



UCF

INTENSIVE ENGLISH PROGRAM

# STUDENT HANDBOOK

UNIVERSITY OF CENTRAL FLORIDA





## UCF GLOBAL

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UCF Global Building  
Orlando, FL 32816

## CONTACT

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ACCREDITED BY



## OFFICE HOURS

Monday - Friday  
**8:00 AM - 5:00 PM**

## LET'S GET SOCIAL



@UCFGLOBAL  
[global.ucf.edu](http://global.ucf.edu)

ACCREDITED MEMBER OF THE



**IMPORTANT TELEPHONE  
NUMBERS**

**EMERGENCY**

Ambulance/Fire/Police  
911

UCF Police  
*(Non-Emergency)*  
(407) 823-5555  
[police.ucf.edu](http://police.ucf.edu)

Orange County Sheriff  
*(Non-Emergency)*  
(407) 836-4357  
[ocso.com](http://ocso.com)

Seminole County Sheriff  
*(Non Emergency)*  
407-665-6650  
[seminolesheriff.org](http://seminolesheriff.org)

Safety Escort Patrol Services  
(407) 823-2424  
[police.ucf.edu](http://police.ucf.edu)

**ILLNESS**

UCF Health Services  
(407) 823-2701  
[studenthealth.ucf.edu](http://studenthealth.ucf.edu)

Counseling Services  
(407) 823-2811  
[caps.sdes.ucf.edu](http://caps.sdes.ucf.edu)

Student Accessibility Services  
(407) 823-2371  
[sas.sdes.ucf.edu](http://sas.sdes.ucf.edu)

Knights Pantry  
(407) 823-3663  
[studentunion.ucf.edu](http://studentunion.ucf.edu)





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## THE UCF CREED

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

### Integrity

I will practice and defend academic and personal honesty.

### Scholarship

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

### Community

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

### Creativity

I will use my talents to enrich the human experience.

### Excellence

I will strive toward the highest standards of performance in any endeavor I undertake.

## MESSAGE FROM THE UCF GLOBAL ASSOCIATE VICE PRESIDENT



**W**elcome to the Intensive English Program (IEP) at the University of Central Florida! We are so pleased that you have chosen our program. Our main goal at UCF Global is to help you learn English in preparation for a successful higher education experience in the United States. Here are some of the advantages that the program offers you:

- A brand-new, state-of-the-art building and classrooms with cutting-edge technology;
- Highly trained and experienced faculty who hold masters' and doctoral degrees in Teaching English to Speakers of Other Languages (TESOL), Linguistics, and other related fields;
- A diverse student population, with students coming from over 120 countries;
- Weekly in-class conversation practice with members of the UCF community;
- Access to multimedia labs equipped with the latest technology;
- Advising support throughout your time here;
- Our Undergraduate Pathway Program geared toward students who want to earn college credits while studying English.

Our dedication to your success begins the moment you apply to the UCF Global. When you arrive here, as part of your orientation activities you will take a placement test. Depending on your test results, you may be placed in one of nine levels. Reading, writing, communication skills, and grammar classes are offered in every level. Students will also engage in English for Specialized Purposes courses such as vocabulary & pronunciation, debate, cinema and culture, cross-cultural communication and several college preparatory courses. The University Central Florida has over 69,000 students, and as an IEP student, you are now part of that broad and diverse community of learners.

We look forward to helping you achieve success!

A handwritten signature in black ink, appearing to read 'Nataly Chandia'.

**NATALY CHANDIA**  
Associate Vice President

## INTRODUCTION

# #YOU ARE WELCOME HERE

The UCF Intensive English Program (IEP) promotes not only language learning but the mutual understanding of cultures.

Our hope is that our students learn English and make life-long bonds with people from all over the world.

We have prepared this guide to provide students with important information about the program and its operation. Questions about this guide should be directed to the advising team.

# #GLOBALKNIGHTS



## What is the UCF Global Intensive English Program (IEP)?

The Intensive English Program offers non-credit programs at the University of Central Florida designed for global minded students who need intensive training in English for academic, professional, and personal reasons. Focused on student success in the U.S., UCF provides students from all over the world with a rich and cultural experience.

### GOALS OF THE INTENSIVE ENGLISH PROGRAM

- 1** Develop English language learners' linguistic, cultural and academic skills for successful undergraduate or graduate study.
  - Evaluate and revise curriculum to ensure courses are built upon sound pedagogy and systematically progress in proficiency.
  - Develop opportunities for students to interact with university departments.
  - Develop and evaluate elective offerings to enhance and compliment core program courses.
- 2** Build and develop a faculty body who are prepared to deliver current, high-quality instruction with a high level of service to students.
  - Provide continuous professional development for effective teaching.
  - Evaluate faculty for effectiveness and assessment of further training.
- 3** Build a culture of collegiality and shared commitment to student and program success.
  - Demonstrate a commitment to collegiality and mutual respect.



## How is the program organized?

There are (9) nine academic levels and each level contains four (4) core courses including Grammar, Writing, Reading, Communication Skills, and one English for Specialized Purposes course.

<b>Levels 1-8</b>	<b>Core IEP Program</b> Grammar, Reading, Writing, and Communication Skills English for Specialized Purposes
<b>Levels 9</b>	<b>Academic Preparation Program</b> Grammar, Reading, Writing, and Communication Skills English for Specialized Purposes

The core courses are offered according to placement level; the descriptions below represent the full range of expectations for all levels. For specific details, students should carefully read the course syllabus and talk to their instructors.

**Overview of Grammar:** Students will learn how to understand and use grammatical structures in multiple contexts including: various verb tenses, nouns, adjectives, clauses, models, expressions of quantity, gerunds, infinitives, conjunctions, passive and advanced grammatical concepts. Students will apply newly acquired grammatical structures in a variety of contexts: sentences, paragraphs, essays, and speaking.

**Overview of Writing:** Students will learn how to organize ideas and use different writing techniques including phrases, sentences, grammatical structures, in different academic paragraphs and different essays. Students will also learn how to write various rhetorical patterns used in university writing, and properly document sources using the APA/MLA format.

**Overview of Reading:** Students will learn how to expand their active vocabulary usage, increase reading comprehension focus on in-depth analysis, build critical reading skills and textual analysis, practice long reading discourses, and develop cultural schema while studying various topics relevant to college and culture. These topics can include science, geography, research, food, health, technology, society, and current events.

Students will also learn how to synthesize information from different sources in order to extract topics and controlling ideas. Students will begin working on analyzing qualitative and quantitative data.

