

**WELCOME TO
THE ENGLISH LANGUAGE
&
CULTURE INSTITUTE**



**STUDENT
HANDBOOK
(Learning the ELCI Way)**

(Revised January 2018)

Welcome to the ELCI!

We are very pleased that you decided to attend our school. While you are here, the administrators and teaching staff will do everything possible to ensure that your stay is fun and rewarding.

Monmouth and Albany are wonderful little towns. The people are friendly and the weather is mild all year round. When you walk down the streets, people who walk by will always greet you with a smile and a happy “Hello”. We love this area and know you will also.

In order to make your time here with us more enjoyable, we first need to make sure some things are understood by all of our students. That is the purpose of this Student Manual.

The rules, policies and general information in this book will answer many of the questions you may have. It is important that you understand everything in this book. So...

IF YOU HAVE A QUESTION ABOUT ANYTHING IN THIS BOOK, ASK SOMEONE IN THE OFFICE TO HELP YOU UNDERSTAND.

Mission Statement:

The mission of the English Language & Culture Institute is to assist English Language learners in increasing their knowledge of the English language and American culture through intensive, semi-intensive, and language and culture programs. The primary focus of the Intensive English Program (IEP) is to prepare students to gain admission to, and succeed in, United States high schools, colleges, and universities.

TABLE OF CONTENTS

TUITION AND FEES

TUITION	1
REFUND POLICY.....	1
LATE PAYMENT.....	1
SEVIS CANCELLATION.....	1
BOOKS/BOOK VOUCHER.....	1
TUITION REFUND POLICY	1
MEDICAL INSURANCE	1

IN THE CLASSROOM

CLASSROOM RULES	2
GRADING	2
TARDINESS	2
MAKE-UP WORK	2
ACADEMIC CONCERNS.....	2
HELPFUL HINTS	2

VISA STATUS

MAINTAINING STUDENT STATUS	3
----------------------------------	---

ATTENDANCE & GRADES

EXCUSED VS. UNEXCUSED ABSENCES / ABSENCES AND MAKE-UP WORK	3
GRADE POINT AVERAGE (G.P.A.)	3
BREAKS AND TRANSFERS.....	4
TRIPS OUTSIDE THE UNITED STATES	4
TRANSFERRING TO A NEW SCHOOL	4
EXTENSIONS	4
CHANGE OF ADDRESS.....	4

ELCI RULES and POLICIES

SMOKING/MARIJUANA POLICY	4
ALCOHOL	4
STUDENT LOUNGE.....	4
KITCHEN	5
RESTROOM USE	5
COMPUTER LAB	5
SCHOOL CLOSING DUE TO BAD WEATHER.....	5
STUDENT COMPLAINTS.....	6
PROMOTIONAL SERVICES.....	6
BUILDING POLICY.....	6
OTHER.....	6
ENROLLMENT AGREEMENT (Sample)	7
ELCI CANCELLATION and REFUND POLICY (Sample).....	8
ATTENDANCE & GRADE POLICIES.....	9
COMPUTER LAB RULES (Sample).....	10

LIVING IN THE UNITED STATES

CULTURAL DIFFERENCES	1
DINING.....	11
DAYCARE.....	11
TRANSPORTATION SERVICES.....	12
US POST OFFICE & SERVICES.....	12
CARS/ DRIVER'S LICENSE/ TRAFFIC TICKETS/ AUTOMOBILE INSURANCE.....	12
BICYCLES.....	12
HOMESTAY	13
EXTRACURRICULAR ACTIVITIES.....	13

TUITION AND FEES

TUITION

Tuition at the ELCI includes course fees and the student placement-testing fee. Tuition payment is due prior to new student testing and orientation. For continuing students, payments are due prior to the start of a new session.

REFUND POLICY

Please see Enrollment Agreement on pages 7 & 8

Program Application Fee: Non-refundable

LATE PAYMENT

There will be a \$50 late payment penalty after the 1st day of the session. Students will not be permitted to attend classes until all payments are made in full.

SEVIS Cancellation

If a student has not paid by the end of the 3rd day of the session, the student will be reported in SEVIS for non-attendance and the SEVIS record will be terminated.

BOOKS/ BOOK VOUCHER

Students will purchase all books on the first day of classed with their prepaid Book Voucher.

