



Student Handbook

July 2017



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Table of Contents

Welcome	2
Connecting with Other Students in the EducationUSA Academy.....	2
Before You Leave Home.....	2
Travel Itinerary.....	2
Important Dates.....	2
Required Immunizations.....	3
Packing List.....	3
Carry-on Bag.....	3
Suitcase	4
Electronic Devices	5
Pre-Departure Checklist.....	5
After You Arrive in the United States.....	6
Customs and Immigration.....	6
Arriving at Denver International Airport.....	6
Arriving at another Airport in the United States	6
Finding Us.....	7
Transportation between Denver International Airport and Boulder	8
University of Colorado and International English Center Information.....	8
University of Colorado Boulder.....	8
International English Center	8
IEC Primary Advisors	9
Program Contact information.....	9
Location.....	10
University of Colorado and International English Center Facilities	10
Computer Labs	10
International English Center Lending Library.....	10
University of Colorado Norlin Library	11
University Memorial Center (UMC)	11
Center for Community (C4C).....	11
Recreation Center	11

Transportation, Bus Passes, Student Identification, and Meals	11
Transportation: Buses and Light Rail	11
Student Identification and Meals: Buff OneCard.....	11
Communication.....	12
Telephone	12
Making Calls from Campus	12
Mobile Phones	12
Important Telephone Numbers in Boulder.....	12
Postal Services.....	12
Main Post Office.....	13
Costs.....	13
Receiving Mail	13
Finances	13
Tuition & Payment	13
Refund Policy	14
Pocket Money	14
Immigration and Visas	14
Immigration Advisement	14
Visas	14
Academics	14
Curriculum.....	14
Academic English Skills (6 hours per week)	15
Test Preparation (6 hours per week)	15
University Preparation Workshop (4 hours per week)	15
U.S. Culture and Contemporary Issues (4 hours per week).....	15
Specific Medical Conditions and Learning Disabilities.....	15
Academic Expectations	15
Email.....	15
Attendance.....	16
Punctuality	16
Participation.....	16
Homework.....	16

Cheating and Plagiarism.....	16
Balance.....	16
Evaluation	16
Desire 2 Learn (D2L).....	17
Grade Reports.....	17
Residence Halls and Meals.....	17
Residence Halls	17
Student Support System	18
Roommate Selection.....	19
Check-In and Lights-Out.....	19
CU Residence Hall Policies	19
Doors.....	19
Entry to Student Rooms.....	19
Noise	20
Quiet Hours Policy.....	20
Courtesy Hours Policy	20
Room Cleaning.....	20
Roommate Agreement	20
Access to Halls: Security Doors	20
Smoking.....	21
Sports & Games in the Hallway.....	21
Dorm Check-in and Check-out Procedure	21
Maintenance Requests	21
Laundry	21
Meals.....	21
Dining Center Behavior	22
Safety & University Policies	22
Student Code of Conduct.....	22
Emergency Notification Policy	23
Situations	23
Emergency Notification Content.....	23
Notification Methods.....	23

Missing Student Protocol.....	23
Free Time: Checking In and Out.....	24
Special Announcements & Reminders.....	25
University of Colorado Police Department.....	25
Health & Medical Insurance.....	25
CU Boulder Gold Insurance Plan.....	25
Wardenburg Health Center.....	25
Injuries & Illness.....	25
U.S. Academic Culture and Laws.....	26
Classroom Culture.....	26
Dating in the United States.....	26
Legal Regulations.....	26
Electronic Communications.....	27
Discrimination and Harassment.....	27
Drug and Alcohol Awareness.....	28
Honor Code.....	28
Calendar of Events.....	29
Appendix A: Roommate Survey.....	30

Welcome

Welcome to the University of Colorado Boulder. We are delighted that you are joining the EducationUSA program and look forward to meeting you. It is important that students and parents are familiar with the information in this handbook. If you have any questions, please contact Holly Woodsome Sroymalai at holly.woodsosome@colorado.edu.

Connecting with Other Students in the EducationUSA Academy

Please consider joining the social media groups for the EducationUSA Academy at the University of Colorado Boulder. You can use these to get to know students who were in the program in previous sessions and will be in the program with you this year.

