Student Handbook

2014-2015

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Note: Policies and procedures in this handbook are subject to change.
Welcome to OPIE!

We are very happy that you are here in Athens, Ohio, and we wish you success in your language studies and life here! We know that most of you have traveled long distances and many hours to come to Ohio University. Most of what you see and feel—the food, climate, music, fashion, and, of course, the language—is probably unfamiliar. Sometimes you will discover that you really enjoy these differences. Other times you will miss what you left behind in your country. These feelings are very natural for people who go to another country to live, study, or work. You have shown courage by leaving your homes, your families, and your friends to come here to study. We hope this handbook helps you to understand studying in OPIE.

What is OPIE?

OPIE stands for the Ohio Program of Intensive English. OPIE, the oldest university English program in the state of Ohio, was founded in 1967, and its official mission is to raise the proficiency level and intercultural fluency of non-native speakers of English to meet their language, academic and professional needs. To achieve this goal, OPIE provides high quality language and cultural instruction, and assessment or testing services.

Thus, in OPIE you can expect to learn English for academic purposes in order to live and study in the USA. In OPIE you will gain confidence in using American English and have a deeper understanding of American culture. OPIE instructors are experienced and qualified language teachers who have studied other languages, earned graduate degrees in the field of teaching English as a second or foreign language, and have lived outside the USA.
Full-time English Program (Three Levels)

1. **Foundations/Elementary**
   (20 hours per week + 4 hours of labs and activities on Wednesdays)
   - grammar/communication situations (12 hours/week)
   - listening/speaking (4 hours/week)
   - reading/writing (4 hours/week)

2. **Intermediate/High-intermediate**
   (20 hours per week + 4 hours of labs and activities on Wednesdays)
   - grammar/writing (12 hours/week)
   - listening/speaking (4 hours/week)
   - reading/vocabulary (4 hours/week)

3. **Advanced/Pre-academic**
   (20 hours per week + 4 hours of labs and activities on Wednesdays)
   - grammar/writing/reading (12 hours/week)
   - listening/note-taking/speaking (4 hours/week)
   - academic reading skills (4 hours/week)

Bridge Program (Two Levels of Academics and English)

4. **Twelve-hour OPIE Bridge Course: Academic Core Skills 1/2** (+ 6* academic credit hours)
   - 8-hour combined skills course** + 4-hour course*** (total: 12 hours/week)

5. **Eight-hour OPIE Bridge Course: Academic Core Skills 2/3** (+ 9* academic credit hours)
   - 8-hour combined skills course**

Bridge Program Notes:
*During an undergraduate’s first semester in the Bridge Program, a 1 credit hour UC 1900 “Learning Communities Seminar” is required.

**Eight-hour combined skill courses prepare students for success in American university classes by developing needed language, study, and academic performance skills through a variety of reading, writing, listening, speaking, thinking, and problem solving activities.

***Students take a four-hour course such as academic reading skills, grammar, grammar for writing, composition, and academic listening and speaking.

- Students admitted to Ohio University for **undergraduate** study may register for an academic class either on the basis of test scores or on the basis of OPIE class grades.
- Students who **have not yet received admission** to Ohio University for academic study, must enroll in 16 hours of English study at the Bridge Level. Also, students will attend 2 or more hours of program activities (e.g., pronunciation/reading/writing labs, Wednesday discussions) per week.
- Students admitted to Ohio University for graduate study may register for an academic class only on the basis of test scores if this is permitted by the student’s academic department.
Other Part-time Options

Business Bridge Program

In cooperation with the College of Business, OPIE has developed a Bridge Program for business majors at the part-time level. In the Business Bridge Program, students will take two consecutive semesters, 12 hours/week the first semester and 8 hours/week the next, of English with a business focus. These courses will prepare students for their College of Business academic classes.

Engineering Bridge Program

OPIE is in the process of developing a Bridge Program for engineering majors. Currently, in the Engineering Bridge Program, engineering majors will take an “engineering content-based” 8-hour Academic Core Skills 1 course to help better prepare them for study in their field.

Academic English Composition

A four-hour composition class is offered for undergraduate students who do not qualify for English D160 or graduate students who do not qualify for graduate writing courses. This course is called D805A.

OPIE Advising

If you need advice or help with an academic problem (applying to the University, registering for classes, etc.), or a personal problem (housing, depression, etc.) please talk to your instructor or visit Gordy 155 to make an appointment with an OPIE advisor (see below). OPIE advisors are assigned on a semester basis, so each semester, you may be assigned a different advisor. You will be informed of your advisor’s name each semester through the OPIE Zone. This information will also be posted in the OPIE Office, next to Kim’s desk (Gordy 155). If we are unable to help, we can put you in contact with someone who can help you.

Advisors

Ms. Erica Coffelt coffelt@ohio.edu
Ms. Tanya Dovbnya dovbnya@ohio.edu
Ms. Linn Forhan forhan@ohio.edu
Ms. Kathryn Hille streeter@ohio.edu
**OPIE Grade-Based Placement (Full-time)**

- **Foundations**
  - Lowest grade F → Repeat Foundations
  - Lowest grade D → Progress to Elementary
  - Lowest grade B- → Advance to Intermediate

- **Elementary**
  - Lowest grade D or F → Repeat Elementary
  - Lowest grade C- → Advance to Intermediate
  - All As → Advance to High-intermediate

- **Intermediate**
  - Lowest grade F → Repeat Intermediate
  - Lowest grade D → Progress to High-intermediate
  - Lowest grade C- → Advance to Advanced
  - All As → Advance to Pre-academic

- **High-intermediate**
  - Lowest grade D or F → Repeat High-intermediate
  - Lowest grade C- → Advance to Advanced
  - All As → Advance to Pre-academic

- **Advanced**
  - Lowest grade F → Repeat Advanced
  - Lowest grade D → Progress to Pre-academic
  - Lowest grade C- → Advance to 12-Hour Bridge (see next page)

- **Pre-academic**
  - Lowest grade D or F → Repeat Pre-Academic
  - Lowest grade C- → Advance to 12-Hour Bridge (see next page)

Grading Scale: A+ → 97-100%  A → 93-96%  A- → 90-92%  B+ → 87-89%  B(3.0) → 83-86%  B- → 80-82%  C+ → 77-79%  C(2.0) → 73-76%  C- → 70-72%  D → 60-69%  F → 0-59%

**OPIE Test-Based Placement (Full-time)**

Students can also advance levels within OPIE based on language proficiency scores from 2 tests (English Placement Test/TOEFL ITP & Composition).

<table>
<thead>
<tr>
<th>TOEFL ITP</th>
<th>English Placement Test</th>
<th>OPIE Composition Test</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>- - -</td>
<td>50 and below</td>
<td>1A/1B</td>
<td>Foundations/Elementary</td>
</tr>
<tr>
<td>- - -</td>
<td>51-64</td>
<td>2A/2B</td>
<td>Intermediate/High-intermediate</td>
</tr>
<tr>
<td>450-499</td>
<td>65+</td>
<td>3A/3B</td>
<td>Advanced/Pre-academic</td>
</tr>
</tbody>
</table>
Grading Scale:

**TOEFL iBT**: The Test of English as a Foreign Language Internet-based test has 4 sub-tests: reading, listening, speaking, writing.

**IELTS**: The International English Language Testing System test has 4 sub-tests: listening, reading, writing, speaking.

**OPIE**: A placement test for students who need to improve their English proficiency.

**TOEFL ITP**: The Test of English as a Foreign Language Institutional Testing Program is paper-based and has 3 sub-tests: listening, grammar, reading.

