



OFFICE OF GLOBAL ENGAGEMENT
**CENTER FOR ENGLISH
AS A SECOND LANGUAGE**
The UNIVERSITY of OKLAHOMA

Intensive English Program

STUDENT HANDBOOK

Expand your world

Welcome to CESL!

We are glad you have chosen the Center for English as a Second Language (CESL) at the University of Oklahoma to continue your studies. We hope that you will find this student handbook helpful. There are many people at CESL and OU who are here to help you as well. Don't be afraid to ask questions when you are confused or do not know something – that's why we are here! You can find important information about CESL on our website: esl.ou.edu

CESL Mission Statement

The mission of the Center for English as a Second Language at the University of Oklahoma is to change lives by providing students exemplary English language instruction to engage with the global community; this linguistic and cultural education empowers students to communicate successfully in social, academic, and professional settings.

To fulfill our mission, we intend to:

- Expose students to academic and professional discourse
- Find ways to make the CESL experience accessible and affordable to potential students from a wide range of backgrounds from all over the world
- Provide an atmosphere where all are treated with respect and everyone's opinions are heard

Location

The CESL offices are in Farzaneh Hall (729 Elm Avenue) on the OU campus. The main office is room 114, and the instructors' office is room 113.

Administrative Organization

CESL is a part of the [Office of Global Engagement](#), a division of the Office of the Provost of the University of Oklahoma.

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Information about CESL

CESL Contact Information

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CESL instructors are professional English as Second Language teachers with a variety of international teaching and cultural experience. Staff profiles can be found at <https://www.ou.edu/globalengagement/cesl/people>

Office of Global Engagement Contact Information

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Session Dates 2024-25

Semester	Session	Orientation	Session Dates	Application Deadline
Spring 2025	1	January 27, 2025	January 28 – March 13, 2025	December 16, 2024
	2	March 24, 2025	March 25 – May 8, 2025	February 13, 2025
Summer 2025	1	May 19, 2025	May 20 – June 26, 2025	April 9, 2025
	2	July 7, 2025	July 8 – August 14, 2025	May 26, 2025
Fall 2025	1	August 25, 2025	August 25 – October 9, 2025	July 14, 2025
	2	October 20, 2025	October 20 – December 4, 2025	September 8, 2025

Deadlines to submit test scores for the OU Track program are:

For entry to OU in Summer 2025: **January 27, 2025**

For entry to OU in Fall 2025: **May 19, 2025**

For entry to OU in Spring 2026: **August 25, 2025**

Orientation

New student orientation will be conducted in two parts:

In-Person Orientation

At the in-person orientation, students will learn about CESL and OU, get to know classmates, instructors and staff, complete placement tests, learn how to log in to university systems, meet their International Student Services advisor, and be given an opportunity to ask questions.

CESL Internet Orientation (CIO)

During the in-person orientation, students will get help to access the Canvas course, CESL Internet Orientation (CIO). The online orientation will review and go into greater depth on topics

introduced in the in-person orientation, such as immigration, health, safety, insurance, and others.

OU ID Cards / Sooner Card

OU ID cards give students access to the cafeteria, dorms, and the gym (fee required). In addition, OU ID cards provide student discounts for entertainment, restaurants, and many items. More information is available at www.ou.edu/soonercard. This card is very important and is necessary for the rest of your college career at OU. You can get a free digital card OR pay for a physical card (\$30). We will help you set up your card. The instructions are [here](#).

Where do I get an OU ID card?

Oklahoma Memorial Union

900 Asp Avenue, Room 127

Norman, Oklahoma 73019

9 a.m. to 5 p.m. Monday-Friday

Cross Village

Cross D: 116 4th Street, Suite D138

Norman, Oklahoma 73019

9 a.m. to 5 p.m. Monday-Friday

Closed Saturday-Sunday

How much will a physical OU ID card cost?

\$30 (credit/debit cards and cash accepted)

What do I need to bring to get an ID card?

Passport/ other form of ID

Enrollment in Classes

As soon as we have completed the placement tests, students will be enrolled in the appropriate courses.

F-1 students must be enrolled in both morning and afternoon classes. F-2 students can only study part time. Other visa status students may have different requirements.

Continuing students will be enrolled in the appropriate courses based on their performance in the previous session.

Change-of-level Request Policy

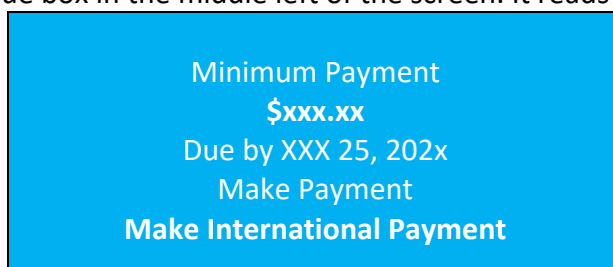
If you think you have been placed in the wrong class level, talk to your teacher. Your teachers and the director will make the final decision. Do not stop going to class or doing the work while your class change request is being considered. If you want to move up a level, the best way to show you are in the wrong level is to be the best student in the class.

If you achieve 90% or higher in your morning class, you can take the placement test before the next session to possibly move up a level.

CESL Tuition and Fees: How to Pay

Your tuition and fee charges will be added to your account within the first few days of classes. They are due upon receipt. Please remember that a service fee will be charged on the 25th of each month if you still have money due on your account.