Students are expected to use their books in class and for homework assignments.

Students who have not paid for required books will not be allowed to attend after the 2nd day of class.

TUITION REFUND POLICY

Please see the Cancellation and Refund Policy on page 7 & 8

MEDICAL INSURANCE

All students must have health insurance. It is not included in the cost of tuition. If you have already purchased international insurance you must write the company name and policy number on your student information form. If you do not have insurance, you must purchase a United Health Care Policy at registration. The rate for policies purchased through the ELCI are \$100.00 per session/ \$25@ week.

The United Health Care Policy requires any special treatments, to be authorized through their office FIRST. Before obtaining medical care, call the telephone number on your card.

All ELCI students MUST show proof of health insurance. You will NOT be permitted to study at the ELCI without a valid health insurance policy.

Students who do not have health insurance by Orientation Day will be required to purchase a policy at the ELCI through Global Secutive Insurance.

IMPORTANT!

The cost of visits to the hospital or a doctor in the United States is very expensive. If you do not have health insurance, or if you let your insurance stop, there is a great financial risk if you get sick or injured while in the U.S.

IN THE CLASSROOM

CLASSROOM RULES

1. SPEAK ONLY ENGLISH IN THE BUILDING!
2. Each teacher will tell you the rules for his/her class. If you do not understand the rules, please ask your teacher.
3. Come prepared for each class. If homework is assigned, do it. If the teacher has announced a test, prepare for it.

GRADING

Following is the general grade formula which all teachers use to determine each student's final term grade:

Attendance	20%
Classroom Participation	20%
Homework	20%
Quizzes	20%
Final Exam (Progress Evaluation)	<u>20%</u>
TOTAL	100%

*Teachers may vary the distribution of the percentages if it is appropriate to the class.

TARDINESS

Tardiness causes unacceptable disruption to the class and is related to poor academic performance. If a student is tardy more than 3 times during a session, they will be required to receive counseling from the director. If tardiness continues, the student may be required to find another school.

MAKE-UP WORK

Each teacher will have a policy for making up work for missed class. If you are going to miss school or have already missed a day of school, you need to speak with each of your teachers to make up your work. If you will be absent, please call or email the office **BEFORE** your absence. Calling before an extended absence shows courtesy and the teachers may be more willing to allow you to do make-up work for excused absences.

Monmouth : 503-838-0157

Email: admissions@elci.us

Albany: 541-918-8800

Email: albany@elci.us

ACADEMIC CONCERNS

If you have questions or concerns about your classes, teachers, or progress in general, please speak with the Director or Academic Coordinator. If you believe that you are placed in the wrong English level, you may make an appeal with the Academic Coordinator, who will work with you to determine your correct placement.

HELPFUL HINTS

All of us at the English Language & Culture Institute want you to have a successful stay in Oregon.

The staff and teachers ask that you:

1. Attend classes regularly. In order for you to progress quickly, attend your classes every day.
2. Come to class on time.
3. Bring your textbooks, notebooks, pens, pencils, and dictionaries to class every day.
4. Do not chew gum during class
5. Throw all papers in the trash cans or recycle containers.
6. Use English only.

If you speak only English with your friends and classmates, your English will improve tremendously.

****Remember, it is impolite to speak your native language among those who do not understand.*

VISA STATUS

MAINTAINING STUDENT STATUS

Students on a F-1 (Student) Visa MUST be “full-time” students. In accordance with SEVP guidelines, the ELCI defines full-time students as those who attend a minimum of 20 hours of class each week.

Our Intensive English Program (IEP) includes 21 hours of classroom instruction in the four skill areas (Grammar, Writing, Reading and Listening-Speaking), plus an additional 30 minutes to one hour of private tutoring per week. To help guarantee that this attendance level is maintained by our students, the ELCI has the following policy:

Student grades and attendance reported to the ELCI director after progress evaluations or finals. If a student’s GPA (grade point average) is below 2.0 at the end of the 1st session, he will receive a *Letter of Warning*. If, after the student’s 2nd session, a 2.0 GPA has not been achieved, the student will receive a *Probation Letter*. If, after the student’s 3rd session, a 2.0 GPA has not been achieved, the student will receive a *Letter of Dismissal*, their I-20 will be terminated and they will not receive a refund of any kind.