**Overview of Communication Skills:** The purpose of this course is to develop comprehensive listening, oral delivery, social communication and academic discussion skills. Students will learn to understand lectures, participate in debate, deliver effective presentations, improve their pronunciation and note-taking skills, in addition to attending special topic academic discussions.

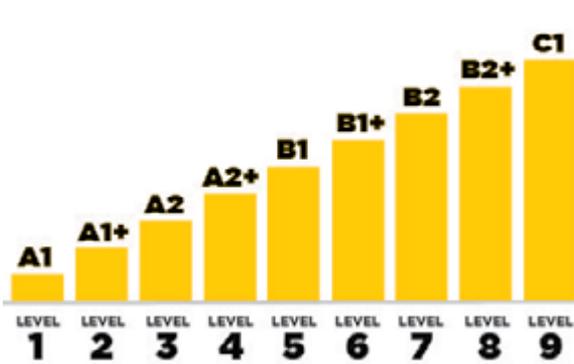
**English for Specialized Purposes courses:** The purpose of these courses is to provide further practice and develop language skills in areas such as debate, vocabulary and pronunciation, business writing, cross-cultural communication.

**Students take 24 hours of face-to-face classes each week in addition to Student Success Activities**, which occur on Friday afternoons. These activities are a great opportunity to practice your English, and learn more about American culture and history. This time will also be reserved for cultural activities on campus, in Orlando or within the greater Florida region.



## What are Achievement Scales?

Achievement scales explain the individual course objectives, student learning outcomes and expectations, and promotion requirements for advancement.



**Level 1(A1):** Basic user of English. Upon completion students are able to ask and answer questions about self, school and daily life, able to read simplified conversations and passages on everyday topics, able to write simple sentences on self, school and daily activities.

**Level 2(A1+):** Basic user of English. Upon completion students are able to use everyday expressions in spoken English and interact in a simple way if speaker speaks slowly and clearly. Able to read and extract key ideas in a simple text, on familiar topics, with support. Able to write simple and compound sentences with modeling and guidance.

**Level 3 (A2):** Emerging Independent User. Upon completion students are able to express ideas using high frequency phrases and expressions related to immediate needs in both speaking and writing. Able to compose a short text on a familiar topic with a controlling idea. Able to identify key ideas in a short reading and dialogue with support and modeling.

**Level 4 (A2+):** Emerging Independent User. Upon completion students are able to distinguish main ideas and details in a short listening passage or reading on a familiar topic. Able to produce a simplified presentation on a familiar topic with modeling and support. Able to communicate needs and experiences. Able to produce a well-developed paragraph with support.

**Level 5 (B1):** Independent User. Upon successful completion students are able to extract main ideas and details from a longer text or listening with support, identifying speaker or writer's intention. Able to communicate on familiar topics with little support. Able to produce an organized presentation with modeling and support. Able to produce a multi-paragraphed text on a familiar topic with modeling and support.

**Level 6 (B1+):** Independent User. Upon completion students are able to understand the main ideas of a longer text or listening on a familiar topic. Able to use language to communicate needs, describe experiences, wishes and hopes. Able to produce an organized emerging academic presentation with support. In writing and speaking. Able to produce a well-organized academic essay with support and modeling.

**Level 7 (B2):** Emerging Proficient User. Upon completion students are able to extract main ideas, supporting ideas and details in longer texts/lectures and conversations on academic topics. Able to present ideas fluently in spoken English and interact with native speakers with little support. Able to produce an organized academic presentation. Able to compose academic papers following various rhetorical modes organization.

**Level 8 (B2+):** Emerging Proficient User. Upon completion students are able to identify main ideas and details in longer complex texts/lectures/dialogues on concrete and abstract topics. Able to interact spontaneously with little need for searching for appropriate language. Able to compose academic papers which express viewpoints, support viewpoints and integrate evidence.

**Level 9 (C1):** Proficient User. Upon completion students are able to understand longer, linguistically demanding texts/lectures/conversations. Able to express him/herself fluently with the ability to adjust language for social, academic and professional purposes. Able to compose a well-structured detailed writing assignment that demonstrates knowledge of rhetorical mode, grammar and structures.

## How are students evaluated?

In your classes, you will take tests and other assessments to see if you are progressing and have developed the skills to advance to the next level.

There is a comprehensive final exam at the end of every session for each class. In addition, instructors give shorter tests and quizzes during the session.

You may check your progress for each class in Webcourses throughout the session. Your progress grade in Webcourses may not be your final grade. If you are concerned about your grade, you should talk with your instructor.

## How are the classes graded?

All classes are graded on a letter scale. The grading scale is as follows:

CLASSIFICATION	GRADE / PERCENTAGE
Excellent	A+ = 98-100%
	A = 95-97%
	A- = 92-94%
Good	B+ = 88-91%
	B = 85-87%
	B- = 82-84%
Average	C+ = 78-81%
	C = 74-77%
	C- = 71-73%
Repeat	R = 0-70%

## ACADEMIC VOCABULARY

The educational system in the United States may be different from your home country's system. It is your responsibility to become acquainted with the new system. Please use the glossary at the end of this handbook for explanations of academic vocabulary commonly used in the United States.

### WHAT IF I DON'T DO WELL IN A CLASS?

If you fail a class 'R' grade, you will be allowed to retake it one time. If you fail the class on the second try, you may be dismissed from the program for not making academic progress.

If you pass a class with a C+ or below, you may request to repeat the class to achieve a better grade. You may repeat a class only once and you may only request to repeat two classes while in the program.

We encourage you to visit your instructors during office hours to receive additional help. You should also utilize the Extra Help Lab for assistance with your coursework and additional practice.



***In good academic standing means the student has not violated the attendance policy (see below) and demonstrates active engagement in the classroom activities and assessments.***

## YOUR FIRST WEEK AT UCF

### TASK 1: IEP ORIENTATION

- Introduction to the Academic Program, Faculty and Administration

### TASK 2: ENGLISH PLACEMENT TEST

*(CAN BE COMPLETED ONLINE PRIOR TO ARRIVAL)*

- Computer based test.
- Testing all 4 English skills: Reading, Writing, Grammar and Communication Skills

### TASK 3: CAMPUS ORIENTATION

- Immigration orientation
- Campus tour
- Medical insurance information and orientation
- Field trip/activity safety awareness

### TASK 4: COURSE REGISTRATION

- After you learn your level placement, a UCF Global staff member will help you choose your courses.

### TASK 5: TEXTBOOKS

- Textbooks are included in your tuition.
- After registering for classes, you will get a course schedule including a textbook voucher.
- Bring your student ID, course schedule, and book voucher to the UCF Bookstore.
- You must pick up your textbooks at the UCF Bookstore prior to your first day of class.



