

# Center of English Language

# Student Handbook

**CEL - Main Campus**

3434 Forest Lane

Dallas, TX 75234

Telephone: (214) 696-0027

Fax: (214) 696-0065

**CEL Branch School - Richardson North Campus**

222 Municipal Drive, Suite 180

Richardson, TX 75080

Telephone: (972) 421-1288

Fax: (972) 458-1388

E-mail: [cenglishlg@aol.com](mailto:cenglishlg@aol.com)

Update: May 16, 2012

# CEL Student Handbook

## Table of Contents

<a href="#">CEL Mission Statement</a> .....	3
<a href="#">Introduction</a> .....	3
<a href="#">CEL Philosophy and Objectives</a> .....	3
<a href="#">General Information</a> .....	4
<a href="#">Physical Facilities</a> .....	4
<a href="#">Housing</a> .....	4
<a href="#">Non-Discrimination Policy</a> .....	4
<a href="#">Admissions Policy</a> .....	4-5
<a href="#">Immigration and Nationality Act (Laws) for F-1 Students</a> .....	5
<a href="#">Transfers</a> .....	5
<a href="#">Employment</a> .....	6
<a href="#">Vacation Periods</a> .....	6
<a href="#">Visits Abroad and Re-Entry</a> .....	6
<a href="#">Bringing Dependents to the U.S.A</a> .....	6
<a href="#">Registration, Tuition, and other Fees</a> .....	6
<a href="#">Notes on Tuition and Fees</a> .....	7
<a href="#">Payment Policy</a> .....	7
<a href="#">Tuition Payment, Cancellation, and Refund Policies</a> .....	7
<a href="#">Tutoring</a> .....	8
<a href="#">Attendance</a> .....	8
<a href="#">Tardiness</a> .....	8
<a href="#">Student Conduct Requirements</a> .....	8
<a href="#">Records Access Policy</a> .....	9
<a href="#">Duration of Study</a> .....	9
<a href="#">Grades</a> .....	9
<a href="#">Course Incompletes</a> .....	9
<a href="#">Satisfactory Progress Policy</a> .....	9
<a href="#">Probationary Status</a> .....	9
<a href="#">Termination, Appeal, and Reinstatement</a> .....	10
<a href="#">ESL Program Description and Objectives</a> .....	10-12
<a href="#">ESL Program Schedule / Calendar</a> .....	12
<a href="#">School Holidays for 2011-2012</a> .....	12
<a href="#">Certificates of Completion</a> .....	12
<a href="#">Certificates of Proficiency</a> .....	13
<a href="#">Family Right and Privacy Act</a> .....	13
<a href="#">Drug Free Campus</a> .....	13
<a href="#">Campus Security Information and Policies</a> .....	13
<a href="#">CEL Copyright Policy</a> .....	14
<a href="#">Student Complaint Procedure</a> .....	14
<a href="#">CEL Staff and Faculty Listings</a> .....	15
<a href="#">Links</a> .....	16
<a href="#">F-1 travel and re-entry guidelines</a> .....	17-20
<a href="#">Welcome to Dallas (Important/Useful Phone numbers, History of Dallas &amp; Dallas Today)</a> .....	20-22

## **CEL Mission Statement**

The Center of English Language (the "CEL") exists for the purpose of assisting people whose first language is not English to acquire sufficient English language proficiency including reading, writing, listening, and speaking skills, and to facilitate each student's achievement of their stated educational, vocational, or personal goals.

Specifically, the CEL offers programs designed to:

- I. Help **international students** acquire sufficient English language proficiency to qualify for entrance into the English-medium preparatory school, college or university of their choice.
- II. Help **professionals** acquire sufficient command of English to qualify for employment in English-speaking countries and to conduct business in English.
- III. Help **new residents** of the United States acquire sufficient English language proficiency required to live, to work, and, if desired, to attain citizenship in the United States.

Our mission is to provide the best possible English language instruction in a dynamic, caring, student-centered environment.

## **Introduction**

Established in Dallas in 1981, the CEL specializes in teaching English as a Foreign Language (EFL). The school also offers additional training in English conversation and English for TOEFL. In 2003, CEL became incorporated in the state of Texas as CEL Educational Systems of Texas, Inc. CEL has been praised for its outstanding programs by the former Mayor of Dallas (Annette Strauss).

Every year hundreds of students from more than fifty different countries take CEL courses. CEL's experience in working with students from so many national, linguistic, and cultural backgrounds is passed on to its students in the form of a welcoming, tolerant environment, culturally sensitive instruction and academic counseling.

## **CEL Philosophy and Objectives**

The mission of the CEL is to teach beginning, intermediate, and advanced levels of English as a Foreign Language in a student-centered, interactive classroom environment.

Our EFL curriculum starts at the beginning levels and extends through college preparation classes for TOEFL (the Test of English as a Foreign Language), which is required by many colleges and universities in the United States for admission to degree-granting programs. Permanent residents in the United States who require a command of English in order to enhance life skills and/or to utilize previously acquired knowledge, training, or skills in the workplace may also participate in our EFL program.