- 1) Go to <https://one.ou.edu/student/dashboard>.
- 2) Sign in using your 4x4 and your OU password.
- 3) At the top of the screen, click on the word "Financial".
- 4) Look for a blue box in the middle left of the screen. It reads (example):



Note: Only use *Make International Payment* if you plan to use a bank account (not credit card) from another country, not the United States.

- 5) Click on *Make Payment*.
- 6) The name of this page is **Account Payment**. Move down the page.
- 7) On the left side of the screen, click in the box *Pay by Term*.
- 8) On the right side of this screen, type your amount in the last box. Use numbers and a period (NOT a comma). You do not need to use \$ or a comma.

Note: these amounts are only examples!

Correct: ~~Not Correct: \$123.45~~ ~~Not Correct: 123,45~~

- 9) Click "Continue" on the bottom of the screen.

10) On the left, you will see **Amount** with the amount from the previous page. Under **Amount**, you will see **Method**.

11) Click on Select Method.

12) Choose Electronic Check (checking/savings) OR Credit Card via PayPath.

a. If you choose Credit Card via PayPath, **this will charge a small fee.**

b. If you choose Electronic Check (checking/savings), use your bank account in the United States. OU usually does NOT charge any fees when using this option.

13) Click “Continue” on the bottom of the screen.

a. Enter your Account Information completely and correctly.

b. Read it 2 times to ensure you have the correct information.

14) Click “Continue” on the bottom of the screen.

15) On the bottom of this page, click “Submit Payment”.

16) You will receive a confirmation on the screen such as:

Your payment in the amount of \$xxx.xx was successful. A confirmation email was sent to YourEmail@ou.edu. Please print this page for your records.

If you have a problem or a question about paying your bill, you can contact bursar@ou.edu.

Bursar Holds

If you are a continuing student and still owe any money on your bursar account from the previous session, we cannot enroll you in classes until that account has been paid in full. This can cause problems for your immigration status – please check your bursar account regularly to make sure you are paid in full.

Withdrawing from CESL

A student who wishes to cancel their enrollment and withdraw from classes must make an appointment with the director to discuss the situation. We will discuss what consequences, if any, this might have on your visa situation and help you proceed. Be sure to refer to the refund policy.

CESL Refund Policy

The *application* fee is non-refundable. Students who complete their testing and then withdraw from the program are subject to the following CESL refund schedule:

- Within the first week: 80% refund of tuition
- Within the second week: 50% refund of tuition
- Within the third week: 20% refund of tuition
- After the third week there is no refund

***Please note that payment for each session is due in the first week of classes! If you have not paid by the beginning of the third week, you cannot attend class.**

CESL Classes, Policies, and Services

Morning Classes

Depending on the needs of students, we offer five possible levels at CESL: A1, A2, B1, B2, and C1. At each level, students study the following skills: Reading, Writing, Listening, Speaking, and Grammar. These classes are held from 9 - 11:50 a.m., Monday - Thursday. Your level is determined by your placement tests.

Elementary	Pre-Intermediate	Intermediate	Upper Intermediate / Advanced
A1	A2	B1	B2/C1 (Graduate English Pathway)

Note: These levels are based on the Common European Framework of Reference for Languages (CEFR).

Seminar (Afternoon) Classes

These classes are held Monday through Thursday from 1-2:50 p.m. Topics vary based on level and availability. For beginners, we currently offer *Everyday English* and for intermediate level and above, we have *21st Century Discussions* as well as test preparation courses for IELTS and TOEFL iBT which focus on preparing students for standardized English proficiency tests.

Students who have a high enough TOEFL or IELTS score and want to attend the University of Oklahoma should take the *University Preparation* class.

Attendance and Late Policy

If you have enrolled for classes, you are expected to attend in person unless there is a medical or family emergency. We also expect you to arrive on time. If you come late, it is disruptive for the class and therefore disrespectful to the teacher and other students.

Six absences or more in a class = Failure to Attend. This means that you have not attended enough classes to pass the level. You must repeat the level.

For students on an F-1 visa, eight consecutive absences or more means you may be in violation of your visa status. As a result, you might have to leave CESL and/or have your SEVIS record terminated.

When are you late?

You are late to class if you:

1. Arrive after the designated start times
2. Return late after the end of the class break time

You are expected to be in class during the following times:

Morning: 9-11:50 a.m.

Afternoon: 1-2:50 p.m.

If you are late more than 3 times, your teacher may refer you to the director to discuss strategies for coming to class on time. The director reserves the right to review extenuating circumstances.

Illness Policy

We want everyone to stay in the best of health so that you can learn. If you are sick, please do not come to class in person. If you feel able to attend on Zoom, send your teacher a message **before class** and ask them to open the class Zoom link. Remember that once class begins, the instructor may not see your message. If you are sick for more than 2 days, please see a doctor and bring a doctor's note when you return to class.

Sponsored Students

If you are a sponsored student, you may have different attendance guidelines depending on your sponsoring agency. Check with your sponsor.

CESL Grievance Policy

What should you do if you have a problem at CESL?

1. First, talk with your advising teacher (your morning class teacher). Many problems can be solved with a conversation!
2. If your morning teacher cannot solve the problem, contact the director. Fill out the form located here so we understand the issue.

<https://forms.office.com/r/y9fYWn0h91> or use this QR code:



The form will go to the director and will be confidential.

3. Finally, if the issue has not been solved, talk with the CESL sponsor, Associate Provost Dr. Rebecca Cruise. To talk to her, you must make an appointment through Marlene Landini at mlandini@ou.edu or 405.325.1396.

