



MEI Maryland
English Institute

Language skills that last a lifetime

FALL 2018

STUDENT

HANDBOOK



Dear MEI Student:

Welcome to Maryland English Institute! We are happy that you are here. New students ask a lot of questions about the MEI Intensive English Program, about the University of Maryland, and about many things related to being a student at a U.S. university. This handbook answers some of those questions. Please read it carefully. If you still have questions, your teacher or a staff member will be glad to help you.

MEI faculty and staff want to help you complete your MEI program successfully. We expect that you will also work very hard to meet your goals.

All of us at MEI wish you success during your stay at the University of Maryland.

Sincerely,

A handwritten signature in black ink that reads "Jon Malone". The signature is written in a cursive style with a large initial "J" and "M".

Mr. Jon Malone
Acting Director

Mission

The mission of Maryland English Institute (MEI) is to provide English language instruction and assessment at the postsecondary level for speakers of other languages who wish to learn English for academic, professional, or personal reasons. MEI fulfills its mission by providing

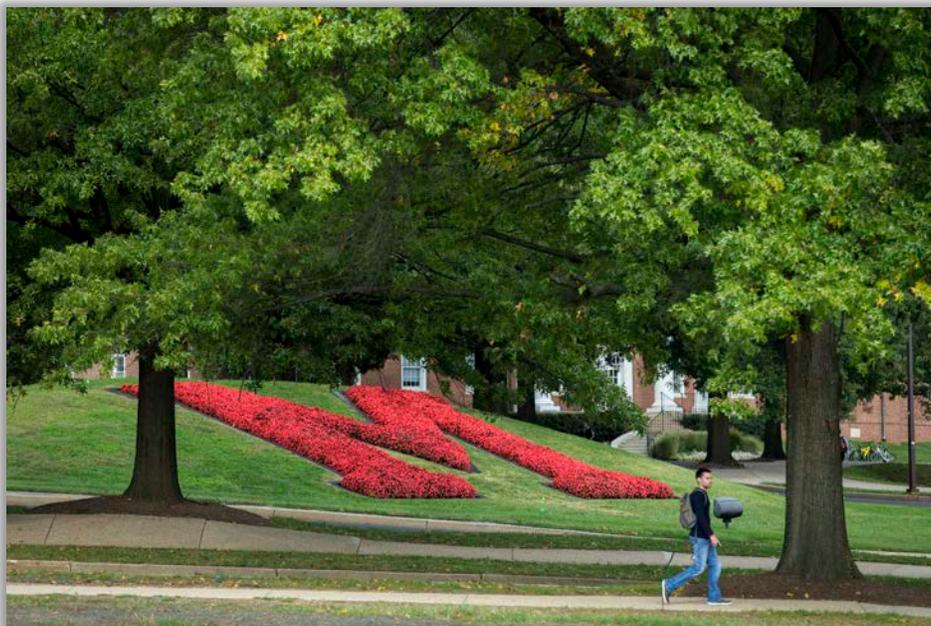
- a full-time, multi-level Intensive English Program
- part-time courses for matriculated University of Maryland students
- courses for international teaching assistants
- assessment of oral communication skills of international teaching assistants
- custom-designed programs for UMD constituents and external organizations

MEI offers rigorous courses of study while providing a positive and supportive learning community and promoting cross-cultural understanding.

IEP Mission

The mission of the Intensive English Program (IEP) of Maryland English Institute is to offer international students high-quality, multi-level academic English language instruction, cultural orientation, and preparation for academic study at the University of Maryland and other universities in the United States. Students who want to study English for professional or personal reasons are also welcome to enroll.

The Maryland English Institute (MEI) is part of the College of Education at UMD. Together with our colleagues in the College of Education, we at MEI work toward a common vision of being known on this campus and throughout the world as a bridge between languages and cultures, and between cultures and communities.