## **General Information**

### Approvals

CEL is authorized by the United States Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS)/Immigration and U.S. Customs Enforcement (ICE) to enroll non-immigrant alien EFL students.

### Affiliations

TESOL -	Teachers of English as a Second or other Language
NAFSA -	National Association of Foreign Student Advisors (Association of International Educators)
TEA -	Texas Education Agency - Bilingual/ESL
ATA -	American Translation Association
DFWCC -	Dallas/Fort Worth Consular Corps
DFWICA -	DFW International Community Alliance
GDCC -	Greater Dallas Chamber of Commerce

## **Physical Facilities**

Located in affluent North Dallas near to several major arteries in a quiet suburban setting, the CEL campus is seven miles north of downtown Dallas and 15 minutes from DFW International Airport. The CEL occupies in its entirety a substantial, one-story brick building with a spacious parking lot. The classrooms are of varying sizes to adjust to the number of students for specific levels and there is a student computer lab as well as additional student computers in CEL's large auditorium, which can accommodate 150 people for special events. In addition, there is a kitchen, equipped with a refrigerator, microwave oven, dishwasher, ice maker, coffee machine and snack machine.

## **Housing**

The school does not have dormitory facilities; however, a limited number of American family homestays are available. Sometimes homestay hosts can help students with transportation to and from school, but not always. Students are advised that distances within the Dallas metroplex can be considerable, that public transportation can present difficulties, and that it is advisable to have a car whenever possible. However, Dallas has been making vast improvements in its public transportation and up to date travel information, bus/train schedules, maps, etc. can be found at <http://www.dart.org>

## **Non-Discrimination Policy**

The Educational Systems of Texas, Inc. is non-sectarian and does not discriminate with regard to race, creed, color, religion, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.

## **Admissions Policy**

All students, including those with physical or mental handicaps, are considered for acceptance according to the admissions policy stated in this catalog.

All applicants are required to complete a personal interview with an Admissions Counselor in order to mutually determine whether the ESL Program meets the needs of the applicant. The ESL Program is designed to assist speakers of other languages in the development of English language skills sufficient to enable them to enter study programs in the United States at the post-secondary level or to help them achieve professional and/or personal goals.

To be admitted to the ESL Program at Level 101 or higher a prospective student must (1) be able to pay registration and tuition fees, and prove he/she has financial support for living expenses in Dallas (2) take the Michigan English Placement Test, and (3) complete and sign an Enrollment Agreement.

In addition, there are the following document requirements for foreign students who wish to enter the ESL program at CEL on F-1 visas:

**Passport:** Your passport must always be valid for at least six months into the future.

**Visa:** This is the F-1 visa (issued by American Embassy or Consulate in your native country) in your passport that allows you to request entry into the United States. If your visa will expire soon, please talk to the Admissions Director or Designated School Official (DSO) immediately.

**Form I-20 A-B:** **Certificate of Eligibility:** This document is issued by the school. With the I-20 A-B, a student can apply for an F-1 visa and come to the U.S.A. as an F-1 foreign student. The I-20 A-B must be signed/updated by your DSO before you travel, if you plan to go outside the U.S.A. This is very important.

**Form I-94:** **Arrival/Departure Record:** This white card should be marked "F-1" and "D/S" by the U.S. Department of Homeland Security, U.S. Customs and Border Protection Inspector at the Port of Entry. This means you are a foreign student authorized to remain in the United States for the duration of your status as a student (while you are a full-time student).

Keep your passport, I-94, and I-20 A-B together at all times. If you lose any of these documents, see your Admissions Director or DSO immediately for assistance in replacing them.

### **Immigration and Nationality Act (Laws) for F-1 Students**

1. You must attend only the school you are authorized to attend by the U.S. Immigration and Customs Enforcement (ICE). This means you must attend the school that issued you the I-20AB.
2. You must be a full-time student at the Center of English Language. Full-time is a minimum of 18 class hours per week.
3. You must maintain a residence outside of the United States to which you will return after you have completed your studies.
4. You must be financially able to maintain your F-1 status. This means you must have enough money to pay tuition for a full-time program plus enough money to pay for your living expenses.

\*Your Admissions Director can explain these laws to you in more detail if you have any questions.

### **Transfers**

In general, early requests for transfer to another school will not be granted. Transfers are normally granted only after the requesting F-1 student completes 16 weeks (four months) of ESL classes at the school whose Form I-20 A-B was used to enter the United States, in this case, CEL. In the case of a B-1, B-2 or other category student whose visa status was changed to F-1 through the efforts of CEL, transfers are normally granted only after the student completes 16 weeks of ESL classes at CEL.

You must obtain an I-20 A-B Certificate of Eligibility from the new school you plan to attend. Your new Admissions Director must use this I-20 A-B to report your change of schools to the CIS/ICE and the last school you attended.

## **Employment**

You must consult the Admissions Director if you are thinking about working. Foreign students who have an unexpected financial need may request permission to work from the Citizenship and Immigration Services (CIS). **Never accept employment without first speaking to the Admissions Director.**

## **Vacation Periods**

Students that are in good standing with the school may request a vacation for one month after completing 3 sessions (12 weeks/216 hours) consecutively. They may request a vacation for two months after completing 6 sessions (24 weeks/432 hours) consecutively.

