Passive Voice:  Present Simple, Past Simple, Future
Adverb Related:  Conditionals: present real and future real
Adjective Related:  Adjective clauses (restrictive), Subjects as relative pronouns
Academic Code of Conduct

At a university in the United States, there are certain academic policies that all students are expected to follow, known as an academic conduct code. CELOP’s Academic Conduct Code is based on Boston University’s Academic Conduct Code: www.bu.edu/academics/policies/academic-conduct-code

Violations of CELOP’s Academic Conduct Code include:

- Cheating on a test by copying answers from a classmate, books, notes, or a phone.
- Plagiarism
  - Using someone else’s words or work as your own.
  - Using someone else’s ideas without giving them credit.
  - Changing someone else’s words without giving them credit.
- Inventing facts or data.
- Telling or receiving the answers to a test in advance.
- Talking on or using your cell phone during a test.
- Allowing someone to use your work as their own.
- Using fake documents or ID.
- Turning in the same material in more than one course without permission.
- Not sitting in an assigned seat during an exam.
- Lying to teachers or to the Academic Conduct Committee.

IMPORTANT

If students violate this code, they may be asked to appear before CELOP’s Academic Conduct Committee.

If you have questions about the Academic Code of Conduct, please visit our Student Advisor in office 240.

CELOP Suspension and Dismissal Policy

CELOP, in accordance with Boston University policies, reserves the right to suspend or dismiss any student for the following reasons:

- Inappropriate behavior.
- Failure to make academic progress.
- Consistent failure to meet the CELOP student responsibilities.
Student Attendance Requirements

As a full-time student at CELOP, you MUST attend 85% of all your program hours. If you are absent more than 15% of your program hours, there are consequences.

How is Attendance Counted?

At CELOP, students are expected to attend all classes and be on time. Your teacher will take attendance at the beginning of every class. Attendance is counted by hours.

Attendance in all your classes (Core class and Elective) is combined for total program attendance. If you are absent for any reason, you are counted ABSENT. For example:

- If you are sick, you are absent.
- If you have to meet with your sponsor, you are absent.
- If you are taking the TOEFL, you are absent.
- If your family is visiting and you don’t go to class, you are absent.
- If you are observing a religious holiday, you are absent.
- Arriving late to class is also counted towards hours of absence. 
  - See the Student Lateness Policy section in this handbook for more information.

### EN050 Program

25 hours/week for 12 weeks  
(Core class and two electives)

<table>
<thead>
<tr>
<th>If you are absent during</th>
<th>Maximum hours you can miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1, 2, and 3</td>
<td>12 hours</td>
</tr>
<tr>
<td>Weeks 1 - 6</td>
<td>23 hours</td>
</tr>
<tr>
<td>Weeks 1 - 9</td>
<td>34 hours</td>
</tr>
<tr>
<td>Weeks 1 - 12</td>
<td>45 hours</td>
</tr>
</tbody>
</table>

### EN020 Program

20 hours/week for 12 weeks  
(Core class and 1 elective)

<table>
<thead>
<tr>
<th>If you are absent during</th>
<th>Maximum hours you can miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1, 2, and 3</td>
<td>9 hours</td>
</tr>
<tr>
<td>Weeks 1 - 6</td>
<td>18 hours</td>
</tr>
<tr>
<td>Weeks 1 - 9</td>
<td>27 hours</td>
</tr>
<tr>
<td>Weeks 1 - 12</td>
<td>36 hours</td>
</tr>
</tbody>
</table>

### EN045, EN025 Programs

20 hours/week for 6 weeks  
Summer only

<table>
<thead>
<tr>
<th>If you are absent during</th>
<th>Maximum hours you can miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1, 2, and 3</td>
<td>9 hours</td>
</tr>
<tr>
<td>Weeks 1 - 6</td>
<td>18 hours</td>
</tr>
</tbody>
</table>

### EN005 Program

20 hours/week for 4 weeks  
Summer only

<table>
<thead>
<tr>
<th>If you are absent during</th>
<th>Maximum hours you can miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1 - 4</td>
<td>12 hours</td>
</tr>
</tbody>
</table>
## Consequences of Hours Absent

There are two possible attendance ratings at CELOP; Satisfactory and Unsatisfactory. The chart below shows the consequences of hours absent:

