

**Programs in English as a Second Language
(PIESL)**

**Intensive English Program
(IEP)**

Handbook

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Welcome to the Intensive English Program (IEP) at the University of Nebraska-Lincoln! The IEP is part of the Office of Programs in English as a Second Language (PIESL).

We are glad that you have chosen to study here and we want you to have a great experience. Your teachers will work hard to provide you with a very high quality educational program so that you will improve your English language skills. In addition to studying, you will be able to enjoy other advantages of university life in the United States and meet other students from around the world.

Lincoln is a good place to live and study. It is a safe, clean community with many recreational and entertainment opportunities, as well as friendly people.

To help get you off to a good start, we have prepared this “Student Handbook and Directory.” It will give you some basic information about the Intensive English Program and other university resources. **Please read it carefully.** If you have questions that you can’t find answered in the handbook, just ask any IEP staff or faculty member and we will do our best to help you.

Once again, welcome! We are glad you are here!

Chris Dunsmore

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The Intensive English Program (IEP)



International Student Orientation

The Office of New Student Enrollment (NSE) offers a university orientation for all students prior to the first week of classes. The IEP offers a welcome and orientation specifically for IEP students during the first official day of classes.

Courses and Activities

The IEP is a non-credit language-training course, which provides 23 hours of formal instruction for full-time students each week. In addition, the IEP and UNL offer other activities and events to help you learn English and adjust to life in the United States.

You will be provided with a class schedule listing the times and locations of your classes at the IEP orientation or you will be able to find your schedule using the MyRed information system at UNL on your smartphone, tablet or computer. In each class, the instructor will provide you with a syllabus and explain more about the course in detail including the learning outcomes for each course

The courses for each level include:

FOUNDATION LEVELS (Fundamental and Basic Levels)

- Reading & Vocabulary (8 hours per week)
- Listening & Speaking (7 hours per week)
- Writing & Grammar (8 hours per week)

MY-TRACK LEVELS (Intermediate, High Intermediate, Advanced Levels)

- Integrated Skills: Reading & Writing (8 hours per week)
- Integrated Skills: Listening & Speaking (7 hours per week)
- Grammar (4 hours per week)
- My Track Elective Courses: (students choose one- 4 hours per week)
 - English for Business
 - English for Science & Engineering
 - English for Social Science
 - English for Campus & Community Engagement

Additional Activities – Learning about life in the United States is a very important part of learning English and students in the Intensive English Program are exposed to a variety of cultural experiences and out-of-class activities. These may include field trips, social activities, supplementary coursework provided by the IEP, or programming offered by the Office of New Student Enrollment or International Student & Scholar Office (ISSO).

***Transportation to and from IEP sponsored events will be provided by the university. Students are not allowed to transport themselves or others to university sponsored events for liability reasons.**

Tip:

Stay connected to the activities happening while you're attending the IEP. Check out our Facebook page (www.facebook.com/PIESL.UNL) about events on-campus and in Lincoln.

Learning English

Learning a language is hard work, but it is also fun. The amount of time it takes a person to learn a second language depends on many factors such as motivation, native language, and educational background. Sometimes people are surprised by how long it can take to achieve their goals in English.

Here are some quick tips that will help you achieve your English language goals more quickly, and enjoy the process:

- ◆ Maintain a positive attitude – even if things are difficult
- ◆ Take good care of your health – mental and physical
- ◆ Attend all classes
- ◆ Do the homework and other assignments and give it to your instructor on time
- ◆ Be responsible for your own learning
- ◆ Participate actively in class
- ◆ Ask questions
- ◆ Use English as much as possible when you are not in class –get involved in campus or community activities or organizations, read as much as possible, listen to the radio, watch movies, talk to people!

IEP Academic Adviser

To help ensure student success, the Intensive English Program offers an adviser for students who are having difficulty being successful in IEP. Students who have attendance, study skills or other issues may be referred to the IEP adviser for a discussion about how they can improve their progress in learning English, and referral to other campus offices if appropriate. The adviser's office is in 514 Nebraska Hall.

Tip:

Meet friends and study English together. You can repeat your English vocabulary, do your homework together and help each other with English grammar.

Placement Testing

New students test at the beginning of each semester - Before starting classes in the Intensive English Program, new students will take the English Language Test (ELT). The ELT score is used to place new students in the IEP class that best matches their needs.

The IEP offers five levels of classes - There are five levels of classes in the IEP.

- Level 1: Fundamental
- Level 2: Basic
- Level 3: Intermediate
- Level 4: High Intermediate
- Level 5: Advanced

The ELT has three sections –

The listening section has multiple-choice questions based on short conversations and academic lectures.

The reading section has multiple-choice questions based a variety of different reading genres.

The writing section tests your ability to construct an essay based on your choice of topic. You have 35 minutes to write your response.

Sample questions are available through the IEP website.

Taking the Test – You can sign up for the ELT placement test on the PIESL website. During the test, you will be given detailed instructions about each portion of the test. It is essential that you arrive at least 30 minutes early to the exam to allow time for checking in. Bring two pieces of identification with your photograph (your passport must be one of the forms of identification). You cannot take the test without a photo ID. If you have questions, feel free to ask before the test begins. Pencils will be provided for you. All electronic devices must be turned off and will be taken from you during the test. For test security purposes, you will be asked to empty your pockets in order to confirm you don't have any electronic devices. You have the right to refuse this request, but then you won't be allowed to take the exam. Without an exam score, we cannot place you into classes.

Placement Adjustments

The ELT is a very effective means of placing students into the proper levels. However, sometimes adjustments may need to be made. Your instructors will be observing your performance closely in the first week of classes and will recommend any placement adjustments to the IEP Director. If the IEP Director believes the student will be better served in another level, the Director will contact the student and make the adjustment. All placement decisions will be made by the end of the first week of classes. No adjustments will take place after that time. **Please do not ask your instructor to move you during the first week of classes. Be patient and give him/her time to make that decision. If you want to be moved, the best course of action you can take is to attend all classes during those first week and perform at the highest level of which you are capable. If you do not attend all classes during the first week of the semester, you will not be considered for placement adjustment.**

Class Section Choices/Changes

Students will be assigned to the core IEP classes in all levels (Speaking & Listening, Reading & Writing, and Grammar) at the discretion of the IEP Director or office manager. Students in levels 3, 4, and 5 will be allowed to submit their preference for the MyTrack course (business, science & engineering, social sciences or campus & community engagement). Every attempt will be made to give students the MyTrack course they choose, though circumstances based on low or high enrollment may require students to choose a different course). All sections in a particular level have the same student learning outcomes (SLO's) and will be taught in a similar manner regardless of the instructor. All instructors are qualified to teach you. Therefore, it really does not matter which section you are placed into or which instructors you work with. What matters is that you take your courses seriously and do your best to attend and actively participate in all classes, do all the assignments, and maintain a positive attitude.