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### OPIE Grade-Based Placement (Bridge Level Undergraduates)

<table>
<thead>
<tr>
<th></th>
<th>12-Hour Bridge</th>
<th>8-Hour Bridge A</th>
<th>8-Hour Bridge B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Undergraduates:</td>
<td>Lowest grade D or F → Repeat 12-Hour Bridge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Business Undergraduates:</td>
<td>Lowest grade C- → Advance to 8-Hour Bridge A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Undergraduates:</td>
<td>Grades B+ through C → 8-Hour Bridge B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Business Undergraduates:</td>
<td>Grades C+, C, or C- → 8-Hour Bridge B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Undergraduates:</td>
<td>Grades C-, D, or F → Repeat 8-Hour Bridge A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Business Undergraduates:</td>
<td>Grades D or F → Repeat 8-Hour Bridge A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### OPIE Test-Based Placement (Bridge Level Undergraduates)

Students can also advance levels within OPIE based on language proficiency scores from 2 tests (TOEFL ITP* & Comp).

<table>
<thead>
<tr>
<th>TOEFL (ITP*)</th>
<th>OPIE Comp</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-512 ITP* (Non-Business) 500-524 ITP* (Business)</td>
<td>4</td>
<td>12-hour placement</td>
</tr>
<tr>
<td>513-524 ITP* (Non-Business) 525-549 ITP* (Business)</td>
<td>5</td>
<td>8-hour placement</td>
</tr>
<tr>
<td>525 ITP* OR 71 iBT** (17 in writing) OR 6.0 IELTS*** (all subscores 6.0 +)</td>
<td>5+</td>
<td>Full-time academic admission in non-business Colleges</td>
</tr>
<tr>
<td>550 ITP* (all subscores 52) OR 6.5 IELTS*** (all subscores 6.0+) NO TOEFL IBT*** scores accepted.</td>
<td>- - -</td>
<td>Full-time academic admission into College of Business</td>
</tr>
</tbody>
</table>

Note: Students who receive a qualifying TOEFL score [non-business: 525 or Business students: CS2 C (2.0) & subscores of 52, 50, 50] but miss the 5 composition score need to earn a 8 (3.0) in a four-hour writing course called Composition D805A (or subsequently score a 5 on the composition.)

### OPIE Test-Based Placement (Bridge Level Graduate Students)

<table>
<thead>
<tr>
<th>TOEFL ITP</th>
<th>OPIE Comp</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-524</td>
<td>Under 4</td>
<td>12-hour placement</td>
</tr>
<tr>
<td>500-524</td>
<td>4+</td>
<td>ELIP</td>
</tr>
<tr>
<td>525-549</td>
<td>Under 3B</td>
<td>8-hour placement</td>
</tr>
<tr>
<td>525-549</td>
<td>3B+</td>
<td>ELIP</td>
</tr>
<tr>
<td>550+</td>
<td>- - -</td>
<td>Full-time academic graduate studies</td>
</tr>
</tbody>
</table>

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*TOEFL ITP: The Test of English as Foreign Language Institutional Testing Program is paper-based and has 3 sub-tests: listening, grammar, reading.

**TOEFL iBT: The Test of English as a Foreign Language Internet-based test has 4 sub-tests: reading, listening, speaking, writing.

***IELTS: The International English Language Testing System test has 4 sub-tests: listening, reading, writing, speaking.
Standardized English Proficiency Tests:

All OPIE students are required to test.

1. OPIE offers the TOEFL (Institutional Testing Program-ITP) during the beginning of a semester and once at the end of a semester.

The TOEFL ITP is a 115-minute test and consists of
   - 50 listening comprehension questions
   - 40 structure and written expression questions
   - 50 reading comprehension questions

To view sample questions, see https://www.ets.org/toefl_itp/content/sample_questions/ (Level 1).

2. Along with the TOEFL ITP, students will also be required to take a 35-minute OPIE Composition Test. On the next page is the composition rubric used to rate your writing.

3. The regularly-scheduled Beginning-of-Semester (BOS) TOEFL, is offered during orientation week, usually the Tuesday before the start of the first week of classes. The BOS TOEFL (ITP) is not administered after the first week of classes.

4. At the end of the semester (EOS), OPIE offers the TOEFL on the Saturday after the last week of classes.

5. OPIE also offers the English Placement Test during the beginning of a semester and once at the end of a semester. This test, formerly known as the Michigan, is for students who score below a 500 on the TOEFL ITP or who are studying in the two lower levels of OPIE. This test provides OPIE with more accurate placement information for lower level students.

The English Placement Test is a multiple choice test that lasts 60 minutes and has 80 multiple choice items covering
--listening comprehension of questions and short conversations.
--grammer in conversational contexts.
--selection of vocabulary to fit the context of single sentences.
--reading comprehension of sentences and texts.

You can see sample items here:

6. Note: During the TOEFL (ITP) test or the English Placement Test, mobile phones are not allowed in pockets, in bags, or at the testing seat. If bags and/or phones are brought to the test, a proctor will collect them and keep them for the duration of the test. Belongings will be returned to you when you finish the test.

7. Students who arrive at the end of week 1 or later will be placed based on existing test results or grades. Reminder: A student cannot retake the same BOS or EOS TOEFL because it is the same test. This is against ETS policy.

8. There is also a small testing center on the OU campus in the Computer Science Center, 3 President Street (597-1537). They have four computers for students to take the Internet-based TOEFL (i.e., the iBT). Interested students should register for the test at http://www.ets.org. Note: These tests are not scored immediately; printed score reports are mailed approximately 13 days after your test date. Allow 7–10 days after that date for mail delivery in the United States, and more time for mail delivery to other locations. The Educational Testing Center has no control over mail delivery (http://www.ets.org/toefl/ibt/scores/get/).

To see sample iBT test items, see https://www.ets.org/toefl/ibt/prepare/sample_questions.
**Placement:**

**All students:** Your placement within the next level of OPIE is determined by performance in class, reflected by the strength of your grades. Additionally, you can advance levels based on language proficiency scores on tests such as the TOEFL ITP. A student will never be placed lower than his or her accepted test scores (i.e., TOEFL ITP, Michigan Placement Test, or OPIE Composition Test) or grades indicate.

Since Fall 2013, TOEFL iBT and IELTS scores no longer affect OPIE placement decisions for undergraduate students who have not met their Colleges’ minimum requirements for full-time academic study. OPIE students will need to take the TOEFL ITP (paper TOEFL) test administered by OPIE.

**College of Business undergraduates:** You must meet your English proficiency requirements within 6 semesters of study or you will be asked to change your major from the College of Business. Additionally, if you are not showing progress towards achieving the requirements after 3 semesters of study, you will be advised to change your major.

**Graduate students:** To complete your language proficiency requirements and to be unconditionally admitted as a graduate student, you must meet the requirements of your academic department.

- See [http://www.ohio.edu/graduate/programs/](http://www.ohio.edu/graduate/programs/) for specific program details.

Note: Conditionally admitted students are not eligible for University financial aid until they have been cleared for full-time academic study. Therefore, University funds cannot be used for any part of the financial guarantee required to issue a Certificate of Eligibility (I-20 or DS-2019). For more information, see [http://www.ohio.edu/graduate/englishproficiency.cfm](http://www.ohio.edu/graduate/englishproficiency.cfm).

**Note:** Placement and placement changes should be completed by Friday of the first week. Exceptions may be granted if

A. There are extenuating circumstances

B. There are revised placement recommendations from teachers with approval by the Director.
## OPIE Composition Rubric

Find the category that is the **best fit** for the composition. Not all descriptors need to match exactly.