<table>
<thead>
<tr>
<th>Attendance Rating</th>
<th>Consequences</th>
</tr>
</thead>
</table>
| **Satisfactory (S)** | • You have not missed more than 15% of all your program hours.  
• You will receive a Certificate of Attendance at the end of the semester. |
| **Unsatisfactory (U)** | • You have been absent MORE than 15% of all your program hours.  
• You will NOT receive a Certificate of Attendance at the end of the semester.  
• Further consequences of having unsatisfactory attendance:  
  **Probation:** you will be put on Probation if you miss MORE than 20% of all your program hours.  
  • You must meet with the Student Advisor every two weeks.  
  • You will not be able to get any Letters of Recommendation from the Academic Advisor.  
  • You can be removed from Probation during the semester if your performance becomes satisfactory.  
  • You will not be readmitted to CELOP if you end 2 semesters on Probation.  
  **Super-Probation:** you will be put on Super-Probation if you miss MORE than 25% of all your program hours.  
  • You must meet with the Student Advisor every week.  
  • You must sign an agreement that you will improve your attendance.  
  • You will not be able to get any Letters of Recommendation from the Academic Advisor.  
  • You can be removed from Super-Probation to Probation during the semester if your performance improves.  
  • You may be dismissed from CELOP if you do not improve your performance.  
  **Possible Dismissal from CELOP:** You may be dismissed from CELOP if you miss MORE than 30% of all your program hours.  
  • You must submit a written statement to the Student Advising Board with your plans to improve.  
  • You must meet with the Student Advising Board to discuss your written statement.  
  • You must agree to improve your behavior; if you do not improve, you will not be allowed to continue at CELOP.  
  • Your immigration status may be affected by your dismissal from CELOP. |
You are expected to be on time to all your CELOP classes in the morning and afternoon.

<table>
<thead>
<tr>
<th>Core Class</th>
<th>Elective Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet every day, Monday – Friday.</td>
<td>Meet Monday and Wednesday or Tuesday and Thursday.</td>
</tr>
<tr>
<td>Class begins at 9am.</td>
<td>Class begins at 1:30pm.</td>
</tr>
<tr>
<td>If you arrive after 9am, you are late.</td>
<td>If you arrive after 1:30pm, you are late.</td>
</tr>
</tbody>
</table>

Lateness = Absence

- If you arrive late to class, you will be marked late.
- If you arrive late to class three times, you will be marked as being absent for 1 hour. (3 times late = 1 hour absent)
- If you arrive more than 10 minutes late, you will be marked late and ALSO be marked absent for the total minutes you have missed. For example:

<table>
<thead>
<tr>
<th>Student A</th>
<th>Student B</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes late</td>
<td>20 minutes late</td>
</tr>
<tr>
<td>7 minutes late</td>
<td>40 minutes late</td>
</tr>
<tr>
<td>8 minutes late</td>
<td>30 minutes late</td>
</tr>
<tr>
<td>Three times late = 1 hour absent</td>
<td>Three times late = 1 hour absent</td>
</tr>
<tr>
<td>TOTAL = 1 hour absent</td>
<td>20+40+30 minutes = 1.5 hours</td>
</tr>
<tr>
<td></td>
<td>TOTAL = 2.5 hours absent</td>
</tr>
</tbody>
</table>

Repeated Lateness

If you are repeatedly late, your teacher may put you on Probation for lateness.

If you are on probation for lateness and you continue to arrive late, you can be asked to wait until the break to enter the class. You will be marked absent while you wait.

Late Arrival Etiquette

If you do arrive late to class, please just enter the room quietly and take a seat.

If you arrive during an activity such as an audio or videotape or an oral presentation, your teacher may ask you to wait outside the room until the activity is over. You will not be marked absent while you wait.

If you have any questions about the Attendance Policy, please make an appointment to meet with our Student Advisor in office 240.
Section 3 - Advising

Academic Advisor
The Academic Advisor is here to help you if you are planning to apply for admission to Boston University or other universities or colleges in the United States. Our advisor can help you with the following:

- Admissions policies and procedures
- The Common/Undergraduate Application
- Graduate Application
- Application Essays

The advisor will help you throughout the application process to make sure you meet the application requirements of your degree program.