Staff		Office	Phone Number
Acting Director	Mr. Jon Malone	Cole 1117	301-405-9376
Curriculum and Instruction Coordinator, IEP Coordinator	Mr. Ray Smith	Cole 1117	301-405-7343
Academic Program Specialist	Ms. Amparo Acevedo	Cole 1117	301-405-8634
Program Management Specialist	Ms. Jennifer Moore	Cole 1117	301-405-7949
Student Services Coordinator	Mr. Joe Harden	Cole 1117	301-405-5185
Computer Lab Technicians		Cole 3111	301-405-2445
Faculty			
Ms. Eda Aladagli Yoon		Cole 3116	301-405-5183
Ms. Caralyn Bushey		Cole 3116	301-405-5183
Dr. Lori Fredricks		Cole 3116	301-405-5183
Ms. Louise Godley		Cole 3116	301-405-5183
Ms. Heather Mehrtens		Cole 3116	301-405-5183
Ms. Caroline Thompson		Cole 3111	301-405-5187
Mr. Chris Vizcarrondo		Cole 3116	301-405-5183
Mr. Eric Walker		Cole 3116	301-405-5183

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Other Phone Numbers and Websites

University of Maryland Information	(301) 405-1000
MEI Front Office	(301) 405-8634
International Student and Scholar Services	(301) 314-7740
University Health Center	(301) 314-8180
University Police (non-emergency)	(301) 405-3555
Emergency	911
MEI	mei.umd.edu
International Student and Scholar Services (ISSS)	issv.umd.edu
University of Maryland (UMD)	umd.edu
Shuttle-UM	transportation.umd.edu/shuttle/html
Health Center	health.umd.edu
Washington Area Metro System	www.wmata.com
Campus Organizations	orgsync.umd.edu
Campus Recreation Services	recwell.umd.edu

Intensive English Program

Classes and schedule: MEI's Intensive English Program includes 25 hours per week of classes and activities during fall and spring semesters. Each student has a combined Reading/Writing/Grammar class with one teacher for 15 hours per week and a combined Listening/Speaking class with another teacher for eight hours per week. These classes meet from 9:00-11:50 and from 1:00 to 2:50 on weekdays. There is a lunch break from 11:50 to 1:00.

On Wednesday afternoons, students will be able to attend cultural activities, seminars and workshops. These activities will help you practice English, prepare for academic programs in the United States, get to know the Washington, DC area, and understand American culture better. MEI will give you a schedule of these programs.

Class level placements: The Intensive English Program has five levels. New students are placed into a level based on a three-part test: 1) an online listening, grammar and reading test called iTEP; 2) a speaking test; 3) a writing test.

The usual minimum scores required for each class level are in this chart:

iTEP	Interview	Composition	Placement
0.0 – 1.5	0 - 8	0 – 2.5	001
1.6 – 2.5	9 - 17	2.6 – 3.0	002
2.6 – 3.5	18 - 20	3.1 – 3.5	003
3.6 – 4.0	21 - 24	3.6 – 4.0	004
4.1 – 5.0	25 +	4.1 – 5.0	004C

Students with mixed test profiles (for example, a high speaking score with a low writing score) will generally be placed based on their **lowest** score.

During the semester: You will have two required conferences with your teachers during the semester. These are at the middle and at the end of the semester. At the mid-term conference, your teachers will talk with you about your progress and make suggestions about ways to improve. They will also give you written feedback.

At the final conference, you will receive your *Intensive English Program Final Evaluation Report*, and you will discuss your progress, exam results, and future plans with your teachers.

Grades. MEI courses are offered on a satisfactory/fail basis. Student grades are based on performance on assignments and assessments. In order to pass the course and receive a final grade of Satisfactory, students must earn an average of 75% or greater in both the RWG class and the LS class. **Note: When a student fails a course at MEI (Reading/Writing/Grammar or Listening/Speaking in fall or spring; Integrated English in summer), the student is placed on probation. Students who fail two consecutive terms will not be permitted to enroll again at MEI.**

Please note that students who do not earn an average of 75% in both the RWG and the LS class are not permitted to take the MEI writing test at the end of the semester.

The learning outcomes for each MEI program level are as follows:

UMEI001: This is a **beginning to high beginning** level class. At the end of the course, students must demonstrate a 75% or higher ability to perform the following tasks:

- Read a beginning level text of at least 500 words at rate of 100 words per minute, with at least 75% comprehension.
- Use the writing process to write and revise a unified, coherent paragraph.
- Write a short, coherent, unified paragraph on a familiar topic within 30 minutes.
- Understand main idea and supporting details of a 2 -3 minute listening selection on a familiar or personal topic; understand and participate in simple social interactions; speak briefly on a familiar, personal topic.

To exit UMEI001, students must pass both classes with a 75% average or greater and also attain a minimum score of 2.6 on the MEI writing test.