***Do not write in the textbook or use the access code during the first week of classes. If you have a schedule change, you can exchange your books at the bookstore.***

## When do I pay my tuition?

You must pay the full tuition by the payment deadline. The deadline is on Friday of the second week of each session. You can also check the complete academic calendar at [global.ucf.edu/programs/calendar-iep](http://global.ucf.edu/programs/calendar-iep)

- Sponsored Students: Check your Financial Guarantee Letter end date and contact your sponsors before the end date. Your Financial Guarantee must always be valid for the complete duration of the session you are enrolled in.
- Self-Pay Students: Check the deadline and pay your tuition before the deadline.

**If you do not pay on time, you will be charged a late fee.** If you are sponsored by an embassy or institution, you must submit a financial guarantee or sponsorship letter before you can register for classes.

## WHERE CAN I PAY MY TUITION?

There are two options for paying your tuition:

- Pay online at MyUCF:  
[studentaccounts.ucf.edu/payment-methods](http://studentaccounts.ucf.edu/payment-methods)
- Contact information:  
[studentaccounts@ucf.edu](mailto:studentaccounts@ucf.edu)  
**407-823-2433**
- UCF Student Accounts Office located in Millican Hall, Room 109.

## PAYMENT METHODS

- Money orders
- Cashiers'/travelers' checks
- American Express
- Discover
- Mastercard
- Visa

## Do I need health insurance?

Yes, you do! The State of Florida requires all international students to have health insurance. You must show proof of insurance in order to register for classes. Students that do not have health insurance are advised to purchase the recommended UCF health insurance plan. You will be able to purchase insurance during orientation or online. It is your responsibility to buy insurance each enrollment period and demonstrate proof of current insurance to UCF Student Health Services office to avoid holds that block your registration.



***You must have proof of health insurance and your immunization records before you can register for classes.***

## DO I NEED RECORDS OF MY IMMUNIZATIONS?

Yes, you do! The State of Florida requires all students to provide proof of their immunizations. You must provide your complete immunization records to the UCF Health Center when you enroll. If you need an immunization, you can get the shot at the Health Center at a low cost.



## UCF RECOMMENDED INSURANCE PROVIDERS

- Visit link below:  
[studenthealthucf.edu/alternate-insurance/](http://studenthealthucf.edu/alternate-insurance/)

## What is the Attendance Policy?

The purpose of the attendance policy is to support the academic and social success of students.

### CLASS ATTENDANCE REQUIREMENT

Class attendance is a requirement of the U.S. Citizenship and Immigration Services (USCIS). Excessive absences prevent you from demonstrating successful achievement of course learning outcomes. Therefore, you are expected to attend all your classes regularly, participate actively, and complete and submit your assignments on time.

#### Please note:

1. As a student, you must attend 80% of each course meetings in every session.
2. Failure to attend 80% in each course will result in an **R grade** for that course, and you will be placed on *attendance probation* for the next session.

#### Your instructor will:

Your instructor will mark you absent if you missed the class because of any of the following extenuating circumstances:

- Illness, verified by a doctor's note
- Hospitalization
- Family/personal emergency (e.g., accident, death)
- Legal matters (court appearance, etc.)

You should notify the Academic Advisor as **soon as possible** if you find yourself in any of the extenuating circumstances described above. Your absence will be marked "excused" when you provide documentation to the Academic Advisor about the circumstance you were in. Students with medically documented long-term and chronic illnesses that result in absences must meet with their academic advisor to determine the best plan of action.

CLASSES	NUMBER OF ABSENCES RESULTING IN AN U OR R GRADE
Grammar	7
Reading	7
Writing	7
Communication Skills	7
Elective Course	5

## CLASS ATTENDANCE TRACKING

Your professors are required to take attendance daily in Webcourses. You can see your attendance there, too. **The count of absences begins on the Monday of the first week of instruction.**

## PROBATION AND APPEAL

Students on attendance probation must be in attendance compliance during their probationary period of one session. Failure to meet this requirement, results in dismissal.

*NOTE: During that period, the Academic Advisor will contact UCF Global immigration advising.*

## APPEAL

Students may appeal the dismissal decision provided there is a legitimate reason to justify their absences in the IEP program.

According to the University Appeal policy, **“A general dissatisfaction with the decision is not adequate grounds for an appeal”.**

Students can request the Appeal Committee to review their case and provide supporting documentation about the circumstances affecting their class attendance.

Students must request the appeal by emailing to [globaladvising@ucf.edu](mailto:globaladvising@ucf.edu) before the session start date when the student is planning to enroll.

The Appeal Committee generally meets during the week before classes start to review the appeals. The committee will review the documentation and decide if the appeal request is approved or rejected.

The committee will notify the student of its decision by email. Based on this decision, the student can enroll in classes or meet with an immigration advisor to discuss their options.

## WHAT DO I NEED TO KNOW ABOUT CONDUCT AND BEHAVIOR?

UCF Global is home to students from many different cultural, language, and religious backgrounds. We want all students to interact with their classmates to learn about different cultures. However, communication can sometimes be difficult because students are learning English at different levels. We expect all UCF Global students to be patient, sensitive, and understanding with each other.

### The following guidelines will help you avoid problems and be respectful of your classmates:

- » Show respect to all students and instructors.
- » Do not make jokes about other countries, languages, cultures, or religions.
- » Do not make sexual jokes or make unwanted sexual/physical contact with other students.
- » Do not disrupt or disturb class in any way.
- » Do not use illegal drugs or alcohol, or go to class under the influence of any illegal drugs or alcohol.
- » Do not eat or drink inside classrooms or labs.
- » Do not use profanity (curse/bad words) or upsetting or harmful language.
- » Children are not permitted in the classrooms at any time.
- » **Absolutely no cheating or plagiarism will be allowed. This includes helping others to cheat or doing their homework/assignments for them.**
- » **Absolutely no physical violence or threats of physical violence to other students, instructors, or property will be tolerated.**
- » **Absolutely no bullying, harassment, or stalking will be tolerated - this includes in-person and online.**
- » **Weapons are not allowed on UCF campus at any time.**

*Anyone who violates these guidelines may be subject to dismissal from the program.*



**CAN I USE MY CELL PHONE OR OTHER ELECTRONIC DEVICES IN CLASS?**

You can use your cell phone or other electronic devices in class only when you have specific permission from your instructor. You should respect both your instructors and your classmates by having all phones and electronic devices in silent mode and put away during class time. Students should not leave class for non-emergency calls or texts.