You can begin the process by making sure you collect official transcripts, recommendation letters, and recommenders’ emails from your home country. If the transcripts or letters are not written in English, they must be accompanied by official translations.

The Academic Advisor can also help you if you are applying for admission to Master’s or Doctoral programs. If you arrive at CELOP with an elementary level of English, we recommend at least two years of English language study at CELOP to reach the necessary level of proficiency.

You can make an appointment with our Academic Advisor in office 242. For more information about Academic Advising, please visit: www.bu.edu/celop/support-resources/academic-advising

Foreign Student Advisor
CELOP has a Foreign Student Advisor to assist you and answer your immigration questions. Our advisor can help you with the following:

- Visa requirements and obligations.
- Questions about your I-20 or SEVIS record.
- What to do if you lose your immigration documents (passport, I-20).
- Information about traveling outside the U.S.
- Continuing or transferring out of CELOP.

You can make an appointment with our Foreign Student Advisor in office 244. For more information about visa requirements and procedures, please visit: www.bu.edu/celop/admissions/immigration-visas

Student Advisor
CELOP has a Student Advisor to help you maintain good classroom performance and answer any questions or concerns you may have about your life at CELOP. Our advisor can help you with:

- Personal and private issues.
- Student attendance and academic code of conduct issues.
- Withdrawing early from your program.
- If you already spoke with your teacher but want to speak with someone else.
- Scholarship extension letters.

You can make an appointment with our Student Advisor in office 240.
Section 4 - Activities and Student Life

Culture Shock
Traveling to a new country is not easy. “Culture shock” refers to the feelings of confusion and anxiety experienced by someone who has contact with an unfamiliar culture, way of life, and set of attitudes.

Culture shock is very common. To adjust to a new culture takes time. There is a normal period of adjustment while getting used to American cultural attitudes, behavior and expectations.

These are some ideas to help you adjust to life in Boston:

- Talk to someone – if you feel very homesick (miss life in their home country) you can talk to the Student Advisor in office 240, the Student Life Coordinator in office 224, or your teacher.

- Try new things – keep up and participate in all the Student Life activities. The calendar has information about trips, tours, special events, sports games and performances at CELOP, Boston University and in the city of Boston.

- Set goals - get a pen and piece of paper. Write goals you want to accomplish this semester. Review each goal and choose the goals most important to you. Here are some guidelines to setting goals:

  - Be specific: What are you going to do? Why is it important to do it at this time? What do you want to accomplish? How are you going to do it?

  - Set a time: When do you want to accomplish the goal: next week, in two months, the last day of class? To put an end time on your goal gives you a clear plan.

  - Measure it: Choose a goal with progress that you can measure. Seeing change occur may give you a feeling of success. This feeling of success helps you to be positive and motivated.

Health and Safety
General Safety
Boston has a low crime rate and is one of the safest cities in the US. However, it is a big city. Here are safety measures to protect you and your belongings:

- Pay attention to your surroundings. Try not to walk alone at night in unfamiliar parts of the city.

- At night, do not walk alone in the Boston Common, the Public Garden or along the Charles River.

- Be careful where you put bags, purses, laptops, computers, and mobile devices. Do not leave these items in BU common areas, residence halls, or at CELOP.

- Watch your wallet and bags when on public transport.

- Lock the door to your dorm room or apartment.

- Lock your car door.

- Put a strong lock on your bicycle.
Health
Remember – if you’re not feeling well, you should first visit Student Health Services. Student Health Services is located across the street from CELOP at 881 Commonwealth Avenue. You can make an appointment or walk-in when they are open. Please visit the Student Health Services website for more information: www.bu.edu/shs

If outside treatment is necessary, Student Health Services will provide you with a referral to a specialist for medical care.

If you’re having a medical emergency, please call 911 or visit your nearest hospital. If you visit an emergency room at a hospital, you have 72 hours (3 days) to contact Aetna about your visit.

For more information, please refer to the “Medical Insurance” page in the Admissions section of this handbook.

Housing
As a CELOP student, you have the option of living on the Boston University campus with other students. This is a great opportunity for you to experience student life in a U.S. university. If you are interested in living on campus, we recommend that you contact our office as early as possible.

Students may live off-campus if they prefer. Students who choose not to live in University housing are strongly encouraged to make their housing arrangements before arriving in Boston. If you choose to live off-campus, please note that you are responsible for finding appropriate living accommodations.