In summary, every student must maintain a GPA of at least 2.0. Anything below this is not acceptable.

If you have any concerns or questions about your I-20 or VISA status, please see the Director.

ATTENDANCE, GRADES, & PROGRESSION

EXCUSED VS. UNEXCUSED ABSENCES

Absences may be excused when they are confirmed by a doctor’s note on official letterhead or a note or phone call from Host Family. A missed class will result in zero points for Attendance and Participation for that class. However, a student may receive credit for all missed academic assignments, such as quizzes, homework, projects and exams, by:

- a. The first day you return to class, talk to your instructors to make up missed assignments.
- b. Completing the make-up work on or before the due date assigned by the instructor.

**** Contact your instructor to let them know you are sick or unable to attend for any other reason. ****

ABSENCES AND MAKE-UP WORK

PROGRESSION

A student’s GPA **is not** a direct reflection of student progression. Student progression is measured and determined through forms of assessment (Quizzes, Projects, Finals). Teacher recommendations and iTEP scores are also used when more support is needed.

GRADE POINT AVERAGE (G.P.A.)

A G.P.A. is determined as follows: (Each grade has a point value)

A	4	B+	3.5	C+	2.5	D+	1.5
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	D-	0.7

<u>COURSE</u>	<u>GRADE</u>	<u>POINTS</u>
Grammar	A	4.0
Reading	A-	3.7
Writing	C+	2.5
Speaking & Listening	B-	2.7

Points for each course are added then that total is divided by the number of courses.

EXAMPLE: If Mary’s course grades are:
 $(4.0+3.7+2.5+2.7) \div 4 = 3.23$
The grade point average is 3.23

BREAKS AND TRANSFERS

TAKING A BREAK

SEVIS requires students to study a full academic year (9 months) before they qualify to take an academic break. AFTER a student has met those requirements, no matter which school is attended, then the following rules apply:

If a student has studied for a full academic year (or more) at any authorized school, the student may count all the consecutive months they have studied toward break time.

Transfer students from other schools may count their study time at the other school toward break, as per SEVIS regulation.

TRIPS OUTSIDE THE UNITED STATES

If you have reached a point in your study program where you qualify to leave the U.S. for a short trip, and plan on returning to ELCI, you must complete a **Departure** form available at the front office. Please be sure your I-20 is signed by an ELCI DSO.

TRANSFERRING TO A NEW SCHOOL

If you wish to transfer to a new school you must turn in an **Acceptance Letter** and a **Transfer In Form** to the front office. After receiving these documents the ELCI will transfer your SEVIS record. You must also fill out an **ELCI Transfer Out form**. Contact the school you are transferring to about receiving your new I-20. Please keep in mind the transfer process must be completed within 60 days of the end date on your ELCI I-20.

EXTENSIONS

If your program at ELCI is scheduled to end and you wish to extend it, please fill out an **Extension Form**. You may obtain an Extension form from the ELCI office.

CHANGE OF ADDRESS

If you move anytime while you are a student at ELCI please see the Admissions Coordinator SEVIS requires that your contact information is current. It is important that the ELCI knows your current local address and other contact information.

ELCI RULES AND POLICIES

SMOKING/MARIJUANA POLICY

Smoking is permitted outside the ELCI building in designated smoking areas only. At both ELCI, there are smoking shelters located nearby. Be considerate of others and make sure you put your cigarette butts in the ashtray. We want to keep the ELCI & Oregon clean and green!

The use of marijuana is absolutely forbidden on the ELCI/LBCC campus regardless of Oregon law.

****Legal age for smoking as of January 1, 2018 is 21****

ALCOHOL

The legal age for drinking alcohol in the state of Oregon is 21. Anyone under this age, who is caught drinking, could be put in jail and deported. If you are over 21 and are drinking, and there is anyone with you that is under 21, you could be arrested, put in jail, and fined or deported.

STUDENT LOUNGE

The student lounge / recreation room is available for students to use in their free time. Please put away game materials and ping pong paddles when you are finished. Remember: be polite, show respect, no shouting, and **speak only English** in the student lounge.

