



## Orientation Guide and Student Handbook 2023

### Welcome

Welcome to the English Language Academy and DePaul University. At DePaul University, we value international education. We value community, and you are an important part of this community.

### ELA Mission

The mission of the ELA is to prepare international students for success in academic pursuits and global careers by providing exemplary English language instruction and fostering the development of intercultural competence.

### Our Location

The ELA office is in Suite 1100, on the 11<sup>th</sup> floor of Lewis Center, at 25 E. Jackson Blvd., Chicago, Illinois 60604. All ELA classes will be in the Loop Campus.

### How to Contact Us

The ELA office is usually open from 9:00 a.m. to 5:00 p.m., Monday through Thursday. We have our [virtual office](#) open on Friday from 9:00 a.m. to 5:00 p.m. We are closed on Saturdays, Sundays and official holidays. From time to time, the office has reduced hours in order to facilitate ELA activities. When there is an irregular closing, notice to that effect is posted at the office entrance.

If you have a question or need help, please visit us before classes, during lunchtime, or after classes.

Our office telephone number is: 312-362-6455.

For general questions and information, our e-mail address is: [ela@depaul.edu](mailto:ela@depaul.edu).

(The ELA Administrators have access to this e-mail.)

Our web site is: <http://ela.depaul.edu>.

All of your instructors will give you their office telephone numbers and e-mail addresses. Also, you can leave notes for any ELA employee at the ELA front desk.

### Administrative (Office) Staff and Instructors

Director	Cheryl Jones	Lewis 1166
Assistant Director	Sachiko Larrimore	Lewis 1160
Receptionist	Rudina Zelo	Lewis 1100
Receptionist	Abby Veerachatidham	Lewis 1100

For a complete and current list of the ELA's instructors, please visit our web site:

<http://ela.depaul.edu>

Updated: December 20, 2022

## Getting Started at the ELA

Most students, and all students in F-1 status (explained below), take four ELA classes, for 18 total contact hours per week. Your classes will be: Writing, Reading, Grammar, and Spoken English (speaking **and** listening). The classes are between 9:30 a.m. and 3:30 p.m. After taking the placement exam, new students get an individual class schedule with courses in Foundations, Intermediate, High-Intermediate, Advanced, and/or University Bridge level(s).

The ELA also has special elective classes. They begin at or near the beginning of the term. You may take an elective class in addition to your ELA program. Elective courses change from term to term. Electives are not usually offered in Summer Terms and occasionally not offered in other terms.

## Important Items Before Orientation

Before beginning ELA classes, new students need to do several important things:

1. Get Your ID Card: Visit ID Card Services, DePaul Center room 9200.
2. Upload Your Immunization Record: Use this link: <http://www.depaul.edu/admission-and-aid/admitted/Pages/immunizations.aspx> to upload your immunization documents.
3. Upload Your Immigration Documents: New F-1 Students, please plan to upload your immigration documents (passport, visa, I- 20 and I-94) for you and any family members with you to the secure portal via ISS. You may also take your documents to ISS, located in the Global Engagement office, suite 9300 DePaul Center. The instructions and link to secure upload is here : [http://oiss.depaul.edu/docs/Online\\_Checkin\\_Instructions.pdf](http://oiss.depaul.edu/docs/Online_Checkin_Instructions.pdf)
4. Pay Your Tuition: Pay your tuition and fees online immediately through Campus Connect. *Campus Connect>Student Center>Finances>View ePAY/eBILL*  
When you have paid, you will receive a receipt. If you are unable to pay your tuition right now, please speak with the ELA Associate Director. This section does not apply to students with official sponsorship documents from scholarship agencies.
5. If you have a scholarship, please make sure you deliver your scholarship guarantee documents to DePaul University Student Accounts, DePaul Center room 9900. This will make sure the university has your scholarship documents.

## Account Holds

F-1 students must check in with the Global Engagement office (item 3 above) and turn in Immunization Records (item 2 above). If they do not do those two things, they may get a “hold” on their student account. A “hold” is a serious problem. If you have a “hold”, you cannot get an ID card or your class schedule until you fix the problem. Students are responsible for turning in required documents in order to remove a hold.