Off-Campus
The Boston University Off-Campus Services office provides housing services and assistance if you want to live off campus. Their office maintains updated listings of available rental apartments and sublets in the Boston area. The service is free of charge to all Boston University students.

They also have information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, considerations before signing a lease, and other resources to help with your housing search. For more information about the BU Off-Campus Services office, please visit: www.bu.edu/offcampus

Homestay
Homestays are another housing option. However, CELOP does not arrange, inspect, endorse, or recommend any specific homestay for our students. If you are interested in a homestay option, you are completely responsible for contacting the organization and making all necessary arrangements.

- Global Immersions Inc. - www.globalimmersions.com
- Boston Homestay Inc. - www.bostonhomestay.com

Off-campus dorms/guesthouses

- International Guest House - www.intlguesthouse.com
- Bayridge Residence (women only) - www.bayridgeresidence.org
- ESL Townhouse – http://www.esltownhouse.com

On-Campus
University residences, also known as dormitories (dorms) are located throughout the Boston University campus. When you live on campus, you will usually share a room with one or more people in a dormitory-style residence. All residences are secure and all have a Resident Assistant available to help you adjust to your new home.

The BU Housing Office gives room assignments and is responsible for all residence halls. For more information about BU Housing, please visit: www.bu.edu/housing
Dormitories - Policies & Procedures

Boston University Residence Life

There is a BU “RES LIFE” office in every dorm area. They provide room keys and offer assistance in the dorms. For more information about residence life, please visit: www.bu.edu/reslife

Resident Assistants (RAs)

RAs are people who help you with life at BU. RAs are always available for emergencies. There is an “ON CALL” schedule on every floor that has the RAs’ phone numbers. Responsibilities of the RA include:

• Assisting with lost room keys.
• Answering questions about life at BU.
• Helping you with a dorm problem.
• Introducing you to other students on your floor.

Dormitory Rooms

Every room has a bed, desk, chair, and dresser to hold your clothes. BU does NOT provide pillows, sheets, blankets or towels. You have to buy or bring linens. The mattresses on the beds are “extra long” (38 inches x 79.5 inches). Standard size sheets may be too small.

Dormitory Rules

• No alcoholic drinks in BU common areas. You must be at least 21 years of age to buy or drink alcohol in the U.S.
• No smoking in any BU buildings or facilities. You cannot smoke near the entrance to BU buildings or facilities.
• No fire is allowed in the dormitories. You cannot light candles or incense.
• You are NOT allowed to have an air conditioner, microwave oven, space heater, or rice cooker.

For more information about dormitory policies and procedures, please visit: http://www.bu.edu/lifebook

Meal Plans

If you choose to live on-campus, you must also purchase a Meal Plan. There are different Meal Plans to choose from with a variety of options.

For more information about Meal Plans, please visit: www.bu.edu/housing/dining/plans

Fall & Spring Meal Plans

• Meal plans include a combination of Dining Points and meals (breakfast, lunch, dinner) at the four BU residence dining halls:
  - The Fresh Food Co. at West Campus
  - The Fresh Food Co. at Warren Towers
  - The Fresh Food Co. at Marciano Commons
  - The Hillel Dining Room

• Dining Points: can be used at on-campus dining locations. For a complete list of stores that accept Dining point, please visit: http://www.bu.edu/dining/where-to-eat/retail-dining

For more information about the BU residence dining halls, please visit: www.bu.edu/dining/where-to-eat/residence-dining
Summer Meal Plans
Summer meal plans include Meals, Rhetty-to-Go meals, and Convenience Points. Students in the summer will eat at the Fresh Food Co. at 100 Bay State Road. After BU’s summer semester ends, students will eat at the Fresh Food Co. on West Campus at 273-277 Babcock Street.

“Convenience Points” are like BU dollars; 1 point = $1. You can use Convenience Points in many campus stores, including:

- Retail dining locations on campus
- Laundry machines in residences
- Campus convenience stores
- Barnes and Noble Bookstore
- Pizza delivery

To buy Convenience Points, please go to your Student Link account or visit the Terrier Card Office, located at 775 Commonwealth Avenue, in the lower level.