**Please remember:** Students must clear their vacation period FIRST with the Admissions director or the DSO and return to school by the scheduled time. Students cannot extend their vacation time without approval from the Administration.

Also, if you want to transfer, change your status, travel outside of the U.S., etc., you must FIRST speak with your Admissions Director or DSO. They will explain the process, give you the necessary forms, and review your application.

## **Visits Abroad and Re-entry**

When considering a trip outside the U.S., consult your Admissions Director or DSO. They will review your documents to be sure they are in proper order. You will need the DSO's signature on page three of your copy of the I-20AB before you travel. This will help you avoid delays when you attempt to re-enter the United States.

Be sure to have all your foreign student documents ready for presentation to Customs and Border Protection Officer at your place of arrival (Port of Entry) in the U.S.A. You must have a valid passport, F-1 visa, and your Form I-20AB Certificate of Eligibility when your travel documents are inspected for re-entry into the United States.

## **Bringing Dependents to the U.S.A.**

You may be able to bring your spouse and children to the U.S.A. while you are studying. You must present evidence of financial support for your dependents before your Admissions Director/DSO can issue the appropriate document which is needed for your dependents to apply for the F-2 visa. Dependents on F-2 visas may study, but they cannot work.

## **Registration, Tuition, and Other Fees**

### F-1 Students:

- There is a one-time registration fee of \$150.00 and tuition for the first four (4) sessions (16 weeks/288 hours) is \$3180.00
- If a student's initial I-20 A-B was issued by CEL, fees for the first four months are payable *after* arrival, but *before* his or her first day of classes.
- Book costs are extra, and range from \$85.00-\$95.00
- After the first four months of study, F-1 students may pay monthly, \$450.00 per 4-week session.

Non-F1 Students: For international visitors not on student visas, there is a one-time registration fee of \$50.00 and tuition costs \$450.00 per session (4 weeks/72 hours). Book costs are extra.

Local students: For students who *reside* here, as opposed to international visitors, there is a one-time registration fee of \$50.00 and tuition costs \$300.00 per session (4 weeks/72 hours). Book costs are extra.

## Notes on Tuition and Fees

The school reserves the right to change tuition and fees and make curriculum changes when necessary without prior notice. Any changes in tuition or fees will not apply to students already in attendance or enrolled.

At the discretion of the School Director or his appointee, a discounted rate may be offered in cases where more than one member of a nuclear family enrolls. This discounted rate may be offered *only* in cases where the family members complete enrollment procedures *on campus, in person*.

## Payment Policy

Students assume the responsibility for payment of the tuition costs and fees in full. All financial arrangements must be made before the beginning of classes. Students who are delinquent in paying their tuition and fees will be contacted by the school. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. CEL will withhold grades, transcripts, certificates and transfer requests until the account is brought up to date.

## Tuition Payment, Cancellation, and Refund Policies

### Tuition Payment Methods

CEL accepts payment for tuition and other fees through cash payment, Cashier's Check, Money Order, or personal or company check (not thirty party check). Mastercard and Visa are accepted, but with an additional 3% charge. Students are encouraged to open a bank account and your Admissions Director or DSO can help with this process. At the discretion of the school, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon graduation, completion, or termination.

### Institutional Refund Policies

#### Cancellation Policy

**The registration fee is non-refundable in every case.**

*Any student whose initial I-20 is issued through CEL **must** complete the first 288 clock hours (4 months) if his or her visa is approved.*

Rejection and cancellation before the start of class:

**All monies paid except the registration fee** will be refunded **in full** in the following situations:

- A) If **CEL cancels** a program
- B) If a student's visa application is **rejected**, or if he or she is rejected for admission by CEL
- C) If a student who has been accepted by CEL cancels **before** a class starts or **never** attends the class

### Withdrawal or termination after the start of class:

1. CEL is not obligated to refund students who are terminated due to violations of CEL's written disciplinary or attendance policies, or to violations of federal, state or local laws.
2. If a student enrolled for only one four-week session withdraws, CEL may retain all tuition charges for that session.
3. If a student enrolled for his or her first four-month (16-week) program withdraws during:
  - The first month of four month obligation: 80% of unexpended tuition, calculated using the last date of attendance, will be refunded
  - The second month of four month obligation: 70% of unexpended, calculated using the last date of attendance, will be refunded
  - The third or fourth month of four month obligation – no tuition will be refunded
4. If a student who has already completed at least one four-month (16-week) program withdraws:
  - First and second four-week sessions – refund prorated in accordance with student's last date of attendance
  - Third and fourth 4 week session – no refund

*All additional costs not included in the tuition fee are not subject to refund computation.*

**Refunds are made within 30 days from the date of receipt of a refund request.**

### **Tutoring**

Private tutoring is available, depending on instructors' schedules. The cost is \$55.00/hr. For F-1 students, tutoring does not count as the 72 hours required

### **Attendance**

Students are expected to maintain good attendance (at least 70%), and should strive to attend consistently in order to master the required skills in the time allowed. A student who has consecutively missed more than 70% of the scheduled 72 class hours in any given level will not be allowed to take the final exam and advance to the next level. F-1 students will also receive a warning letter by mail. If a student does not meet the 70% attendance requirement for the second consecutive month, they will not be allowed to take the final exam and will receive a second warning by mail. If they fail to meet the 70% requirement for a 3<sup>rd</sup> consecutive month, they will be required to transfer to another school or their F-1 status will be terminated.