<table>
<thead>
<tr>
<th>Category</th>
<th>Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elementary Level</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 1A (Foundations) | • Sentences not related to each other and/or not related to topic  
• Serious difficulties with basic spelling and the formation of letters  
• Blank page or language copied directly from the topic sheet  
• Unintelligible phrases                                                                 |
| 1B (Elementary)  | • Sentences do relate to the topic in some way  
• Lacks mastery of simple sentence patterns (SVO with S-V agreement)  
• Repetition of very simple vocabulary  
• Sentences ungrammatical but somewhat intelligible                                                                 |
| **Intermediate Level** |                                                                                                                                          |
| 2A (Intermediate) | • Topic not successfully divided into non-overlapping sub-points  
• Lacks overall successful paragraph structure  
• A number of different ideas relating to the topic  
• Some attempt at sentence complexity (connected clauses, multi-word phrases)                                                                 |
| 2B (High Intermediate) | • Topic somewhat successfully divided into non-overlapping sub-points  
• Several elements of successful paragraph structure present  
• Attempt at using a variety of vocabulary to express ideas  
• At least a small degree of grammatical accuracy and sentence complexity                                                                 |
| **Advanced Level** |                                                                                                                                          |
| 3A (Advanced)  | • One or more meaningful paragraphs containing main points and limited relevant support  
• Attempt at various types of sentence complexity  
• Some precise vocabulary  
• Serious grammar errors still obstruct readability to some degree                                                                 |
| 3B* (Pre-Academic) | • A clear objective with main points and limited relevant support  
• Some control of sophisticated grammatical structures and sentence complexity  
• Some successful transitional words and phrases  
• Significant grammar errors still obstruct readability to some degree                                                                 |
| **Bridge Program** |                                                                                                                                          |
| 4* (12-hour Bridge) | • Clear objective with well-organized main points and multiple supporting details  
• Sufficient control of complex grammatical structures  
• Some academic vocabulary  
• Local errors, such as word form and verb form, detract from readability                                                                 |
| 5* (8-hour Bridge) | • Use of correct academic register with occasional lapses  
• Maintains consistent time frames through appropriate use of verb tenses  
• Complex, sophisticated development of ideas  
• Occasional language difficulties still a distraction                                                                 |
| 6* (Full-time Academic) | • Ideas may still need development, but language itself not a significant hindrance  
• Content is clear and is not obstructed by language difficulties  
• Accurate, effective use of academic vocabulary and complex sentence structures  
• Occasional surface errors come as a surprise amid otherwise smooth writing                                                                 |

* **Graduate students** who earn a Composition score of at least 3B and a TOEFL score of 525-549, or a Composition score of at least 4 and a TOEFL score of 500-524, are eligible to advance to ELIP. **Undergraduate students** who earn a Composition score of 5 and a TOEFL score of at least 525 (or 550 for Business majors) have completed their English language proficiency requirements and are eligible for ENG D160. **Undergraduate students** who earn a Composition score of 6 and a TOEFL score of at least 525 (or 550 for Business majors) have completed their English language proficiency requirements and are eligible for ENG 1610.
Classroom Conduct Policy

OPIE students are expected to further the educational mission of both OPIE and Ohio University, following community standards. In order to promote and facilitate learning, students need to act in a courteous, respectful, and mature manner towards their instructors and peers.

Students who violate the following offenses will be subject to a sanction or reprimand or disciplinary probation. See http://www.ohio.edu/communitystandards/code/codeB.cfm. Two of the most common offenses are:

- **Disturbing the Peace** - Disturbing the peace and good order of the university (including classrooms) and surrounding communities.
- **Failure to Comply** - Failure to comply with legitimate directives of university officials (includes instructors).

Credit/No-Credit Policy

The following policy, which applies to all students enrolled in OPIE courses, has been adopted because consistent attendance and practice is important for effective language learning. Students who skip classes or don’t prepare for class not only slow their own language progress but also disrupt the learning of their classmates. Group and pair work is important for quicker language development, so your class participation each and every day is necessary!

1. The official grades for an OPIE course are Credit (CR) and No Credit (NC).
2. A grade of ‘Credit’ is reported for a student who has
   a) attended and actively and positively participated* in class at least 90% of the time
   **AND**
   b) completed at least 90% of out-of-class assignments on time.
3. A grade of ‘No Credit’ is reported for a student who has failed to
   a) attend and participate in at least 90% of all scheduled classes
   **OR**
   b) complete at least 90% of out-of-class assignments on time.
4. If a student earns one ‘Credit’ (e.g. in attendance) and one ‘No Credit’ (e.g. in homework), the ‘No Credit’ will be reported.
5. Students who receive ‘No Credit’ (NC) at the end of the semester will be placed on Academic Probation and the ‘No Credit’ grade will appear on students’ permanent Ohio University academic transcripts.
6. **Students who have already received one semester/quarter of ‘No Credit’ should not make travel plans to leave the United States at the end of each following semester until they officially know that they will not be receiving ‘No Credit’ for a second time.** This will be stated on the end-of-semester proficiency report.
7. Any student who receives ‘No-Credit’ for any two semesters/quarters will be dismissed from OPIE and Ohio University.
8. Dismissed students can
   a) transfer to another academic institution
   **OR**
   b) return to their home country.

Students who have transferred to another academic institution may re-apply to Ohio University after completing a minimum of 20 semester hours of classes and demonstrating a minimum 2.75 grade point average.

9. **Late Homework**

Students submitting late homework should not expect to receive credit for that particular assignment unless they have made prior arrangements with their instructor or have other extenuating circumstances (acceptable reasons). Late homework may be graded to determine student's English proficiency even though credit is not given. If a student has a problem with a homework assignment, she/he should contact the instructor before the assignment is due. Appropriate and timely communication with your instructor is important in all cases.
Students who are active and positive participants are awake and are engaged with their instructors and their peers. This means that they are actively participating in whole class and group discussions. They work cooperatively with fellow classmates in pair work. During class time, they are concentrating on the subject matter of the class. Additionally, their homework is completed in a thoughtful manner, well before the start of class.

Examples of “inactive” behavior are sleeping in class, checking a cellphone during class, not interacting with peers and the instructor, and trying to complete homework just before the start of the class. These actions do not help students improve their English.

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**Lateness Policy**

Students are expected to arrive to all classes on time. For example, for an 8:35 a.m. class, a student should be in class and ready to study at 8:35. A tardy is defined as being five minutes late for class. Three tardies equal one unexcused absence. If a student attends less than 40 minutes of a 55-minute period, he or she will be counted absent for that hour.

**OPIE Excused Absence Policy**

Ohio University and OPIE expect students to attend their classes. Attending 90% of your classes is an OPIE requirement to obtain Credit for the semester. If you miss classes beyond the 90% requirement, it can only be for legitimate (excused) reasons by the University. We call these “excused” absences.

These “excused” absences include illness, death in the immediate family, and involvement in University-sponsored activities. Excused absences will be accepted and will NOT count towards “No Credit.”

However, due to immigration regulations and the intensive nature of your English courses, these excused absences cannot be for more than 3 days. For medical absences longer than 3 days, you are strongly advised to seek a medical leave. For extended or frequent absences due to health issues or special circumstances, please consult with your OPIE advisor about your situation.