You may request to change sections as long as the set capacity limit of 12 students has not been met. Once the capacity of 12 students has been reached, you will be registered in a section chosen by the Director or the Director's assistant. Our first priority is to make classes sizes as small and as linguistically diverse (in terms of 1st languages) as we can make them. This means you may not always get the section or instructors you want, and you may not always get to take classes with your friends. **The Program Director will have the final determination of your section in all cases.**

You may request a change of sections only once per semester, and the request must be made before the official enrollment period ends (usually by the end of the first week of classes). Your request will usually be granted as long as the section you want is currently open and has not reached the 12 student capacity limit. If you request a section that already has 12 or more students, your request will probably be denied. You will have more freedom to choose classes once you have completed the language program and start taking academic courses at UNL. For now, please accept the schedule you are given in most cases and do your best to learn from those instructors while making new friends within your assigned classes.

Keep in mind that it might be necessary for the Director to switch your section based on unexpected enrollment increases in the first week. Sometimes we have to open up new sections because of late arrivals or close sections because students do not arrive and we may require you to switch sections in order to even out class numbers. You should expect that you might be required to change to a different section during the first two weeks of classes. We apologize for any inconvenience this may cause, but it really is for your ultimate benefit.

Class Hours and Locations

IEP classes are generally held in Nebraska Hall- East from Monday to Friday. Sometimes, however, we must locate classes in different locations and on different days due to having more students than we can fit into our Nebraska Hall classrooms. When this happens, you are expected to attend those classes wherever and whenever they happen to be. This is what regular UNL students have to do as college students. They may take classes all over campus on any given day including Fridays. If you end up in one of these sections, please accept your assignment and attend classes as assigned. Please realize that we have to share classrooms with all the other departments and programs on campus which means we cannot always guarantee that you will have the schedule you want.

Classes generally run on two time shifts. Some sections will start in the morning and end in the early afternoon. Other sections will start in the late morning and end in the late afternoon or early evening. Not all levels have the same number of morning or afternoon shifts so you may not always be able to choose whether you attend in the morning or in the afternoon. If some sections are already full at the time you register, you will have to attend another section regardless of when that section meets. **Please be flexible and open to schedule changes.**

Transportation to and from IEP Classes

Getting to and from IEP classes is the responsibility of each student in the program. Your best course of action is to live on or close to campus so you can walk to classes if you need to. If you choose not to live within walking distance to campus, you are responsible for making arrangements to get to your classes whether it is by car, bus, bicycle or other means. Do not expect the IEP to give you a schedule that works for your convenience of transportation. That might not always be possible.

Progressing Through and Completing the IEP

LEVELS 1, 2, 3

IEP students in Levels 1, 2, and 3 will generally need to earn grades of “C” or higher (73%) in ALL classes to progress to the next level in the program. Students may also choose to take the end-of-semester placement test (ELT) as long as they have met the IEP attendance requirements (see Attendance Policy below). Students who take the ELT will be placed in classes for the following semester based on either their class performance OR their ELT end-of-semester placement test score, whichever is higher.

LEVEL 4

Undergraduate degree-seeking students in High Intermediate (Level 4) are required to achieve a grade point average of 3.0 in their High Intermediate classes, or a qualifying TOEFL, IELTS, or end-of-semester ELT score at the end of level 4 to enter the **Credit English for Academic Purposes Program (CEAP)**, which is the advanced level for degree seeking undergraduate students. Students **NOT** meeting one of these requirements must repeat the High Intermediate level.

Graduate students and Non-degree seeking IEP only students in Level 4 (High Intermediate) may progress to the **Advanced IEP** level (level 5) by achieving a 3.0 GPA or higher in their High Intermediate courses. These students may also choose to take the end-of-semester placement test (ELT) as long as they have met the IEP attendance requirements. Students who take the ELT will be placed in classes for the following semester based on either their class grade OR their ELT end-of-semester placement test score, whichever is higher.

LEVEL 5

Advanced level graduate students (Level 5) must achieve a qualifying TOEFL, IELTS, or end-of-semester ELT score to enter their graduate degree programs. Students must make their own arrangements to take the TOEFL or IELTS if they choose to take one of those exams.

Advanced level undergraduate students are conditionally admitted students who did not submit qualifying TOEFL or IELTS scores at the time of admission, but who placed into the advanced level during their initial IEP placement exam. These students are guaranteed admission to the Credit EAP program in the following semester, though many of them test high enough for full admission at the end of the advanced level (provided they choose to take the ELT exam at the end of the semester).

Please note – unless you are initially placed in the Advanced levels of IEP or the CEAP, it is very unlikely that you will be prepared for university study after only one semester. Students who enter the IEP program at the lower levels will likely require two or more semesters of IEP in order to reach the required proficiency level to take full-time academic coursework.

Also, remember that completing the IEP does not guarantee admission to the university. Students must still apply separately to UNL academic programs and meet all academic requirements in addition to language proficiency.

IEP Attendance Policy

The Intensive English Program enforces a strict attendance policy. Attendance is mandatory. IEP students are required to regularly attend the classes in which they are enrolled. If an IEP student has more than 10 absences in any class for **any reason**, he or she will receive a grade of “F” and automatically fail that course.

There are no exceptions to the 10-day absence policy as a general rule. 10 days should be enough to account for most illnesses that might occur and other personal situations. Students should not waste these days on sleeping in or just taking the day off because they don’t feel like going to class. These 10 days are not free days; they are designed to cover student emergencies.