Please follow these steps so you get help with your issue as quickly as possible and so that the people directly involved have an opportunity to resolve the situation.

If you have a private issue, you may make an appointment to speak to the director without these steps.

CESL Academic Progress and Completion Requirements

Maximum Time Limit for Program Completion

Students must complete the CESL program within 12 consecutive sessions of enrollment (2 academic years). Students who do not complete all levels and achieve program exit requirements within this timeframe will be dismissed for failure to make satisfactory academic progress. Extensions beyond 12 sessions may be granted only in exceptional circumstances with documented extenuating factors and written approval from the CESL Director.

Advancement and Grades

CESL uses a standard American grading scale:

Grading Scale:

- 90-100% = *A*
- 80-89% = *B*
- 70-79% = *C*
- 60-69% = *D*
- 59% or lower = *F*

After 2 sessions, most students move up a level by earning 80% or more in their morning courses. Students who achieve below 80% in a morning course in session 1 will join Student Support. Students who achieve below 80% in a morning course in session 2 will stay at the same level but will study new material.

Criteria for Grades

Your grade in each class depends on your accurate use of English in the following areas:

- Successful completion of classwork and homework assignments
- Quizzes, essays, midterm and final tests

CESL Student Support

Student Support gives students with academic problems the opportunity to meet with a teacher outside of class. Students who are not making an 80% or higher by midterm exams will be recommended for Student Support. In addition, students who do not achieve an 80% or higher in the first session of a level are automatically placed on Student Support for the second session. If a student fails to improve after three consecutive sessions on Student Support, a

formal meeting is held with the Academic Coordinator and the CESL Director to discuss next steps, which may include dismissal from the program or transferring to another institution.

Potential Dismissal from CESL

Students may face dismissal from the CESL program under the following circumstances:

1. **Failure to Complete Within Time Limit:** Students who do not complete the CESL program within 12 consecutive sessions of enrollment will be dismissed for failure to make satisfactory academic progress.
2. **Academic Performance:** If students do not make normal and expected progress after three consecutive sessions on Student Support, a meeting will be scheduled with the Academic Coordinator and the CESL Director to discuss next steps, which may include dismissal from the program or transferring to another institution.
3. **Behavioral Issues:** Dismissal from the program for academic or behavioral issues falls under the purview of the director. Disrespectful behavior towards teachers or other students, both in and out of class, and disruptive behavior in class are grounds for immediate dismissal.

Extensions for Exceptional Circumstances

In rare cases, extensions beyond the 12-session limit may be considered. To request an extension, students must:

- Provide documented evidence of extenuating circumstances that prevented normal academic progress
- Submit a written request to the CESL Director explaining the circumstances
- Demonstrate a clear plan for completing the program requirements
- Receive written approval from the CESL Director

Examples of exceptional circumstances that may warrant consideration include documented medical emergencies, family crises, or other extraordinary situations beyond the student's control that significantly impacted their ability to make academic progress.

Advancement and Grades

CESL uses a standard American grading scale:

Grading Scale:

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After 2 sessions, most students move up a level by earning 80% or more in their morning courses. Students who achieve below 80% in a morning course in session 1 will join Student Support. Students who achieve below 80% in a morning course in session 2 will stay at the same level but will study new material.

Criteria for Grades

Your grade in each class depends on your accurate use of English in the following areas:

- Successful completion of classwork and homework assignments
- Quizzes, essays, midterm and final tests

Checking Your Grades During the Session

Your grades and attendance will be posted on Canvas at canvas.ou.edu

You can log in with your 4x4 and password. Be sure to check your grades frequently! Talk to your teachers immediately if you have any concerns or questions about your grade.

Grade Reporting

Your grades will be kept current in Canvas. You can check your grades by logging in to your Canvas courses and using the Grades tab. You will also be sent a final grade report on the Tuesday after the end of the session. If you would also like a printed or electronic full grade report, contact the director to request a transcript of your CESL grades.

CESL Student Support

Student Support gives students with academic problems the opportunity to meet with a teacher outside of class. Students who are not making an 80% or higher by midterm exams will be recommended for Student Support. In addition, students who do not achieve an 80% or higher in the first session of a level are automatically placed on Student Support for the second session. If a student fails to improve after three consecutive sessions on Student Support, a formal meeting is held with the Academic Coordinator and the CESL Director to discuss next steps, which may include dismissal from the program or transferring to another institution.

The Transition from CESL to OU

There are two ways to move from CESL to OU:

Direct Admission

Test Scores: You must have one of the following	
TOEFL iBT: 79+	IELTS: 6.5+
For undergraduates: You must have a high school grade point average (GPA) of at least 2.0 to be <i>considered</i> for admission.	

OU Track

Test Scores: You must have one of the following <i>Test scores must be acquired before the semester deadline (see p.6).</i>	
TOEFL iBT: 61-78	IELTS: 5.5-6.0
For undergraduates: You must have a high school grade point average (GPA) of at least 2.0 to be <i>considered</i> for admission.	
To complete OU Track, you must:	
Bring a copy of your test score to the OU Track Coordinator	
Have a high school GPA or other educational credentials that meets OU Admissions' and their department's standards (see OU Track Coordinator for more details)	
Attend two mandatory OU Track Meetings (one each session)	
Complete two sessions of intensive English instruction at the B2/C1 level at CESL immediately prior to beginning your degree studies	
Earn a B (80%) average in morning class for session 1 and 2.	
Earn a B (80%) or higher in University Preparation	

Note: Students on OU Track must begin their classes at OU in the next available term.