Medical Leave forms are available from International Student and Faculty Services and on the Web: [http://www.ohio.edu/isfs/forms/pdf/RCLMEDICAL2012.pdf](http://www.ohio.edu/isfs/forms/pdf/RCLMEDICAL2012.pdf)

**Here are some important things to remember about being absent from class:**

1. You are required to notify your instructor as soon as possible and provide evidence (e.g. a doctor’s note, a note from your OU sports coach) to support the legitimacy of your absence. You may also request that your instructor call Campus Care to verify hospitalization at O’Bleness Memorial Hospital. For more information, see the “Class Attendance Policy” section in the OU Undergraduate Catalog: [http://www.catalogs.ohio.edu/content.php?catoid=27&navoid=1424#enro_info](http://www.catalogs.ohio.edu/content.php?catoid=27&navoid=1424#enro_info)

2. For ALL absences, you are expected to complete as much of your missed homework as possible in a timely manner. If multiple days of work have been missed, please meet with your instructor to arrange modified due dates. In the event that you do not make up the homework in the specified amount of time and in an acceptable manner, you will receive “no credit” for those assignments.

3. If you miss a test or a quiz due to an absence, instructors will not permit you to take the quiz or test. Missing tests and quizzes will lower your grade.

4. Ohio University and OPIE assume that, whenever possible, you will visit Campus Care or another doctor without missing class.

5. Absences for reasons similar to these will NOT be excused:
   a) attending or spending additional time studying for another course.
   b) seeing an advisor, changing registration, or taking the TOEFL iBT.
   c) going to the bank, paying bills, taking a driving test, or meeting someone at the airport.
Lack of Progress and Dismissal

Students in OPIE are expected to make satisfactory progress in the development of their language skills. At the end of each semester, students are expected to advance to the next level in the program (e.g., Intermediate to Advanced) or at least progress to a higher component course in the same level (e.g., Intermediate to High Intermediate). In the event that a student fails to progress or advance and has to repeat the same course at the same level, he/she will be allowed to do so only one time. If the student fails to progress within a level (e.g., Intermediate to High Intermediate) or to advance to a higher level (e.g., Intermediate to Advanced) after taking a course for the second time, he/she will be dismissed from OPIE and Ohio University.

Students who receive notice that they will be dismissed according to this policy may appeal the decision by submitting a Dismissal Appeal Form for Lack of Progress* to the OPIE office within ten calendar days from the date that the dismissal notice is sent. This Statement of Appeal should describe any unusual circumstances that contributed to the student’s lack of progress. An OPIE/Linguistics committee will review the appeal and render a decision within three business days. An Appeal Form is available at http://linguistics.ohio.edu/opie/?page_id=1937.

College of Business (COB) students should complete their OPIE English studies within 6 semesters of study or they will need to change their major from the College of Business.

*See your OPIE advisor to obtain this form.

Textbooks

OPIE textbooks should be purchased at two bookstores in Athens:
- University Bookstore - 63 South Court Street
- The College Book Store - 50 South Court Street

Note: OPIE students must buy NEW, CLEAN (with no writing) textbooks and workbooks. OPIE strongly discourages (some instructors may prohibit) students from buying their textbooks online for 3 reasons:
1. Students need their textbooks for the first day of classes. Online orders usually do not come quickly enough, and you will begin to fall behind in your work and learning.
2. It is important that you buy the correct edition so that the page numbers are the same. This is difficult to do online.
3. Often our textbooks come in a bundle, or with a workbook, CDs, and an Internet access code—items you will need for the first week. Online purchases may not come bundled.

Smoking Policy

Smoking is not allowed in Ohio University buildings or within 10 feet (about 3 meters) of any campus building. You are not allowed to smoke on the front and back terraces of Gordy Hall. See Ohio University Policy & Procedures at http://www.ohio.edu/policy/44-113.html
Catmail Email

To start your Ohio University email account, go to the Ohio Information Technology (OIT) website (http://www.ohio.edu/oit/), and click on “activate my Catmail Account.” You will need to know your Oak ID and password. To check your email, go to: catmail.ohio.edu.

Bobcat Identification Card

You can get your OU identification card (ID card) at the Tech Depot, located on the bottom floor of Baker University Center. It is very important that you get this as soon as possible.

OPIE Websites

Check out these OPIE websites for interesting information and fun language learning ideas and activities:

<table>
<thead>
<tr>
<th>OPIE Website</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPIE Webpage</td>
<td><a href="http://ohio.edu/opie">http://ohio.edu/opie</a></td>
</tr>
<tr>
<td>Twitter</td>
<td><a href="https://twitter.com/opieohio">https://twitter.com/opieohio</a></td>
</tr>
<tr>
<td>Facebook</td>
<td><a href="http://www.facebook.com/OPIEOhio">http://www.facebook.com/OPIEOhio</a></td>
</tr>
</tbody>
</table>

Evaluations

During each semester, you will receive two evaluations from each instructor.

Mid-Semester Evaluation

The mid-semester evaluation will give you information about the work you have done during the first half of the semester so that you can continue to do as well or better during the remaining weeks. Your instructor will meet with you to go over this information.

End-of-Semester Evaluation

In the final student evaluation, your instructor(s) will give you a letter grade (A, B, C, etc.), will make comments indicating your readiness for advancement, and will report your attendance and completion of out-of-class assignments. Your letter grade will indicate your mastery of the language objectives of the course and level of OPIE that you are attending. Your attendance and completion of homework are used to determine your official Ohio University grade of ‘Credit’ or ‘No Credit’.

Teacher Evaluations

At the end of the semester, you will be asked to evaluate your instructors, textbooks, and courses. We appreciate your honest feedback because it helps us to improve our program. Your responses are anonymous (nameless) and will not be given to the instructor until your final grade has been posted.
**Academic Registration**

Undergraduates in the Advanced/Pre-academic, 12-hour, or 8-hour levels can pre-register for part-time academic studies. Undergraduates in the Advanced/Pre-academic level will be invited to a special session of **Academic Orientation**, generally held on Wednesdays, mid-way through the semester. Attendance is required by Ohio University; if you do not attend the university will place a ‘hold’ on your account. If you miss due to sickness, you must arrange to attend Bobcat Student Orientation [http://www.ohio.edu/orientation/](http://www.ohio.edu/orientation/).

Students will fill out a priority registration form during each or semester in order to register for academic classes for the subsequent semester. On this form, students will list each academic course according to a numerical ranking (1= most important class; 4= least important class).

If students are placed into OPIE for further English language study for the following semester, they may need to change their registration online so that they will not be registered for too many hours. This change must be made by **the day before the last day to add a class for the semester without instructor’s approval** (usually the start of the second week of the semester). If a student does not adjust his/her registration appropriately by this deadline, OPIE will adjust the schedule as necessary. Therefore, it is essential that students mark the importance of each class so that OPIE knows which class or classes to drop. If students have not indicated a priority, classes will be dropped based on the time each class meets.

**IMPORTANT:** Students taking **8 hours** of English language study in the Bridge Program are permitted to have a maximum of **9 credit hours of academic classes**. Please note that all students in this category will be charged full-time Ohio University tuition because they are now taking academic classes in addition to OPIE classes.

**IMPORTANT:** Students taking **12 hours** of English language study in the Bridge Program may have a maximum of **6 credit hours of academic classes**. Please note that all students in this category will be charged full-time Ohio University tuition because they are now taking academic classes in addition to OPIE classes.

**IMPORTANT:** All undergraduate students in their first semester at the Bridge level must take the 1-credit hour University College (UC) 1900 class entitled “Learning Community Seminar.”

**IMPORTANT:** If your placement is at the Bridge Program level AND you are an undergraduate AND if sponsored, your sponsor gives permission, you are expected to take both OPIE and academic classes. Please note that you will not receive the reduced OPIE program tuition fee since you have successfully completed full-time OPIE courses and are now eligible to take academic classes. Even if you drop your academic classes, your tuition will not change.