Absences for Religious Observances – Absences for religious purposes are allowed under the 10-day policy. Students are allowed to make up work for a class they miss for religious observances under the following circumstances:

- a) **Instructors must be notified in advance of the absence within the first two weeks of classes.** Students should make the request in writing so there is a record of the request. You should give the exact dates that you need to be absent.
- b) Missed work is made up as required by the instructor in the time frame allotted by the instructor.

If instructors are not notified in advance, or if missed work is not made up as required by the instructor, the work will not be accepted. **Note the days missed from classes still count towards the 10 absences limit. They are considered part of the 10-day policy.**

Exceptional Circumstances -- It is understood that in rare cases students may encounter very difficult problems such a serious illness or a family crisis while enrolled in the IEP. If such a situation arises, the student should meet with the director of the IEP to discuss the situation. Each case will be handled individually. Usually the student will be advised to withdraw from classes if the situation will result in missing more than 10 class periods in one semester.

In order to comply with the attendance policy, students should try to schedule all appointments (routine medical, personal, academic, etc.) when classes are not in session. Missing class for these appointments will count towards your 10-day limit.

If an absence is unavoidable, it is the responsibility of the student to discuss the absence with the teacher, in advance if possible. In this way, the student will learn about important assignments and class work that he or she misses while absent and not fall behind in the course.

IEP Dismissal Policy

Any IEP student who receives a failing grade (below a “C”) in two or more classes for two semesters will be dismissed from the program. Failure can result from poor attendance (more than 10 absences) and/or failing grades (below 73%).

Students who fail two or more courses in one semester receive an official **Academic Performance Warning** Letter. If those students fail two or more courses in their second semester, they will be dismissed from the program. Warnings and Dismissal notices will be sent to the students UNL email account or personal email account that is on file in MyRed. No paper notices will be sent by regular mail, so please check your email often and make sure MyRed has your correct contact information.

Dismissed students may appeal their dismissal to the Director of Programs in English as a Second Language. All appeals must be made in writing (email is acceptable) and received within one week of the dismissal notice being sent. The Director of PIESL will consider the appeal and determine if the student’s reasons warrant another opportunity. In the process, the Director may request a meeting with the student and may consult with the student’s previous instructors. If an appeal is granted, the student must sign an agreement that outlines the requirements for being allowed to stay another semester. Any violation of the agreement will result in final dismissal from the IEP. No further appeals will be considered after that happens for any reason.

Students who are on probation from a previous semester due to excessive absences will be dismissed from the program **immediately upon reaching 11 absences the following semester.** Each case will be reported to the International Students and Scholars Office once the appeals process has been handled and the student’s I-20 will be terminated at that time. Please don’t let this happen to you! Being a student means attending classes. If you are not serious about attending classes, you will eventually be dismissed and your visa will be terminated.

Please note that IEP dismissal is handled the same as UNL dismissal. Students dismissed from the IEP must wait two semesters before UNL will consider readmitting them to any program. It does not matter if you have achieved a TOEFL / IELTS score that meets admissions requirements during that time; if you are dismissed from IEP, you must wait two semesters regardless of your proficiency test scores. If your I-20 is terminated because of IEP dismissal, you may have a very difficult time getting another one from the U.S. government to continue studying at UNL or any other school.

CAUTION: TAKE YOUR IEP COURSES SERIOUSLY!

Maintaining Full-Time Status

Students who have entered the United States on an I-20 in order to attend the Intensive English Program at UNL are required to be in full-time student status. Any student who fails to maintain full-time status by not registering for classes or through repeated absences will be declared out-of-status.

The International Student and Scholar's Office (ISSO) has detailed information about maintaining student status, as well as information about employment, travel outside the United States and other immigration issues.

Continued enrollment in the IEP is determined by classroom performance and attendance. Any student who fails to maintain satisfactory academic performance levels may be denied future enrollment in the IEP. Satisfactory academic performance is determined by class participation, successful completion of homework assignments and scores on tests, quizzes, presentations and similar assignments. Students who fail two or more classes may be denied continued enrollment.

If you have questions about your immigration status, talk with the specialists at the International Student and Scholar Office in Seaton Hall, not your friends or other students. The staff at the ISSO are trained to work with the immigration regulations and can give you the correct information you need. Your friends are not trained and may give you the wrong information which could lead to poor decision making. Ask the experts!

Tuition and Fees

The Office of Student Accounts is responsible for the billing and collection of students' charges at the University of Nebraska-Lincoln.

This is accomplished through a consolidated billing which is prepared on a monthly basis.

You can access your bill through the *Student Account* tab in MyRed. To access the invoice, you may either click on the *UNL STU invoice number* or "*My Bill*". Scroll down to **Invoices Due** section and select the link for the invoice you wish to see. The invoice will open as a PDF in a new window. Please make sure to disable the popup blockers on your computer before trying to open. For full guidance, please visit the "[Accessing Your Bill in MyRed](#)" page on the UNL Student Accounts website.

Consolidated statements will be generated before the end of each month. Students will be sent an email notification for online viewing via MyRed. Statements will always be available by the 25th of the month, and associated payments are due on the 12th day of the following month. Students may call the Office of Student Accounts to request a printed bill be mailed; however, we strongly encourage students and their families to utilize MyRed and print their own bills in order to greatly reduce postage and printing costs.

You have many options to pay your bill. The preferred method is through an online check. Please see the "Payment Options" page of the Student Accounts website for instructions and other options.

If you don't pay your bill by the due date, you will be subject to sanctions such as a \$35.00 late payment fee each month an account is delinquent and denied access to campus services such as Campus Recreation Center (also known as the Rec Center) access. The "Sanctions" page of the Student Accounts website lists the other sanctions that will occur if the payment is late.

Students who withdraw from the IEP on or before the 6th day of the semester will not incur any tuition or fee charge. For withdrawals processed after the 6th day of the semester, a portion or all of the tuition and fees will be charged, depending on the date of the withdrawal. The following percentages determine the amount of tuition and fees to be charged for withdrawals from the University:

Nonpayment of Tuition and Fees

PERIOD OF ENROLLMENT		REFUNDED TUITION AND FEES
FALL SEMESTER	SPRING SEMESTER	
August 22 – 29	January 9 - 17	100%
August 30 - September 2	January 18 - 20	75%
September 3 - 9	January 21 - 27	50%
September 10 - 16	January 28 - February 3	25%
After September 16	After February 3	0%

The fees portion of your student bill includes access to the Rec Center, the *Daily Nebraskan*, Lied Center discounts, the Health Center, special campus entertainment events among many other benefits.