Note: Please review the cost of attendance for your first year at OU – you will be asked to submit new financial documentation when you move to your degree program.

University Preparation Course

University Preparation is an afternoon seminar class that occurs over 2 sessions and prepares students to handle university coursework. *OU Track students must get a B or higher in both sessions of this course to move on to OU.*

This is a required course for OU Track students. If students have qualifying test scores (TOEFL 61-78 or IELTS: 5.5-6.0) by the beginning of the session, they need to enroll in this course for the next two sessions within the same semester, for example, Spring 1 and Spring 2.

For Graduate OU Track Students Only

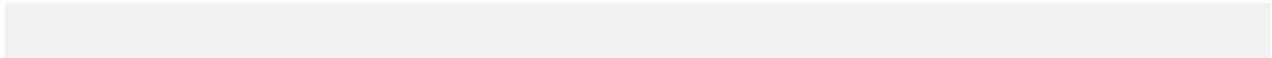
Students should contact the Graduate College AND the office of their degree program for the specific requirements for their program and admissions process.

Some graduate programs will not review an applicant's credentials for admission until the English proficiency requirements (TOEFL/IELTS) have first been completed. Other programs will extend academic admission to a student who has applied to the program with a qualifying GPA (grade point average), and submitted all the required documents, except proof of English proficiency.

Graduate OU Track students have the same requirements as other OU Track students and should come to the Graduate OU Track meetings for specific information. See the OU Track Coordinator with questions.

OU Health Sciences Center Applicants

Check with your program to determine what the test score requirement for admission is. The requirement varies from program to program.



Social Events and Excursions at CESL

Each session there is at least one CESL social event or excursion. They are a wonderful way to get to know your fellow CESL students and practice your English! We will send out announcements and remind you in class. International Student Programming also has fun events which welcome CESL students!

Follow International Programming on Facebook and Instagram to stay up to date with what is going on!

Follow here:

CESL Instagram: @oucesl

CESL Facebook: www.facebook.com/eslou

CESL Twitter / X: <https://twitter.com/OUCESL>

ISS Instagram: @ouinternational

International Advisory Committee (IAC) Instagram: @ou_iac

Classroom Expectations in the United States

- **Respect for teachers** is shown by consistent attendance, punctuality, listening in class, completing homework and participation.
- **Respect for other students** and their ideas creates an open environment for discussion in the classroom. Show respect for your fellow students by listening to their ideas and opinions.
- **Discussion in class is essential.** You must be willing to speak in classes, not just listen.
- **Disagreeing politely** is seen as a mark of a good student.
- **Being wrong is OK** and admitting that you are wrong is appropriate (for both teachers and students).
- **Grades are not negotiable.** You cannot ask your teacher to change or improve your grade. You earn your grades.
- **There is no extra credit.** You must pass your class by completing the assigned work successfully.
- **Students are responsible for** asking questions, participating, and finding out the information necessary to complete assignments and perform activities. The student should arrive for class on time, with homework done, and be prepared to participate actively in your own learning.
- **Instructors are responsible for** knowledge of the course material and for having appropriate lesson plans to teach the students. The instructor will start class promptly and respect the students' time.
- **Instructors will not tolerate** disruptive behavior towards faculty and other students.

Becoming an Excellent Second Language Learner

Excellent language learners study *and use* their second language. This means that they:

- Understand that learning a new language takes time and effort
- Ask questions and talk in class
- Do homework
- Practice English inside and outside the classroom
- Study with classmates after class
- Ask about what they do not understand

In class and out of class, there may be times when someone says something that you just do not understand. This is completely normal! If you do not understand someone, you should:

- Ask them to repeat what they said (*“Could you repeat that, please?”*)
- Repeat back to the person what you think you heard (*“Did you say _____?”*)
- Ask them to write what they said, then look up the meaning of the word (*“Could you write that for me?”*)
- Ask for what a word means (*“What does that mean? Can you say it another way?”*)
- Ask for an example (*“Can you give me an example?”*)

Please Remember:

You are at the beginning of an amazing, life-changing journey! You are not alone. Your classmates are learning with you, and CESL staff and instructors are here to help you learn the English language and American culture!

Information about University of Oklahoma Policies

CESL is a University of Oklahoma program supported by the Provost and part of the Office of Global Engagement. The university upholds the highest standards of academic behavior, including academic honesty and appropriate classroom behavior.

OU and CESL Academic Misconduct Code

Plagiarism

The work you turn in **must be your own**. When you use other people's ideas in your research essays or presentations, you must cite your sources (write the name of the original author) to avoid plagiarism. Plagiarism as defined by the OU Integrity Office includes:

- ⑩ Copying words and presenting them as your own writing
- ⑩ Copying words, even if you give the source, without using quotation marks
- ⑩ Copying words and then changing them a little, even if you give the source
- ⑩ Using Artificial Intelligence (AI) without permission can be considered plagiarism and is a violation of academic conduct.

Remember, even if you express an idea in your own words, it is plagiarism to present someone else's idea as your own. You must always say where you found the idea. In your class you will learn how to accurately and responsibly cite sources, both to avoid plagiarism and strengthen your arguments.

In addition, you must not submit your own work more than once, even if it is for a different class. If you do, it is considered self-plagiarism.

While it is recognized that in some instances AI or ChatGPT tools can be very beneficial, the use of them without permission can be considered plagiarism and is a violation of academic conduct.

Cheating

Any form of cheating is unacceptable, and students can be asked to leave CESL/OU because of cheating.