**WHAT ARE MY STUDENT RESPONSIBILITIES?**

- 1** Attend all classes on time for your study and intellectual development.
- 2** Observe all UCF policies and regulations.
- 3** Have excellent ethical and moral behavior and contribute to the well-being of our community.
- 4** UCF's Student Code of Conduct: [osc.sdes.ucf.edu/process/roc](https://osc.sdes.ucf.edu/process/roc)

**What are my student rights?**

Because UCF Global is part of UCF, we follow the same guidelines for student rights and responsibilities. The complete document listing student rights and responsibilities can be found at [osrr.sdes.ucf.edu](https://osrr.sdes.ucf.edu). You are encouraged to read and ask questions about this document.

As a UCF Global student, you have the following student rights:

**1** Membership in an UCF Registered Student Organizations (RSO)

For a full list of RSOs, visit:

[knightsconnect.campuslabs.com/engage/organizations](https://knightsconnect.campuslabs.com/engage/organizations)

**2** Freedom to hold public forums

**3** Freedom to hear, write, distribute, and act upon thoughts and beliefs

**REMEMBER:**

- » Only written materials that **clearly identify the author and/or sponsor** may be sold and/or distributed on campus.
- » Students must get non-UCF or off-campus printed materials approved by the Director in order to distribute them to students/post them or to distribute materials/petitions inside the building.

**4** Confidentiality of student records.

- » UCF student records are kept securely in digital format as long as Florida public records schedule states. All emails are kept for seven years.

**5** Religious Observances

- » The University of Central Florida will reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of exams. Students who want to observe a religious holy day of their own faith must notify all of their instructors **at the beginning of the session to be excused from classes to observe the religious holy day.**
- » Students will be responsible for all material (including tests, in-class assignments, and homework) covered during the absence but will be given a reasonable amount of time to complete any work missed.
- » Students who inform their instructors at the beginning of the session and are absent from academic or social activities because of religious observances will not be penalized.

## WHAT IS THE POLICY ON CHEATING AND PLAGIARISM?

We expect that no student will intentionally cheat on their academic work. However, because there are different cultural ideas about what cheating is, here are the expectations at UCF Global:

- » In testing environments (quizzes, tests, exams) your work is to be completed individually and to be original.
- » Students' work should be based on their original ideas or research. If others' ideas are used, they must be properly cited.
- » Using another person's words or ideas in a written assignment without citation (i.e. copying and pasting from the internet and turning in as your own work), or including your own work that you have turned in for another class is considered plagiarism. Further information will be provided in your syllabus given by your instructors.
- » Also see: [goldenrule.sdes.ucf.edu](http://goldenrule.sdes.ucf.edu)



## F-1 & J-1 Immigration Information

### International Student & Scholars Services

UCF Global welcomes, supports, and empowers international students and scholars by providing immigration guidance, advocacy, and support services. If you have questions about immigration or adjusting to life in the United States, meet with an Immigration Advisor. We're here for you!

These services are located on the second floor of UCF Global. Immigration Advisors hold walk-in hours every Monday through Friday in the morning and afternoon. We can also be reached at 407-823-2337.

### Key Immigration Terms

#### **VISA**

F and J visas are non-immigrant visas that allow admission to the United States temporarily to pursue full-time studies. You can think about the visa stamp in your passport like a “ticket” to enter the US similar to a ticket to enter a theme park. Once you use your ticket to enter the theme park, it has served its purpose but if you leave the park, you would need to show a valid ticket to reenter. It is the same with your visa.



#### **STATUS**

Your status is given at the port of entry and is indicated on your I-94 and on the stamp the Customs and Border Protection officer gives you at the port of entry. Your status indicates how much time you can remain in the U.S. As F-1 or J-1 students, you are permitted to remain in the US for

“duration of status.”

#### **PASSPORT**

Your passport should be valid at all times you are in the US and should be valid for at least 6 months when you reenter the US after travel abroad. If your passport will expire, be sure to contact your embassy to renew your passport. If you get a new passport, it is important to provide a copy to your Immigration Advisor.

## I-94

Your I-94 is an electronic document that shows your status. You can download your I-94 from the Customs and Border Protection website.



## DURATION OF STATUS (D/S)

As long as you are maintaining your status and your I-20 or DS-2019 is valid, you can stay in the US even if your visa has expired.



## GRACE PERIOD

**F-1 students** have a 60-day grace period from your date of graduation. You are eligible for a grace period if you graduate from the IEP and your I-20 is still valid. During your 60-day grace period, you can:

- » ***Begin a new academic program at UCF***
- » ***Transfer to another school to start a new academic program***
- » ***Travel within the U.S.***

If you decide not to do any of those things, you should depart the US before your grace period ends.

**J-1 students** have a 30-day grace period from your date of graduation. You are eligible for a grace period if you graduate from the IEP and your DS-2019 is still valid. During your 30-day grace period, you can:

- » ***Travel within the U.S.***

J-1 students should depart the US before their grace period ends.

## I-20 AND DS-2019

It's important to familiarize yourself with your I-20 (F-1 students) or DS-2019 (J-1 students). Your I-20 or DS-2019 is one of your most important immigration documents while you are an F-1 or J-1 student. It indicates information about you, your school, your academic program, your program dates, and your funding. Your I-20 or DS-2019 should always reflect your current information. If any of your information changes, you need to meet with your Immigration Advisor to update your I-20 or DS-2019.

## Maintaining Valid F-1 or J-1 Status

You are responsible for learning about and complying with the terms and conditions of your F-1 or J-1 immigration status. Failing to comply is deemed a violation of immigration status and may have serious consequences on your ability to remain in or return to the United States.

**FULL-TIME ENROLLMENT**

F-1 and J-1 students must be enrolled full-time for the entire duration of the IEP Program. Full-time enrollment means taking five (5) classes each academic session.

**ATTENDANCE**

You need to follow the attendance policy and attend your classes in order to maintain your immigration status. Violating the attendance policy with excessive absences may result in the termination of your SEVIS record.

**ANNUAL VACATION**

If you have been enrolled for four (4) consecutive sessions you may be eligible for an annual vacation if you intend to enroll in the next session. If approved for a vacation, you may take one (1) session off and still maintain valid F-1 status. During your annual vacation, you may stay in the United States or travel outside of the US.

You must apply for annual vacation before the next session begins.

**I-20 OR DS-2019 EXTENSION**

If your I-20 or DS-2019 will expire before you finish the IEP program, you need to request an extension before it expires.

**ADDRESS AND PHONE NUMBERS**

If you move to a new address or change your phone number, you are required to report your new address and phone number to UCF Global within 10 days of the change so that your Immigration Advisors may update your SEVIS record. To report a new address and phone number, log into your myUCF account and update your address and phone number.