Tip:

Do you want to experience internationally acclaimed performances while in Lincoln? Check out the Lied Center’s webpage for upcoming shows and ticket information: www.liedcenter.org

Classroom Expectations

Standards of appropriate classroom behavior may differ from country to country. To be successful as students in the United States, it is important that you understand the common expectations of professors and other students in this country. Most university students take their education seriously and do not appreciate classroom distractions from other students. In addition to regular attendance, students are expected to follow these rules:

- ◆ **Come to class on time.**

When you come late, you miss part of the lesson and you disrupt the class for the instructor and other students. Your instructor may deny you entry to the classroom if you are excessively late.

- ◆ **Purchase required textbooks and materials.**

All students must purchase textbooks and materials for each course they take. These books and materials are essential for success in the classroom. All students must have their required materials and textbooks by the beginning of the third week of classes. All books and materials may be purchased at the University Bookstore in the basement of the Student Union on campus. As in other university classes, your instructor will give you a syllabus which lists the required books and materials. Failure to purchase required texts is grounds for dismissal, and your instructor may ask you to leave class if you do not have your books.

If you purchase your textbooks on-line, you must have them delivered as quickly as possible. You must have them by the beginning of the third week of classes or you will not be allowed to participate in class. If you are not in class, you will be marked absent until you are ready to come to class with your textbooks. It is highly suggested that you choose express delivery service if you choose to order the books on-line. If the books are available at the University Bookstore in the Student Union, you are required to have them by the start of the third week. If the bookstore does NOT have your book available, you will be excused from this policy until the books are available at the University Bookstore. Your instructor will provide you with the appropriate materials if this situation occurs, and you will be allowed to come to class.

You are highly encouraged NOT to buy used books for your IEP classes. Used books usually have all the answers written in them already, which make them less effective for your learning. Also, many modern textbooks have on-line resources that can only be used once. If you purchase a used book, you may not get these important on-line materials, which may be required by your instructor. If the instructor requires the use of these on-line materials and you have not purchased them, your class grades may be affected.

◆ **Complete the assigned work.**

The amount of homework given in each class will vary, but all students are required to complete these assignments and will be graded accordingly. When you return to class from an absence, you will be expected to make up all the work you have missed. You are responsible for making arrangements with each of your instructors for any missed assignments; they will probably NOT mention make-up work to you because the student is responsible for making this request in American university culture.

Assigned work, including homework, is designed to help you practice your language skills. Learning a language is about more than just memorizing your textbook. Failure to complete homework assignments will negatively impact your final grade in the course. Do not expect your instructor to give you extra credit assignments to make up for missed work. Complete your assignments on time, every time, and you should do well in your courses.

◆ **Ask questions and participate in class activities.**

Do not hesitate to ask your instructors about any aspect of the IEP, especially about work you are required to do for class. If you do not understand materials or instructions, it is very important that you ask. Students in the United States frequently ask such questions, and their instructors expect such behavior.

◆ **Avoid behavior which may be distracting to the instructor or to other students.**

Students should turn off electronic devices such as cell phones and avoid talking to other students while the instructor is speaking, engaging in horseplay, or any other behavior which may interfere with the learning process. You may be asked to leave the classroom if you are disrupting the class. Such behavior may be a violation of the UNL code of student conduct and could result in discipline or dismissal from the program.

Academic Integrity

IEP students are expected to maintain the standards of academic honesty as explained in the university's [Student Code of Conduct](#). Academic dishonesty includes cheating (such as copying from another student's test or similar actions), plagiarism (which means presenting someone else's writing or speech as if it were your own), and complicity (which means helping another student participate in an act of academic dishonesty).

Universities in the United States, including the University of Nebraska-Lincoln, consider academic dishonesty a very serious issue. Students, including international students, can be and have been expelled from UNL for academic dishonesty.

If you are unsure about the meaning of academic integrity, ask one of your teachers or refer to the [Academic Catalog](#) which is a guide for undergraduate and graduate students published yearly.

Grievance Procedure

Grievance with Instructor:

If an IEP student encounters an academic problem related to an IEP course involving issues such as grades, attendance or assignments, the student should first make an appointment with the instructor of that particular class to discuss the problem. In most cases, the student and instructor will work out a solution.

If the disagreement cannot be resolved, the student may appeal to the director of the IEP. The student may do this by making an appointment with the director in Room 514 East Nebraska Hall.

Grievance with Staff:

If an IEP student encounters a problem with the staff assistant related to such matters as registration holds, the student should first attempt to resolve the issue by discussing it directly with the staff assistant. In most cases, this will resolve the issue.

If the disagreement cannot be resolved in this manner, the student may appeal to the Director of the IEP, Mr. Chris Dunsmore. The student may do this by making an appointment with the Director in person, Room 514A Nebraska Hall.

The University of Nebraska- Lincoln (UNL)



Learn About UNL

The University of Nebraska-Lincoln is a very big place – it is as large as some towns. This handbook will introduce you to a few of the important places on campus, but there is much more to learn. There are three excellent, easily accessible, and free ways that you can get information about the University of Nebraska.

The first is the University of Nebraska-Lincoln website. It is www.unl.edu. You can find information about university events, activities, organizations, housing, admissions, and, of course, academic programs.

The second is *The Daily Nebraskan*. It is the university's student newspaper. It carries international, national and local news, in addition to information about events on campus and topics of interest to university students. Sometimes there are even articles about the IEP! You can pick up a free copy of *The Daily Nebraskan* in almost every building on campus, usually by the entrance. It is published Mondays and Thursdays during the Fall and Spring semesters. Content is updated daily online at www.dailynebraskan.com.

The third way is just to ask. Your teachers, the program director and the program assistant are available every day. If they don't know the answer, they will try to find someone who does.

Student Identification (ID) Cards

To be able to use many of the services on campus, students need a Student ID Card, also called an NCard (NUID). The Office of New Student Enrollment will assist you with the N-Card during orientation. If you miss orientation, you will need to go to the [N-Card Office](#) in the Nebraska Union on the 1st floor with your passport and the staff will photograph you and issue the card.

