ADVISING GUIDE:

For Advisors of Undergraduate OPIE (Ohio Program of Intensive English) Students

The Ohio Program of Intensive English (OPIE) at Ohio University has been giving English language training to international students from all over the world since 1967. International students take the TOEFL (Test Of English as a Foreign Language) when they arrive; OPIE then uses their test scores to determine whether any English language study is needed, and if so, to place the students into the appropriate level of English language coursework. Please see the attached OPIE Courses handout for an overview of the OPIE courses. Students progress through the OPIE courses, generally needing two semesters before they can advance to part-time academic coursework. For additional information on OPIE, visit the website: http://www.ohiou.edu/opie/, call: 740.593.4575, or email: opie@ohio.edu.

Math Placement Test

- Students are permitted to take the Math Placement Test once they have been approved to take part-time academic coursework.
- The Math Placement Test is available on Blackboard. Students will need to log in with their OHIO ID and password. Once the student completes the test, someone will update their score as necessary in PeopleSoft, in order to allow the student to register for the appropriate course. Additional information regarding the Math Placement Test can be found online at: http://www.ohio.edu/orientation/MathPlacement.cfm.

Academic Course Registration

- When students arrive for their advising appointments, ask to see their OPIE Academic Advising Letter, which they will have received at their Academic Orientation. These letters will indicate to you what level of OPIE coursework the students are currently in, and therefore how many academic courses they are permitted to register for.
  - Students can acquire additional copies of their OPIE Academic Advising Letter from OPIE, should they misplace their letter.
- OPIE “Advanced Level” and “Bridge Program” students are permitted to register for academic courses even though they are currently studying in OPIE. These students do not need to wait for their TOEFL results to schedule academic courses.
  - These students (Advanced Level and Bridge Program) will participate in an Academic Orientation prior to course registration.
  - If students are currently in Advanced Level (full-time OPIE), it is recommended that they register for two academic courses (maximum of 10 hours) for the next term.
  - If students are currently in the Bridge Program (part-time OPIE), it is recommended that they register for five academic courses (maximum of 20 hours) for the next term.
- Students in the Bridge Program should register for ENG D160 for the following term. Students are eligible to take ENG D160 only after they fully complete their English proficiency requirements. There are multiple ways these requirements can be met.
  - Earn the required English test scores. See the International Admissions site for details: http://www.ohio.edu/admissions/international/English.cfm#CP_JUMP_1770322. OR
  - Earn the required grade in OPIE’s 8-hour A level (D970 or D980): B- or higher (A- or higher for Business students). OR
  - Earn the required grade in OPIE’s 8-hour B level (D980 or two 4-hour electives): C or higher (B- or higher for Business). OR
  - Earn a grade of B or higher in OPIE’s D805A (composition course).
- In order to bypass ENG D160 and register for ENG 1610, students must earn a score of 6 on the composition test (or a 24 or greater on the TOEFL iBT writing section) or pass ENG D160.
- Students must drop ENG D160 if they have not completed their English proficiency requirements.
- Students must request ENG D160 and ENG 1610 permission slips from Joseph Lee, Assistant Director of the English Language Improvement Program (ELIP).
**Academic Course Registration (continued)**

- At the end of the term, after students have completed the TOEFL, their course schedules may need to be adjusted. If students are registered for more academic courses and/or credit hours than they are permitted to take, the students will be asked by OPIE to drop the necessary number of courses. If students do not drop the necessary courses on their own by the ninth day of the term (generally the Tuesday of the second week of classes), OPIE will drop the necessary courses from the students’ schedule.

- OPIE students are not generally able to register for classes until late in the registration process, given that they have not yet earned academic credit hours. Your OPIE students may or may not fully understand this. Please help your students create sizeable lists of possible courses, given that their top choices may be full by the time they register. Also, please take a few minutes to discuss the permission slip process and how students should go about trying to register for a course that is full.

**OPIE Course Registration**

- At the end of the term, after students have completed the TOEFL, the OPIE staff will assist students in registering for the necessary OPIE courses.

- At the end of the term, after students have completed the TOEFL, their academic course schedules may need to be adjusted.
  - If students are registered for more academic courses and/or credit hours than they are permitted to take due to OPIE coursework requirements, the students will be asked by OPIE to drop the necessary number of academic courses. If students do not drop the necessary courses on their own by the ninth day of the term (generally the Tuesday of the second week of classes), OPIE will drop the necessary courses from the students’ schedule.