## **TRAVEL**

If you plan to travel outside of the United States, make sure that you have the following:

- » Valid I-20 or DS-2019 with a travel signature signed within one year
- » Passport valid for at least six months from your date of reentry
- » Valid F-1 or J-1 visa through the date of your reentry\*

(\*some exceptions may apply for travel to Canada, Mexico, or the adjacent islands)

## **WORK**

F-1 and J-1 students are permitted to work on-campus up to 20 hours per week. You may not work off-campus. Working off-campus is a serious violation of your immigration status.

## **CHANGE OF LEVEL**

If you are admitted to a Bachelor's, Master's, or Doctoral program at UCF, you need to have your I-20 or DS-2019 updated. Meet with an immigration advisor for more information about the deadlines and required documentation.

## **TRANSFER OUT**

If you decide to transfer to another school, meet with an immigration advisor so they may assist you with the SEVIS transfer process including any applicable immigration deadlines and required documentation.

## Tips for maintaining your status

- » Enroll full-time each academic session.
- » Follow the UCF Global attendance policy.
- » Keep your I-20 valid and request an extension **before** it expires.
- » If traveling outside of the United States, get a travel signature **before** leaving campus.
- » If you move or get a new phone number, update your myUCF account within 10 days.
- » Maintain the required health insurance coverage.
- » Do not work off-campus.
- » Check your Knights email account often to read all emails from UCF Global.
- » Meet with an Immigration Advisor if you have questions about your status.

Additional information on maintaining your status is found at:

[studyinthestates.dhs.gov/maintaining-status](https://studyinthestates.dhs.gov/maintaining-status)

## ADVISING

Appointments are required for an advising meeting.

- » If you have academic questions, you should meet with the academic advisor.
- » If you have immigration, transfer, I-20, or visa questions, including annual vacations, you should see an immigration advisor.
- » If you have non-academic questions, check in with the front desk who will provide further guidance.

## WHEN CAN I ADD OR DROP CLASSES?

The deadline to add/drop classes is on Friday of the first week of each session. The academic calendar has information about the add/drop period.

For up-to-date information, visit: [global.ucf.edu/programs/calendar-iep](http://global.ucf.edu/programs/calendar-iep)

If you add a class after the add/drop period, **there is an additional late fee**. If you drop from class after the add/drop period, you remain liable for tuition fees and **there are no refunds**.

## CAN I TAKE MY FINAL EXAMS EARLY?

No, all exam dates are announced at the start of each session by instructors and are available on the UCF Global website and calendars. You should not travel on these important dates.

We encourage you to make an appointment with your instructors to receive additional help.

## HOW DO I FINISH THE PROGRAM?

In order to successfully complete the UCF Global Intensive English Program, you must successfully complete Level 8, or 9 core courses with a **passing grade of a C or better**. Starting in level 8, you will be required to complete an Intent to Graduate form with UCF Global Academic Services to determine which level you intend to complete the program.

If you want to appeal your final grade, speak with your instructor. If you have additional questions or concerns please make an appointment to see an Academic Advisor to submit a grade appeal request.

UCF Global awards a **Certificate of Completion** for successfully finishing level 8, or level 9. The Certificate can be requested online through myINTL. There is a recognition ceremony at the end of the semester for all levels of students, faculty, and staff to congratulate students' successful achievement.

### **UCF PROFICIENCY WAIVER**

Students enrolled in the Intensive English Program who have applied for an undergraduate or graduate degree program at UCF, can meet English proficiency requirements per University regulations by completing all core classes in level 8 or higher with a 'B' average or better. This would waive the TOEFL requirements for UCF. If eligible, you can request a Proficiency Waiver online through myINTL.

### **DOCUMENT REQUESTS**

Transcripts, enrollment verification letters, UCF proficiency waiver, receipts, and other documents can be requested with your **NID credentials** using our online system. Students must have access to the email account associated with their UCF records.

Access the online Document Request through **myINTL from [global.ucf.edu](http://global.ucf.edu)** by entering your NID and password. Please make sure that your personal information is correct prior to submission. If you are requesting multiple document types (for example Enrollment Verification Letter and Transcript), you will need to complete separate requests. The general processing time is **2 business days**.

For more information, please visit:

[global.ucf.edu/programs/currentstudents](http://global.ucf.edu/programs/currentstudents)

## What computer and media resources are available to me?

UCF Global is equipped with two state-of-the-art multimedia labs where you have access to word processing and other useful productivity software. The interactive multimedia labs are used to enhance your learning.

To use the lab computers, you must enter your Network ID (NID) and NID password. You will get your NID and password once you attend your IEP orientation. Please ask at the front desk if you need help with computer resources.

### KEEP THESE RULES IN MIND WHILE USING THE MULTIMEDIA LABS!

- 1** The labs may be used as classrooms. **Instructors teaching in the labs have priority.** Students not taking class in the lab may be asked to leave if there are not enough open computers.
- 2** The lab is a working environment.
- 3** Students causing disruptions at any time will be asked to leave.
- 4** Students may not use instructor computers.
- 5** Work areas should be neat and organized at all times.
- 6** **No food or drinks in the labs.**



Courtesy: Ben Tanner Photography

## What activities can I participate in?

UCF Global organizes an array of cultural activities for you! They are scheduled at various times of each term. You will be notified through your knights email and on social media about each upcoming activity. You can participate in:

- Extra Help Lab
- Cultural Exchange Club
- Soccer Club
- Conversation Partner Program
- Community guest speakers
- Field trips
- Program-wide picnics
- Sports events
- Recreation activities

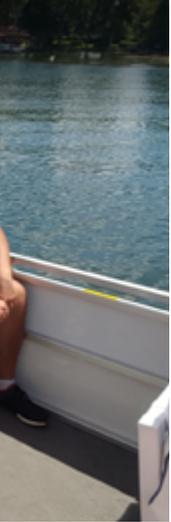
“Like” and “Follow” our social media pages for up-to-date information, upcoming events and activities at