KITCHEN

Every student is responsible for cleaning out the microwave or refrigerator if he/she makes a mess. Do not leave food in the refrigerator over the weekend or it will be thrown away on Friday after classes.

Albany: The kitchen is available for student use anytime the ELCI is open. Please clean up after yourself. Wash your own dishes with **hot water & dish soap**, then dry your clean dishes and put them away.

RESTROOM USE

Rules for bathroom use:

1. Toilet paper is thrown in the toilet, paper towels are thrown in the garbage, and used feminine products are thrown in the garbage. Be sure to flush!
2. Always wash your hands after using the restroom.
3. Keep the restroom clean.
4. Turn off the lights in the restroom after you have finished.
5. For safety reasons, clean up any water that you spill on the floor when washing

COMPUTER LAB

The computer lab is available for student personal or school use anytime the ELCI is open. Remember, the computers and all the equipment in the computer lab are school property and are available as a privilege; therefore, you must treat them properly or the privilege may be taken away.

Rules for Use of the Computer Labs and Other Related Materials

- **No Non-English Fonts will be used.**
- **No Food or Drink on the Computer tables.**
- **Log Off Computer when Finished.**
- **Printing may be done by buying paper for 5 cents a sheet from the Yum Yum Corner.**
- **Absolutely No Video Games, Pornography, or Inappropriate Content will be tolerated.**
Sites containing pornography, offensive language and computer games will subject you to suspension from the computer lab for a certain period of time or indefinitely. Note that websites are periodically monitored so please browse wisely.
- **Do not connect your Laptop to the ELCI LAN (local area network). Connect via Wi-Fi only.**
The ELCI has a number of computers in the lab that allow you to conduct internet research, word-process, use CD-ROMs and the like. Therefore, unless approved by a staff member, there should be no reason to use your laptop using our network. You may, however, use your laptop for in-class presentations.

SCHOOL CLOSING DUE TO BAD WEATHER

Monmouth: The ELCI follows the bad weather policy at Western Oregon University (WOU). If there is bad weather, such as snow, ice, or heavy rain and flooding, in the Monmouth/Independence/Dallas area, please go to the WOU website to find out if there is a school closure for that day.

http://www.wou.edu/admin/hr/inclement_weather_guidelines.php

Call 503-838-8026 for the audio version of this campus notice.

Albany: The ELCI-A follows the bad weather policy of our host college, Linn-Benton Community College (LBCC). If there is bad weather, such as snow, ice, or heavy rain and flooding in the Albany/Corvallis area, please go to the LBCC website address: <http://po.linnbenton.edu/closure> to find out if there is a school closure for that day.

STUDENT COMPLAINTS

If you have any complaints about the ELCI program, teachers, or staff, please speak with the Director, leave a note (signed or unsigned) in the Complaints/Suggestion Box in the lobby, or send an email to:
Monmouth - matt.hill@elci.us Albany - albanydirector@elci.us

If you have a complement or complaint about the ELCI, a teacher, office employee or homestay, please complete a Complaints / Suggestions form. You may obtain this form outside the ELCI office. We want your input so we may improve our program.

Informal Complaints

1. The student may lodge an **informal complaint** verbally with any staff member of the ELCI. That staff member will seek to resolve the problem or assist the student immediately in meeting with the appropriate staff member.
2. The staff member will attempt to resolve the complaint in a timely manner. If the student considers the complaint to be serious in nature, the staff member will advise the student to lodge a formal complaint and assist, as necessary.
3. Document conversation on Student Counseling Record

Formal Complaints

1. A student may fill out a **Formal Complaint Form**, which can be obtained from the office staff.
2. The student may meet with any member of the ELCI staff with whom they feel comfortable speaking to about the complaint. The staff member will ensure that the Director receives the formal complaint.
3. The Director will investigate the complaint and report to the student in writing within a week regarding what action will be taken.
4. A copy of the written complaint along with a formal response, outlining action taken or not taken, will be given to the student. Another copy will be put in the student's personal file in the Main Office.

PROMOTIONAL SERVICES

The ELCI occasionally uses student's pictures and names for promotional purposes in flyers, pamphlets, websites, etc. If you do not want your picture used in any of these materials please -inform the director that you do not want your photo taken or used.