- Facebook: <https://www.facebook.com/edusaacademycuboulder>
- Twitter: @EdUSA_Boulder
- Instagram: @edusaacademy_cuboulder
- Snapchat: @EdUSA_Boulder
- Website: <http://edusaacademy.colorado.edu/>

Before You Leave Home

Travel Itinerary

Please send your full travel itinerary to Holly at holly.woodsosome@colorado.edu as soon as you know it, including:

- Arrival & departure dates
- Arrival & departure times
- Airline
- Flight numbers
- Transit cities (if applicable)

We need this information to schedule your airport pickup and drop-off. An IEC staff member will meet you at the airport and bring you to Boulder.

Important Dates

- July 3, 2017: Students should arrive at Denver International Airport on this day.
- July 4, 2017: Welcome activities and fireworks on the CU Boulder campus
- July 5, 2017: Orientation and first day of classes
- July 29, 2017: Students depart the University of Colorado Boulder for their home countries.

Required Immunizations

Colorado State Law requires all University of Colorado students to submit proof of immunization and Tuberculosis (TB) testing. This is a **mandatory requirement** for all college students born on or after January 1, 1957. We will send immunization details upon acceptance to the EducationUSA Academy. The documentation must be received by Wardenburg Health Center before students arrive at CU Boulder.

Packing List

Packing light is important for several reasons. First of all, airlines have strict policies regarding the number, size, and weight of checked baggage. Also, students must keep in mind that they must be able to carry all of their luggage without any help.

Luggage Tags: Make sure that your name, home address, and the International English Center's address are on all of your luggage tags. You should also mark your bag with a ribbon or tape that is easy to recognize because many bags look the same. The IEC's address is:

1030 13th St.
Boulder, CO 80302
USA

The following packing list includes suggestions, but you may want to change it slightly depending on your own situation.

Carry-on Bag

We suggest using a backpack as your carry-on bag. This can double as your backpack for school and field trips. Some items that you should keep in your carry-on bag include:

- Passport and visa
- I-20 or DS-2019
- Paper receipt for the SEVIS fee, form I-797 (note, this is not necessary for J-1 students)
- A copy of your bank letter or sponsor letter showing your financial resources (not necessary for J-1 students)
- Acceptance letter from the University of Colorado Boulder International English Center
- CU Boulder International English Center contact information:
 - Patti Juza, Director: patricia.juza@colorado.edu, 303-735-3119
 - Holly Woodsome Sroymalai, Academic Programs Manager, holly.woodsosome@colorado.edu, 303-492-9165, 720-378-1717 (mobile)
- Medications (if any)
- Debit or credit card (optional)
- Notebook
- Pen/Pencil
- Mobile phone: These are not necessary, but many students do bring them.

- You may want to bring a few basic toiletries (toothbrush, toothpaste, brush, etc.) and a change of clothing in case your luggage is lost or delayed.
- Laptop/Tablet*: Although there are computer labs at the IEC and around campus, some students do prefer to bring their own laptop or tablet. Many assignments in the United States are done on computers, and all of the classes at the International English center have class websites (Desire to Learn) that include homework, grades, quizzes, and information from teachers. However, remember that it is entirely optional to bring a laptop or tablet. If you choose to bring one, it is your responsibility to protect it. (*Please check your airline’s regulations.)

Suitcase

You do not need to bring sheets, towels, or pillows. These will be provided for you in the dormitories. The following is a list of items you may want to bring. The average high temperature in Boulder in July is 90° F (32°C), and the average low temperature at night is 65° F (18° C).

<p>Clothing</p> <ul style="list-style-type: none"> ▪ Casual Outfit (khakis, skirts, shirts) ▪ Jeans/Pants ▪ Jacket <ul style="list-style-type: none"> ▪ Jacket/Fleece (it can get cool in the evenings and in the mountains) ▪ Raincoat or waterproof jacket (afternoon rains are possible) ▪ Pajamas/Sleepwear ▪ Sandals/Shower Shoes ▪ Shirts ▪ Shoes <ul style="list-style-type: none"> ▪ at least one pair of good walking/hiking shoes ▪ shower shoes/flip-flops ▪ Shorts ▪ Socks ▪ Swimming Gear ▪ Undergarments
<p>Accessories</p> <ul style="list-style-type: none"> • Sunglasses • Bag or Backpack to take on events • Water Bottle
<p>Health and Toiletry Items</p> <ul style="list-style-type: none"> • Sunscreen • Lotion • Toothbrush, toothpaste, soap, etc.