## Your Status as a Student

You are a DePaul University student who has been accepted for study at the English Language Academy. In most cases, you are a “full-time student.” This means that you are taking four ELA classes, (not including elective classes). However, the ELA also accepts students on a part-time basis, if their immigration status allows part-time enrollment (F-2 students, for instance).

Most of our students enter the United States in F-1 status, as international students holding a non-immigrant visa. After taking classes at the ELA, most of our students enroll in undergraduate (bachelors) or graduate (masters or doctorate) degree programs.

If you want to enroll in a degree program at DePaul University, you must complete a separate DePaul University application because most ELA students are accepted for the study of English only. Many students have been offered Conditional Admission by a degree program at DePaul University.

Full-time ELA students enrolled in four classes are eligible to get the [U-Pass](#) transit card. Membership for the [Ray Meyer Fitness Center](#) is NOT included in your tuition but is available at the DePaul University student rate.

## Official Documents for Students

Students can request documents from ELA that are useful to show proof of study, summary of grades, and enrollment confirmation. Documents are requested through the ELA website at this location: [ELA Document Request](#) (ela.depaul.edu > Current Students > ELA Student Document Request Form) Please allow 2-4 business days for fulfillment.

## ELA Refund Policy

Students who withdraw from the ELA may apply for refunds (except the \$100 non-refundable tuition deposit) according to DePaul University’s Academic Calendar. Please review the Important Intensive English Program Dates [here](#). You must request a refund in writing. Refunds are normally paid only to the applicant.

## ELA Attendance Policy

The ELA requires attendance and encourages participation. As an ELA student, you must maintain excellent attendance. If your attendance drops below 85% in any one class, you will be administratively dropped from that class. To attend your class 85% of the time, you may not miss more than 6.75 hours of class (3 full classes).

Instructors explain their specific attendance requirements at the beginning of the term, including policies for tardiness and time out of class. These requirements will also be in the course syllabi. Students failing to meet minimum standards of participation in ELA classes or regularly failing to turn in assignments are subject to disciplinary action that may include being dropped from the program in the most serious cases.

Instructors document attendance and report to ELA Administrators. They will communicate with students as follows:

1<sup>st</sup> absence (2.25 hours): an email message reminding a student of the ELA Attendance policy

2<sup>nd</sup> absence (4.5 hours): an email message warning student and an invitation for an advising conversation

3<sup>rd</sup> absence (6.75 hours): required advising and notice that further absence will result in drop from the class

While we want every student to attend all possible classes during the term, we know ELA students will have obligations that require them to miss class from time to time. Students may miss fewer than 6.75 hours of any class during the term without penalty. If a student is ill, is required to make a court appearance, or meets a family member coming to Chicago at the airport and misses classes, those absences are not excused.

Teachers are required to report attendance for all ELA students. The ELA administrators keep records of all attendance and report absences to the ISS advisors. Students will receive written communication from the ELA administrators.

If you are administratively dropped in two ELA classes, you will be administratively dropped from the entire ELA program. In this case, no refunds are paid to students, and they receive grades of "WA" (Administrative Withdrawal) in all of their courses. Students who are dropped from two or more classes are normally not eligible to continue study at the ELA in a subsequent term.

Students with F-1 visas with I-20s issued by DePaul University who are administratively dropped, from one class or from the Academy, are by law reported to the U.S. government in the form of a SEVIS update from ISS.

## COVID and Attendance

During the global COVID-19 pandemic, to maximize student, instructor, and staff safety, we require students who have health symptoms that could be related to COVID-19 infection to follow these steps:

- **Do not come to campus or attend classes.**
- **Report your absence** to your instructor and Sachiko Larrimore - Teams chat [slarrimo@depaul.edu](mailto:slarrimo@depaul.edu) - or via email [slarrimo@depaul.edu](mailto:slarrimo@depaul.edu).
- Get tested for COVID-19 as soon as possible - you can find a testing location through the HHS website: [Community-Based Testing Sites for COVID-19 | HHS.gov](https://www.hhs.gov/health-care/testing-sites)
- If you test positive for COVID-19, visit the [CDC's website](https://www.cdc.gov) for the most up-to-date instructions on quarantine, isolation and safety measures.