Living in Boston
Boston is an intellectual city and a cultural destination. This is because Boston has 250,000 students that attend the city’s 60 colleges and universities. This student population influences almost every part of city life—concerts, films, lectures, readings, screenings, exhibitions, and nightlife.

Boston Neighborhoods
Boston is famous for its neighborhoods. Many of them are fun, interesting, and easy to get to.
There are some of the Boston neighborhoods that are near CELOP:

- Allston
- Brighton
- Kenmore Square/Fenway

BU Today, the news and information website of Boston University, has a guide to several Boston neighborhoods, with helpful lists of where to eat, shop, and hang out.

For more information about Boston neighborhoods, please visit: www.bu.edu/today/nearby-neighborhoods

Transportation (MBTA, BU Shuttle)
Boston and Boston University offer many public transportation options.

- You can ride on the BU Shuttle Bus for free. For maps and schedules of the BU Shuttle, please visit: http://www.bu.edu/thebus

- Boston also has a public transportation system of subways, trains, and buses. The Massachusetts Bay Transportation Authority (MBTA) is Boston’s public transportation system. It is usually referred to as “The T.”

- CELOP is located on the Green B line, at the St. Paul Street stop and along the #57 bus route.

For more information about the MBTA, please visit: www.mbta.com
Boston University Facilities and Libraries
As a student at CELOP, you have access to all the campus facilities, resources, and libraries that Boston University offers.

These are some of the resources you can enjoy as a CELOP student at Boston University:

- The Fitness and Recreation Center – gymnasium, with exercise equipment, and pools.
- George Sherman Union – various student activities and dining options.
- Student Health Services – trained medical staff and nurses for all students.
- Center for Student Services – large dining hall and other student services.

For more information about Boston University Facilities and Libraries, please visit our website: www.bu.edu/celop/support-resources/student-life

CELOP Student Resources
Our Student Life Coordinator in office 224 is responsible for all Student Life events. Find out about student events and activities in the CELOP Calendar. The calendar includes what’s happening campus-wide and in Boston: www.bu.edu/celop/calendar

Taking advantage of our resources is also a great way to meet new people and get involved in the CELOP community.

Conversation Club
This club provides a relaxed, informal environment in which to practice your spoken English. The Student Life Coordinator will provide a topic and facilitate the group. You do not need to register. Simply come when you want.

Conversation Partner Program (Fall & Spring Only)
Our Conversation Partner Program is a free CELOP service that matches you with an English-speaking BU student. The program is a two-way exchange and gives both partners the opportunity to practice a new language and learn about a different culture.

The Reading Corner
CELOP’s Student Library is located in the back lobby. You can select a book from a variety of titles and read it anywhere —at school or at home. When finished, you return the book and can sign-out another.

BU and Boston Resources
BU Student Activities
1 University Road
617-353-3635
Boston University has over 450 student groups on campus, so it’s easy to find people who share your interests and hobbies. The Student Activities office will help you find a group with your interests, plan events, or create a new group. www.bu.edu/studentactivities
Community Service Center (CSC)
775 Commonwealth Ave, 4th floor
617.353.4710
bucsc@bu.edu
Help improve the city of Boston and meet BU students, faculty, staff and alumni. CSC has thirteen different volunteer programs and special service opportunities. Please visit their website for more information: [www.bu.edu/csc](http://www.bu.edu/csc)

Boston Public Libraries
617.859.2446
Boston Public Libraries have informal ESL conversation groups for beginning and intermediate ESL learners. Groups talk about impressions of the U.S., events in the news, and their questions about Boston. All conversation groups are free, please visit their website for more information: [www.bpl.org/research/literacy.htm](http://www.bpl.org/research/literacy.htm)

Events and Trips
This is a sample of the trips and activities we offer students throughout the year.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Activities, Events, and Trips</th>
</tr>
</thead>
</table>
| **Fall** | • Apple Picking  
• Halloween Costume Contest  
• Trip to Wrentham Shopping Outlets  
• Boston Celtics Game  
• Badminton Tournament  
• Thanksgiving Pie  
• Ping Pong Tournament at BU FitRec  
• The Boston Ballet Nutcracker Performance  
• End-of-Semester Pizza Party |
| **Spring** | • Trip to Boston Museum of Fine Arts  
• BU Men’s Hockey Game  
• Broadway Musical  
• Valentine Roses  
• Trip to Pine Street Inn Homeless Shelter  
• Global Day of Service (Volunteer Work)  
• End-of-Semester Pizza Party |
| **Summer** | • Climbing Wall Lesson  
• Duck Boat Tour  
• Boston Red Sox Game  
• Trip to Revere Beach for Sand Sculpting Festival  
• Trip to Providence, Rhode Island for WaterFire  
• Whale Watch  
• End-of-Semester Pizza Party |
Sexual Misconduct