Common examples of cheating are:

- The use of **unauthorized** materials, information, or study aids in any academic exercise (especially tests)
- Unauthorized possession of examinations
- Falsification of grade records from the past
- Bribery (paying someone to do your work or help you cheat)
- Helping others in any of these acts
- Trying to do anything on the list above

Any incident of plagiarism or cheating will be reviewed. The decisions resulting from each case will be made by the director in conjunction with instructors. If a decision cannot be reached satisfactorily by the Center for English as a Second Language, the case will be referred to the OU Office of Academic Integrity.

Below are guidelines and examples of possible consequences that could result from academic misconduct:

First time	Second time	Third time
<ul style="list-style-type: none"> • Meet with instructor • CESL Director is informed of and documents incident • Receive a zero on the assignment (with the possibility of redoing the assignment at the instructor's discretion) 	<ul style="list-style-type: none"> • Meet with instructor and CESL Director, who documents the incident with the Academic Integrity Incident Form • Receive a zero on the assignment • Attend Student Support 	<ul style="list-style-type: none"> • Meet with instructor and CESL Director, who documents the incident • Fail the course, or further action, including expulsion, to be decided by CESL Director • Student might not be recommended for university admission

For more information about academic integrity please visit:

<http://integrity.ou.edu/students.html>

Alcohol, Tobacco, and Drug Use

Alcohol

The University of Oklahoma has been a “Dry Campus” since 2005. This means that there is **no alcohol allowed on OU’s campus**.

Students will pay a fine for all violations of the alcohol policy. Any student caught with alcohol more than twice in a semester will have to leave OU.

You must be 21 years old to drink alcohol off-campus in the state of Oklahoma.

Illegal drug use is prohibited on the university campus and anywhere in Oklahoma.

The University of Oklahoma policy on alcohol can be found at this link:

<https://www.ou.edu/content/dam/studentlife/documents/AlcoholPolicyRev091911.pdf>

Tobacco/No Smoking Policy <https://hr.ou.edu/Policies-Handbooks/Tobacco-Free>

- Smoking (including vaping and e-cigarettes) is not permitted **ANYWHERE** on OU's Campus.
- This policy is strictly enforced. **You MUST follow it.**
- You will pay a fine if you do not follow the policy.
- If you are interested in quitting smoking, OU can recommend special classes to help you.

Medical Marijuana Policy

The University of Oklahoma prohibits the unlawful use, possession, or distribution of illegal drugs, including marijuana, on campus and at university-sponsored events. Even with Oklahoma state law permitting marijuana use for medical reasons, it is important for students and employees to know they **cannot consume, smoke, or possess marijuana on campus** even though they might have a card or prescription permitting them to use marijuana.

The university policy on marijuana can be found at this link:

<http://www.ou.edu/content/dam/studentlife/documents/Statement%20on%20Marijuana%20Usage.pdf>

Sexual Misconduct

The University of Oklahoma is committed to creating a community where everyone who participates in university programs and activities can work and learn together in an atmosphere free from discrimination and harassment. The university prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures.

<https://www.ou.edu/content/dam/eoo/documents/brochures-and-postings/smdh-student-brochure.pdf>

FERPA

CESL and OU comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes students' rights and institutions' responsibilities regarding the privacy of education records.

Student Records: If students want to give parents, sponsor universities, or scholarship organizations permission to see their transcript, they must complete a **FERPA release waiver**. Waivers are provided during orientation and are available at the CESL office. CESL student records are released to the OU Admissions office during the transition to OU.

Educational Records: Educational records are those records that are directly related to a student and maintained by the university or by a party acting for the university. Some examples are transcripts, coursework, records indicating progress toward a degree, and student financial account records.

Final Grades: CESL students receive grade reports electronically at the end of each session. Transcripts of all CESL coursework are available by request. You can stop by the CESL office or email us at esl@ou.edu.

Parental Rights: Once a student has reached age eighteen, all FERPA rights belong to the student. Parent access to educational records is limited to information classified as directory information under the University Student Records Policy.

The following information is classified as **directory information**:

- Student's full name
- E-mail address(es)
- Dates of attendance
- Class level
- Cumulative credit hours
- Degrees, honors, or awards received
- Mailing and permanent address(es) and telephone number(s)
- The fact that the student is or has ever been enrolled
- Participation in officially recognized activities
- For graduate teaching fellows, status as a graduate teaching fellow and teaching assignment
- Enrollment status (e.g., full-time, half-time or less than half-time)

If you do not want anyone to know this directory information complete this form:

<https://lfforms.ou.edu/Forms/ploPV>

F-1/J-1 Visa Requirements

Attend class – Attend classes to improve your English and to make academic progress in CESL. Failure to make academic progress could cause F-1 visa status to be terminated.

Know the required documents and their expiration – Required documents include I-20, passport, and visa. Students must always maintain a valid passport and must extend their I-20 before it expires. Contact ISS immediately if you lose any of your documents.

Travel signatures – If traveling outside the U.S., bring your documents to the ISS office for a travel signature. Travel signatures verify that you are in good academic and financial standing at CESL on the day the signature was issued. To reenter the U.S., you need a valid visa and a travel signature on your I-20 (F-1 Visa) or DS-2019 (J-1 Visa). If you are traveling inside the U.S., you do not need a travel signature.

Address changes – Tell CESL and ISS of any change of address **within 10 days** of moving to a new address. You must also update your address in ONE (one.ou.edu).