@UCFGLOBAL



Park Boat Trip

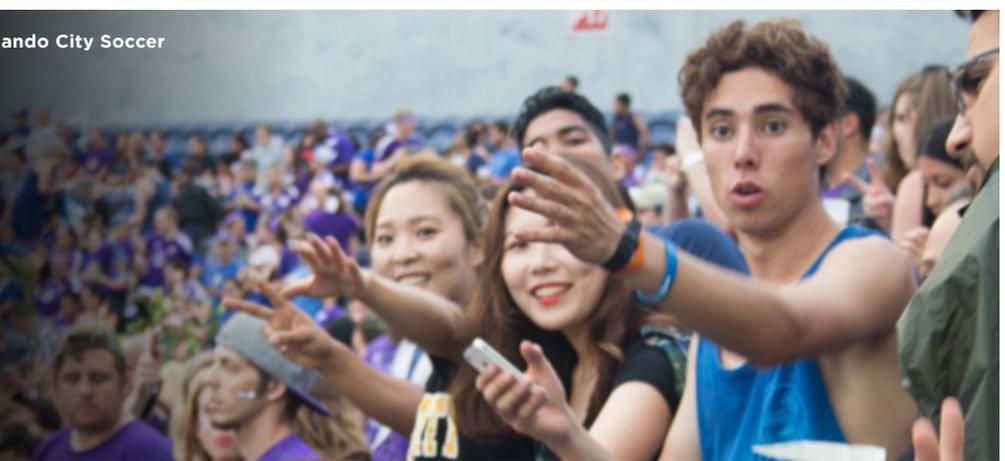


Chinese New Year

International Pizza Party



Orlando City Soccer



UCF Lake Claire Adventures



## Driving in the USA & Public Transportation

### GETTING A U.S. DRIVER'S LICENSE

To get a Florida Driver's License, you must pass a vision test, a written test, and a driving test at a local Department of Highway Safety and Motor Vehicles (DHSMV) office, which are generally located in the Tax Collector's Office.

### BRING THE FOLLOWING DOCUMENTS ON THE DAY OF THE TEST:

- Passport
- I-20
- I-94
- Valid driver's license from your home country
- 2 forms that prove you are resident of Florida that show your residential address. **(This can include a local bank statement, phone bill, power bill, lease agreement, etc.)**
- If you don't feel comfortable with your English, we encourage you to take someone that can translate

More information can be found at [flhsmv.gov](http://flhsmv.gov) or by calling (850) 617-2000.

### UCF AND LYNX

Parking and Transportation Services has partnered with Lynx, the Central Florida Transit Authority to provide free access to routes on-board Lynx shuttles.

A valid UCF Student, Staff, and Faculty Identification card will be needed. For more information please visit [golynx.com](http://golynx.com).



The closest driver's license office to UCF's main campus is the following:

### **ORANGE COUNTY TAX COLLECTOR**

[octaxcol.com](http://octaxcol.com)

(407) 836-4145

10051 University Boulevard

Orlando, FL 32817

You can call (407) 836-4145 to make an appointment for testing or register online and make an appointment.

**All driving tests are by appointment only.**

To pass the exam, you have to answer **40 out of 50** questions correctly.

To get a copy of the Florida Driver's License Handbook, please see the link:

[flhsmv.gov/pdf/handbooks/englishdriverhandbook.pdf](http://flhsmv.gov/pdf/handbooks/englishdriverhandbook.pdf)

If you do not want a driver's license but want an additional form of photo identification you can obtain a Florida Identification Card at any Florida Driver's License Office.

### **MOTOR VEHICLE SERVICES:**

You should contact the licensing agent in your home county for tag and title services.

A list of driver's license offices that offer tag and title services is available at any Florida Driver's License Office.



**HOW DO I GET A PARKING PERMIT?****PARKING SERVICES**

(407) 823-5812

Building U1 First floor of Parking Garage B

If you plan to park a vehicle on the University of Central Florida campus you must buy a parking permit. The registered owner of the permit is responsible for all violations and penalties connected to the permit, even if your permit is expired. Information about the different types of student parking permits can be found on the UCF Parking Services website: [parking.ucf.edu](http://parking.ucf.edu)

**TO ORDER A PERMIT, YOU WILL NEED:**

- 1** UCF NID and password
- 2** Knights email address
- 3** A valid phone number
- 4** A valid local mailing address
- 5** Vehicle information:
  - License plate number
  - Issuing state of license plate
  - Vehicle make
  - Vehicle color
  - Vehicle year



## What other services are available at UCF for students?

Student fees that accompany tuition allow you to enjoy and use the following services that the University of Central Florida has to offer:

### UCF CARD SERVICES

[ucfcard.ucf.edu](http://ucfcard.ucf.edu)

(407) 823-2100

Building 26 - John T. Washington Center

The UCF ID Card is a big part of university life and serves as a required form of identification for all students.



### STUDENT UNION

(407) 823-3677

Building 52

The Union has many restaurants and retail stores as well as services such as printing. Check out the website for more details.

### OFFICE OF STUDENT INVOLVEMENT

[osi.ucf.edu](http://osi.ucf.edu)

(407) 823-6471

Student Union, Room 208

### VOLUNTEER UCF

(407) 823-2191

Volunteer UCF is an organization affiliated under OSI whose mission is to promote community service. We encourage you to get involved as a means to connect with the community and practice using English.

You are also encouraged to explore other volunteer opportunities.

## Other Services *(CONTIN.)*

### **GYM AND INTRAMURAL SPORTS**

[rwc.sdes.ucf.edu/im](http://rwc.sdes.ucf.edu/im)

(407) 823-2408

Building 88 - Recreation & Wellness Center

The UCF Recreation and Wellness Center (RWC) offers many programs such as Intramural Sports, Sport Clubs, Outdoor Adventure, Fitness, and Aquatics.

### **STUDENT ACCESSIBILITY SERVICES**

[sas.sdes.ucf.edu](http://sas.sdes.ucf.edu)

(407) 823-2371

Building 7F | Ferrell Commons

Student Accessibility Services ensures that students with unique needs may benefit equally from all of the opportunities provided at UCF, both academic and extracurricular.

### **STUDENT LEGAL SERVICES**

[sls.sdes.ucf.edu](http://sls.sdes.ucf.edu)

(407) 823-2538

Building 7G - Ferrell Commons

The office of Student Legal Services seeks to provide students at the University of Central Florida with legal services in certain cases. If legal services doesn't cover your concerns, they will refer you to an appropriate, non-affiliated attorney.

### **UCF DINING SERVICES**

[ucf.edu/services/s/dining-services](http://ucf.edu/services/s/dining-services)

(407) 823-2651

Student Resource Center, Room 109

UCF Dining Services offers meal plans for students living on campus and for students who live off campus. Information about meal plans can be found at UCF Dining's webpage.

## Student Health Center

### STUDENT HEALTH SERVICES

[shs.sdes.ucf.edu](https://shs.sdes.ucf.edu)

(407) 823-2701

Building 127

You can go to the Student Health Services for a variety of medical needs. Please look at the details of services which can be found on the website.