## Sexual Harassment, Harassment, and Discrimination Policies

Sexual harassment, harassment, and discrimination are not tolerated by DePaul University or the ELA, and such allegations must be reported to University authorities. In cases of sexual harassment, harassment, or discrimination, the University will take action in accordance with its disciplinary procedures.

## ELA Proficiency Scale: Five-levels

Students are placed in one of five proficiency levels, and progression through the levels is based on passing grades and evaluations in each course: Foundations, Intermediate, High-Intermediate, Advanced, and University Bridge.

A **Foundations** student has a basic vocabulary and ability to speak and write simple sentences. Frequent and/or serious errors of structure and word choice are typical. Students often have difficulty with fluency of oral expression. Foundations students can comprehend short adjusted texts and understand simple spoken English that is delivered at a slower than normal pace. Students progress to the Intermediate level of each subject from Foundations by receiving a passing grade (P+, P, or P-).

An **Intermediate** student demonstrates a bit more experience in the use of English. Intermediate students show greater variety of vocabulary use and more correct use of structure than Foundations students. They can comprehend longer texts with fewer adjustments. While they may sometimes be difficult to understand due to pronunciation, word choice, or structure errors, Intermediate students typically are able to sustain conversations on topics of general interest and everyday life. They are beginning to show ability to use English in academic contexts, such as delivering a short formal oral presentation. Students progress to the High-Intermediate level of each subject from Intermediate by receiving a passing grade (P+, P, or P-).

A **High Intermediate** student shows developing competence in all areas of English and greater skill in using English for academic tasks. Students at this level are able to comprehend unadjusted texts at about a sixth grade reading level. They speak and write with greater variety and accuracy of word choice and use more complex grammatical structures than Intermediate students. While they may make several errors in word choice, structure, or pronunciation, these tend to be less severe and less impacting on their comprehensibility. They demonstrate good fluency and are able to participate effectively in group discussions related to social and academic content. Students progress to the Advanced level of each subject from High-Intermediate by receiving a passing grade (P+, P, or P-).

An **Advanced** student demonstrates basic competence in the use of academic English. A student at this level uses complex sentences and variety of vocabulary in both written and oral expression. Advanced students are able to produce well-organized essays that show development and coherence of ideas. They can participate in debates and discussions and deliver longer presentations on academic topics. They can comprehend unadjusted texts of increasing difficulty. While they will make mistakes in word choice, structure, or pronunciation, these rarely obscure meaning. Advanced students demonstrate excellent oral fluency. Students progress to the University Bridge level of each subject from Advanced by receiving a passing grade (P+, P, or P-).

A **University Bridge** student demonstrates competency in the use of academic English. UB students write with both lexical and syntactic variety. They are able to produce well-developed essays and reports incorporating and citing sources. They show fluency and accuracy in oral expression and have facility in adjusting their language for context and register. Students at this level comprehend sophisticated texts and can critically evaluate them. While they will make occasional errors in use of vocabulary, structure, or pronunciation, UB students are highly comprehensible. Students who successfully complete all UB courses (passing grades of P+, P, or P-) receive the University Bridge Completion Certificate.

## Placement Appeals

Students who wish to appeal their level placement must complete a placement appeal form, located on the [ELA website](#). **Placement appeals must be submitted within 5 business days of the first day of classes.** The Director and relevant teacher(s) will review the student's case and make a decision. Decisions made by the Director are final.

**Note:** To move up a level, the student may be required to take another diagnostic exam to demonstrate mastery of the course material. A request to move down may be reviewed similarly, with secondary diagnostic exams, consultation with instructors, and/or interview if deemed necessary.

### New ELA Student Placement Appeal

To move up a level based on a placement appeal, new students must meet any of the following conditions:

- The student earned a score of 75% or higher on the diagnostic exam for the level which the student wishes to skip.



- The student skipped a term or more at the ELA and was placed as a new student into a level which he/she has already passed.