Transferring schools or leaving the U.S. – Students must tell ISS of their plans to leave CESL to return to their home country, or if they wish to transfer to another school. Please allow plenty of time for the transfer process to go through. Students cannot transfer in the middle of the session.

Session Breaks

If students complete **four or more consecutive sessions** at CESL, they may take **one session break** from CESL while maintaining an F-1 status.

Sponsored/scholarship students may have different requirements for their breaks. These students must follow the rules of their sponsoring agency.

Withdrawing from CESL

After withdrawing from classes, students have a 15-day grace period before they must leave the country. If your visa status is terminated (due to failure to enroll or attend, academic misconduct, etc.), you must leave immediately.

If a student stops attending CESL classes and does not inform ISS promptly, they are not entitled to a grace period and must depart immediately.

Potential Dismissal from CESL

If students do not make normal and expected progress after three consecutive sessions on Student Support, a meeting will be scheduled with the Academic Coordinator and the CESL Director. In some circumstances, such as if a student fails to improve after three consecutive sessions on Student Support, a formal meeting is held with the Academic Coordinator and the CESL Director to discuss next steps, which may include dismissal from the program or transferring to another institution.

Note: Dismissal from the program for academic or behavioral issues falls under the purview of the director. Disrespectful behavior towards teachers or other students, both in and out of class, and disruptive behavior in class are grounds for immediate dismissal.

Working as an International Student

The laws concerning work as an F-1 student are very strict. F-1 CESL students can only work ON campus (never OFF campus). On campus, students can only work 20 hours a week during a semester and no more than 40 hours a week during school breaks. F-2 dependents cannot work anywhere in the US.

Contact ISS for more information about working as a CESL student: iss@ou.edu

Check out the information at <https://www.ou.edu/cis/iss/students/employment>

If you want more information about ISS rules, review the ISS presentation here:

<https://prezi.com/view/ls2M6vOd5xmyl47K2MVQ/>

Health Care

Immunizations

Please make every effort possible to get any needed immunizations. You will need MMR (measles, mumps, and rubella) and HepB (hepatitis B) immunizations and TB (tuberculosis) testing completed before coming to campus. Students should email their immunization records and TB testing results to immunization@ou.edu or upload them to the link on the Health Services website below. Be sure to include your OU ID number on all records submitted. Students who are unable to complete the TB test or immunizations before coming to campus must call 405-325-4441 to schedule an appointment as soon as possible.

Goddard Health Center Immunization Office
620 Elm Ave, Norman OK 73019
(405) 325-6039
Website: immunization.ou.edu
E-mail: immunization@ou.edu

Health Insurance

In the United States healthcare is very good, but it is also very expensive, and the system is complex. A medical emergency, sudden illness, or serious accident could create problems for an uninsured person and their family. Even *with* health insurance, there are costs involved.

What does health insurance provide?

When you visit the doctor or another healthcare provider, your health insurance pays most of the expenses. It pays for most ordinary kinds of healthcare (e.g. medicines, X-rays, blood tests) including hospital costs. Typically, you are asked to pay a fee, also known as a “co-pay” (usually around \$25, but this varies), for each visit.

OU Health Insurance

Full-time F-1 CESL students will be enrolled in the CESL-OU Student Health Plan unless you can provide proof of alternative coverage from your government sponsor. When you go to visit a doctor at the Goddard Health Center, you should always **show your digital medical insurance card and OU ID**.

Part-time CESL students are not automatically enrolled in the Student Health Plan, and should verify that they are covered by their family, employer, or other insurance coverage.

Frequently asked questions – for F-1 students

As an F-1 student, can I use my own health insurance?

No, you are required to use OU health insurance if you are an F-1 CESL student, unless your insurance has been provided by your country’s embassy/government or your sponsoring employer and is **approved by the OU insurance office**.

As an F-1 student, how do I get a health insurance card?

You will create an account with the insurance provider and get a digital insurance card.

As an F-1 student, is my health insurance just for me?

Your OU health plan covers you and **can** also cover your spouse, and your children. There is an **additional cost** for the spouse or children, and they must be included at the beginning of the period of insurance. The insurance company will pay for them if they become ill or have an accident.

Goddard Health Services (on-campus) – for F-1 students

Where do I go when I am sick?

Visit Goddard First – Always go to [Goddard Health Center](#) first when you need medical care. Goddard is located at 620 Elm Ave., Norman, OK. The phone number is (405) 325-4441.

Where do I go for medical care if Goddard is closed, or if I am out of town?

Go to Urgent Care – When Goddard is closed, you can go to their recommended after-hours care facilities [listed on their website](#). Urgent care is for treatment of a medical condition needing immediate attention. Examples could include care for flu, cuts, stitches, and broken bones.

You should only visit a **hospital emergency room** when the illness or injury could cause very serious health risk if not immediately treated (e.g. very bad burns, concussions, chest pain, etc.).

IMPORTANT – You **MUST** contact Goddard at (405) 325-4441 within **48 hours** and then inform them that you have visited another facility. Your insurance benefits will be **GREATLY** reduced if you do not.

What if I need to see a specialist?

Get a Referral – A referral is a letter from your doctor saying you need a specialist. You must get a referral from Goddard before you visit any other provider. If you are out of town or require urgent care when Goddard is closed, you must contact Goddard within 48 hours after to get a referral.

How do I find providers outside of Goddard? Go to OU's Academic Health Plan website at <https://ou.myahpcare.com/>. Click on the **Benefits** tab and choose "Find a Doctor." **IMPORTANT** – Do not forget your referral letter.