Here are some of the services on campus which will require an NCard: to receive treatment at the University Health Center or Counseling and Psychological Services, to use the Rec Center, to check out books from the University Libraries, and to get a bus pass from the Parking and Transit Office.

In addition, you may use your student ID to receive a student discount off-campus at some museums, concerts, and plays. Just ask as you purchase your tickets or pay your admission fee.

If you lose your NCard, the replacement fee is \$20.00.

Tip:

Your student ID card – NCard – is your most important form of identification while on campus. Make sure you keep it with you at all times!

International Students and Scholars Office

[The International Students and Scholars Office](#) (ISSO) is available to help students with questions about immigration issues including employment. ISSO is located on second floor of Seaton Hall. They may be contacted by calling 402-472-0324.

Admission to UNL

The University has several requirements for admission in addition to the English language requirement. The admissions process is different for undergraduate and graduate students. If you plan to study at UNL, it is best to get started on the admissions process early.

For more information, undergraduates should contact Undergraduate Admissions at 1410 Q St, 402-472-2023. More information and helpful links are also available online at www.unl.edu.

Admissions requirements for graduate students differ from department to department. For more information, contact your department or Graduate Studies, 1100 Seaton Hall, 402-472-2875. You can also find information and helpful links online at www.unl.edu/gradstudies.

University Health Center

Students in the IEP can receive medical treatment at the University Health Center (UHC) by presenting their student ID cards. The Health Center is a full service medical clinic and also includes services such as dentistry, pharmacy, health education and counseling. Fees are less expensive at the Health Center than they are in the community.

[The University Health Center](#) is located at the corner of 15th and U St.. The phone number is: 402-472-5000.

The Health Center may have different hours during the summer, semester breaks or holidays.

Immunizations: All new or re-entering students at the University of Nebraska must show that they are immune to the measles. To do this, you must submit an immunization record or have a blood test. Students without these immunizations must be immunized. You can do this at the Health Center. There is a charge. The Pre-Enrollment Health Requirement Form is available in MyRed.

All new international students must take a skin test for tuberculosis. This test must be done at the Health Center and is required of all international students with NO EXCEPTIONS. There is a charge. Schedule an appointment for the tuberculosis test at 402-472-5000.

It is essential that you visit the Health Center as soon as possible to meet these requirements. Students who have not met the health requirements cannot enroll in or remain in the IEP or in UNL. You can get immunizations at the [Immunization Clinic](#) if you need them.

Medical Insurance: IEP students admitted on an I-20 to attend IEP are required to carry [UNL health insurance](#). It is important to understand that medical care in the United States is very expensive and that even with an excellent health insurance plan you must still pay some of your medical expenses yourself.

- Required of all international students
- The University will automatically enroll International Students (F1 and J1) in the UNL Health Option Student Insurance Plan
- You may waive the insurance plan if you show documentation of a comparable medical insurance plan. Proof consists of a plan in your name and the document must be in English.
- Waive deadline is the 14th day of classes each semester.
- You need to submit the Pre-Enrollment Health Requirement Form

Counseling and Psychological Services (CAPS)

[Counseling and Psychological Services](#) is part of the University Health Center. Its purpose is to help students with issues such as depression, time management problems, homesickness, stress, alcohol abuse, or other mental health concerns. Many students find that visiting CAPS and talking with a counselor is extremely helpful.

Talking with a counselor is considered a common and acceptable way of taking care of your health in the United States. Even so, all visits to CAPS are confidential. No one will know that you have visited. ***You do not have to speak excellent English in order to talk to them.*** The first three visits are free, and after that, the charge is much lower than you will find off-campus.

In addition to counseling services, CAPS sponsors the International Student Discussion Group and other resources. You may wish to talk with them regarding dealing with changes or stress regarding moving to a different country or adjusting to a new culture or any other issues.

CAPS is located at 15th and U in the University Health Center. You may also call them at 402-472-7450 to schedule an appointment or visit their website at: www.health.unl.edu/caps/services.

A representative from CAPS may visit the IEP to provide information about their services.

Tip:

CAPS is a great resource if you're having trouble adjusting to life in the United States. Each session they have information sessions that are designed to help you deal with tough issues like culture shock.

Student Union and Bookstore

The Student Union, which is located on the streets of 14th and R, is a gathering place for students. Students can go to the union to study, meet friends or just relax.

In addition to areas for lounging, studying and chatting, you can find:

- ◆ Food Court, Bakery, Coffee shop, and Vending Machines
- ◆ Post Office (Lower Level)
- ◆ Union Bank and ATMs (1st Floor)
- ◆ Convenience Store (Lower Level)
- ◆ RecRoom and TV Lounge
- ◆ Art Gallery
- ◆ Information Desk (1st Floor)
- ◆ NCard Office (1st Floor)
- ◆ Copy Center (1st Floor)
- ◆ Computer and Phone Store (Lower Level)
- ◆ University Bookstore (Lower Level)

The University Bookstore is located in the lower level of the Student Union. This is where you can purchase all of your IEP textbooks. The University Bookstore also sells textbooks for other university courses, as well as study aides such as reference books, office and study supplies, and guides for taking standardized tests, clothing, souvenirs and greeting cards.

The Student Union also houses many offices of student organizations and student services. It has space for special events which are used for many university events, including the IEP recognition ceremony.

Recreational, Cultural & Entertainment Activities

On Campus

Whether you are interested in going to the movies, playing soccer, seeing a Broadway play, or dancing to international music, you can do it on campus. There is no reason to be bored if you are willing to try new things and meet new people. Every semester the university calendar is full of arts, sports, cultural and entertainment events.

One easy way to find out what is going on is to visit the “**Student Involvement**” website, involved.unl.edu. UNL has over 400 different student organizations representing all kinds of hobbies, cultural groups and interests.

At the above website Click on the Recognized Student Organizations section, then go to “Find an Organization,” then go to the ‘Student Groups’ tab to learn more about Student Organizations at UNL that you may like to be involved with. There are multiple listings and contact numbers for Student Involvement if you have questions about any of these organizations.

If you want to have fun with your friends on either a week or weekend night, click on the “Campus NightLife” tab at the above website to find out about entertainment activities happening on campus. Campus NightLife funds free late night programs to build diverse social relationships and engage students on campus.

