Date: 03/20/14

To: Undergraduate Advisors

From: Gerry Krzic, Director OPIE, 155 Gordy Hall,

Re: Advising OPIE Students & End-of-Semester Proficiency Reports

Welcome to the 2013/14 academic year. This memo relates to two pieces of information for academic advisors when advising students who are taking English as a Second Language (ESL) classes in the Ohio Program of Intensive English. The first is Scheduling Classes for OPIE “Bridge” Program Students and the second is “End-of-Semester” Proficiency Reports.

1. Scheduling Classes for “Bridge” Program Students.
Many of you may be advising Ohio University students who are taking English as a Second Language (ESL) classes in the Ohio Program of Intensive English. These students may be taking their English classes in our “Bridge” Program, which permits students to take a specified number of academic credits in addition to their English classes. There are two levels of the Bridge Program: 12 Hours and 8 Hours.

a. 12-Hour Bridge Program
Students in the “12-hour” Bridge Program are able to enroll for a maximum of 6 academic credits in addition to the 12 credit hours of OPIE English classes. If the student is new to Ohio University, 1 of the 6 academic credit hours must be the UC 1900 class (required by Ohio University).

For 12-Hour Bridge Program students, the OPIE classes will meet M/T/TH/F between the hours of 8:35 a.m. to 12:45 p.m.

Please help the student to schedule any academic classes after 12:45 PM.

b. 8 Hour Bridge Program
Students in the “8-hour” Bridge Program are able to enroll for a maximum of 9 academic credits in addition to the 8 credit hours of ESL classes. If the student is new to Ohio University, 1 of the 9 academic credit hours must be the UC 1900 class (required by Ohio University).

For 8-Hour Bridge Program students, the OPIE classes will meet M/T/TH/F between the hours of 2:00 p.m. to 6:10 p.m.

Please help the student to schedule any academic classes before 2:00 PM.
c. Time of OPIE Classes
You may wonder why OPIE has such a broad range of times when ESL classes will meet. This is due to the fact that our enrollment is never set until the weekend before the start of classes for any semester. Thus, our final schedule is not confirmed until then.

d. OPIE Class Registration
When you check People Soft at the beginning of the semester (weeks 1 & 2), you may find your student not registered for their OPIE classes. Since our testing and placement still continues during week one of a semester, we are unable to register all of our students during the first week although they will be attending classes. The majority of OPIE registration should be done by the end of week two (with special cases continuing on into week three or longer in the case of student holds for Campus Care, Housing, etc).

2. End-of-Semester Proficiency Report
Each OPIE student is given an End-of-Semester Proficiency report. Following university requirements, we give it to the student either in person during finals week or mail it to the student.

A copy of this report is also sent through campus mail to each college. We would like to ask that you arrange a system to distribute these reports to the relevant advisors.

For questions, you can contact Ms. Rena Peters, OPIE, at petersr@ohio.edu or 3-4575.

Thank you.