Equipment

- Electronic Convertors, Adaptors (US outlets are 120V)
- Chargers and Electronic Devices
- Hair Dryers

You do NOT need to bring the following items. These will be provided residence halls.

- Pillows
- Sheets & blankets
- Towels

Electronic Devices

Electric power in the United States is 110 volts and 60 cycles. You may need to purchase a converter or an adapter before you leave home if you plan to use any electronic devices. Outlets in the United States look like this:

**Pre-Departure Checklist**

We suggest that you do the following things before you come to the United States.

- Get your passport.
- Get your I-20 or DS-2019.
- Get your visa.
- Get any immunizations that are required.
- If you are taking medication, make sure that you have enough for the duration of the program.
- Get pocket money ready (options below in Finances).
- Pack your luggage so that it fits airline requirements and you can carry it by yourself.
- Pack your carry-on bag with all of the necessary items listed above.

After You Arrive in the United States

If you have any problems during transit or upon arrival, please contact Holly at 1.720.378.1717, connect on WhatsApp, or email holly.woodsme@colorado.edu.

Customs and Immigration

When you get to your first destination in the United States, you will need to go through Customs and Immigration. If Denver is your first destination in the United States, it will be in Denver. If you go to another city in the U.S. first, it will be there.

When you arrive at your gate, you will follow the signs to Customs and Immigration. You will first need to pass through Immigration. There are usually lines for U.S. citizens and lines for citizens of other countries. Make sure that you wait in the correct line. The officials will check your passport, visa, and I-20 or DS-2019. After you clear Immigration, you will pick up your luggage and proceed to Customs. Then you will need to pass through Customs. The officials will check your passport. They may search your bags, but this is rare.

Arriving at Denver International Airport

If Denver is your first destination in the United States, you will enter the Main Terminal immediately after you finish with Customs. An International English Center staff member will meet you outside of international arrivals.



Arriving at another Airport in the United States

If you arrive at another airport in the United States, you will go through the same Customs and Immigration steps listed above. After that, you will need to find your connecting flight to Denver. You will also need to check your baggage again. Do not hesitate to ask any airline or airport official for help getting to your connecting flight.

When you get to Denver, you will be in either concourse A, B, or C. Follow the signs to baggage claim. You will need to take a train to get there. Get off the train at the terminal. It is the last stop.



When you get off the train, go up the escalators. An IEC staff member will meet you at the top of the escalator.



Finding Us

The International English Center staff members will be holding this sign.



Transportation between Denver International Airport and Boulder

We will pick you up from the airport and take you to Boulder by airport shuttle. There may be some waiting time at the airport because students may be coming in on different flights. The drive from Denver to Boulder usually takes around 1 hour. We will send you a follow-up email to confirm the details once we have everyone's flight itineraries.

If you have any complications upon arrival, please contact Holly at 1.720.378.1717, connect on WhatsApp, or email holly.woodsme@colorado.edu.

University of Colorado and International English Center Information

University of Colorado Boulder

As the flagship university of the State of Colorado, [CU Boulder](#) is a dynamic community of scholars and learners situated on one of the most spectacular college campuses in the country. As one of 34 U.S. public institutions belonging to the prestigious Association of American Universities (AAU) – and the only member in the Rocky Mountain region – we have a proud tradition of academic excellence, with five Nobel laureates and more than 50 members of prestigious academic academies.

CU Boulder has blossomed in size and quality since we opened our doors in 1877 – attracting superb faculty, staff, and students and building strong programs in sciences, engineering, business, law, arts, humanities, education, music, and many other disciplines.