The **Campus Recreation Center**, often called the “Rec Center”, is located near 14th and Vine Street. It is a favorite place for many students. This state-of-the-art facility offers swimming, basketball, weight training, badminton, an indoor track, racquetball, and more. In addition, you can rent or borrow sports equipment at the rec center for camping, tennis, soccer and other activities. If you are interested in playing intramural sports, joining a sports club, or taking lessons in softball, yoga, bowling, ping pong, martial arts, or soccer, among many others, call the rec center office at 402-472-3467 or check their web site, <http://crec.unl.edu/crec>.

The University of Nebraska is home to two excellent museums, **Sheldon Museum of Art**, which houses one of the country’s best collections of 20th century American art; and **Morrill Hall**, a natural history museum and planetarium.

Nationally and internationally famous musicians, touring Broadway shows, dance troupes, comedians, and other performing artists visit campus every year. The performances take place at the **Lied Center** and **Kimball Auditorium** throughout the year. In addition, you can catch student musical and theatrical performances at **Howell Theater** and at Kimball.

Talk to other students or your teachers, check the university's webpage and read *The Daily Nebraskan* for more information about these opportunities, as well as film series at the **Mary Riepma Ross Theater**, varsity sports competitions at **Memorial Stadium**, **Bob Devaney Sports Center**, and **Pinnacle Bank Arena**, and many other programs, events and activities.

The **Pinnacle Bank Arena** is a new indoor arena in the West Haymarket district of Lincoln with a seating capacity of about 16,000. It hosts UNL basketball games, concerts and other cultural events.

Printing at UNL

Print IT – Ink

Print IT is a pay-per-print kiosk that allows you to print from anywhere, securely, to any one of our Print IT kiosks on campus. Print IT is powered by Ink.

Features

PRINT. SCAN. COPY. FROM YOUR DEVICE. FROM THE CLOUD. TO ANY KIOSK.

- PrintIT is green
- PrintIT uses less power
- PrintIT from anywhere
- PrintIT at convenient locations
- PrintIT from Ink - Box, Dropbox, Google Drive, Instagram, etc.
- PrintIT easy pay - credit card

There are many kiosks throughout campus including in Nebraska Hall (Engineering Library, 2nd floor, west side). For other locations and instructions, visit <http://its.unl.edu/services/ink>.

It is highly recommended that you purchase your own printer from a local store if you already own a computer or laptop computer. They are not very expensive and provide the ultimate convenience for you as a student when it comes to printing your work. Printing difficulties will not be an acceptable excuse for turning in assignments late. You are responsible for meeting the requirements.

Severe Weather and Cancelling Class

In cases of severe weather, usually snowstorms, the University of Nebraska may cancel classes. If the University cancels classes, IEP classes are also cancelled. To learn if severe weather has resulted in cancelling classes, check the UNL web page, or listen to local radio or television stations.

Students should sign up for UNL Alert which is the emergency notification used on campus. During an emergency, you would be notified via email, phone and text based on the sign up information you provide. This is a FREE service.

Register for UNL Alert at www.emergency.unl.edu/unlalert

Many students prefer to receive text message notification so they can receive any alerts while in class, if necessary. Some may also choose a phone call so they can be promptly alerted to any class cancellations due to weather or emergency.

Returning students should check to verify the information is accurate and current.

Important University Phone Numbers

Undergraduate Admissions	402-472-2023
Graduate Admissions	402-472-2875
Campus Recreation	402-472-3467
Counseling and Psychological Services	402-472-7450
Housing	402-472-3561
ISSO (Consultation Line)	402-472-5163
Love Library	402-472-9568
Parking Services	402-472-1800
Student Involvement	402-472-2454
University Health Center	402-472-5000
University Police (Non-Emergency)	402-472-2222

Call the University Operator at 402-472-7211 for all other University offices.

Tip:

Snow storms, bitter winds, and ice are very common during the winter in Lincoln. Make sure that you have a heavy winter jacket, gloves, and a scarf to keep you warm while walking to class!

The Lincoln Community



Learn About Lincoln

There are several good ways to learn more about the city of Lincoln. One of the best ways to begin is by checking out the website of the “Convention and Visitor’s Bureau,” at www.lincoln.org. This website has information, or links to other sites with information, about almost everything in the city of Lincoln. Among the topics you can access are attractions, events, shopping, restaurants, housing, government, transportation, the airport, the weather, maps of Lincoln and the surrounding area, and more!

You may also choose a search engine on your mobile phone or other electronic device to search for local information. This includes using your GPS to find addresses and determine how to travel to destination.

Another good source of information is the local media. The local newspaper, the *Lincoln Journal Star* has current news and information about Lincoln, as well as advertisements for local businesses. There are also local television stations and many local radio stations.

Finally, as always, you can ask!

Transportation

Bus - StarTran is the name of the public bus system in Lincoln. A current UNL/StarTran bus pass and NCard are required to ride any UNL bus including the intercampus shuttle bus. You may also use your bus pass and NCard to ride on any other StarTran route in Lincoln. Students are issued a bus pass paid by student fees. Students may obtain a bus pass after being issued an NCard.

Information regarding obtaining bus passes will be provided at the International Undergraduate Student Orientation. After this, bus passes will need to be picked up at the Parking and Transit Services office located on campus at 625 Stadium Drive, Suite A, phone 402-472-1800. The Parking and Transit Services office is open Monday-Friday, 7:30 am – 5:00 pm.

UNL/Star Tran operates an intercampus shuttle bus that runs around city campus, and also to East Campus. Route maps and time schedules are available at the Information Desk in the Student Union or on the web at www.parking.unl.edu.

Taxi - Taxis are not as common in Lincoln as they are in larger cities. You will have to call a taxi to arrange a ride. You can call Capital Cab at 402-477-6074, Happy Cab Co at 402-476-0459, Leisure Taxi & Sedan Service at 402-937-8210 or Yellow Cab at 402-477-4111.

402-475-RIDE (402-475-7433) is a cab service that provides UNL students with a free safe ride home, if in an unsafe situation and have exhausted all other methods of transportation. This program runs continuously from 9 pm – 4 am nightly.