**Full-time students** (taking 20 hours of English language study) **may not** take any academic classes without special permission.

**Online Registration**

For video instructions on registration, visit:
[https://www.youtube.com/watch?annotation_id=annotation_2565192429&feature=iv&src_vid=J0gBQpuMfZE&v=BRwXnfh8Gc](https://www.youtube.com/watch?annotation_id=annotation_2565192429&feature=iv&src_vid=J0gBQpuMfZE&v=BRwXnfh8Gc)
Can I Register for Academic Classes?

Start Here

Have you been admitted to OU as a graduate student?

- Yes
  - I am an OPIE major. My I-20 says “Language Training.”
  - You cannot register for any academic classes.
  - Have you been admitted to an academic degree program at OU?
    - No
      - You cannot register for any academic classes.
    - Yes
      - Your sponsor does not allow you to register for academic classes until you have completed your English language study.

- No
  - Check with your department. You may or may not be able to register for academic classes.

I am an undergraduate student.

Is your TOEFL score at least 500 (paper), 61 (iBT), or 6 (IELTS)?

- Yes
  - You cannot register for any academic classes.
- No
  - Are you currently taking Advanced, Pre-Academic, or Bridge Program courses in OPIE?
    - No
      - You must attend an orientation before you can register for academic classes. Please talk to your OPIE advisor for more information.
    - Yes
      - Are you studying on a scholarship from the Saudi Arabia Cultural Mission or Brazil Scientific Mobility Program?
        - Yes
          - Are you attending either Academic Orientation or Bobcat Orientation?
            - No
              - You can register for academic classes for next semester!
            - Yes
        - No

Have you been admitted to an academic degree program at OU?

- Yes
  - You cannot register for any academic classes.
- No
  - You cannot register for any academic classes.

Have you been admitted to an academic degree program at OU?

- Yes
  - You cannot register for any academic classes.
- No
  - You cannot register for any academic classes.

Are you currently taking Advanced, Pre-Academic, or Bridge Program courses in OPIE?

- Yes
  - You cannot register for any academic classes.
- No
  - Are you attending either Academic Orientation or Bobcat Orientation?
    - No
      - You cannot register for any academic classes.
    - Yes
      - You cannot register for any academic classes.

Have you been admitted to an academic degree program at OU?

- Yes
  - You cannot register for any academic classes.
- No
  - You cannot register for any academic classes.

Are you studying on a scholarship from the Saudi Arabia Cultural Mission or Brazil Scientific Mobility Program?

- Yes
  - You cannot register for any academic classes.
- No
  - You cannot register for any academic classes.
Academic Misconduct

OPIE follows the Ohio University’s policies on Academic Misconduct. For more details and examples, see http://www.ohio.edu/communitystandards/academic/students.cfm.

Academic misconduct includes (but is not limited to) the following:

- Being dishonest in fulfilling academic requirements.
- Cheating (i.e., answering questions on a test, quiz, or assignment by means other than your own knowledge—e.g., using notes or cell phones; talking to others, looking at another student’s paper.)
- Plagiarizing (i.e., using the ideas or writing of someone else as your own).
- Un-permitted collaboration (e.g., having someone else rewrite your work for you).
- Fabrication (e.g., using invented or made up information).
- Using advantages not approved by the instructor (e.g., looking at a copy of an exam ahead of time).
- Knowingly permitting another student to plagiarize or cheat from one's work.
- Submitting the same assignment in different courses without consent of the instructor.
- Changing material on a graded exam or quiz and then requesting a re-grading of the exam.

Consequences:

1. The first time a student commits an act of academic misconduct, he/she will need to meet with his/her OPIE instructor to discuss the situation. If necessary, the instructor can require the student to meet with the OPIE director or an administrator. At this time, the student will receive a verbal warning not to commit another act of academic misconduct. A grade penalty, such as an F, may be imposed on the assignment or test.

2. If the student commits a second act of academic misconduct, a written warning will be placed in his/her file describing the offense. The student will meet the OPIE director or an administrator. A grade penalty, such as an F, may be imposed on the assignment or test.

3. If the student commits a third act of academic misconduct, he/she will be referred to the Office of Community Standards and Student Responsibility for disciplinary action*.

All students should understand that the penalty for academic misconduct can range from a verbal or written reprimand** to expulsion***. Academic misconduct is an A-1 violation of the Ohio University Student Code of Conduct.

* disciplinary action means a punishment for doing something wrong
** reprimand means a warning for having done something wrong
***expulsion means that you are asked to leave the University

Academic Probation and Dismissal

At the end of each semester, every undergraduate student (part-time and full-time) taking academic classes must have earned at least a 2.0 minimum accumulative GPA or he/she will be placed on academic probation. To be removed from probation, the student’s accumulative GPA must reach at least 2.0. Failure to meet the minimum accumulative GPA can result in academic dismissal from Ohio University.
OPIE Administration

Office:
Gordy Hall 155
Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
Phone: 593-4575

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administrator</td>
<td>Ms. Rena Peters</td>
<td><a href="mailto:petersr@ohio.edu">petersr@ohio.edu</a></td>
<td>Gordy 155B</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>Ms. Kimberly Young</td>
<td><a href="mailto:youngk2@ohio.edu">youngk2@ohio.edu</a></td>
<td>Gordy 155</td>
</tr>
<tr>
<td>Director</td>
<td>Dr. Gerry Krzic</td>
<td><a href="mailto:krzic@ohio.edu">krzic@ohio.edu</a></td>
<td>Gordy 155E</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Ms. Linn Forhan</td>
<td><a href="mailto:forhan@ohio.edu">forhan@ohio.edu</a></td>
<td>Gordy 155C</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Ms. Kathryn Hille</td>
<td><a href="mailto:streeter@ohio.edu">streeter@ohio.edu</a></td>
<td>Gordy 155D</td>
</tr>
<tr>
<td>Assistant to the Director</td>
<td>Ms. Erica Coffelt</td>
<td><a href="mailto:coffelt@ohio.edu">coffelt@ohio.edu</a></td>
<td>Gordy 155A</td>
</tr>
<tr>
<td>Academic Coordinator</td>
<td>Ms. Becky Challenger</td>
<td><a href="mailto:challeng@ohio.edu">challeng@ohio.edu</a></td>
<td>Gordy 151</td>
</tr>
<tr>
<td>College of A&amp;S Advisor</td>
<td>Ms. Tanya Dovbnya</td>
<td><a href="mailto:dovbnya@ohio.edu">dovbnya@ohio.edu</a></td>
<td>Gordy 162</td>
</tr>
<tr>
<td>Social-Cultural Coordinator</td>
<td>Ms. Kristina Guyton</td>
<td><a href="mailto:jetter@ohio.edu">jetter@ohio.edu</a></td>
<td>Scott 022 A</td>
</tr>
</tbody>
</table>

OPIE Student Life

OPIE has a vibrant socio-cultural life. Here are some OPIE activities in which you can participate:

Clubs
Each semester, OPIE offers a range of clubs for students to join. This range includes a baking club, book club, creative arts club, debate club, film club, Moms club, and typing club. Check out the OPIE Zone for more details.

Conversation Hour
Want to practice speaking in English more? Each week join your peers and native speakers in the Baker Center lounge for fun and informative conversation. Watch the OPIE Zone for dates and times.