Medical Translation

If you need help talking to your doctor, there are interpreters available at **Goddard Health Center**.

When you make an appointment, say:

I need a translator for [LANGUAGE], please.

([LANGUAGE]= your language (e.g., Portuguese, Chinese, French, etc.)

You can look at the website for a list of the languages available by phone or video remote.
<https://www.ou.edu/healthservices/services/international-student-resources>

Other Resources - Directory

Department	Phone	Email	Web
CESL	(405) 325-2351	esl@ou.edu	https://www.ou.edu/cis/cesl
International Student Services Emergency Line	(405) 651-2527	helpabroad@ou.edu	
OU ISS office	(405) 325-3337	iss@ou.edu	https://www.ou.edu/cis/iss
Police/Ambulance/Fire	911		
Mental Health Emergencies	988		
OU Police (non-emergency)	(405) 325-2864		https://www.ou.edu/police
Goddard Health	(405) 325-4611	goddard@ou.edu	https://www.ou.edu/healthservices
Health Insurance	See your insurance card		
Norman Regional Hospital	(405) 515-1000		https://www.normanregional.com/locations/norman-regional-hospital/
University Counseling Center	(405) 325-2911		https://www.ou.edu/ucc
OU Housing and Food	(405) 325-2511	housing@ou.edu	https://www.ou.edu/housingandfood
OU IT (computer support)	(405) 325-4357	needhelp@ou.edu	https://www.ou.edu/ouit
Sarkey's Fitness Center	(405) 325-3053	fitrec@ou.edu	https://www.ou.edu/far
Bizzell Library	(405) 325-3341		https://libraries.ou.edu/

OU Food Pantry	(405) 325-2044	OUpantry@ou.edu	https://www.ou.edu/foodpantry
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Campus Help

- **ISS Advising** – CESL students receive immigration advising from International Student Services, available by appointment in Farzaneh 144, iss@ou.edu.
- **OU Goddard Health Center** – The Goddard Health Center is a fully functioning medical center. CESL F-1 students receive services with their OU ID and insurance.
- **OU Library** – OU has an exceptional research facility at the Bizzell Memorial Library. CESL students have full access to this facility and other libraries in the OU system.
- **IT Services** – CESL students may obtain access to OU IT services here: [OU IT Help](#) to register for an OU email account and have access to OU computer labs (locations include Couch Center, Bizzell Library, and the Student Union).
- **Recreation** – CESL students have access to various recreational facilities, including Sarkey's Fitness Center, the OU Swimming Complex and OU tennis courts, but must pay the appropriate fees (gym membership for CESL students is charged per session -- \$45 per session in the spring and fall semesters, \$30 per session in the summer semester).
- **Writing Center** – CESL students may receive free help editing their CESL papers, statements of purpose and other written assignments at the Writing Center, located in Wagner Hall, room 280.
- **OU Admissions** – The Office of Admissions and Recruitment (OAR) processes OU undergraduate applications. CESL communicates directly with the admissions team as soon as students receive an academically admissible score on the TOEFL or IELTS tests. Be sure to apply to OU as soon as possible - [Freshman Admission \(ou.edu\)](#)
- **OU Graduate College Admissions** – The Graduate College Admissions Office processes your paperwork and makes the final decision on your admission, but each graduate department has different requirements. You must coordinate closely with your department and your Graduate College Admissions Advisor to be sure you have all the necessary requirements for your application. CESL communicates directly with the Admissions team as soon as you receive an [academically admissible score](#) on the TOEFL or IELTS tests.
- **OU Counseling Center** – The UCC offers mental health counseling for full-time students. CESL students can also access the [TELUS app](#) for immediate online counseling in several languages.

Other Resources at OU

Sarkeys Fitness Center

CESL students **must pay an additional fee each semester** to use Sarkeys Fitness Center. Sarkeys Fitness Center is located across the street from the dorms at 1401 Asp Ave #170. The facility offers many kinds of sports and activities, including basketball, handball, ping pong, volleyball, yoga, weightlifting, tennis and more! For more info visit: www.ou.edu/far

Student Life

Visit Student Life to find ways to get connected and meet new people: [Get Involved \(ou.edu\)](http://ou.edu/get-involved)

You can also e-mail the Office of International Programming at intlprog@ou.edu or the president of the International Advisory Committee (IAC) at iac@ou.edu.

Connect with CESL on social media!



facebook.com/eslou



x.com/oucesl



instagram.com/oucesl

Information about Norman

Apartments

Some of the apartments available in Norman are listed on the [OU Off-Campus Housing Marketplace](https://ou.edu/off-campus-housing-marketplace). Another resource is The Norman Apartment Guide at <http://www.apartmentguide.com/apartments/Oklahoma/Norman/>

Driving

Oklahoma law allows current (not expired) licenses from students' home countries, if the license has the student's name on it.

To get an Oklahoma driver's license, students must take a written test and a driving test. Driving without a valid license or **without car insurance** is illegal and will result in a very big fine (payment) and your car being towed away.

More information is available at www.ok.gov/dps.

Parking at OU

You must purchase a student parking permit to park on campus.

There are many kinds of parking permits.

When you park, your parking pass **must** match the sign on the parking lot. You will get a ticket if you park at OU without a permit or in the wrong place.

Where can I park?