### **Tardiness**

CEL encourages students to be on time for all activities, appointments, and classes. Students who arrive more than 15 minutes late for class or who miss 15 or more minutes of class time during any given class hour are considered tardy and are recorded on the attendance record as such.

### **Student Conduct Requirements**

Students are expected to act properly while attending classes. CEL is a drug/alcohol free campus and at the discretion of the Administration, a student may be dismissed from school for having an intoxicated or drugged state of behavior and/or having possession of drugs or alcohol upon school premises. In addition possession of weapons on school premises, harmful, disobedient, disruptive or disrespectful

behavior toward other students, an administrator, or a faculty member, or any other stated or determined infractions of conduct, can result in student expulsion. \*See Campus Security Information and Policies/Drug Free Campus\*

### **Records Access Policy**

Any CEL student may, of course, access his or her personal, financial, SEVIS, or academic records at any time.

### **Duration of Study**

Each student must complete his or her program within 1.5 times the scheduled program length.

### **Grades**

Grades are issued upon completion of each 72 clock-hour level. The grading system is follows:

A	90% to 100%	4.0
B	80% to 89%	3.0
C	70% to 79%	2.0
D	60% to 69%	1.0
F	below 60%	0.0

Any student receiving an “F” in a level session is required to repeat the level or return to a lower level for more practice.

### **Course Incompletes**

For each 72 clock-hour level, a student who has not completed the required course work for that level will receive a final course grade of ‘I’ (‘Incomplete’). Unless their attendance is below 70%, they will be allowed one week (seven days) in which to make up the required work, at which point the “Incomplete” will be changed to a number grade. If the “I” is due to absence on exam day, the student must take and pass the final exam within seven days, or repeat the level. If the student fails to make up all uncompleted work within the allotted time, the student will have to repeat the level.

### **Satisfactory Progress Policy**

CEL students are expected to attend classes regularly, complete their assignments, and strive to pass every level.

Satisfactory academic progress is defined as grades of 70 or higher in each level. A student who fails or does not complete the classwork will be required to repeat that level.

Satisfactory Attendance is defined as at least 70% and is measured not by days but by clock-hours; that is, coming late and/or leaving early do affect attendance grades.

### **Probationary Status**

A student’s status is designated as either satisfactory or probationary, meaning that the student cannot be recommended as “in good standing.” Any student who fails or receives an Incomplete in consecutive levels is placed on Probationary status for the following session, and remains on Probationary status until he/she successfully completes the level. Students who are excessively absent, defined as <70% attendance, are also considered Probationary. Any student on Probationary status for three months will typically be required to transfer schools and/or will risk losing their F-1 status. Students who have

not paid their tuition in full for the current session are also considered to be on Probationary status until their account is resolved.

### **Termination, Appeal, and Reinstatement**

Should students find it necessary to discontinue their training, they should arrange to meet with the Admissions Director or DSO to discuss their situation. Students may be terminated for failure to (1) meet the minimum standard of 70% rate of attendance overall, (2) meet the minimum standards for academic progress, (3) meet the minimum conduct standards of the school, or (4) failure to fulfill their financial obligations according to the terms of their Enrollment Agreements.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy.

Students have the right to appeal a dismissal action taken by the school administration by submitting a written request, well-documented, to the Director describing any mitigating circumstances or conditions which warrant special consideration. If the appeal is accepted, the student may be reinstated according to the special terms and conditions stipulated by the Director.

### **Intensive English as a Second Language (ESL) Program Description and Objectives**

The ESL Program provides intensive English instruction and orientation for international students planning to attend American preparatory schools, colleges and universities, as well as individuals pursuing professional training in the U.S. These classes also include students who are improving their English in order to be suited for better employment opportunities. Advanced-level graduates of this program acquire sufficient command of English to successfully pursue English-medium education or training.

The program is designed to dramatically improve students' language skills by maintaining a small student/teacher ratio (8-12:1, on average) and by providing a comprehensive, communicative curriculum that emphasizes:

- ability to express themselves well, both orally and in writing
- understanding and active use of native, idiomatic speech
- reading comprehension based upon context and structural clues
- familiarity with American lifestyles, manners and customs, and with our diverse cultures

The intensive curriculum focuses on fostering both communicative and intercultural competence, and includes Grammar, Composition, Reading Comprehension and Vocabulary Development, Listening Comprehension, Conversation, and Pronunciation.