Ride-Hailing – Ride-hailing services such as Lyft and Uber let people use smartphone apps to book and pay for a private car service. Both companies have a presence in Lincoln.

Bike - Bicycling is a common, inexpensive means of transportation for many people on campus. In addition, Lincoln has miles of recreational bike trails. You will be able to find a map of the bike trails in the phone book or by going to the website of the Great Plains Trails Network, www.GPTN.org.

Car - Owning and operating a motor vehicle in the United States can be expensive and somewhat complicated. It is against the law to drive without a valid driver's license. You must pass a test to obtain a driver's license. In addition, if you own a car, you must have insurance, you must license and register the car, and you must pay taxes on the car.

Vehicle titles and registrations and driver licenses in the State of Nebraska are issued at the Dept of Motor Vehicle office (DMV). You must provide a copy of your USCIS documentation upon request. Please be aware that all USCIS

documents are verified prior to the issuance of a license or State ID Card. This verification process can take up to twenty (20) federal work days to complete.

Take time to review the Nebraska Drivers Manual before you arrive to take the written exam at the DMV. You must pass this written test in order to receive your Nebraska driver license. See the DMV Practice Test link at the website below. You must also take a driving test using your personal vehicle.

For general information, see the Nebraska Department of Motor Vehicles online website at: www.dmv.state.ne.us and follow the Quick Links. For information about getting a driver's license, call 402-471-2823 located at 500 West "O" St. or 402-471-3008 at 625 N 46th St. For information about taxes and registration or driver license services, call Nebraska Department of Motor Vehicles at 402-471-3861.

Whether you are on campus or not, it is important to be certain that your car is parked legally. Be observant of the parking signs. Cars that are illegally parked may be ticketed or towed. Finally, everyone riding in a car must wear a seat belt. You may be ticketed for not wearing a seat belt.

Zipcar – Car rental by the hour is available through Zipcar. For a small annual fee, you can sign up through www.zipcar.com to gain access to the car-share program on campus. A driver's license is required.

Shopping

Lincoln has two main **shopping malls**: Gateway (66th and “O”) and South Pointe Pavilions (27th and Pine Lake Road).

Students may be able to find items at lower prices at **discount stores** such as Target, Shopko and Wal-Mart. Check online for addresses and phone numbers.

Finally, it is common in the United States to purchase inexpensive used goods. Several of these **“second hand” stores** are located in downtown Lincoln. Search online for “thrift shops” in Lincoln.

There are many other shops throughout Lincoln, located at smaller shopping malls, downtown, in the Haymarket, and on major streets. If you are looking for something specific, a good resource is the Downtown Lincoln Association (www.downtownlincoln.org).

Sometimes international visitors are surprised at how easy it is to **return or exchange purchases** in the U.S. Although every store has its own policy, you can usually return unused items if you bring your receipt with you. Ask for “Customer Service.”

Lincoln has over 50 **grocery or food stores** scattered throughout the city, including many that are close to campus. Supermarkets are large stores that may also have pharmacies, floral shops, household goods, pet supplies, cafes, bakeries, ATMs, movie rentals, books, magazines and many other services in addition to food. “Ethnic” grocery stores specialize in foods popular within one culture. There are stores featuring foods from Vietnam, Russia, India, the Middle East, Mexico, and many other cultures. Create an online search for “Grocers- retail” for everything from the smallest ethnic grocery to the largest, full-service supermarket. You will also find food sold at discount stores and convenience stores.

Tip:

Stores in the United States are generally open much later than you would expect with most grocery stores open until 9 pm – some are even open 24 hours.

Banking

There are several full-service banks with international banking services in Lincoln. Many international students find it convenient to select one of these banks. Two of these are Wells Fargo, at 13th and “O” streets, and US Bank, at 13th and “M” streets. Union Bank currently has an office in the Student Union.

To open an account, you will need your passport and 2 other forms of identification. There are many types of accounts, each with different rules and fees. You can usually get a checking account for no charge. Be certain that you understand everything about your bank account. Ask questions if you don't understand.

Tip:

Most bankcards have a daily preset spending limit - so, make sure that you're not going over this limit when trying to pay your UNL tuition!

The majority of American stores accept either debit or credit cards. You may not need to carry around as much cash as you would in your home country.

Post Office

The most convenient United States Post Office location is in the lower level of the Student Union in the University Bookstore. The Main Post Office in Lincoln is close to campus at 700 R Street in the Haymarket. Mail is delivered every day except Sundays and national holidays.

Remember that delivery of mail will be quicker if you include a zip code. Here are some zip codes that you may need to use:

City Campus – 68588

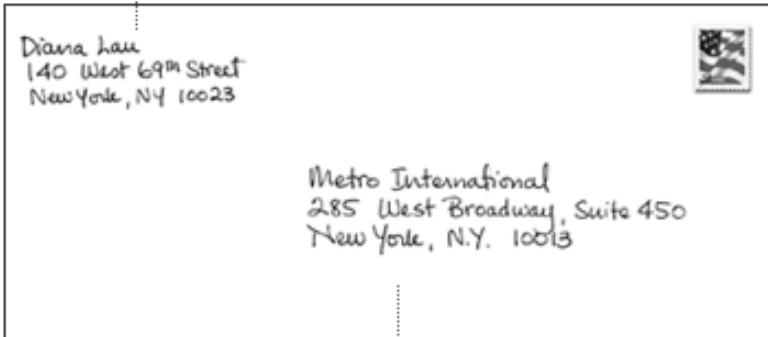
Downtown Lincoln, including the residence halls – 68508

East Campus – 68583

If you need to find another Zip Code, go to this website: www.usps.com/zip4/.

How to address an item for mailing:

your name and address here



Name and address you are writing to

For express mail and package delivery, there are several private companies in addition to the United States Postal Service. They are UPS (United Parcel Service), Federal Express (FedEx) and DHL Worldwide Express. Both UPS and FedEx have locations in downtown Lincoln from where you can ship your items.

Recreation and Entertainment

Like most “college towns” in the United States, Lincoln offers many recreation and entertainment choices.

The Haymarket area is a revitalized historic district close to campus. You can find many coffee houses, restaurants, shops, galleries and night clubs. In addition, the Haymarket is the location of many special events such as the Farmer’s Market, Chocolate Lover’s Fantasy, and Haymarket Cork & Ale Festival.