**Spoken class:** The Spoken Coordinator or a teacher of the higher level must interview the student.

**Writing class:** The Writing Coordinator or a teacher of the higher level must review the student's work.

A new student may also request to change sections for the following reasons:

- The student was assigned the same teacher in two different skill areas.

### **Continuing ELA Student Placement Appeal**

A continuing student may request a placement appeal to change sections for the following reasons:

- The student was assigned the same teacher in two different skill areas.
- The student has previously received a grade of RC from the assigned teacher.

### **Grade Appeals**

Students who wish to appeal a grade must complete a grade appeal form and provide documentation to support the request. These forms are located on the [ELA website](#).

Grade appeals must be submitted **within 5 business days** of Campus Connect grade posting. Grade appeals will be reviewed upon receipt to verify that the student's course grade was calculated correctly. If incorrect, the grade will be corrected and level for continuing study will be corrected. If the grade is correct as calculated, the appeal will be held until the student completes the day 1 diagnostic for the repeat course in the new term.

To be considered for a move up a level based on a grade appeal, continuing students must earn a score of 75% or higher on the diagnostic exam for the level which the student wishes to pass, **and** meet the following condition:

- In the previous term, the student experienced a personal emergency such as a death in the family or a serious illness which resulted in missed work and a grade of RC. **(The emergency needs to have been documented during the previous term.)**

### **Continued Study at ELA**

All students who are enrolled in a current term will automatically be enrolled in the next available term of study with the following exceptions:

- Those eligible for ELA Bridge Completion Certificate
- Those who have any type of Financial or Academic Hold on their record
- Those who communicate in writing that they do not wish to continue study

**Taking a Break from Study** – Students may take a break from study during the summer term or after completing three consecutive terms. Students who take a break for one term will return to the next level of study. However, students who are away from the ELA for more than one term will need to retake the placement test when they resume study.

**Holds** -Students who receive one or more grades of RC (Repeat Course) or W (Withdrawal) or WA (Administrative Withdrawal) will have a service indicator (“hold”) placed on their student record which restricts enrollment in continued study. This service indicator requires advising from your ELA Academic Advisor to resolve.

**F-1 Visa and Enrollment** -Registering for the next term at the ELA guarantees your place in our program, as long as you are in good standing, not administratively dropped, and making sufficient progress to continue. If you do NOT register before the end of the term, you do not have a guaranteed space in our program for the next term. After a few weeks, such F-1 students are by law entered on the U.S. government’s SEVIS web site as “discontinued” students.

**Communicating about Continued Study** – Students who do not wish to continue study in the next available term must communicate their plans in writing to ELA Administration. The best way to communicate is by email: [ela@depaul.edu](mailto:ela@depaul.edu). Students may also communicate in writing to ELA Director.

**F-1 Transfer out to Other Schools** - F-1 Visa holders who transfer out of ELA to another school work with their DePaul International Students and Scholars (ISS) Advisor to complete the I-20 transfer. ELA does not document or complete F-1 / I-20 transfers, but we can direct you to your ISS advisor.

## **Academic Progress at ELA**

ELA requires students to make progress toward completion of the program while enrolled. The ELA administrators track student performance. ELA students who pass fewer than 67% of classes during a three-term period or who do not receive a passing grade in a skill/level in two consecutive terms are considered at-risk and are required to meet with the ELA administrators for advising.

ELA affirms the dignity of each individual through the understanding that language learning is a very personal and individual process. We hope to serve as diverse a range of learners as possible, but realize that our program may not be ideally suited to all such learners. When an ELA student’s progress toward completion falls below 67%, we advise regarding their learning behavior, attendance, preparation and participation in hopes to retain them as continuing students. When a student is unable to improve their language skills through all of the resources available to them, we strongly advise them to find another program to continue their English studies.

In rare cases, students who are not able to demonstrate academic progress as described above or whose class behavior is consistently inappropriate are dismissed from the program.



## ELA Grading Scale

The English Language Academy is an experiential, non-credit, certificate program, and you will be evaluated and graded in each of your four classes at the end of each term. Our grading scale is as follows:

P+ (Strong Pass) = 91% and above : means very excellent work; the student passes to the next level.