There are twelve 72 clock-hour sessions in the ESL program, for a total of twelve months or 864 clock-hours of training. This 12-level course of instruction is organized into three blocks: Beginning, Intermediate, and Advanced, each consisting of 288 clock-hours or four 4-week (72 clock-hour) sessions. However, it is not necessary to begin at Level 101, Level 105, or Level 109.

Students may enroll in any level according to their placement test results, and their comfort level, at registration time. Students with high-beginning or high-intermediate proficiency may choose to complete part of a lower-level program for review, skills mastery, and cultural orientation before beginning the next program.

<u>Level</u>	<u>Weeks</u>	<u>Clock Hours</u>
ESL 101 Beginning	4	72
ESL 102 Beginning	4	72
ESL 103 High-Beginning	4	72
ESL 104 High-Beginning	4	72
ESL 105 Intermediate	4	72
ESL 106 Intermediate	4	72
ESL 107 High-Intermediate	4	72
ESL 108 High-Intermediate	4	72
ESL 109 Advanced	4	72
ESL 110 Advanced	4	72
ESL 111 Advanced	4	72
ESL 112 Advanced	4	72
TOEFL Preparation Course	4 – 8	72 - 144

At the end of the Beginning block (Levels 101-104), students should be able to:

- distinguish between singular, plural, count and noncount nouns
- recognize and use the simple tenses and the present progressive in basic statements, yes/no questions, and information questions
- remember the past tense forms of at least 50 irregular verbs
- understand basic spelling and punctuation rules
- use pronouns and identify to what/whom a pronoun refers
- use possessive adjectives and possessive pronouns
- modify nouns with adjectives/nouns and modify verbs with adverbs
- use prepositions, especially of location and time
- make basic comparisons
- recognize and begin to use modal verbs
- write coherent paragraphs with definite structure
- converse comfortably in structured, guided conversation activities
- read aloud comprehensibly
- understand details and main ideas of simple readings

At the end of the Intermediate block (Levels 105-108), students should be able to:

- recognize and use the perfect tenses
- recognize and use the passive voice
- comfortably alternate between question and statement forms in the simple, progressive, and perfect tenses
- use reflexive and, *some-*, *any-*, and *no-* pronouns
- follow spelling rules for *-ing* and *-ed* verb forms and plural nouns
- be familiar with the rules of capitalization and punctuation
- create complex sentences with dependent and independent clauses, using conjunctions and auxiliary verbs
- know the various functions and connotations of the modal verbs and use them appropriately to make suggestions and requests
- express preferences and make complex comparisons using comparative and superlative adjectives and adverbs
- write simple descriptive or opinion essays with defined paragraphs

- converse comfortably on familiar subjects
- use context clues, prefixes and suffixes to guess the meanings of unfamiliar vocabulary
- make inferences and draw new conclusions from readings
- understand and use some very common American slang and idioms

At the end of the Advanced block (Levels 109-112), students should be able to:

- distinguish between passive and active voice, and among all simple, progressive, and perfect tenses
- make statements, ask questions, and give long or short answers in the appropriate tense and voice
- understand and create complex sentences using adjective clauses, noun clauses, and adverb clauses in all tenses and both voices
- use gerunds and infinitives as subjects and objects
- use pronouns with generic, collective and reflexive nouns
- relate conversations using either quoted speech or reported speech and use formal/informal sequence of tenses appropriately
- understand high-intermediate level readings without a dictionary and be able to gather meaning from context in advanced level readings
- write structured 5 paragraph descriptive or persuasive essays or short informative papers, converse comfortably and intelligibly in most situations, and give *short* extemporaneous talks (~ 30-45 seconds) in response to prompts

## 2012 Session – Start & End Dates

Jan. 2 – Jan. 27	June 25 – July 20
Jan. 30 – Feb. 24	July 30 – Aug 24
Feb. 27 – Mar. 30	Aug 27 – Sept. 21
Apr. 2 – Apr. 27	Sept. 24 – Oct. 19
Apr. 30 – May 25	Oct. 22 – Nov. 16
May 29 – June 22	Nov. 19 – Dec. 14

Spring Break: March 11 – March 17

Summer Break: July 23 – July 27

Winter Break: December 17 – January 4, 2013

## Holidays Observed in 2012

New Year's Day: January 1

President Day: February 20

Memorial Day: May 28

Independence Day: July 4

Labor Day: September 3

Thanksgiving: November 22/23

Christmas Day: December 25

## Certificates of Completion

Students who complete their curriculum objectives with the maximum time frame are eligible to graduate. A certificate of completion will be awarded to these students.

## **Certificates of Proficiency**

Upon successful completion of ESL Level 112, the students are awarded a Certificate of Proficiency.

## **Family Right and Privacy Act**

The Center of English Language complies with the confidentiality and students accessibility provision of the Family Right and Privacy Act of 1972 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is not available to anyone without: 1. Written request/release from the student. 2. A court order, or 3. Accreditation agency requirements. However, any student, the parent(s) of a minor student and guardians of a "tax dependent" student have the right to inspect and challenge the information contained within the records of that student. An appointment should be scheduled with the Student Service Department if a file inspection is requested.

## **Drug Free Campus**

As required by the Drug Free Schools & Communities Act of 1989 (P. L. 101-444), the Center of English Language is a drug free campus.