Conversation Partners Program
This program offers OPIE students a cross-cultural opportunity to practice English and learn about American culture by sharing ideas and developing friendships with native speakers of English. Watch the OPIE Zone for details.
International Week

Each year the Office of International Student and Faculty services coordinates International Week. This is a week-long spring celebration ending with a street fair on Court Street. OPIE encourages all students to become involved in these activities, as it is a good opportunity for cross-cultural understanding. Visit the International Office for more information.

O’Zone Newsletter

OPIE offers both an online and weekly printed newsletter containing useful and practical information concerning American culture and the Athens and Ohio University communities. Read it and enjoy it! In addition, a bulletin board located across from Gordy 113 has information to help you.

OPIE Student Union

The OPIE Student Union is an organization of students invited to represent OPIE for the purpose of improving their language learning experience and leadership skills. The OPSU had a productive year in 2014. Contact Jessica Hill (hillj7@ohio.edu) if you are interested in joining.

Trips and Activities

Each semester, several fun trips and events are planned. Past trips and events have included the Columbus Zoo, Jeffersonville shopping, Hocking Hills, bowling nights, and picnics and boating at Strouds Run. Look for trip details in the O’Zone or contact our Social-Cultural Activities Coordinator Kristina Guyton at jett@ohio.edu / Scott 22A.
**Wednesday Activities**

Wednesday Activities give foundations and elementary level students an opportunity to interact with native English speakers and learn about American culture. Previous Wednesday activities included a tour of Ping Recreational Center for incoming international students, a trip to the Athens Historical Society, a tour of the Kennedy Museum of Art and an International Game Night. Wednesday activity announcements will appear in the OPIE Zone.

**Wednesday Discussions**

Throughout the semester, OPIE students gather to hear speakers discuss interesting topics. The goal of the discussions is to expose English learners to outside speakers in order to practice language and academic performance skills, as well as to receive useful information about the University, Athens, and American life. The speakers and times of their discussions will be published in the O’ Zone Newsletter.

**International Student and Faculty Services (ISFS)**

Walter International Education Center
15 Park Place (next to Baker University Center)
(740) 593-4330

Dr. Krista McCallum Beatty, Director
Ms. Katherine (Kit) Klepinger, Assistant Director
Mr. Wissem Abid, International Student Advisor
Ms. Katelyn Eisenhooth, International Student Advisor
Mr. Ryan Geiger, International Student Advisor

The International Student Services Office will help you with immigration, passports, visas, travel papers, etc. They can also help with employment, transferring to another university, and health insurance.

**Language Resource Center**

Gordy Hall, lower level Director: Dr. Greg Kessler

Gordy Hall features the Language Resource Center with computer and audio laboratories to help students learn English more quickly and efficiently on their own. It is located on the lower level of Gordy Hall. Computers are also available in the open lab in Gordy 115, Alden Library, and other computer labs around campus.

**Moodle**

From http://call.ohio.edu, you can connect to many OPIE Moodles, course management systems that OPIE instructors use to give assignments, collect assignments, share content and resources, and even administer quizzes.

**OPIE-Alden Library Leisure Reading Collection**

This is a collection of interesting and fun books designed for learners of English. It is located on the 1st floor of Alden Library.

**Social Security Number**

If you wish to obtain a social security number, you must present the following documents at the Social Security Office in Athens Mall, East State Street: passport, I-94 number, I-20, and a letter from International Student and Faculty Services (ISFS). If you have any questions, visit the ISFS Office.
Visiting the Doctor:

All Ohio University students can use Campus Care, which is located on the first and second floors of Hudson Hall (building 35 on the campus map). For Campus Care hours, see http://www.oucom.ohiou.edu/campuscare/ or call 740-593-1660.

If you need to see a doctor when Campus Care is closed, consult the chart below. Your husband or wife and children are not allowed to go to Campus Care unless they are students. However, they can visit any of the above clinics (UMA, O’Bleness, Holzer) or consult any other doctor in town. In the case of a true emergency, then go to O’Bleness Hospital.
Ohio University Student Health Insurance

Health insurance is very important in America; it probably works differently here than in your home country.

Since medical care is quite expensive in the United States, OHIO requires that all international students enroll in the International Student Health Insurance plan. You are automatically enrolled in the insurance plan, and the insurance fee will be charged each semester to your school account.

If you have brought your family with you, you must visit the Student Health Insurance Administrator located in Campus Care, the campus health clinic, and purchase health insurance for them, too. Important: You must purchase insurance coverage for your dependents before you register for classes each semester.

Each time you visit a health care facility (e.g., Campus Care, doctor’s office, hospital, urgent care, etc.), you are expected to show your health insurance card. Your Ohio University health insurance card should look similar to this:

Here are some frequently asked questions about insurance and insurance cards.

Q1: How do I get Ohio University health insurance?
A: As an international student, you are automatically enrolled in the Ohio University health insurance program upon registration.

Q2: How do I get my health insurance card?
A: After you are enrolled into OU’s health insurance program, you will receive an email from United Healthcare Student Resources approximately (1) week after the posted waiver deadline. ID Cards will not be available prior to receiving this email. (Check your Bobcat account for this email. If you forward your Bobcat mail to another address, check your spam or junk folders as well.) This email will give you instructions on how to set up your online account. Once your online account is set up, you can print your health insurance ID card, upload a digital copy to a smartphone or tablet, or request a permanent card to be sent to you by the insurance company. (Cards are no longer automatically mailed to you.) If you need assistance printing your ID card, you can make an appointment to see Ohio University Health Insurance Administrator, Anna Wenning, at Hudson Health Center, Room 227. If you need assistance regarding the setup of your online account, call United Healthcare Student Resources at 1-800-767-0700.

Q3: I am a scholarship student and my government already provides health insurance for me. Do I still have to purchase Ohio University’s insurance?
A: If your government sponsors you and provides health insurance, you may not be required to purchase Ohio University health insurance. However, you must get permission from the Office of International Students and Faculty Services at the Walter International Education Center by the semester deadline. In order to get permission, complete a waiver form at the reception desk at the International Student and Faculty Services Office (Walter International Education Center). You must provide proof of insurance with your waiver form. Approved waivers are valid for 1 academic year (3 sessions in total, 2 or 1 if a student begins in a Spring or Summer session). The deadline to submit a waiver for Fall Semester is 9/12/2014. The deadline for Spring Semester is 1/30/2015. The deadline for Summer Semester is 5/29/2015. Waivers must be renewed each academic year prior to the Fall Semester deadline. For specific questions and concerns, speak to an ISFS staff member at the front desk of Walter International Education Center.

If you have any other questions about your health insurance, we encourage you to schedule an appointment with your OPIE advisor in Gordy 155.
Lost & Found

If you leave something in your classroom, it might be taken to the OPIE office in Gordy 155.

Emergency Phone Numbers

Area Code (740)

<table>
<thead>
<tr>
<th>Emergency:</th>
<th>911 (off-campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency:</td>
<td>3-1911 (on-campus)</td>
</tr>
<tr>
<td>Campus Safety:</td>
<td>593-1911 and 592-3313 (non-emergency)</td>
</tr>
<tr>
<td>Athens Police Department:</td>
<td>593-6606 (emergency)</td>
</tr>
<tr>
<td>Athens Fire Department:</td>
<td>592-6624</td>
</tr>
</tbody>
</table>

Frequently Asked Questions

Q: How do I pay for my English studies?
A: To see your charges, login to http://my.ohio.edu. Click on the ‘Accounts’ tab, and the ‘My OHIO Student Center’ link. Login again. You can also pay charges at the Office of the Bursar in Chubb Hall.

Q: Why is full-time OPIE tuition different from university tuition?
A: Full-time OPIE tuition is different from Ohio University tuition because students are not yet taking academic classes. Once students reach the Bridge Program level and are eligible to take academic classes, they are charged Ohio University tuition.