## Pharmacy

### UCF PHARMACY

[shs.sdes.ucf.edu/locations/pharmacy](https://shs.sdes.ucf.edu/locations/pharmacy)

(407) 823-6337

Building 127

### KNIGHT AIDE PHARMACY

[shs.sdes.ucf.edu/locations/pharmacy](https://shs.sdes.ucf.edu/locations/pharmacy)

(407) 882-0600

Student Union

You can buy basic medical supplies, health and beauty supplies, and fill prescriptions at this pharmacy.

### DENTAL CENTER

[shs.sdes.ucf.edu/services/dental](https://shs.sdes.ucf.edu/services/dental)

(407) 823-1635

Building 127

You can get X-rays, exams, teeth whitening, cavities filled, and other dental services. These services are offered at additional costs and are not free.

### COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

[caps.sdes.ucf.edu](https://caps.sdes.ucf.edu)

(407) 823-2811

Building 27

CAPS provides support for students dealing with crises, looking for career assessment, and general counseling. You may talk with an advisor at UCF Global if your wish to be referred to CAPS.

## What should I do if I need health care after business hours or away from UCF?

If students need health care after business hours, **the UCF Student Health Center may not be available**. Also, the Health Center does not provide inpatient hospitalization services. Here are some of the off-campus options available in the area.

### + UCF PEGASUS HEALTH

[ucfhealth.com](http://ucfhealth.com)

(407) 266-3627

3400 Quadrangle Blvd,  
Orlando, FL 32817

### + CENTRA CARE WALK-IN CLINIC

[centracare.org/florida](http://centracare.org/florida)

(407) 384-0080

11550 University Blvd,  
Orlando, FL 32817

### + PHYSICIANS' ASSOCIATES UNIVERSITY OFFICE

[orlandohealth.com](http://orlandohealth.com)

(407) 261-2956

9964 University Blvd,  
Orlando, FL 32817

### + OVIEDO MEDICAL CENTER

[oviedomedicalcenter.com](http://oviedomedicalcenter.com)

(407) 890-2273

8300 Red Bug Lake Rd  
Oviedo, FL 32765

### + WINTER PARK MEMORIAL HOSPITAL

[floridahospital.com/winter-park-memorial](http://floridahospital.com/winter-park-memorial)

(407) 646-7000

200 N. Lakemont Avenue,  
Winter Park, FL 32792

### + FLORIDA HOSPITAL EAST

[floridahospital.com/east-orlando](http://floridahospital.com/east-orlando)

(407) 277-8110

7727 Lake Underhill Road,  
Orlando, FL 32822

## ✚ WINNIE PALMER HOSPITAL FOR WOMEN AND BABIES

[winniepalmerhospital.com](http://winniepalmerhospital.com)

(321) 843-9792

83 West Miller Street,  
Orlando, FL 32806

## ✚ ARNOLD PALMER HOSPITAL FOR CHILDREN

[arnoldpalmerhospital.com](http://arnoldpalmerhospital.com)

(407) 649-9111

92 West Miller Street,  
Orlando, FL 32806

## What type of safety & security services are offered on campus?

### ★ VICTIM SERVICES

[victimservices.ucf.edu](http://victimservices.ucf.edu)

(407) 823-2425

12201 Research Parkway,  
Suite 450  
Orlando, FL 32826

### ★ UCF POLICE DEPARTMENT

[police.ucf.edu](http://police.ucf.edu)

Emergency 911

Non-emergency (407) 823-5555

3610 Libra Dr  
Building 150  
Orlando, FL 32826



### ★ STUDENT ESCORT PATROL SERVICES

[police.ucf.edu/safe-escort-patrol-services](http://police.ucf.edu/safe-escort-patrol-services)

(407) 823-2424

Student Escort Patrol Services provides students a safe escort on campus during evening hours (7 p.m. to 1 a.m.) Sunday through Thursday. Outside these hours, students may call UCFPD for a safe escort.

## Housing

Finding a place to live can be one of the most important decisions you have to make when you begin at UCF. This appendix describes some of the options available to you in the UCF area. Also, this appendix gives you information about renting and leasing apartments and houses.

### FINDING VACANCIES

- 1 On-campus housing is available through UCF Housing and Resident Life.
- 2 Listings of local apartment complexes are available on the UCF Off-Campus Partners website.

### HOUSING OPTIONS

Most apartments require either a one-semester or a nine-month lease. Security deposits of either a set fee or one month's rent are standard, although some will vary. Some apartments are furnished; however, dishes, linens, pots, pans, and silverware are usually not included. Some apartments offer such amenities as swimming pools, game rooms, cable TV, color TVs, dishwashers, and washers and dryers.

### LEASE AGREEMENTS

When you rent a room or an apartment, you will be required to sign a lease. A lease is a written contract between you (the tenant) and the landlord (the owner of the rental property). When you sign a lease, you agree to pay a certain amount of money each month over a specific period of time (usually 6, 9, or 12 months) and to follow certain rules in exchange for the right to occupy the rental property for a set period of time. Most lease agreements require that you pay a security deposit, which is usually equal to one month's rent. This security deposit will be returned to you if you meet all the requirements of your lease.

#### What to consider when renting an apartment!

- Location
- Cost
- Condition
- Security
- Windows
- Storage
- Noise
- Wiring
- Services
- Building
- Space
- Lease Length/  
Terms

## HOUSING PROBLEMS

If you have a problem with your landlord or owner concerning rent, deposit, refund, repairs, etc., try the following:

- 1 **Talk with your landlord first.** He or she may not be aware of the problem. Be sure that the landlord has an opportunity to respond to your complaint before going somewhere else for help.
- 2 Contact UCF's Student Legal Services. This free service is available to current UCF students. The legal professionals working in this department can answer your questions and give you advice about housing problems. For more information, visit

## GENERAL INFORMATION

A landlord/owner may not refuse to rent to you because of your race, gender, religion, or national origin according to the Federal Fair Housing Law (Title VIII of the 1968 Civil Rights Act). Not only does this cover refusing to rent to someone, but also discriminating against someone in the terms, conditions, privileges, or the availability of services or facilities by the landlord/owner.



## RENTER'S INSURANCE

You should consider purchasing renter's insurance while in the United States. Lists of insurance agencies can be found in an internet search. You should contact different companies for price quotes to get the lowest insurance rate with the best coverage.