Click here to download a parking map:

<https://www.ou.edu/content/dam/Parking%20Services/documents/parking-map.pdf>

More information can be found on OU's website:

https://www.ou.edu/parking/faqs_section/parking_permits

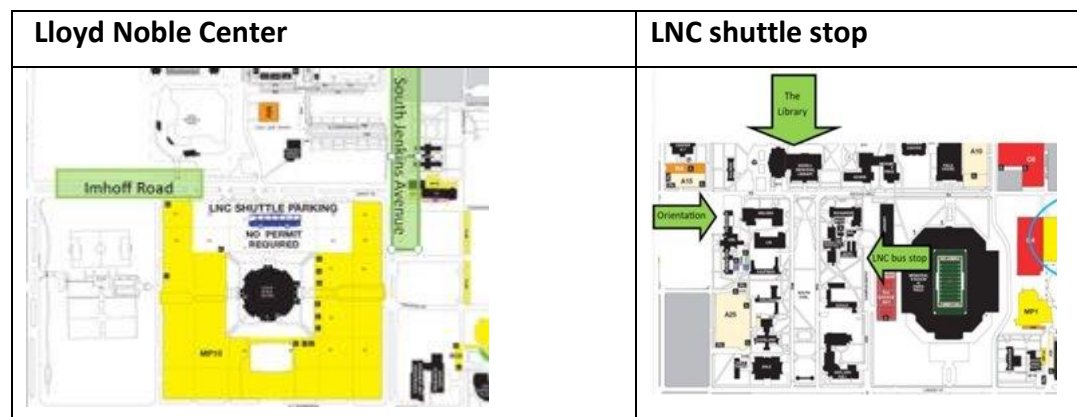
Parking for free

You can park for free at Lloyd Noble center and ride a bus to campus

The bus is number 40 "LNC Shuttle"

For more information about OU buses, go here:

<https://www.ou.edu/cart/schedules>



Public Transportation Norman and Oklahoma City

The OU bus system is called CART. It is free.

The bus system in Norman is called EMBARK Norman. It is also free for students.

The bus system in Oklahoma City is NOT free. Fares range from \$1-3.

Embark Map for OKC: <https://embarkok.com/use/system-map>

OU (CART)	NORMAN (EMBARK NORMAN)	OKLAHOMA CITY (EMBARK OKC)
<input type="checkbox"/> Free! <input type="checkbox"/> Sometimes has a different schedule (Check: https://www.ou.edu/cart/schedules) <input type="checkbox"/> Does NOT run on Sundays <input type="checkbox"/> There is NOT a bus to OKC	<input type="checkbox"/> Free! <input type="checkbox"/> Sometimes has a different schedule (Check: https://embarkok.com/norman) <input type="checkbox"/> Does NOT run on Sundays <input type="checkbox"/> There is a bus to OKC! (Bus 024 Norman Express Fare: \$3 M-F)	<input type="checkbox"/> Not free <input type="checkbox"/> \$1-\$3 fare <input type="checkbox"/> There is a bus to Norman! (Bus 024 Norman Express M-F Fare: \$3) <input type="checkbox"/> DOES run on Sundays

Norman On-Demand

Norman On-Demand is a service of the City of Norman. It provides an affordable, seven-day, on-demand, public rideshare service in the evenings and on Sunday for \$2 per ride. Rides with multiple passengers are an additional \$1 per passenger per ride. Download the app and use your OU email to sign up. <https://city.ridewithvia.com/norman>



Important Places in Norman

Banks

MidFirst Bank

315 W. Boyd Street

Bank of America

1239 W. Main Street

Bank of Oklahoma

3550 W. Main Street

Grocery Stores

Crest Foods

2550 Mt Williams Drive

Homeland

1724 W. Lindsey Street

Natural Grocers

1918 W. Main Street

Sprouts

559 W. Main Street

Walmart

East: 601 12th Avenue NE
Southeast: 2551 Classen Blvd.
West: 333 N. Interstate Drive

Libraries

Norman Public Library Website:

<https://www.pioneerlibrarysystem.org/>

Norman Public Library - Central

103 West Acres St
Norman, OK 73069 (*temporarily closed*)

Norman Public Library – West

300 Norman Center Ct,
Norman, OK

Norman Public Library – East

3051 E Alameda St
Norman, OK 73071

Movie Theaters

AMC Robinson Crossing Six

1300 N Interstate Dr. Norman, OK

Regal Spotlight

1100 N Interstate Dr. Norman, OK

Regal Warren Theatre

1000 South Telephone Road, Moore, OK

Hospitals

Norman Regional Healthplex

3300 HealthPlex Parkway
Norman, OK 73072

Norman Regional Nine

2000 Ann Branden Blvd.
Norman, OK 73071

Urgent Care Clinics

Classen Urgent Care

2818 Classen Blvd,
Norman, OK 73071

Access Medical Center

334 12th Ave SE Ste 110
Norman, OK 73071 (405) 321-1911

Immediate Care of Oklahoma LLC

800 24th Ave NW
Norman, OK 73069
(405) 896-6095

Mercy GoHealth Urgent Care

2312 24th Avenue NW
Norman, OK 73069
(405) 652-0581

Restaurants

Pepe Delgado's

786 Asp Avenue

Greek House

768 Jenkins Avenue

Pho Winner

775 Jenkins Avenue

T.E.A. Cafe

Campus Corner

Mr. Hui's

1522 W. Lindsey

Fantasy Chinese Cuisine

320 12th Street SE, #110

BLU Restaurant

201 S. Crawford

The Garage

307 E. Main St.

Shopping

Sooner Mall

3301 W. Main Street

Campus Corner

Boyd St. across from the North Oval

- Notes -