Today, with our sights set on becoming the standard for the great comprehensive public research universities of the new century, we strive to serve the people of Colorado and to engage with the world through excellence in our teaching, research, creative work, and service.

International English Center

The International English Center (IEC) at CU Boulder, established in 1975, provides high quality English language instruction for international students preparing for academic study in the US, and professionals seeking to enhance their career opportunities, through innovative teaching practices and experiential learning, in order to serve the educational needs of the University of Colorado Boulder, the city of Boulder, and the global community. The IEC is accredited by the Commission on English Language Program Accreditation (CEA) and is a member of the Consortium of University English Programs (UCIEP) and EnglishUSA. Our diverse student population includes prospective undergraduate and graduate degree candidates from Angola, Brazil, Chile, China, Colombia, Dominican Republic, France, Indonesia, Israel, Italy, Japan, Kuwait, Libya, Mexico, Qatar, Russia, Saudi Arabia, South Korea, Spain, Thailand, United Arab Emirates, Venezuela, and Yemen. Faculty members, who are employed directly by the University of Colorado Boulder, are highly experienced English language educators, with graduate degrees in TESOL or related fields.

IEC Primary Advisors

Each student is assigned an IEC Primary Advisor. The Primary Advisors are IEC faculty members who are the first point of contact between the student and the academic program. They are available to discuss any problem the student may be having.

Program Contact information

If you need help with	Contact	Contact Information
Academics, Health, and Program Feedback	Holly Woodsome Sroymalai, Special Programs Manager	303-492-9165 Cell: 720-378-1717 holly.woodsomes@colorado.edu Office 210
Payments or Money Questions	Rene Yanosky, Program Accounting Manager	303-735-2981 yanosky@colorado.edu Office 8
Night-time Assistance and Activities	Holly Woodsome Sroymalai, Special Programs Manager	303-492-9165 Cell: 720-378-1717 holly.woodsomes@colorado.edu Office 302
	Martin Castorena Lead Resident Counselor & Activity Leader	Cell: 720-568-0849 mgcastorena@gmail.com
	Annaka Hogelin Activity Leader	Cell: 321-271-0618 annaka.hogelin@gmail.com
	Shana Williams, Resident Counselor & Activity Leader	Cell: 720-236-2016 Shanawilliams321@gmail.com
Visa and Immigration Questions	Eriko Yatabe-Waldock, Coordinator of Student Services	303-735-9590 Eriko.yatabewaldock@colorado.edu Office 302
Program Feedback	Susan Fouts, Assistant Director for Student Services and Program Development	303-735-2979 susan.fouts@colorado.edu Office 3
Program Feedback	Ruth Moore, Assistant Director for Faculty Services and Curriculum	303-735-6787 ruth.moore@colorado.edu Office 304
Program Feedback	Patti Juza, Director	303-735-3119 patricia.juza@colorado.edu Office 2

Location

Boulder, Colorado is not only a well-known college town; it's also known for its natural beauty, outdoor recreation, and healthy lifestyle. Every year, Boulder has been voted as one of the best places to live and study in America by national magazines, travel guidebooks and education websites. In 2016, Best College Reviews ranked Boulder as the number one college town in the United States.

[Campus Map](#)

[CU Boulder and Surroundings](#)



University of Colorado and International English Center Facilities

Computer Labs

The IEC computer labs are open every weekday from 8:00am until 5:00pm. Lab assistants are available to assist students. Word processing, information materials, email, and internet access are available through the secure CU network and wireless connection. Students with laptop computers or mobile devices can access the CU wireless network anywhere on campus. The Wi-Fi to use is UCB Wireless. Students will need to login with their IdentiKey and password. The most current list of computer labs around campus can be found at: <http://webdata.colorado.edu/labs/map/>

International English Center Lending Library

The IEC lending library is located in Lab 104. Students may check out books for the day, and the books are graded by level. See the Lab Assistants or Lab Supervisor for help.

University of Colorado Norlin Library

Norlin Library is open to all IEC students. You may want to visit the section containing periodicals and foreign language newspapers. In addition, there is a section with college and university catalogs from academic institutions all over the country. If you are interested in taking a tour of the library, ask any of your IEC instructors to arrange a visit.