The Center of English Language reserves the right to dismiss any student who violates the laws of the land, uses drugs illegally or inappropriately, or is under the influence of alcohol, while at any school sponsored activity or on campus, or conducts himself/herself in an offensive manner.

The manufacture, distribution, dispensing, possession or use of drugs will not be tolerated. Any such violation will be grounds for expulsion from school.

### Local Rehabilitation and Treatment Centers

If you feel that you or someone you know has an alcohol or other substance abuse problem or if you just want to learn about these diseases, there are a number of local centers and agencies that can provide you with the help, information, and support that you need.

<http://www.thegooddrugsguide.com>

## **Campus Security Information and Policies**

The school has adopted and implemented 448.48 of Public Law 101-544, "The Student Right to Know and Campus Security Act" effective September 1, 1994.

The following policy will be implemented to ensure to the fullest extent possible that students, faculty, and staff are informed in all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another person's property. These offenses include: murder, aggravated assault, rape, burglary, robbery, and motor vehicle theft.

The following will be done to insure campus security:

1. The staff is trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they are trained in notifying proper authorities.
2. All classrooms are monitored by certified instructors.

Campus training/awareness is provided to each new student and to newly hired employees in the Student Handbook and the Employee Handbook.

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Any infraction of the regulation relating to Public Law 101-544 must be reported to the proper school personnel immediately.
3. All students and employees are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
4. Any student or employee who is found in possession of, or using, or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
5. Students are not allowed to bring hand guns or any other weapon to campus.

### **CEL Copyright Policy**

The Center of English Language respects the copyrights of all publications utilized at this school, and faculty are urged to teach students the critical importance of respecting others' intellectual property. All copyrighted software and material must not be copied except as specifically stipulated by the copyright owner or otherwise permitted by copyright law. Copied material must be properly attributed. Computer and communications information that is plagiarized is subject to the same sanctions as to any other medium.

Please refer to the CEL Student Handbook.

### **Student Complaint Procedure**

Often a student can address his or her complaint to the teacher, and the problem may be resolved between the instructor and the student. If a student feels his or her complaint has not been adequately addressed, or in cases where a student wishes to lodge a complaint with the school about to its admissions, attendance, or academic progress policies or how any one or more of these policies is being implemented, that student may address his complaint to the Admissions Director or DSO. If either the student making the complaint or the CEL person to whom the complaint has been addressed is not satisfied that the issue has been adequately resolved, then either the student or the CEL person should notify the Director. After a thorough review of the student/CEL member's complaint, the Director will issue a ruling on the situation. This ruling will normally be considered final.

## CEL Staff and Faculty Listings

### CEL Staff:

Law, Eungsun, B.A., M.Mgt ..... President/PDSO  
Lee, Helen, B.A., M.Ed ..... Admissions Director/HR Manager  
Vacant ..... VP/Operation  
Kim, Paljeong, B.A., M.Ed, TESOL .....VP/Instructor Coordinator  
Sams, Kelly, B.A., TEFL .....DSO/Assistant Administrator  
Peng, Iverlyn, B.A., M.Sc.....Office Manager  
Magana, Giovanni .....Teacher Services Assistant  
Law, Meimay, B.PA., M. PA., CPA, JD, LL.M .....Legal/Financial Advisor, (part-time)  
Law, Mimi, B.S.....Branch Administrative Assistant (part-time)  
Lee, Ting Whai, B.S., M. Sc., M. Eng .....I.T, Manager, (on call)  
Liu, Mark, B.S .....Security/Maintenance, (on call)

### CEL Faculty:

Rohani, Mallous, B.A.....Teacher Evaluator/ESL Program Coordinator/Instructor  
Gordon, Cynthia, B.A., M.A.....Curriculum Coordinator/Instructor  
Baer, Kristin, B.A., M.BEL ..... Academic Coordinator/ESL Instructor  
Fouladi, Glennis, B.A., TESOL .....Student Affairs Coordinator/Instructor  
Bass, Michelle, B.A., M.A., TESOL.....ESL Instructor  
Guzman, Miguel, B.A. ....ESL Instructor  
Gleason, Donald B.A. ....ESL Instructor  
Murphee, Liam B.A., M.A.,TEFL.....ESL Instructor  
Busenitz, Verona, B.A. ....ESL Instructor  
Salvador, Francis, B.S. ....ESL Instructor  
Marram, Maurice, B.S., M.B.A. ....ESL Instructor  
Richardson, Jessica, B.A., M.Sc. ....ESL Instructor  
Herschkowitsch, Delia, B.S. ....ESL Instructor

**Links:**

U.S Department of State (DOS) <http://www.state.gov/>

U.S. Department of Education (ED) <http://www.ed.gov/>

U.S. Department of Homeland Security (DHS) <http://www.dhs.gov/>

U.S. Immigration and Customs Enforcement (ICE) <http://www.ice.gov/>

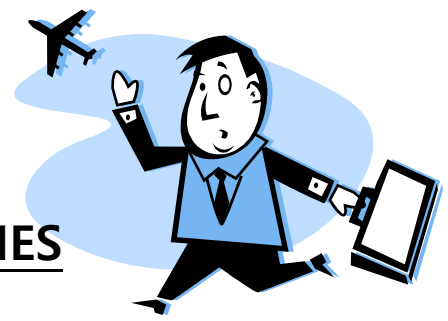
International Student and Exchange Visitor Program (SEVP) <http://www.ice.gov/sevis/>