**Suggested Academic Courses**

- Attached is a list of Suggested Academic Courses for OPIE Students. Most of these courses complete General Education Requirements and are organized in a way that is supportive to non-native English speakers.

- Students should be discouraged from taking a foreign language while they are still learning English.

**TOEFL**

- The TOEFL is offered each term on the Saturday following the last day of class, before Finals Week. The day that the TOEFL is administered, students are told the specific date, time, and location that their test results will be available for them to pick up at OPIE. Generally, the test results are available approximately one week following the test.

**Transfer Credit**

- Many OPIE students have transfer credit, or believe they do. In most cases, the Admissions Office has evaluated students’ transfer credit, but has not yet been evaluated by their college. Students should talk to either the Admissions Office (to ensure that the credit has been evaluated there) or the appropriate person for their college (see list below), should they have questions.
  - Arts & Sciences: Randy Price (104 Wilson Hall, 740.593.2845)
  - Business: Lori Mardis (214 Copeland Hall, 740.593.2000)
  - Communication: Anita James (497A RTV Building, 740.597.2197)
  - Education: Floyd Doney (124 McCracken Hall, 740.593.3300)
  - Engineering & Technology: Jeff Giesy (178 Stocker Center, 740.593.1503)
  - Fine Arts:
    - Art: Rosemarie Basile (528 Seigfried Hall, 740.593.4281)
    - Dance: Madeleine Scott (137 Putnam Hall, 740.593.1824)
    - Music: Chris Hayes (363 Glidden Hall, 740.593.1630)
    - Theater: Maureen Wagner (307C Kantner Hall, 740.593.9355)
  - Health & Human Services: Rebecca Zuspan or Terese Sherman (W364 Grover Center, 740.593.9336)
  - University College: Doug Orr (140 Chubb Hall, 740.593.1935)
Transfer Credit (continued)

• If there is no transfer credit listed on the students’ DARS, the Admissions Office has not yet received students’ transcript(s), and students should contact the Admissions Office regarding how to have their transcript(s) sent. The Admissions Office is located at 120 Chubb Hall and can be contacted via phone: 740.593.4100.

International Student & Faculty Services (ISFS)

• ISFS provides support services to international students, faculty, staff, and scholars, and their dependents, to enable them to achieve their educational goals and objectives. ISFS can also be a helpful resource to academic advisors working with international students. ISFS is located in the Walter International Education Center at 15 Park Place and can be contacted via phone: 740.593.4330 or email: isfs@ohio.edu.

Academic Expectations that Impact Visa Status:

1. International students must be registered for at least 12 credit hours by the 15th day of the term:
   International students are advised that they must be registered as full-time students (which includes any OPIE courses and academic coursework) no later than the 15th day of each term so that ISFS can report them as enrolled in the Student Exchange Visitor Information System (SEVIS).
   • If a student is enrolling for his/her first term, and has a valid reason to register part-time (initial difficulties with the English language or reading requirements; unfamiliarity with U.S. teaching methods) the student may be eligible to apply to ISFS for an reduced course load (RCL) for that term only.
   • Continuing students may be eligible for an RCL due to improper course level placement or during their last term of study.
   • In order to apply for an RCL, the student must request the form from ISFS, have their academic advisor sign it, and return it to ISFS no later than the 15th day of the term.

2. International students should not drop a class that would result in part-time enrollment unless a “W” will be issued:
   Once a student has enrolled full-time, enrollment must remain at no fewer than 12 credits hours. If it is necessary to drop a class, international students are advised to drop only when they will receive a “W” for the class because they will be considered to have been full-time for that term. If an international student drops below full-time, s/he may be considered to be “out of status,” which can have a serious impact on the student’s immigration status.

3. International students who are considering withdrawing from the university must first meet with an ISFS advisor:
   Withdrawal slips for international students must be signed by an ISFS advisor in order to be processed. When meeting with an ISFS advisor concerning a withdrawal, students are advised on their options for continuing their studies at a later time.

4. Academic probation policies are the same for international students:
   There is no immediate effect upon the immigration status of an international student who is placed on academic probation (accumulative GPA is below 2.0), as long as the student is permitted to continue enrolling full-time.

5. International students who are, or anticipate being, dismissed should meet with an ISFS advisor immediately:
   Dismissal from the university will have a serious impact on an international student’s immigration status. If this occurs, the student will need to see an ISFS advisor immediately. Ideally, if a student is in danger of being dismissed, s/he should be advised to meet with an ISFS advisor prior to dismissal.