BUILDING POLICY

The ELCI is committed to keeping the physical environment of the school comfortable and as clean as possible. Please remember to wipe your feet when entering the building. We also encourage students to join the staff in recycling soda cans, bottles and paper. Please put trash in the trash can.

OTHER

If you need help with medical issues, housing concerns, etc. please feel free to contact the office.



English Language & Culture Institute

You should have received and signed this form at the time of registration.

If not, please sign and date below and hand in at the office.

ENROLLMENT AGREEMENT

- ❖ I certify that the information I supplied on my application form is correct.
- ❖ I have received and understand all of the program costs and fees for my program of study at ELCI. I agree to pay all fees in full BEFORE orientation day. I understand that there is a \$50 late fee after the 1st day of school and that I will not be allowed to attend classes until all the payments are made.
- ❖ I understand that if I have not paid by the end of the third day of classes that I will be reported in SEVIS for non-attendance and my SEVIS record will be terminated.
- ❖ I understand that if I sign up for 12 weeks or more and pay the lower rate of tuition (\$305 per week) then later pay one session at a time, I will be charged the higher rate of \$375 per week.
- ❖ I understand that I will take a series of placement tests on Orientation Day and that I will be placed in the best level for *my* ability based on those tests.
- ❖ I understand that, after my placement tests, I must purchase the books listed for ALL OF MY CLASSES for the term. This fee must be paid on or before the first day of class. I also understand that I will not be allowed to attend any classes until all the payments are made.
- ❖ Government-sponsored students who do not yet have a Financial Guarantee must pay all tuition and fees by the first day of class. Upon receipt of the Financial Guarantee, the student will be refunded his/her payment in full.

ELCI CANCELLATION and REFUND POLICY

Application Fee:

- ❖ Non-refundable.

Cancellation: (For students who do NOT attend the ELCI)

- ❖ I understand that if I cancel my enrollment BEFORE arriving in the US and after having paid my tuition, I will be entitled to a 100% refund minus any bank wire fees.
- ❖ If I cancel after having arrived in the US and immediately transfer to another institution, there will be no tuition refund for the first three pre-paid sessions (one term). (Prepaid books, airport service, and insurance may be refunded.)
- ❖ I understand that I will receive a 100% refund for all prepaid tuition beyond the first 3 sessions minus any required bank fees.

Cancellation: (For students who DO attend the ELCI)

- ❖ I understand that if I come on an I-20, I must prepay a minimum of 3 sessions and that in order to transfer to another school after 3 sessions I must have a Letter of Acceptance from the new school.
- ❖ I understand that there will be a 30% cancellation fee for all unused pre-paid tuition for any session after the first three. No refunds will be given for the current term.
- ❖ I understand that no refunds will be given to students who leave before the end of the first term.
- ❖ I understand that refunds will be mailed to the student's home address/agency or will be wired to a designated bank minus the bank wire fees. No refunds will be given before the student leaves the ELCI.
- ❖ There will be no refunds for students who are expelled for criminal activity or at the request of the institution for violating campus rules.

Insurance:

- ❖ I understand that I must have medical insurance during my stay at ELCI. I must show proof of coverage **on the day of or before registration**. If I do not have insurance I must purchase a policy recommended by the ELCI at the time of registration.

ELCI ATTENDANCE & GRADE POLICY

Warning, Probation, Dismissal

There are three levels of academic standing at the ELCI: Warning, Probation, and Dismissal. Students may be put on academic standing based on their grade point average.

- Students with a GPA of under 2.0 will be given a letter of warning at the end of the session. This allows the students one session in which to bring up the next session's GPA to a score of 2.0 or higher.
- Students who do not raise their GPA for the second session will be put on probation.
- Students who do not raise their GPA for the third session will be dismissed from the ELCI.

*Students who can legitimately prove that they were absent for reasons of health or who have been given clearance for their absence by the Director will not be subject to academic standing for those days only.

**Students are permitted to Appeal dismissal from the ELCI. It will be up to the Director whether to allow the student to continue to the next term or not. Students are not given a chance for a second appeal.

If you are dismissed from the ELCI, you will have 15 days in which to find a new school or return to your home country. If you are admitted to a new school, be sure to bring or send a copy of your Acceptance Letter to the ELCI so that your SEVIS record can be transferred. Students who do not show an acceptance letter within 15 days will be terminated in the SEVIS system and **MUST** return to their home country.