Just north of the Historic Haymarket area is the Haymarket Park Sports Complex which is home to the Saltdogs baseball team. You may purchase tickets for the season or for a single game by going to www.saltdogs.com/tickets.

Downtown Lincoln, just south of campus, also has many restaurants, coffee houses, stores, nightclubs and movie theaters. Downtown Lincoln also hosts many special events throughout the year.

If you like concerts, Broadway shows, comedy, theater, dance, or other performing arts, be sure to check the schedules for the Lied Center, Howell Theater and Kimball Auditorium, all on campus. Other city venues also offer a broad selection of performing arts.

Facilities are available, both on and off campus, for just about any sport you can think of: swimming, soccer, biking, martial arts, basketball, fishing, ice skating, tennis, golf or bowling, just to name a few.

Finally, if you would rather watch sports than play them, you have a year-round selection of spectator sports, both on and off campus, ranging from the university’s many teams (football, men’s and women’s basketball, volleyball, gymnastics and more), to Lincoln’s minor league baseball and hockey teams.

To learn about the schedule of different events, check the University’s website, the City of Lincoln’s website, read the *Daily Nebraskan* or the *Lincoln Journal Star*.

Tip:

There are many atmospheres in downtown Lincoln – make sure that you check them all out to find the one that you like best!

Special Laws

Many laws are different from community to community in the United States. Therefore, even if you lived in another US city for a long time, you may be surprised that some of the laws are different in Lincoln. Here are a few laws that may be different from community to community, or which may be surprising to some international students:

Alcohol: The legal drinking age in Nebraska is 21. If you are under 21, you may not possess, purchase or consume alcoholic beverages. Penalties are especially severe if you are drinking while driving a car. It is also illegal to have an open container of alcohol in the car or on the street. In addition, UNL is a “dry” campus, which means that alcohol is not permitted. ***It is illegal to have alcohol anywhere on campus, including dormitories, even if you are of age.***

Smoking: In Lincoln, it is against the law to smoke indoors at public places such as restaurants, shops, and school. You may smoke outside, in certain hotel rooms and in private residences.

Sexual Harassment: This can be a confusing topic, even for Americans. However, the basic idea is simple. You should not touch someone who does not want to be touched; talk about sexual things (including offensive jokes) with someone who has asked you to stop; or ask for sexual favors from someone who has asked you to stop. You must respect the wishes of other people. Sexual harassment can lead to very serious consequences.

If you feel that you are the victim of sexual harassment, you should tell someone immediately. If you are unsure about a certain situation, talk to the IEP adviser, director of the IEP or to one of your teachers as soon as possible.

You may also contact CAPS International Student Resources. To schedule an appointment, call 402-472-7450 or stop by the CAPS office in the University Health Center, Room 213. A variety of student services are provided. ***You do not have to speak excellent English in order to talk with staff.***

Traveling Outside the United States: If you are planning to travel outside the United States and then return to the IEP, you must have your I-20 signed by the International Student and Scholar Office before you leave Lincoln. This is the only office authorized to sign your I-20. If you do not have your I-20 signed by the proper authorities, you may not be allowed to return to the United States.

Sharing Music, Movies and Games Online: It is usually illegal to share music, games, and movies on-line unless you have paid through a service such as iTunes. Services such as LimeWire are not legal because they violate copyright laws. Over 800 students at UNL have been caught sharing files illegally. If you have questions, please contact the Campus Help Desk, 402-472-3970 or helpdesk@unl.edu

Your Rights: If you are arrested, you have certain rights. For example, you have the “right to remain silent.” In other words, you do not have to answer any police questions until you have a lawyer with you. Another example is that you have the right to notify your government’s nearest consulate or embassy.

It is important to be aware of these laws and of your rights. However, it is also important to remember that very few IEP students have had trouble with breaking the laws or getting arrested. It is also important to remember that Lincoln remains a safe community if you follow common sense guidelines, such as locking your doors and not being out alone late at night. If you have any questions about laws in the United States, in Nebraska or in Lincoln, you should ask a reliable source such as the director of the IEP. “Better safe than sorry!”

Severe Weather

Perhaps the most dangerous kind of severe weather in Nebraska is the tornado, which is one kind of very strong windstorm. If there is a tornado, emergency sirens will sound around the city and you must immediately go to the lowest place possible, usually the basement of the building you are in. If there is no basement, go to a room on the lowest floor which has no outside windows, usually a bathroom. To know if there is a tornado or other severe weather, listen to a local radio or television station.

Students should sign up for UNL Alert which is the emergency notification used on campus. During an emergency, you would be notified via email, phone and text based on the sign up information you provide. This is a FREE service.

Register for UNL Alert at www.emergency.unl.edu/unlalert

Tip:

Reminders for cold weather -

- * Wear several layers of loose fitting, lightweight clothing
- * Wear mittens instead of gloves. Wear a hat.
- * Entrapped, insulating air, warmed by body heat is the best protection from the cold.
- * Prepare a home safety kit that includes extra non-perishable food, medicine, and a battery operated radio.
- * Keep a flashlight and extra batteries handy.

Taking these precautions, and dressing warmly on frosty days, will help you get through the cold Nebraska winters.

Snow isn't all boring - it's always a good idea to go outside and build snowmen or have an impromptu snowball fight with your friends!

Frequently Asked Questions

Sometimes it's hard to get an answer to a question – sometimes it's not even clear who you should ask! Here is a partial list of campus resources and the types of questions they can help you answer:

Ask Julie Crocker in the IEP office for answers to questions about:

- ◆ IEP tuition
- ◆ Insurance
- ◆ Fees
- ◆ ID cards
- ◆ ELT results
- ◆ Bus passes
- ◆ Campus maps

Ask International Students and Scholars Office (402-472-5163) if you have questions about:

- ◆ Visas
- ◆ I-20s

Ask Undergraduate Admissions (402-472-2023) if you are an undergraduate student with questions about:

- ◆ Entering UNL as an undergraduate student

Ask Graduate Admissions (402-472-2875) if you are a graduate student with questions about:

- ◆ Entering UNL as a graduate student

If you are still not sure whom to talk to, just ask any of your teachers or Julie Crocker. They will be able to help you find the right person to talk to.