U.S. Citizenship and Immigration Services (CIS) <http://www.uscis.gov/>

U.S. Customs and Border Protection (CBP) <http://www.cbp.gov/>

Social Security Administration (SSA) <http://www.ssa.gov/>

Texas Education Agency (TEA) <http://www.tea.state.tx.us/>



## F-1 TRAVEL AND RE-ENTRY GUIDELINES

When F-1 students wish to leave the US temporarily and return to continue studies at the institution in which they are enrolled, they must secure the necessary documents to:

- 1) **Permit entry to another country\***
- 2) **Permit re-entry to the United States.**

**\*For entry into another country, the student is responsible for investigating that country's entry requirements well in advance of traveling; students can access that information from foreign embassies at [www.embassy.org](http://www.embassy.org).**

In order to re-enter the US in F-1 status, the student must present all of the following:

- 1) a valid I-20 with current DSO signature from the school he/she is entering to attend**
- 2) a valid F-1 student visa stamp**
- 3) a valid passport or travel document**

A student who has completed his or her program of study cannot re-enter the US as an F-1 student unless he or she has been admitted to a new program of study and has the **new Form I-20** OR he or she is returning to an authorized OPT job after completion of studies.

### **Your Form I-20**

If you travel outside the US while you are in F-1 status, your I-20 must be signed on page 3 by a DSO from the school that issued your I-20. Your valid I-20 with a DSO's signature confirms that you are maintaining your F-1 status and are eligible to re-enter the US. The signature is valid for one year.

#### **Remember:**

- Page 3 must be signed for travel authorization
- Absence from the US must be **less** than **five months**
- It is not necessary to reprint an I-20 for a travel signature unless all signature lines are full.

- Transferring students should present the new I-20 from the new school when re-entering.

## **Form I-515A**

**A student who re-enters the US without required documentation may be allowed entry by the Port-of-Entry official using Form I-515A (formerly I-515).** This allows a student to enter for up to 30 days within which time the student will report to the DSO for required documentation. The 30-day period will be reflected on a date-certain I-94 card (not stamped "D/S"). In most cases, Form I-515A is used when the student did not obtain a DSO signature on page 3 of the I-20 or he/she lost the I-20. If a DSO signature was not obtained prior to departure, the POE officer will issue the I-515A to allow the student to enter and obtain the proper signature. If the student has lost the I-20, the DSO will re-print a copy for processing. The Form I-515A along with required documentation must be processed at the Washington DC address.

## **Five-month rule**

An F-1 student who remains outside the US for five or more consecutive months, even with a valid travel signature, will need a new initial attendance I-20 for re-entry. A common example is a leave of absence when the SEVIS record has been terminated. The previous I-20 is no longer valid for re-entry. Payment of SEVIS fee is required for new initial attendance I-20.

## **Your F-1 Visa Stamp**

A valid visa stamp in your passport is also required for re-entry. If your visa stamp has expired, you will need to go to a US Consulate outside of the US to apply for a new visa.

Note: Canadian citizens are not required to have a visa but will have an I-94 card.

## **Your Passport**

F-1 students seeking re-entry to the US must have a passport valid for at least six months into the future. In rare circumstances, a student will arrive at the port of entry either with an expired

passport or without the appropriate visa stamp in the passport. In such cases, the immigration inspector has the discretion of allowing the student to apply for a waiver of either requirement using Form I-193, "Application for Waiver of Passport and/or Visa" and paying the required fee. Admitting someone in this way is a highly discretionary act, and students should not count on being granted a waiver.



# WELCOME TO DALLAS

## IMPORTANT/USEFUL PHONE NUMBERS:

\*Please note: When dialing phone numbers in Dallas, you MUST include the area code.

<b>AAA Emergency Road Service</b>	(214) 528-7481
<b>Amtrak</b>	1 (800) 872-7248
<b>American Airlines</b>	1 (800) 400-7300
<b>Dallas Area Rapid Transit</b>	(214) 979-1111
<b>Delta Airlines</b>	1 (800) 800-1504
<b>DFW International Airport</b>	(972) 574-8888
<b>Dallas Love Field Airport</b>	(214) 670-6073
<b>Dallas Tourist Information</b>	(214) 571-1300
<b>Dallas Police Department</b>	(214) 744-4444
<b>Emergency (Ambulance/Fire/Police)</b>	911
<b>Events Hotline</b> (English/Spanish)	(214) 571-1301
<b>Korean Airlines</b>	1 (800) 436-5000
<b>National Weather Service</b>	(214) 787-1111
<b>Post Offices (General Information)</b>	(214) 721-5508
<b>Public Libraries (City of Dallas)</b>	(214) 670-1400
<b>Road Travel Information for Texas</b>	1 (800) 452-9292
<b>Telephone Directory Assistance</b>	1-411
<b>Texas Dept. of Public Safety (Driver's License)</b>	(214) 861-2000
<b>Texas Parks and Wildlife</b>	1 (800) 792-1112
<b>Time/Temperature</b>	(972) 771-0399