UMEI002: This is a **high beginning to low intermediate** level class. At the end of the course, students must demonstrate a 75% or higher ability to perform the following tasks:

- Read a high-beginning level text of at least 500 words at a rate of 120 words per minute with at least 75% comprehension.
- Use the writing process to write and revise a unified, coherent three-paragraph essay.
- Write a coherent, unified paragraph on a familiar topic within 20 minutes.
- Understand the main points of a 3-5 minute listening selection on a familiar or personal topic, understand and participate in simple social interactions, speak briefly on familiar, personal topics, pronounce individual words accurately.

To exit UMEI002, students must pass both classes with a 75% average or greater and also attain a minimum score of 3.1 on the MEI writing test.

UMEI003: This is an **intermediate** level class. At the end of the course, students must demonstrate a 75% or higher ability to perform the following tasks:

- Read an intermediate level text of at least 800 words at a rate of 150 words per minute with at least 75% comprehension.
- Use the writing process to write and revise a unified, coherent three-to-four-paragraph essay.
- Write a unified, coherent three-paragraph essay on a familiar topic within 30 minutes.
- Understand the main ideas and some of the details of a 5-10 minute listening selection on a social or simple academic or professional topic, give well-organized 3-5 minute presentations on social or simple academic or professional topics, speak on a range of simple academic and non-academic topics, pronounce individual words (in isolation) accurately and produce recognizable thought groups in longer stretches of speech.

To exit UMEI003, students must pass both classes with a 75% average or greater and also attain a minimum of 3.6 on the MEI writing test.

UMEI004: This is a **high intermediate to low advanced** level class. At the end of the course, students must demonstrate a 75% or higher ability to perform the following tasks:

- Read a low-advanced level text of at least 1000 words at rate of 200 words per minute with at least 75% comprehension.
- Use the writing process to write and revise a unified, coherent four-to-five-paragraph essay.
- Write a unified, coherent four-to-five-paragraph essay on an unfamiliar topic within 30 minutes.
- Understand at least 70% of a 10 – 15 minute listening selection on an academic or non-academic topic; make a well-organized 5 -6 minute presentation on an academic topic, effectively participate in and lead a group discussion; speak clearly on a range of academic and non-academic topics.

To exit UMEI004, students must pass both classes with a 75% average or greater and also attain a minimum score of 4.1 on the MEI writing test.

UMEI004C: This is an **advanced level** class. At the end of the course, students must demonstrate a 75% or higher ability to perform the following tasks:

- Read an advanced level text of at least 1500 words at rate of 250 words per minute with 75% comprehension.
- Use the writing process to write and revise a unified, coherent, documented essay of at least five paragraphs.
- Write a unified, coherent five-paragraph essay on an unfamiliar topic within 30 minutes.
- Understand the main ideas and most of the details of a 10-15 minute listening selection on either an academic or nonacademic topic, give well-organized, 5-7 minute presentations on academic or professional topics, effectively participate in and lead group discussions, speak on a range of academic and nonacademic topics in clear, well-organized English, produce longer

stretches of speech with comprehensible stress, rhythm and intonation, and with appropriate use of connected speech.

To exit UMEI004C, students must pass both classes with a 75% average or greater and also attain a minimum score of 5.0 on the MEI writing test.

For MEI students who are conditionally admitted to the University of Maryland

MEI students who have already received admission to the University of Maryland via the Intensive English Program must study English full-time for at least one semester until they pass level UMEI004C. After passing UMEI004C, these students move into full academic coursework in their degree program. Near the end of the semester, MEI will help 004C students to meet with their academic advisor for course registration for the following semester. After completing MEI courses, these students must also contact the ISSS office to get a new I-20 for their academic degree program.

Policies

Academic Honesty

There are assignments at MEI which you should do completely by yourself. In order for you to receive an accurate evaluation of your English skills, you must only submit work that you have done by yourself. Cheating on class assignments or submitting another person's work as your own is unacceptable. There are other assignments that you can ask for help with, and there are group assignments that you must work on with other students. If you are not sure if you can ask for help, ask your teacher. Of course it is always wrong to copy another student's work and say that is your work. That is cheating and your English does not improve when you copy another's work.