P (Pass)= 81 to 91 % : means good work; the student passes to the next level.

P- (Weak Pass)= 75 to 80% means below-average work, but the student may register for the next level. A “weak pass” means that you will need to work harder during the next term. Occasionally, students who receive a grade of weak pass may choose to repeat a course in the next term.

RC (Repeat Course) = Below 75% means that the student is not ready for the next level of course work; if the student continues at the ELA, he/she must take the same class again. A grade of “repeat” should not necessarily be considered a failing grade or a message that you have made no progress. Many students make some progress in a course, but are not ready for the next level. In most cases, students are allowed to repeat a class only one time.

WA (Administrative Withdrawal) Given to students who withdraw before the term’s end or who are dropped from classes for excessive attendance or for lack of participation.

**Note:** Students receiving grades of WA or RC have a service indicator placed on their records which prevents future registration for classes until that student completes an advising appointment with their ELA Advisor.

ELA grades are recorded in Campus Connect, and they become a part of the student’s record of study at DePaul University. Students may obtain an unofficial transcript through Campus Connect > Student Center > View Unofficial Transcript.

## Student Employment

Because ELA is a non-credit program, ELA students are not eligible for on-campus employment. Students who matriculate to degree programs will have access to all DePaul University Student Employment benefits.

## Career Center

Only ELA students who have been offered conditional admission may have access to limited selections of DePaul University’s Career Center services. Students who matriculate to degree programs will have access to all DePaul University Career Center benefits. Please see your ELA Advisor for details.

## ELA Academic Integrity Policy

Academic honesty is important, and violations of the academic integrity policy are serious. Such violations include: cheating, plagiarism, falsification of research data, misuse of academic resources, attempts to threaten or bribe employees or students of DePaul University. Instructors will explain their specific academic integrity requirements at the beginning of the term, and these requirements will be written in detail in their course syllabi. Violators of the Academic Integrity Policy are subject to failure of an assignment or course or dismissal from the ELA.

## English Language Academy's Plagiarism Policy & Procedures

ELA students are always expected to do their own, independent work, and they should be very careful about getting help from friends, family members, and tutors outside of class. Plagiarism in an assignment includes:

- Copying any words from another source without giving proper credit
- Self-plagiarism
- Submitting (or memorizing and presenting) work that was written by someone else

Acts of plagiarism are violations of the Academic Integrity Policy. Academic integrity violations are determined by the number of offenses and the "Class of Plagiarism" (see definitions below). For each offense of plagiarism, students will be notified of the offense and its class by the teacher and must meet with their teacher and the Plagiarism Coordinator or Director. Students receive points for each offense of plagiarism. 1st, 2nd, and 3rd offenses have different penalties which depend on the number of points. Sometimes students will have an opportunity for make-up, and sometimes they will not. The least severe penalties may result in reduced grades. After a 3rd offense, the most severe penalties may result in failure of a course or expulsion from the program. A 4<sup>th</sup> offense results in automatic expulsion from the program. Any offense resulting in a total of more than 5 points could result in failure of a class or dismissal from the program. The ELA Plagiarism Coordinator or Director determines the penalties for each offense. The student will have to sign a Plagiarism Offense Form that is kept on their record for the duration of their study with the English Language Academy.

### Plagiarism Policy Term Definitions

- Assignment:** One submission or presentation of work (draft 1 and draft 2 should be considered 2 assignments)
- Make-up:** An opportunity to re-submit an assignment for full or partial credit (at teacher discretion)
- Offense:** One instance of plagiarism (plagiarism on draft 1 and draft 2 should be considered 2 offenses) during a student's enrollment at the ELA
- Penalty:** A punishment for breaking a law, rule, or legal agreement
- Percentages:** The proportion of an assignment which is not the student's own work. Can be determined by either plagiarism-checking software or teacher discretion.
- Plagiarism:** The practice of taking someone else's work or ideas and presenting them as one's own.
- Points:** Numerical penalty assigned to the student's plagiarism record. Assigned per instance and accrued throughout the student's enrollment at the ELA.