*For additional details, please refer to the International Student Services Guide by visiting [ucf.offcampuspartners.com](http://ucf.offcampuspartners.com)*



VO  
Beauty Issue

UNIVERSITY OF  
**UCF**  
FLORIDA





## UCF off campus housing

### 1| Plaza on University

12101 University Blvd.  
Orlando, FL 32817  
(407) 276 - 5010

Distance from UCF: 0.6 miles (1 km)

### 2| Boardwalk At Alafaya Trail

11801 Boardwalk Drive  
Orlando, FL 32826  
(407) 384-8626

Distance from UCF: 2.3 miles (3.8 km)

### 3| Pointe At Central

2635 College Knight Court  
Orlando, FL 32826  
(407) 384-6800

Distance from UCF: 1.5 miles (2.4 km)

### 4| College Station

12100 Renaissance Court  
Orlando, FL 32826  
(407) 273-5151

Distance from UCF: 2.6 miles (4.2 km)

### 5| Collegiate Village Inn

11850 University Blvd  
Orlando, FL 32817  
(407) 380-6000

Distance from UCF: 2.4 miles (3.8 km)

### 6| The Quad Apartments

10200 University Blvd.  
Orlando, FL 32817  
(407) 673-4401

Distance from UCF: 3.7 miles (6 km)

### 7| The Verge

11841 Jefferson Commons Circle  
Orlando, FL 32826  
(407) 382-4114

Distance from UCF: 1.3 miles (2.1 km)

### 8| The Lofts

1805 Loftway Circle  
Orlando, FL 32826  
(321) 754-2000

Distance from UCF: 3.7 miles (6 km)

### 9| Northgate Lakes Apartments

1389 Northgate Cir. #101  
Oviedo, FL 32765  
(407) 366-7474

Distance from UCF: 1.6 miles (2.6 km)

### 10| Riverwind Apartments

100 Riverwind Way  
Oviedo, FL 32765  
(407) 359-2815

Distance from UCF: 2.4 miles (3.8 km)

### 11| Campus Crossings Alafaya

12024 Royal Wulff Lane  
Orlando, FL 32817  
(407) 277-4007

Distance from UCF: 2.5 miles (4 km)

### 12| Mercury 3100

3100 Alafaya Club Drive  
Orlando, FL 32817  
(407) 482-9990

Distance from UCF: 2.9 miles (4.7 km)



## UCF off campus housing

### 13| The Village at Science Drive

2913 Einstein Way  
Orlando, FL 32826  
(407) 384-7080

Distance from UCF: 2.5 miles (4 km)

### 14| The Place at Alafaya

11600 Mackay Blvd.  
Orlando, FL 32826  
(866) 446-9681

Distance from UCF: 1.2 miles (1.9 km)

### 15| The Marquee

12100 Sterling University Ln.  
Orlando, FL 32826  
(407) 275-0905

Distance from UCF: 0.8 miles (1.3 km)

### 16| NorthView

3925 Lockwood Blvd.  
Orlando, FL 32765  
(407) 455-2252

Distance from UCF: 1.0 miles (1.6 km)

### 17| University House

3200 North Alafaya Trail  
Orlando, FL 32826  
(407) 730-9400

Distance from UCF: 1.1 miles (1.7 km)

### 18| Tivoli Apartments

4284 Spoleto Circle  
Oviedo, FL 32765  
(321) 765-1111

Distance from UCF: 1.5 miles (2.4 km)

### 19| Knight's Circle

12440 Golden Knight Circle  
Orlando, FL 32826  
(407) 362-5095

Distance from UCF: 2.7 miles (4.4 km)

## MEASUREMENTS



### Weight

1 Kilogram = 2.2 U.S. pounds = 4 3/8 cups = 1000 grams |  
454 grams = 1 U.S. pound = 1 cup  
100 grams = 3.5 ounces



### Capacity

1 liter = 4 cups + 3 tablespoons = 1.06 quarts (liquid) |  
1 cup (liquid) = 2.4 deciliters  
1 coffee spoon = 1 teaspoon - 2 grams  
1 dessert spoon = 2 teaspoons  
1 soup spoon = 1 tablespoon

### Length

1 meter = 1.0936 yd. = 39.37 inches  
100 centimeters = 1 meter  
91.5 centimeters = 1 yard  
30.5 centimeters = 1 foot  
2.54 centimeters = 1 inch  
  
1 centimeter = approx. 3/8 inch 1 kilometer = approx. 5/8 mile  
1.6093 kilometers = 1 mile  
1 hectare = 2.47 acre  
1.4 hectares = 1 acre



### Yard Goods

90 centimeters = 36 inches  
140 centimeters = 55 inches

## Currency



**ONE HUNDRED DOLLAR BILL (\$100)**



**FIFTY DOLLAR BILL (\$50)**



**TWENTY DOLLAR BILL (\$20)**



**PENNY**

\$0.01  
*One Cent*



**NICKEL**

\$0.05  
*Five Cents*



**DIME**

\$0.10  
*Ten Cents*

## Currency



**TEN DOLLAR BILL (\$10)**



**FIVE DOLLAR BILL (\$5)**



**ONE DOLLAR BILL (\$1)**



**QUARTER**

\$0.25

*Twenty-Five Cents*

**HALF DOLLAR**

\$0.50

*Fifty Cents*

**GOLD DOLLAR**

\$1.00

*One Dollar*

## Glossary

### ACADEMIC CONDUCT: STANDARDS

Americans value original thinking and academic honesty. Academic honesty means that you are graded on your own original work. When you use another person's work as your own, it is called **plagiarism**. This can result in a grade of 0 (zero) on tests or assignments or failing the course. It can result in you being dismissed from the IEP. If you have questions about cheating or plagiarism, please talk to your instructor! Please see the policy on page 22 about cheating and plagiarism. As a result of academic dishonesty in a course, the appropriate grade, will be assigned to a student preceded by the letter Z.

### ACADEMIC YEAR

At the IEP, the academic year is divided into three semesters: fall, spring, and summer with two sessions each. The IEP semester schedule follows the UCF semester schedule.

### ASSESSMENT

An assessment is used to evaluate your English. It can be a quiz, exam, test, presentation, essay, or other work.

### ASSIGNMENT

An assignment is any classwork done outside of class. It can include workbook questions, reading books, writing outlines/drafts, or other tasks. This is required by your instructor to improve your English skills.

### SYLLABUS

The syllabus has the information for the course for the semester. It includes information about class expectations, policies, the textbook, schedule, exams, and grades.



### FINAL EXAM

The final exam is a test at the end of the session. It is an important part of your total grade for the course.

### TRANSCRIPT

A transcript is an official document that shows your courses and your grades. You can request a transcript at the UCF Global front desk.









**UCF Global**

4356 SCORPIUS STREET, ORLANDO, FLORIDA 32816  
PHONE: 407-823-2337

[GLOBAL.UCF.EDU](http://GLOBAL.UCF.EDU)

Connect with us!