Honesty in taking exams is very important for the same reason. If your instructor sees that you are cheating during exams, you may be asked to leave the room. Your score may be canceled. It is impossible in this situation to give a fair evaluation of your work. MEI students are subject to the University of Maryland's Code of Academic Integrity. (<http://www.osc.umd.edu/>)

Active Participation

To improve your English, you must actively participate in class. Your teachers expect you to speak in class when appropriate and to willingly participate in all class activities. It is classroom courtesy to allow all students an opportunity to speak. No one should do all of the talking or interrupt other speakers unnecessarily. You should not ask questions in class that do not relate to the topic under discussion. The time to ask these questions is after class or during your teacher's office hours.



Alcoholic Beverages

American laws about alcohol are often stricter than laws in other countries. It is illegal in the U.S. for anyone under age 21 to purchase or drink alcohol. It is also illegal to purchase alcohol for someone else who is under 21. It is extremely dangerous to drive after drinking alcohol, and the legal punishments are severe. Do not drink and drive.

Appealing a Grade

A student who believes he or she has received the wrong grade on a test or in a course should promptly ask his/her teacher for a meeting to explain and try to resolve the problem. If the problem is not resolved at this meeting, the student should request a meeting with the teacher and the IEP Coordinator. To do so, the student fills out a Request for Appointment form and includes a written description of the problem. At this meeting, the teacher will present his/her reasons for assigning the grade, and the student will present his/her reasons for why s/he believes it is not correct. Both must bring relevant evidence to the meeting, such as assignments and tests or records of grades. The IEP Coordinator will make a final decision regarding the grade.

Attendance

Attendance is required and will be recorded each day. Excessive absences will hurt your performance in class as well as put you in danger of violating your visa requirements. If you need to miss a class, please contact the instructor via email before the class or you may not be permitted to make up missed work. The MEI attendance policy is as follows:

If you miss:	You will:
15 total hours of class	Receive a warning letter.
30 total hours of class	Receive a second warning letter, and be asked to meet with Mr. Malone, the IEP Coordinator.
45 total hours of class	Be dismissed from MEI and your I-20 may be terminated.

Please note: there are no “excused” absences!

The Fall 2018 Intensive English Program ends on December 4 with our Final Ceremony. Students may not leave before that time. To complete the program successfully, students must attend their final conferences with their teachers and attend the Final Ceremony on that day.

Being on Time

You are expected to be in class on time. Your late arrival may disrupt the class. Some instructors do not allow students to enter a class after it has begun. The instructor’s individual policies are stated on the course syllabus which you will receive in your class.

Code of Conduct

Students from around the world come to MEI to learn English. All students deserve to learn in a safe and comfortable environment no matter where they are from. MEI requires that all students treat their classmates and their teachers with respect and courtesy. Students who use actions or words to hurt others risk immediate expulsion. As members of the campus community, MEI students are subject to the University of Maryland’s Code of Student Conduct.

<http://www.osc.umd.edu/>

Concerns, Questions, or Complaints

MEI wants to provide a positive and supportive learning community that promotes cross-cultural understanding. If you have a problem with other people at MEI, you can usually resolve the problem by speaking respectfully with the other person and looking for a resolution together. You may also talk to one of your teachers or the acting Director about the situation and how to resolve it. You can talk to your teachers during their office hours or by making an appointment with them.

You can make an appointment to talk with the acting Director by going to the MEI office in Cole 1117.

Before meeting with the acting Director, you must give a written description of your concern or complaint on the appointment request form. When you meet with the acting Director, he will listen to your concerns and advise you on what to do. Depending on the problem, he may choose or may be required to contact other campus offices and will tell you if this is the case.

If the situation is serious, or if you cannot resolve your concerns within MEI, the acting Director will ask you, or you may choose, to file a formal complaint. A formal complaint can be made for a very serious offense, such as unfair treatment, sexual harassment, discrimination, plagiarism, destruction of property, assault, and other such actions that cause harm to you or others. If you make a formal complaint, you will be asked to write your complaint and submit it to the acting Director. You will also be advised of your rights and responsibilities. The acting Director will work with you to reach a satisfactory resolution of the problem within the options available. The acting Director keeps a copy of all written complaints and follows up with you and the other people involved as needed.

Conferences

All MEI students are required to attend a midterm conference with their instructor on October 17, and a final conference on December 4. At the final conference, students receive their *Intensive English Program Final Evaluation Report* and discuss their progress, exam results, and future plans with their instructor.