Q: How long will I have to study English?
A: It depends on many different factors, such as the amount of English you already know and how much English you use while you are studying in OPIE.

Researcher Jim Cummins estimates that it can take up to five years for non-native speakers of English to “catch up” to native English speakers in academic language proficiency. We don’t want you to spend five years in OPIE, so we’ve designed our curriculum to speed up this process. In general, here are estimates for the time it would take a student to reach acceptable levels of academic English proficiency to begin full-time academic study based on entry-level placement scores:

- **Elementary level**: 5 - 6 semesters of study
- **Advanced level**: 3 - 4 semesters of study
- **Bridge 8 Hours level**: 1 - 2 semesters of study
- **Intermediate level**: 4 - 5 semesters of study
- **Bridge 12 Hours level**: 2 - 3 semesters of study
- **4-hour Composition class**: 1 semester of study

Please note that these estimates are based on the assumption that a successful student will progress in OPIE.

Q: How many levels are there in OPIE?
A: There are 3 full-time levels and 2 part-time levels. However, not all students will complete all five levels. Some students will be placed into higher levels. Also, sometimes students may skip levels or test out of the program, not having to complete the final level.

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Q: How many hours of English do I have to study?
A: It depends. If the educational level listed on your I-20 or DS-2019 is English Training, then you must have at least 18 “clock” hours of English per week. In OPIE, this will include class hours, lab hours, and discussion sessions. OPIE will register you for the correct number of hours. If your educational level is undergraduate or graduate, then the number of hours of English will depend on your English proficiency level in OPIE. See your OPIE advisor for more information.

Q: How do I advance to different levels in the program?
A: You can advance to the next level on the basis of grades or your TOEFL ITP/Michigan and composition score. Remember that your performance determines your grades. For more specific information, see pages 4-5.

Q: Can I look at my TOEFL and composition tests?
A: TOEFL ITP exams are sent to Educational Testing Services (ETS) for security reasons soon after the test is taken. Therefore, they are not available. You may request to look at your composition test in the presence of an OPIE administrator but you cannot take a picture of it or take it with you.

Q: How do I complete my language proficiency requirements?
A: You can either complete the program by achieving acceptable test scores, or successfully completing the 8-hour part-time level. For more specific information, see pages 4-5.

Q: Can I still study in OPIE if I don’t intend to study for an academic degree at Ohio University?
A: Yes, students not intending to study for an academic degree can still take OPIE classes.

Q: What if I am unhappy with my placement?
A: You should attend class for the first week of the semester and demonstrate that your English proficiency is higher than the level you in which you have been placed. After the first week of classes, your teachers will meet as a group to discuss whether you have been misplaced. All of your instructors must unanimously agree to recommend a change in placement; they will then communicate their recommendation to the Director, who will make the final decision. If you do not understand your placement, please make an appointment to meet with your OPIE advisor (see page 3).

Q: How do I take the TOEFL iBT?
A: The Ohio University Educational Testing Center http://www.ohio.edu/oit/testing/etctests.cfm offers iBT testing on-campus. You have to register for the test on Educational Testing Service (ETS) website: http://www.ets.org/toefl/.

When you register, you should make sure that your scores are sent to Ohio University (Ohio University’s TOEFL institution code is 1593). It can take up to one month for OPIE to receive your scores. Scores must be visible in the University database (PeopleSoft) by the end of the first week of the current semester to be considered eligible for placement into full-time academic study.

IMPORTANT NOTE: Beginning Fall 2013, TOEFL iBT and IELTS scores will no longer affect OPIE placement decisions for undergraduate students who have not met their Colleges’ minimum requirements for full-time academic study. OPIE students will need to take the TOEFL ITP (paper TOEFL) test.

Q: Can I use scores from different tests (example: TOEFL iBT total score + OPIE composition test score) to meet my undergraduate English proficiency requirement?
A: Yes, however, test scores used for placement into full-time undergraduate academic study must be from the same semester.

Q: Can I use a composition or TOEFL score from a previous session to meet my English proficiency requirement?
A: No, test scores for placement into full-time academic must be from the current session.
Q: Do I have to submit a minimum TOEFL score to begin my English studies?
A: No, you don’t have to have a minimum TOEFL score. An OPIE writing task and the paper-based TOEFL (and possibly another placement test) are given when you arrive so that we can properly place you.

Q: When can I take academic classes?
A: First, qualify for at least the OPIE 12 or 8-hour Bridge Program by having a TOEFL score between 500 and 524 or by being placed into the levels after studying in the full-time program. If you are placed into the 12-hour Bridge-level English Program (TOEFL 500-512), you can take 6 credit hours of academic classes; if you are placed into the 8-hour Bridge-level English Program (TOEFL 513-524), you can take 9 credit hours of academic classes. All undergraduate students in their first semester at the Bridge level must take the 1-credit hour University College (UC) 1900 class entitled “Learning Community Seminar.”

Q: What do I do if I want to change my major?
A: On average, undergraduate students change their minds about a major three times! It’s OK to explore other majors besides your original choice. If you are interested in changing your major, visit the college where the major program is offered. At that office, you can fill out the necessary forms and discuss your ideas with a staff member. You will also need to gain approval from the Office of International Student and Faculty Services. **Your major change must be processed in PeopleSoft (the OU student database) by the end of the first week of the current semester in order for it to affect OPIE course placement. Resulting OPIE placement changes must also occur by the end of the first week of the semester.** Please see pages 13-15 in the Ohio University academic handbook for more information about major changes.

Q: If I change my major from business (College of Business) to something else, can I eventually change it back or re-enter the College of Business?
A: Maybe. You should talk to advisors in the College of Business for the most recent information about re-entering the College of Business.

Q: Who will my academic advisor be?
A: When advanced/pre-academic level students are getting ready to begin the Bridge or part-time level of our program, they are assigned academic advisors during academic orientation based on their majors. Academic orientation usually occurs during the middle of each semester. New students placed into the Bridge program will attend Bobcat Student Orientation soon after they arrive.

Q: When/how do I register for academic classes?
A: Students typically register well in advance for their classes at Ohio University. Students can register online at [http://www.ohio.edu/registrar/info/redircts/webregistration.html](http://www.ohio.edu/registrar/info/redircts/webregistration.html).

Q: Where can I find halal food on campus?
A: You can find halal food at the West 82 food court in Baker Center. West 82 accepts cash, Flex Points (a portion of the Flex meal plans), Bobcat Cash, and credit/debit cards. For more information, contact Culinary Services [http://www.ohio.edu/food/about/staff.cfm](http://www.ohio.edu/food/about/staff.cfm).

Q: What is UC 1900 (Learning Communities Seminar)?
A: UC 1900 is an academic class (not an OPIE class) that helps undergraduate students be successful in their studies and life at Ohio University. The class meets once a week, and students earn one credit hour and a letter grade (A, B, C, D, or F) for this course. Students are organized into classes according to major so that each class can focus on the most important information for students of that major. Classes are taught by academic faculty and staff at the University. Each class also has help and advice from a “peer mentor” who is a student at Ohio University.
Q: What is a ‘hold’?
A: A hold is placed on your account when you do not do something like pay a bill or meet with an advisor. Sometimes, holds prevent students from registering. To have a hold released, you must contact the office that placed the hold and follow their instructions.