**Self-plagiarism:** Submitting work for an assignment which has been previously submitted in another class by the same student.

**Violation:** An action that breaks a law, policy or agreement

**Classes of Plagiarism:**

**Class A (3 Points)** 75% or more of assignment is **either** not the student's own work **or** is self-plagiarized. (ex: entire texts purchased, borrowed, or copied)

**Class B (2 Points)** 25-74% of assignment is **either** not the student's own work **or** is self-plagiarized. (ex: whole paragraphs, accumulation of sentences)

**Class C (1 Point)** Up to 24% of assignment is **either** not the student's own work **or** is self-plagiarized. (ex: sentence-level paraphrasing and citation issues)

## Leaving the ELA

If you are leaving the ELA for any reason, you must **withdraw** in writing.

There are several reasons that a student needs to withdraw from classes. For example, sometimes students must return to their countries early because of a personal or family problem, or a medical condition. In these cases, they should come to the ELA and ask for a withdrawal. "Withdrawal" means that the student has formally and officially left the program. (Please note: these withdrawals are by law reported to the U.S. government.) **A student should NEVER "leave" the ELA program before communicating with the ELA Director or Assistant Director and their ISS advisor.** (Please note: Students in F-1 status who "leave" without withdrawing formally are by law reported to the U.S. government.)

Students sometimes choose to **transfer** to another language school, an academic program at another college or university, or a DePaul University degree program. If you want to transfer, you must meet with your ELA Advisor. F-1 students should also meet with their ISS Advisors to complete necessary paperwork, such as a transfer release form and a correction to the U.S. government's web site. If you have a transfer release form from your new school, please give it to the ELA office or your ISS advisor.

## Complaints and Grievances

The ELA has an informal and a formal grievance process. A complaint is an expression of dissatisfaction with, or unhappiness about, something; and a grievance is a real or imagined cause for complaint, especially a complaint of being treated unfairly. Our Complaints and Grievance form is at the back of this handbook. Copies are also available in the ELA office.

We prefer to deal with minor complaints immediately. If you have a small complaint, speak with the ELA Administrators. The grievance process is slower and requires a completed Complaints and Grievance form. All formal grievances are responded to within 30 days.

Note: For complaints related to **course placements** or **final grades**, use the specific forms located on the ELA website or request the document from ELA Administration.

## Complaints and Grievances

### Dictionary Definitions

*Complaint – an expression of dissatisfaction with, or unhappiness about, something*

*Grievance – a real or imagined cause for complaint, especially of being treated unfairly; resentment or strongly felt complaint against an unjust situation or action*

In the U.S., if you feel that something is wrong, you should talk directly to the people who can do something to help you. For example, if your teacher speaks too quickly, you should ask that teacher to repeat, or to speak more slowly and clearly. At the English Language Academy, we welcome open communication about problems and complaints, and we try to solve them informally and with understanding and respect.

If you have a problem at the ELA, you may speak with your classmates, your teachers, the ELA office staff, the ELA director or an advisor at the Office of International Students and Scholars. If the problem is serious and something you feel strongly about, please schedule an appointment with the ELA Director. We will listen to you and try to help you. In unusual or serious cases, the ELA may request that you write a description of the problem. Generally, there have been few problems and complaints at the ELA; normally, we feel that most problems and complaints can be handled quickly and to your satisfaction.

If you want to file a **formal grievance** with the ELA, **in writing**, complete the form on the next page. In most cases you will receive a written response from the ELA Director within 10 business days, or in unusual or more serious cases requiring more time, within 30 days. The response will tell you clearly how the ELA can *or cannot* address your grievance; what appropriate action we will take, *if any*; and when we will take this action.

If at any time students believe that they have not received a satisfactory or acceptable result, they may file a **grievance** with DePaul University's Division of Student Affairs. If necessary, the ELA will help in this process by a referral to the appropriate official at Student Affairs, located in room 1400, Lewis Center. For information about university policies, grievances, and mediation services for students, please visit <http://sr.depaul.edu/catalog/catalogfiles/2007-2008W/Handbook%20for%20Undergraduate%20Studies/pg2.html>

(DePaul University **employees** may discuss and file **grievances** with DePaul's Director of Employee Relations in the Department of Human Resources TEL 312-362-8506.)