Confidentiality

MEI follows the University of Maryland policy on confidentiality (privacy) of student records. UMD obeys the regulations of the Buckley Amendment, which is a part of the Family Educational Rights and Privacy Act. MEI is not allowed to give information about you to anyone, including your parents or your sponsor, unless you give your permission by signing a form called a waiver. Sponsored students should sign waivers at the beginning of the semester.

The University *will not* give information to people outside of the University administration without your prior consent. The University *will* give information to school officials of the University of Maryland if they need to see it – for example, if you applied to the University.

Email

All students will receive a University of Maryland email address which will be used to announce important dates and activities. Students can get their messages directly from the University of

Maryland email account or forward them to another account. Forwarding can be set up during the computer lab orientation. Students should check their email for updates from MEI every day.

English Only

The goal of all MEI students is to improve their English. To help all students reach this goal, MEI has an English-only policy. This means that during classes and activities, you must speak only English unless your teacher gives you permission to speak your native language.



Final Evaluation Reports

You will receive your *Intensive English Program Final Evaluation Report* at your final conference. If you want to receive an additional copy, you must go to the MEI office, or send a letter with your signature requesting the information. Your friend or family member *may not* request the information for you. Processing these forms takes two business days. MEI does not give scores via email, phone, or fax.

Homework

In addition to the work you do in your classes, you will be asked to do assignments outside of classes. You can expect to do about two hours of homework each night. Your instructors expect each assignment to be submitted on time. Each instructor has his/her own policy regarding late homework.

Letters of Attendance

If you need a document that states you are attending MEI classes, MEI can give you an official letter of attendance. To get an attendance letter, you need to come to Cole 1117 and complete a request form. Please allow two business days for MEI to prepare the letter. Your first letter will be free. Each additional letter will cost two dollars (\$2.00).

Requesting a Change of Level

During the first few days of classes, your teachers watch you carefully to see how you perform in class and on homework and tests to make sure you are in the correct level. If you feel that you are in the wrong level, speak to your teachers during the first week of class. After the first week of classes, teachers meet to discuss their students' performance and abilities. Based on performance in classes, homework, and tests, your teachers will decide in consultation with the IEP Coordinator whether you should stay in or change your level. Your level cannot be changed after the first week of classes.

Document Check and I-20 Information

All U.S. schools and universities must send international student information to the United States Citizenship and Immigration Services (USCIS), and UMD students update their documents and follow immigration regulations through an online system called iTerp. ISSS staff will help new MEI students to complete this process on Wednesday, August 29, at 1:00 pm in Cole 3112. Bring your MEI acceptance letter and clear photos or PDF files of the following documents: passport, visa, and I-20. You will also need to provide the local address and telephone number of a relative or friend in the US.

I-20 Information

Students who come to study here (on F-1 visas) receive I-20s from the University of Maryland. An expiration date is on the I-20 form. You must get a new I-20 before this expiration date if you want to continue studying after the ending date. In order to get a new I-20, you must be in good standing and be continuing your education. During an Exit Plan workshop, you will need to complete an MEI “Exit Plan” to tell us of your plans after the summer. Jennifer Moore, Program Management Specialist, will then give you the information and the forms you need. If you have any questions about your visa status, you should make an appointment with Jennifer Moore or an ISSS advisor. You are responsible for maintaining your visa status.

Smoking

The University of Maryland is a non-smoking campus. Smoking is allowed only in a few specific areas outdoors. You may not smoke anywhere except in these areas. The closest smoking area to Cole is next to McKeldin library.



Student Identification Cards

You will receive your student ID card during the first week of the program. You will need your ID card while you are here at the University. You must use it for admission to campus recreation facilities, to check out library books, and to use the university shuttle bus. If you lose your ID card, go to the ID desk on the first floor of the Mitchell Building to ask for a replacement. There is a fee for a new card.

Textbooks

All students must bring their textbooks for their classes. However, *do not buy* the books until your teachers tell you to. For most classes, textbooks will be available at the University Book Center, located in the Stamp Student Union (lower level). Textbooks for the semester cost approximately \$250, but the exact amount will depend on which classes you are taking. You may pay in cash, by check from an American bank, or with a Visa/Master Card/Discover credit card.

Transfer Policies and Procedures

If you decide to transfer to another school, you must complete some forms and supporting documents. Students who want to transfer for the following semester must complete the forms within 60 days of the last day of class at MEI.