RULES for USE of ELCI COMPUTER LAB and OTHER RELATED MATERIALS

- ❖ Turn Computer Off when Finished.
- ❖ Do Not Connect your Laptop using the ELCI Ethernet Cord.

You may connect to ELCI's network wirelessly. See the front desk for the password. The ELCI has a number of computers in the lab that allow you to conduct internet research, word-process, use CD-ROM, etc.

- ❖ User is Responsible for Damaged Materials
- ❖ No Food or Drink in the Computer Lab.
- ❖ Printing may be done in the Computer Lab.
- ❖ No Video Games, Pornography, or Inappropriate Content
- ❖ **Absolutely no inappropriate content will be tolerated!!!** Such sites containing pornography, offensive language and computer games will subject you to suspension from the computer lab for a certain period of time or indefinitely. Note that websites are periodically monitored so please browse wisely.

.....

LIVING IN THE UNITED STATES

CULTURAL DIFFERENCES

You will notice many differences in American culture from your own. It is important that students learn American manners, because what you think is polite might be offensive to Americans. Some helpful tips to remember:

- ALWAYS say “Please” when asking for something and “Thank you” when someone does something for you.
- It is impolite to speak your native language around English speakers. Try your best to speak English.
- Do not demand things and expect people to follow your demand just because you tell them to do it; people will help you more often if you are polite and patient.
- In the United States, males and females are equal. Both should be treated with respect and courtesy.
- If someone asks you a question or speaks to you, you should always recognize them and answer them. If you do not, people will think you are rude.
- It is polite to offer your assistance if someone needs help in any way at home, school or anywhere you see a need.
- Always clean up after yourself. People who leave messes at home or at school are considered disrespectful. Do not throw trash outside or in the parking lots.

DINING

Monmouth: There are many restaurants in Monmouth where you can get prepared food for breakfast or lunch.

- The **YUM YUM CORNER** Drinks, snacks and limited lunch items are available at the ELCI Yum Yum Corner. During breaks and lunch only.

Albany: There are several places on the LBCC campus where you can get prepared food for breakfast or lunch. After 5:00 pm, however, you must use the vending machines or bring your own food. All the food services on campus are run by the culinary arts program, which generally produces very good quality food.

- The **COURTYARD CAFÉ** is on the ground floor of Takena Hall and is open Monday through Thursday from 7:30am-5:00pm and Friday from 7:30am-3:30pm. The Café offers sandwiches, salads, and some hot foods.
- The **COMMONS CAFETERIA** is on the second floor of the Calapooia Center and is open Monday through Friday from 10:00am-1:30pm. The Cafeteria primarily serves hot food and the menu changes weekly.
- The **SANTIAM RESTAURANT** is also on the second floor of the Calapooia Center and is open from Monday through Thursday from 11:00am-12:30pm. This is a formal dining room and service is slow, so be careful about your class times. This restaurant serves gourmet meals at a low price. Call ahead to make a reservation at 541-917-4392.
- The **YUM YUM CORNER** Drinks, snacks and limited lunch items are available at the ELCI Yum Yum Corner. During breaks and lunch only.

DAYCARE

Monmouth: There are no daycare facilities on campus.

Albany: There is a service called Family Connections that offers referral services to help you find local daycare. Their number is 541-917-4899. There are no daycare facilities on campus available for ELCI Students.

TRANSPORTATION SERVICES

Monmouth:

CARTS Bus (Dallas, Monmouth, Independence, Salem)	503-585-5187
HUT Airport Shuttle (Salem to Portland)	503-364-4444
AMTRAK (Train) (Salem)	800-872-7245
Greyhound Trailways Bus Line (Salem)	503-362-2428
Central Valley Taxi Service (Call Ray)	503-420-8468

Albany:

Albany Transit (buses)	541-917-7500
AMTRAK (Train)(Albany)	800-872-7245
Orange Taxi	541-979-6622
Other One Taxi	541-936-2939
Greyhound Trailways Bus Line (Corvallis)	541-757-1797
HUT Airport Shuttle (Albany to Portland)	503-364-444
Oregon Express Shuttle	541-207-0498