Sexual Misconduct covers a wide range of behaviors. It happens on college campuses across the U.S. Since you are enrolled in an English course on a college campus, you need to know what Boston University considers Sexual Misconduct. It includes, but is not limited to, sexual harassment, sexual violence, sexual assault, dating violence, and stalking.

So, what does all that mean? Here are a few definitions and some examples to help you understand.

- Harassment: If you are giving someone unwelcome attention that has the effect of creating a bad living or learning environment for that person, that’s considered harassment.
- Sexual violence: If you physically force yourself on someone against that person’s will, that’s considered sexual violence.
- Stalking: If you keep contacting or following someone in an unwelcome, annoying and frightening way, that’s considered stalking.

Examples of these behaviors:
- Repeated invitations for dates when you have been told “no”.
- Comments or jokes about someone’s body, sexual orientation, or sexual activities.
- Showing sexually-oriented photos, objects, or cartoons.
- Sexting – using an electronic device to send sexual content.
- Touching, hugging, or brushing against someone’s body.

Boston University takes allegations (claims that someone has done something wrong) of sexual misconduct seriously, and federal law requires that all allegations of sexual misconduct be reported to university administration, which may decide to investigate the allegation.

If you have any questions or concerns or if you think you have been the victim of sexual misconduct, please see the Student Advisor, in office 240, or the Student Life Coordinator, in office 224.

You may also contact the professionally-trained staff at BU’s Sexual Assault Response and Prevention Center. They are located at 930 Commonwealth Avenue and can be reached by email, sarp@bu.edu, or phone, 617 353-SARP (7277).
CELOP’s Mission Statement

The primary mission of the Boston University Center for English Language and Orientation Programs (CELOP) is to provide international students with a high-quality intensive English language training and orientation program to assist them in attaining proficiency in English and broadening their cultural awareness for success in their academic, professional, and personal lives. As a division of Boston University Global Programs, CELOP exemplifies the University’s long-standing commitment to international education and to the promotion of global understanding and goodwill. CELOP faculty and staff also strive to serve as a model for the advancement of professional standards and quality instruction in intensive English programs at universities and colleges in the United States. To achieve our goals:

• CELOP’s highly qualified and experienced faculty is dedicated to providing English language instruction which is responsive to the specific needs of the student population with particular emphasis on academic and professional preparation. The Center makes every effort to provide the students with an optimal learning environment, including the most effective pedagogical methods and instructional materials, the latest technology, and modern office and classroom facilities.

• CELOP’s professionally trained administrative staff is committed to providing support services essential to student adjustment in the United States. Through organized social, cultural, and educational activities, the Center fosters adaptation to and competence in participation in American life. Professional academic advisors guide students in formulating their academic plans related to American colleges and universities, and CELOP immigration counselors communicate current immigration regulations to students.

• CELOP fully supports and promotes the ongoing professional development of the faculty and staff. CELOP is dedicated to maintaining program excellence, fostering high faculty and staff morale, and keeping pace with changing trends in the field of international education and the teaching of English as a second language.

• CELOP faculty and staff share responsibility for institutional governance. They strive to foster an organizational and educational environment at the Center that is characterized by mutual respect and understanding, fairness, and open communication among all members of the faculty, staff, and student body.
Semester Recess/Holidays

Fall Semester Recess
- No classes are held during fall recess.
- Fall recess begins the Wednesday before the Thanksgiving holiday and ends the Sunday after Thanksgiving. No classes are held that Wednesday, Thursday, and Friday.
- For students living on campus, residence halls are also closed. You have to leave your residence hall by 12:00 PM on the Wednesday before Thanksgiving. Residence halls open at 10:00 AM on the Sunday after Thanksgiving.
- Residence dining halls close Tuesday night after dinner and open to serve dinner on Sunday.