To request a transfer, you must submit a request and your documents electronically via the University’s immigration system called iTerp: <http://globalmaryland.umd.edu/offices/international-student-scholar-services/iterp-your-online-portal-services-iss>

For instructions on how to login to iTERP, please visit <http://globalmaryland.umd.edu/offices/international-student-scholar-services/logging-iterp>

To submit your request and documents to iTerp, please visit <http://globalmaryland.umd.edu/offices/international-students-scholar-services/sevis-transfer>

If you have any questions about using iTerp, please contact the International Student & Scholar Services office:

International Student & Scholar Services

1126 H.J. Patterson Hall

University of Maryland
College Park, MD 20742
Phone: 301-314-7740
Fax: 301-314-3280

Tuition and Fees

Students must have enough to pay for their tuition and fees on the first day of the program during orientation. Students cannot register for classes until the bill is paid in full. Failure to register for class will result in cancellation of your I-20.

Withdrawal and Tuition Refund Policy

If you must withdraw from the program due to circumstances beyond your control (for example because of an illness or an illness in the family), you must fill out a withdrawal form and make an appointment to meet with the acting Director. On the form and during this meeting, you will need to explain the reason for your request. The acting Director will review the request to ensure that MEI and the student comply with all existing U.S. government laws. You will then be advised your options for a formal withdrawal.

MEI's Intensive English Program follows the University of Maryland policy on refunds. Fees (such as the application fee and university fee) are not refunded if you withdraw from a course. Tuition refunds are granted based on the refund schedule below:

Tuition Refund	If you leave
100%	before the first day of the course
80%	within 14 calendar days from the first day of the course
60%	within 21 calendar days
40%	within 28 calendar days
20%	within 35 calendar days
0%	after 35 calendar days

Tuition refunds are based on the date of withdrawal or cancellation as described above. These dates may be different from the University's official deadlines. For further information on tuition refunds, please see Mr. Malone, the IEP Coordinator.

Student Services

Academic and Personal Advising

Visa Assistance

Most MEI Students have F-1 visas, with I-20s issued from the University of Maryland. MEI helps students with questions about their visa status and requirements. Students may make an appointment with Ms. Jennifer Moore. Students also can talk to international student advisors at the Office of International Student and Scholar Services (ISSS).

Academic Advising

If you have questions regarding your classes or progress, or if you need extra help, you should schedule an appointment with your teacher. Your teacher will help you or refer you to someone else who can help. Your teacher's office hours and contact information are in your course syllabus.

Applying to the University of Maryland

Admission to the Maryland English Institute (MEI) is not the same as admission to any other program of the University of Maryland. If you wish to apply to the University of Maryland, you must complete a separate application. Admission to UMD is not guaranteed. Students may meet with Joe Harden, MEI’s Student Services Coordinator, for questions about applying to the University of Maryland. You can also ask international student advisors at ISSS for help. Admission to UMD is based on your high school and/or university academic record. You should begin the application process as early as possible.

In order to meet application deadlines, you need to apply **before** you have completed your English language coursework.

Counseling

There are many differences between the United States and your country. At times you may not understand the actions of Americans or particular aspects of American culture. While you are in the United States, you may experience “culture shock”—a feeling of disorientation or confusion that often happens when someone leaves a familiar place and moves to an unfamiliar place. At first you may feel happy and extremely positive about your new life. It may take days or even weeks for any uncomfortable feelings to set in. Symptoms of culture shock include a change in appetite, low energy, sleeping a lot or inability to sleep, sadness, frustration, and even anger. If you experience any of these symptoms, remember that many other students (and most of your teachers) have been in the same situation. As time passes you will make new friends. As you become more accustomed to life in the United States and to American culture, you will probably feel more comfortable.

Living in a foreign country and learning a new language can be very difficult. It is quite normal to feel lonely or depressed in this situation. You may feel that you need to talk to someone about your particular problems. If your uncomfortable feelings do not get better or get worse, or if you have any other personal issues for which help is needed, you can go to the Counseling Center on campus for further assistance. You can make an appointment at the Counseling Center by calling 301-314-7651.

MEI Administrative Staff and Office Hours

Mr. Malone, Acting Director	By appointment only
Mr. Smith, Curriculum and Instruction Coordinator, IEP Coordinator	By appointment only
Ms. Moore, MEI Admissions Coordinator	Tuesday & Wednesday 12:00 – 1:00 pm Friday 11:00 – 12:00
Mr. Joe Harden, Student Services Coordinator	Available daily, in the main MEI office
Computer Lab Technician	Available in lab daily, 8:30am - 4:30 pm

If you wish to make an appointment with Mr. Malone or Mr. Smith, please see Ms. Acevedo in the main MEI office. Your teacher’s office hours are listed in your class syllabus.