U.S. POST OFFICES & SERVICES

Monmouth:

Monmouth Post Office	437 E. Clay	503-838-1031
Independence Post Office	216 S 2 ND	503-838-1600
Independence UPS (True Value)	1555 Monmouth St	503-838-1255
Dallas Post Office	768 SW Church	503-623-2146
Dallas UPS (Tips)	164 SE Washington	503-623-9495
Salem Post Office	1050 25 TH SE	503-370-4700

Albany:

Students may have mail sent to the ELCI for pick-up and you may also purchase stamps and mail your letters from the office. Remember, postal rates vary according to country, so please check with the post office for the international rate.

CARS

Driver's License: You must have a valid driver's license to drive in Oregon. You do not need an Oregon driver's license if you are a non-resident 16 years old or older currently licensed in your home country or if you have and *International Driving Permit*. However, if you buy a car in Oregon, you must get an Oregon driver's license and obtain car insurance.

Traffic Tickets: If you receive a ticket for speeding or for any other reason, you can pay the penalty online. You do NOT need to go to court to pay the fine.

Automobile Insurance: You must have liability insurance to drive a motor vehicle registered in Oregon. Liability insurance means you can pay for damages you cause to others up to a set amount.

DRIVING UNDER THE INFLUENCE IS PROHIBITED IN THE UNITED STATES AND IS PUNISHABLE IN THE STATE OF OREGON BY LICENSE SUSPENSION, FINES, IMPRISONMENT & CONFISCATION OF VEHICLE.

BICYCLES

Bicycle riders must obey the same rules as car drivers.

1. Ride on the right hand side of the road.
2. Ride on the road, not on the sidewalk.
3. Stop at traffic lights and stop signs.
4. Give the right of way to pedestrians.
5. Riders under 17 must wear a helmet.

***Avoid theft! Lock your bicycle
whenever you leave it.***

HOMESTAY

The homestay experience provides an excellent opportunity to use English in a natural environment every day. Your American homestay family will think of you as another member of their family rather than as a guest, therefore, it is important to understand that in America every member of the family takes part in daily chores and assisting each other. Here are a few common courtesies that should be followed in order to make your stay with your family a pleasant one:

1. Respect the family's rules.
2. Treat your host parents as if they were your own parents. If they ask you to do something, be respectful and do it.
3. Call your family when you are going to be home late so they don't worry about your safety.
4. Limit showers to less than 15 minutes.
5. Keep your bedroom clean at all times and make your bed each morning.
6. Be considerate of others.

Remember, if you have any problems with or questions about your homestay, don't hesitate to ask the Director of Student Services. We are here to help you!

Pay expectations (toiletries, bus passes)

CULTURAL & EXTRACURRICULAR ACTIVITIES

CULTURAL ACTIVITIES: As a value-added service to the students, and at no additional charge, the ELCI will provide social and recreational activities that reflect the American culture. Activities will be conducted weekly during each session, typically on a Friday. Be sure to enjoy these opportunities.

****See online Calendar****

EXTRACURRICULAR ACTIVITIES:

Monmouth:

- There is always some way that you can become involved in activities that are happening in the Monmouth area.
- The bulletin board in the ELCI entryway will have the most up-to-date lists of community information. If you have any questions on how to get involved ask the ELCI office.
- There are also many other activities which you can attend. Theater productions, musical performances, dances and sporting events are all available for you to attend and enjoy. Posters on the bulletin boards often advertise these events.

Albany:

- It's easy to become involved in the many activities that are happening in the Albany area and at LBCC.
- There are many activities which you can attend. Theater and musical productions, dances and sporting events are all available for you to attend and enjoy. Information about these events is available at the ELCI and on LBCC's campus.
- There are also various sports fields and courts on campus. Equipment for basketball, tennis, volleyball, soccer, etc. can be checked out with your student ID card in the laundry room at the Activities Center on campus. If you are using a volleyball, basketball, or tennis court, please make sure there is no class being held before you enter.

GET INVOLVED!
MAKE THE MOST OF YOUR STAY HERE!

*It is our sincere hope that the information in this book will help
you enjoy your time here with us more fully.*

*Sincerely,
The ELCI Staff & Teachers*