Spring Semester Recess
- No classes are held during spring recess.
- Spring recess is usually the second week of March
- Residence halls are closed. You have to leave your residence hall by 12:00 PM on Saturday. Residence halls open at 10:00 AM on the following Sunday.
- Residence dining halls close on Friday after dinner and open to serve dinner Sunday.

Housing During Recess (Vacation Housing)
- BU can provide housing during recess for an additional cost.
- Please ask staff at the Front Desk for more information about Vacation Housing.

IMPORTANT

Please check the CELOP Calendar for information about all recesses & holidays:
www.bu.edu/celop/calendar
Problems and Complaints

We hope you have a great experience studying at CELOP. If you have a problem or complaint against a CELOP or Boston University student or employee, please let us know right away by visiting our Student Advisor in office 240. You can also refer to this chart for common problems and who to speak with:

<table>
<thead>
<tr>
<th>If you have a problem with your...</th>
<th>You can speak with...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Class or concentration</td>
<td>Your teacher</td>
</tr>
<tr>
<td>Elective Class assignment</td>
<td>Electives Coordinator – office 234</td>
</tr>
<tr>
<td>Program (number of hours)</td>
<td>Student Advisor – office 240</td>
</tr>
<tr>
<td>Teacher or another student in your class</td>
<td>Your teacher*</td>
</tr>
<tr>
<td>Boston University Housing</td>
<td>Your Resident Assistant (RA) in your dormitory**</td>
</tr>
<tr>
<td>Roommate(s)</td>
<td>Your Resident Assistant (RA) in your dormitory**</td>
</tr>
<tr>
<td>Dining Plan</td>
<td>Terrier Card Office – George Sherman Union 755 Commonwealth Avenue, Lower Level</td>
</tr>
<tr>
<td>Health/Feeling sick</td>
<td>Student Health Services 881 Commonwealth Avenue, Left Door</td>
</tr>
<tr>
<td>Tuition Bill and Medical Insurance</td>
<td>Finance &amp; Administration Specialist – office 226</td>
</tr>
<tr>
<td>Immigration Status and I-20</td>
<td>Foreign Student Advisor – office 244</td>
</tr>
<tr>
<td>Application to college or university</td>
<td>Academic Advisor – office 242</td>
</tr>
<tr>
<td>Withdrawing (leaving) from your program early</td>
<td>Student Advisor – office 240</td>
</tr>
<tr>
<td>Computer/Laptop, BU Login, Wi-Fi</td>
<td>Technology Support – office 253</td>
</tr>
</tbody>
</table>

*If you have already talked to your teacher and need to speak with someone else, please see the Student Advisor in office 240.

**If you have already talked to your RA and need to speak with someone else, please see the Student Advisor in office 240 or the Student Life Coordinator in office 224.
CELOP Offices and Classrooms

Don’t get lost!

Use this floorplan to find your classrooms or your teacher’s office in our main building, located at 890 Commonwealth Avenue.

Faculty and Staff

The faculty and staff are here to help you. If you need to contact your teacher, you can find their email on our website. For a list of our current faculty and staff and their emails, please visit: www.bu.edu/celop/people

Former CELOP Students

Students come all around the world to study at CELOP. Many of our former students have succeeded in their degree programs or in their professional careers. You can read about the experiences of our former students on our website: www.bu.edu/celop/students

After you complete your studies at CELOP, we would like to know about your experience. Your unique story can help future students know what it means to study at CELOP.

Please see our Recruitment & Outreach Specialist in office 238 for more information about contacting former students, or if you would like to share your CELOP experience.

If you have any questions about this handbook, please email us at celop@bu.edu
Want to improve your English fast?
Listen to your teachers!

“Read, read, read, anything and everything.”

“Hang out with English speakers.”

“Find a student or friend who speaks English!”

“Keep track of new words. You need a strategy that works for you.”

“Create a vocabulary notebook. Write new words, look them up in the dictionary, and copy the sentence you found it in.”

“For each grammar point, memorize one key sentence.”

“Use your English everywhere! Switch it on in the morning and keep going!”

“Join clubs, meet-up groups, community organizations, or volunteer groups. You’ll meet Americans that way.”

“Going to class and doing homework aren’t enough. Use all the opportunities to practice the language that surrounds you.”

Listen to music, watch TV, go to the movies, join clubs, get involved as much as you can.”