If you have a question about:	Ask:
Health Insurance	Mr. Joseph Harden, Student Services Coordinator
Applying to U.S. universities	Mr. Joseph Harden, Student Services Coordinator
Campus Activities	Mr. Joseph Harden, Student Services Coordinator

Your Visa or I-20	Ms. Moore, Program Management Specialist
Payments and official letters	Ms. Acevedo, Academic Program Specialist
Your UM ID and password	Computer Lab Technician

Office of International Student and Scholar Services (ISSS) Office Hours

If you have a question about your visa or I-20, please see Ms. Moore, the Program Management Specialist. She can answer most of your questions. In some cases, Ms. Moore may ask you to go to ISSS, which is located in H.J. Patterson Hall room 1126.

If Ms. Moore tells you to go to ISSS, you can make an appointment to visit an international student advisor, or you can go during walk-in hours without an appointment. The ISSS Office Hours are listed below. To make an appointment, please call 301-314-7740.

DAY	TIME	ISSS SCHEDULE
MONDAY	9:00 am – 12:30 pm	Consultations by Appointment
	1:30 pm – 4:00 pm	Walk-In consultations (No appointments necessary)
TUESDAY	9:00 am – 12:30 pm	Consultations by Appointment
	1:30 pm – 4:00 pm	Walk-In consultations (No appointments necessary)
WEDNESDAY	9:00 am – 12:30 pm	Consultations by Appointment
	1:30 pm – 4:00 pm	Walk-In consultations (No appointments necessary)
THURSDAY	9:00 am – 12:30 pm	Consultations by Appointment
	1:30 pm – 4:00 pm	Walk-In consultations (No appointments necessary)
FRIDAY	9:00 am – 12:30 pm	Consultations by Appointment

Campus Facilities

MEI students can use campus facilities including the libraries, the Campus Recreation Services (swimming pools, tracks, weight rooms, basketball courts, etc.), computer labs, and the University Health Center. MEI students may buy tickets for performances at the Clarice Smith Center for the Performing Arts at the student rate. There are several places to eat on campus. There are fast food restaurants, snack bars, a natural food co-op and a restaurant in Stamp Student Union, as well as a noodle and tea café in H.J. Patterson Hall. There are also several cafeterias on campus and many restaurants located on Route 1.



Extracurricular Activities

During the fall program, MEI offers a variety of activities for students. The dates and locations for the activities are in the Activities Calendar. Sign-up sheets for activities will be posted on the MEI Bulletin Board on the third floor of Cole. You do not need to pay for transportation or admission tickets for most activities. (These are covered by the Activities Fee charged at the beginning of the semester.) However, students will need to pay for their own meals and beverages.

Health Insurance

Each student enrolled in MEI courses must have health insurance. You can get help with your health insurance and provide proof of their insurance. You can get help with your health insurance application during the Health Insurance Enrollment session. Check your calendar for the time and place.

- Intensive English Program students who have F-1 status and are already admitted as undergraduates to the University of Maryland are automatically enrolled and billed in UMD's student insurance plan for one year. You will find the insurance charge on your student bill.
- Other MEI students must either enroll in UMD's health insurance plan or provide proof of their own adequate health insurance for the United States. You can get help with your health insurance application during the Health Insurance Enrollment session. Check your calendar for the time and place.

If you are sick or hurt, you can see a medical provider at the University Health Center. You should call the Health Center to make an appointment (301-314-8184). When you go to the Health Center, you need to take your University ID card and medical insurance card. The cost will depend on your health insurance plan. You can get more information from the Health Center's website: www.health.umd.edu.

International Student Organizations

There are many international clubs and organizations on campus. ISSS has a list of all organizations on campus. You can also find a link to the complete list of organizations on the Stamp Student Union web page, www.orgsync.umd.edu. We encourage you to join an organization on campus to practice English and to make friends!

Computer Labs

MEI has two computer labs located in COL 3112 and 3114. MEI classes are regularly scheduled in the labs. The lab is open for independent study on weekdays from 8:30 am to 4:30 pm, except when class is in session. You must use your university Directory ID and password to log in. The lab is closed occasionally for special purposes. You should always check the lab schedule to make sure it is available for use. No food or beverages are allowed in the lab. Students are permitted to use the printers in the lab for class work only.