# WELCOME TO DALLAS

## HISTORY OF DALLAS

### **The 19th Century**

In 1839, John Neely Bryan, a lawyer from Tennessee with a taste for adventure, wandered into the area. He was impressed with what he believed to be the perfect ingredients for a trading post and eventually a town: plenty of raw land, Indians with whom to do business, and the river. Bryan went to Tennessee to close out his affairs, and he returned to Dallas in 1841. He laid claim to 640 acres and sketched out a town, designating a courthouse square and 20 streets.

Gradually and with some adversity, the young city grew. A "can-do" spirit helped bring the railroads to the area in the 1870s, the Federal Reserve Bank in 1914, Southern Methodist University in 1915, Dallas Love Field Airport in 1927, the Texas Centennial Exposition in 1936, Dallas/Fort Worth International Airport in 1973, and the Republican National Convention in 1984 -- to name just a few.

For every one of these major public endeavors, there have been countless private enterprise initiatives that have helped put Dallas on the map.

### **The 20th Century**

In 1907, fashion and elegant living were redefined when Neiman Marcus opened in downtown Dallas and J.S. Armstrong opened his exclusive Highland Park shopping development north of the city.

In 1930, C.M. "Dad" Joiner struck oil 100 miles east of Dallas. With the discovery and development of the East Texas Oil Field -- the largest petroleum deposit on earth at the time -- Dallas became a center of oil-related activity. Although Dallas County has never had a working oil well, the region's role as the financial and technical center for much of the state's drilling industry has been as good as gold. Commerce and industry have followed suit, adding to the city's success and progress.

The 1960s was a time of turmoil in many U.S. cities, and Dallas had its share. The lowest point in Dallas history came on Nov. 22, 1963, when President John F. Kennedy was assassinated on a downtown street. The event cast the city in an awful light, as people throughout the world asked, "What kind of place is Dallas?" Although history would show that Dallas itself was not to blame, the people of Dallas took it hard and entered a period of deep self-evaluation and introspection.

Under the leadership of Mayor J. Erik Jonsson, the city regained its self-esteem.

Besides, there was much to be proud of at the time. Football's Dallas Cowboys began their march to fame in the 1960s, as did entrepreneurs such as Ross Perot and Mary Kay Ash. The

Dallas Market Center continued to grow, and Six Flags Over Texas opened in nearby Arlington. But most importantly, it was in 1965 that the cities of Dallas and Fort Worth agreed to build an airport to serve the entire region. With the opening of giant Dallas/Fort Worth International Airport in 1973, John Neely Bryan's dream of a major inland port was finally realized.

As the 1980s came to a close, Fortune Magazine named Dallas/Fort Worth -- site of many major corporate relocations -- the No. 1 business center in the land. Dallas also gained international attention as a dominant force in the convention, meetings and tourism industry. Dallas is one of the leading convention destinations in the U.S., due to the city's outstanding convention and meeting facilities, world-class accommodations, numerous restaurants, and endless variety of entertainment and recreational opportunities. Important to this effort was the rejuvenation of downtown Dallas as a major center for entertainment and other pursuits. The Dallas Arts District, the West End Historic District along with continued renovation and upgrading of downtown hotels, has been a driving force in this renaissance.

### **DALLAS TODAY**

The ninth-largest city and part of the fourth-largest metropolitan area in the nation, Dallas covers approximately 343 square miles and has a population of 1,299,543. The ultra-modern and sophisticated city attracts worldwide travelers, making the area the No. 1 visitor and leisure destination in Texas. Dallas is centrally located and within a four-hour flight from most North American destinations. DFW International Airport is the world's third busiest airport, offering nearly 1,750 flights per day and providing non-stop service to 144 domestic and 44 international destinations worldwide annually. In addition, Dallas Love Field Airport is conveniently located 10 minutes from downtown.

Once here, visitors can ride one of the fastest-growing light rail systems in the nation or the historic, free McKinney Avenue Trolley from the Dallas Arts District throughout the Uptown area with its restaurants, pubs, boutique hotels and shops. Throughout the city, a visitor will enjoy the best shopping in the southwest, four-and five-diamond/star hotels and restaurants, the largest urban arts district in the nation, 13 entertainment districts and much more. Blend in moderate weather, year-round sports and true Southern hospitality for a true "taste" of the Dallas difference. Visitors are exposed to a city that models its slogan, "Live large. Think big.™" Its pioneering spirit is alive and well, and the philanthropic contributions from its many residents continue to enrich the community and quality of life.

Dallas is also a leading business and meeting city. In 2010, 24 area businesses were named Fortune 500 companies, including Exxon Mobil, JCPenney and Texas Instruments.

*-Dallas Visitors Bureau  
www.visitdallas.com*