Please note: **The ELA is required to report all complaints and grievances involving discrimination, harassment, sexual harassment and/or retaliation immediately to designated university authorities.** For student-student issues, the authority is the Division of Student Affairs (TEL 312-362-5680); for issues involving university employees, the authority is the Director of DePaul's Sexual Harassment Policy Office (TEL 312-362-6872).

### Office Use

Date form received at ELA \_\_\_\_\_ Written response prepared by \_\_\_\_\_

\_\_\_\_\_ (copy attached) sent by  mail  e-mail  hand delivery

other \_\_\_\_\_ on (date) \_\_\_\_\_ Filed in  student file  employee file

### Formal Grievance

Please explain clearly your grievance. What is the problem? When did the problem begin, or when did you notice it?

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Describe the current situation. What has happened, or what usually happens?

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What, if anything, have you done to try to solve the problem yourself?

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Is there anyone else who has observed or knows about this problem? Please be specific.

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Your name: \_\_\_\_\_ Contact information:

(address/e-mail/telephone number) \_\_\_\_\_

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\_\_\_\_\_ Today's date: \_\_\_\_\_

## **Important Offices and Facilities at the Loop Campus of DePaul University**

You may need to visit these places during your time as a DePaul student:

International Student and Scholars Services (ISS), 9300 DePaul Center (inside the Global Engagement office suite)

ID Services, 9200 DePaul Center – This office issues student ID cards and can resolve small problems with your campus connect login credentials.

Office of Student Records, 101 DePaul Center (inside “DePaul Central”) – Use this office to pay tuition and to turn in your required Certificate of Immunity.

Student Financial Accounts, 9900 DePaul Center. For questions about payment plans and for students with government or other scholarships. Make sure this office has your updated scholarship information.

DePaul University Bookstore (Barnes & Noble), ground floor, DePaul Center – ELA textbooks are located on the lower level.

Computer Labs, in the Student Union, 1350 Lewis Center; 400 CDM Center, 243 S. Wabash (as well as an internet-café setting on the corner of Jackson and Wabash), and the ground floor of the Daley Building, 14 E. Jackson.

Writing Center, DePaul Center 10001 (just inside the library). You can get help from student writing tutors.

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### **Important Addresses in Chicago (nearest locations)**

USCIS - United States Citizenship and Immigration Services 101 W. Congress Parkway (800)-375-5283

Social Security Administration, 77 W. Jackson (Jackson and Clark)

Department of Motor Vehicles, 100 W. Randolph

U.S. Post Office, 211 S. Clark (Clark and Adams)



## Facilities at the Lincoln Park Campus of DePaul University

You might want to visit these places on the Lincoln Park campus:

Ray Meyer Fitness and Recreation Center, 2235 N. Sheffield – This state of the art fitness center is available to ELA students on a quarterly basis: \$88 per quarter.

Student Center, 2250 N. Sheffield

Sage Medical Clinic, 1150 W. Fullerton – Additional “health coverage” clinic fee is available for \$60.00 per term.

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## ELA Extracurricular Activities (Fall, Winter and Spring Terms):

**ELA Club:** A student-led social club that selects its own activities and events. ELA Club members decide their calendar of events at the beginning of the term (some off-campus events are usually scheduled).

**Intramural Athletics:** ELA helps students find teams at the beginning of each term. All DePaul students are eligible to participate.

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## Selected Social and Cultural Organizations at DePaul University:

1. Catholic Student Union (CSU)  
<http://studentaffairs.depaul.edu/ministry/catholic.html>
2. DePaul International Students Organization (DISO)  
<http://www.facebook.com/groups/22901383800/>
3. DePaul Hillel  
<http://www.hillelsaroundchicago.org/>
4. Indian Student Association <https://www.facebook.com/groups/12294019962/>
5. Saudi Students Association at DePaul <https://www.facebook.com/groups/SSA.DePaul/>