MEI Website

The MEI website, www.mei.umd.edu has the answers to many of your questions about MEI and its programs. You can also find pictures of our students and activities on the "Meet Our Students" page. If you have pictures that you would like to share with others, please submit them to Mr.

Harden, the Student Services Coordinator, to be posted to the website, the MEI Facebook page, or the MEI Instagram. If you do not want to have your picture posted, please tell Mr. Harden. If you find your photo on the website by mistake, please tell Mr. Harden as soon as possible.

Transportation

All MEI students can use the Shuttle-UM service. The Shuttle-UM has routes around the campus and to the College Park Metro Station and to off-campus housing. The Washington, D.C. Metropolitan Area Transportation System (WMATA) has several routes to D.C. and areas in Maryland and Virginia. Check the Shuttle UM website for routes and schedules.

<http://www.transportation.umd.edu/shuttle.html>



Safety Tips

Your personal safety and the safety of your property depend mainly upon you. Here are a few basic suggestions:

Personal Security

- Do not allow strangers into your room or apartment.
- Do not enter any environment that you think might be dangerous to you.
- Know what is happening around you.
- Do not take deserted short-cuts through the campus or enter campus buildings which are empty.
- Do not walk on campus alone at night. You can call 301-405-3555 at any time to arrange for a security escort to walk you to your car or bus stop. Shuttle-UM also operates a special service from sundown until sunrise for areas on campus not served by evening service routes. You can request this service by calling Shuttle-UM at 301-314-NITE..
- Report any threats to the police immediately. Call 301-405-3555 for non-emergencies or 911 for emergencies.

Security of Property

- Never leave coats, books, or other personal property unattended—even for a few minutes.
- Do not carry large amounts of cash (over \$100).
- If you ride a bicycle, use a heavy chain lock to secure your bicycle to a rack outside the building.
- Do not carry important documents, such as your passport, unnecessarily.
- Keep a list of credit card account numbers and phone numbers on a piece of paper in a safe place. Never give your credit card number over the phone to a stranger. If you lose your card, call the company immediately to inform them of the situation. Usually you will not have to pay for charges made after you have reported that your card is missing.
- Always lock your door even when you are home. Be sure that your apartment has a lock on the mailbox with a key that is yours and yours alone. Keep your keys in a safe place.

Early Warning System

The campus's Early Warning System is designed to provide instant warning to students, faculty and staff of imminent danger such as a tornado. In such an emergency, sirens around campus will sound continuously for at least three minutes. NOTE: Siren testing occurs at 11:55 am the first Wednesday of every month.

If you hear the Early Warning siren (other than the test on the first Wednesday at 11:55)

- If you are at home, stay indoors/in your room and seek information.
- If you are outdoors, seek shelter inside the closest building.
- Tell friends and neighbors what you learn from the resources below.
- Save work on your computer, shut it down & disconnect it from the wall jack.
- Do not pull the fire alarm (which tells people to go outside), unless directed to do so by the information sources below.
- When the danger is gone, you will hear one 30-second siren blast.

Sources of information during a campus emergency:

- WMUC 88.1 FM radio
- 1640 AM radio
- Comcast cable channel 76 (Terp TV)
- x5-SNOW or 301-405-7669 (recorded message)

Emergency Telephones

There are blue emergency phones located around campus. In an emergency, call 911 from any phone. If you can, tell the operator whether you need the police, the fire department, or an ambulance.

UMD Alert

UMD Alert is an alert system administered by the Department of Public Safety that allows the University Police to contact you during an emergency by sending text messages to your email or cell phone. If there is an emergency, authorized senders will notify you immediately using UMD Alert. UMD Alert will give you real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

Visit www.alert.umd.edu to learn more and to sign up to receive these alerts. UMD Alert is free, but your wireless carrier may charge you a fee to receive messages on your cell phone.

Safety During Activities

Before participating in MEI activities, you must sign a waiver that says you will not hold MEI responsible for any injury or damage. If there is an emergency during an activity, tell the MEI trip leader with the group. In a serious emergency call 911 and ask for help.



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1117 Cole Student Activities Bldg. College Park, MD. 20742 301.405.8634 Phone 301.314.9462 Fax