Q: What is a TB test?
A: TB stands for tuberculosis, which is a disease. International students new to the Athens campus or re-enrolling after an absence of two or more years must be evaluated for active tuberculosis. If a student does not complete this requirement, his or her university account will be placed on hold. The hold will prevent the student from registering for classes. Tests are administered at Campus Care on Monday, Tuesday, and Friday from 8:30 a.m.-5:00 p.m. You must return 72 hours later to have a nurse check the skin injection site.

Q: What is the OPIE attendance policy?
A: You need to attend 90% of your classes. This policy has been created because your visa is granted for the purpose of study and participation in an academic program.

Q: If I’m sick, is my absence excused?
A: Yes, but you need to notify your instructor before class and later provide evidence in the form of a doctor’s note explaining that you were sick. Note: All OPIE students are limited to 3 excused absences per semester.

Q: What do I do if I get really sick and miss many days of class?
A: You should visit the ISFS office to discuss the possibility of getting permission for a ‘medical leave’

Q: What do I do if I get sick before or during the composition, Michigan, or TOEFL test at the end-of-the-semester?
A: If an ill student
   a. provides a doctor’s note either directly before or after the end-of-semester testing administration, OR
   b. is visibly sick and needs to leave the testing room during the end-of-semester administration of the either the composition, Michigan, or TOEFL test,
the test(s) will not be scored, and the student will have the opportunity to retake the incomplete test(s) during the beginning-of-semester testing.

Q: How are class grades calculated?
A: Grades represent the mastery of the course language objectives and are calculated according to your demonstrated proficiency on classroom tests, quizzes, and writing and speaking tasks.

Q: How will I know how I’m doing in my English classes?
A: Your instructor should always be able to give you an idea of your current grade. During the middle of the semester, your instructor will present and discuss a report of your progress. At the end of the semester, course grades and credit status will not be available to you until you receive your final, official report. To receive your official proficiency report, bring your ID to Gordy Hall on report distribution day, which usually occurs the Friday after the TOEFL test; reports cannot be emailed. Students who plan to be out of town during report distribution have two alternatives: (1) Students may fill out a form at the OPIE office, requesting for a friend to pick up the report, or (2) students may turn in a self-addressed, stamped envelope, and the report will be mailed.

Q: Can I take the summer off?
A: Students do not need to take classes full-time in the summer if they are eligible to take summer as a vacation. All students should talk with an advisor in International Student and Faculty Services (ISFS) about their summer study options. In order to maintain F-1 or J-1 visa status, students must enroll for full-time study in fall and spring semesters even if they take classes during their summer vacation.
Q: If I am in the Bridge program, can I take online academic classes from home in the summer?

A: Students in the OPIE Bridge Program who are leaving the Athens area for a summer vacation may take online academic classes:

- Students who have placed into 12 hours of OPIE may take a maximum of 6 credit hours of online academic class during the summer.
- Students who have placed into 8 hours of OPIE may take a maximum of 9 credit hours of online academic classes during the summer.

Bridge-level students who take online academic classes during their summer vacation will still need to continue taking their assigned OPIE classes when they return to Ohio University in the fall. OPIE Bridge Program students must continue their studies in OPIE if they are on campus taking academic classes during the summer.

Q: Where can I go to get extra help with my writing, reading, or pronunciation?

A: Students in the Advanced/Pre-academic courses may visit the OPIE writing lab. Students in the 8 or 12-hour levels may visit the Writing Center in Alden Library. OPIE provides support to all levels with Reading and Pronunciation Labs.

Q: What do I do if I am having a problem in class?

A: We encourage you to first speak directly with your instructor. Explain the problem and how you feel. If you still want to talk to someone else about the problem, you can come to the OPIE office and make an appointment to meet with an OPIE administrator.

Q: What do I do if I am having a problem that is not class-related?

A: You can talk with your instructor or make an appointment to speak with an OPIE administrator.

There are other non-OPIE resources available to you:

1) International topics: International Students and Faculty Services: http://www ohio edu/isfs/
2) Academic topics: Allen Student Help Center: http://www ohio edu/helpcenter/
3) Counseling and Psychological Services: http://www ohio edu/counseling/index cfm
4) Health topics: http://www oucom ohio edu/CampusCare/
5) Legal Services: http://www studentlegalrights org/
6) Sexual harassment: http://www ohio edu/equity/

Q: Why do I have to leave my dorm room during breaks?

A: It is impossible for Ohio University to find enough staff for all of the dormitories during breaks, so if you stay on campus during a break, you may need to move to temporary housing. Ask your RA or the Office of Residential Housing (contact Jneanne Hacker) about an extended housing contract (with lower rates) for international students.

http://www ohio edu/housing/index cfm

Q: Is it possible to visit real academic classes for practice while I am a full-time OPIE student?

A: At the advanced/pre-academic level, students are encouraged to audit, or sit in on, academic lectures with special permission from the professor. This gives students a chance for further English practice in an academic setting without the worry of performance. See your Core instructor for more details and a permission form.

Q: Can I record my instructor so that I can review class material at home?

A. Recording of classroom activities by any electronic means, by students, other faculty, University administrators, or others, requires permission of the instructor. All students in a class must be informed if permission has been given for a class to be recorded. (See Academic Policies, “Classroom Privacy,” http://www catalogs ohio edu/.)

Q: Why are my OPIE classes in so many buildings?

A: Ohio University, like most universities in the U.S., offers classes in many buildings. Students are expected to move from building to building for their classes. OPIE classes are usually located in Gordy, Scott, and the Convo.
Q: How can I improve my English and try to increase my TOEFL score?

1. Work hard on the homework assignments for your classes and participate actively in class. The amount of time you spend is not as important as how well you concentrate on your work. Be ready to answer every question and ask questions of your own when you don’t understand.

2. Use English outside of class to communicate with others. Try to work on the skills in which you are weak. If you are weaker in reading than in other areas, make sure you spend some time every day reading newspapers or magazines -- read about something you are interested in. If you are weak in listening and speaking, find chances to talk to others about subjects you like.

3. Become familiar with the format of the TOEFL and test-taking strategies that can be helpful. As a service, OPIE offers a TOEFL preparation course for students at the Advanced and Bridge levels. However, remember that studying only for the TOEFL can be harmful if it takes time away from study and activities that actually increase your academic language proficiency. After all, you use the English language to pass university academic classes; you don’t use a TOEFL test score.

Q: How can I be a successful language learner?

A: Learning to use a language is like learning to play a piano or learning to play tennis. You will not learn English simply by sitting in a classroom and watching others. You must be active in using and practicing English. While it is easy to remain shy and use the language you already know well, you will get the most benefit from your time in OPIE by using English as much as you can. This means using English not only in the classroom but outside the classroom as well: in the residence halls, in the cafeteria, and on the street. You will also benefit from listening to the radio, watching television, and reading newspapers, magazines, and books for pleasure.

Language learning is not always easy and, at times, not fun, but it is rewarding. You may sometimes be frustrated and feel as though you are not learning as quickly as you wish; you may feel that you do not want to continue to study. These feelings are common and quite normal. What is important is that you try to relax and not worry too much; being relaxed helps you to overcome these feelings and continue to learn.
Goals

You can help yourself as a language learner by setting learning goals for yourself. By setting specific goals for yourself, you can direct your learning energies more effectively toward those parts of English that will be most useful to you. Your OPIE instructors can help you set goals.

Ten Tips for Success in Your English Classes

1. Use only English in the classroom.
2. Attend all of your classes.
3. Bring all your materials and textbooks.
4. Listen to your instructors.
5. Ask questions when you don’t understand.
6. Be an active participant!
7. Do all homework assignments carefully and submit them on time.
8. Study in advance for quizzes and tests.
9. Try to learn from all of your mistakes.
10. Have fun!