University Memorial Center (UMC)

The UMC serves as the student center for the University of Colorado. There are several restaurants and lounges. There is also a game area.

Center for Community (C4C)

The C4C houses the Buff OneCard office. There is a dining facility in C4C that has food from many different cultures.

Recreation Center

As an EducationUSA Academy student, you may use the Recreation Center facilities for free. The recreation center offers 300,000 feet of recreation activity space. Activities include strength and cardio, ice rink, basketball/volleyball courts, indoor and outdoor swimming pools, fitness and cycle studios, climbing gym, and turf gym.

Transportation, Bus Passes, Student Identification, and Meals

Transportation: Buses and Light Rail

The buses in the Boulder-Denver area are known as RTD buses. Your blue CollegePass allows you to ride all RTD buses, including the airport bus and Denver light rail, for free. Bus schedules are available online at <http://www.rtd-denver.com/index.shtml>, at the University Memorial Center (UMC), and the Boulder Transit Center at 14th Street and Walnut. It costs \$10 to replace a lost or damaged CollegePass.

Student Identification and Meals: Buff OneCard

Your Buff OneCard is your key to all kinds of services and events at CU. It is your official university identification, and as a student you are required to carry it with you whenever you are on campus. Your Buff OneCard should be presented upon request to any university official. This card also serves as the entrance pass to the dining hall for meals. It will allow you three meals per day from Monday to Friday and brunch and dinner on weekends. When we take day-long field trips, you will take your lunch with you. Please let Holly know if you have any dietary restrictions. IEC staff will help you get this card when you get to Boulder. It costs \$30 to replace a lost or stolen Buff OneCard.

You will be given a lanyard to hold your CollegePass and Buff OneCard. Wear this around your neck at all times. It is important to have access to the residence halls, meals, and the bus.

Communication

Telephone

Making Calls from Campus

If you are calling from campus (CU) to another CU number, for example to the IEC, dial only the last five digits, e.g. 2-5547. If you call any other number in Boulder, or if you call CU from off campus, dial all ten numbers, i.e. 303-492-5547. For a long distance call within the United States, dial 8-1-(area code)-xxx-xxxx. For an international call outside the United States, dial 8-011-(country code)-(city code)-xxx-xxxx.

Mobile Phones

If you want to bring your mobile phone from home, contact your service provider to find out if the phone will work in the United States and what the rates will be. You can also use prepaid phones and SIM cards in the U.S. or Wi-Fi calling apps.

- Prepaid Mobile Phones: These “pay-as-you-go” phones can be purchased from the major mobile phone and electronics stores in Boulder. These are useful for local and emergency calls.
- Prepaid SIM Cards: These can be purchased in the major mobile phone stores in Boulder or ordered online prior to travel. These are useful for local and emergency calls.
- Wi-Fi Calling Apps: Many students rely on the excellent Wi-Fi at CU and around Boulder and use apps such as Skype, Viber, WhatsApp, Facebook Messenger, and Line.

Important Telephone Numbers in Boulder

The following is a list of telephone numbers which you may need during your stay in Boulder.

Contact	Phone Number
International English Center	303-492-5547
International English Center Fax	303-492-5515
Wardenburg Health Center	303-492-5101
CU Campus Police	303-492-6666
CU Housing Office	303-492-6871
Norlin Library Information	303-492-8705
CU Recreation Center	303-492-6561
CU Boulder Admissions	303-492-6301
University of Colorado Book Store	303-492-6411
University Memorial Center (UMC)	303-492-6161
Police/Fire/Emergencies	911
Directory Assistance	411
RTD (Bus Service)	303-778-6000

Postal Services

You can mail your letters and postcards at the post office or drop them in any mailboxes that you see. The mailboxes are blue and will have a U.S.P.S. (United States Postal Service) sign on them.

Main Post Office

1905 15th Street
303-938-8026

Costs

Letter within the U.S.A.: 49 cents
Postcard within the U.S.A: 34 cents
International Letter: \$1.15
International Postcard: \$1.15

Receiving Mail

You may receive mail at the IEC. If you choose to receive mail at the IEC, your address will be:

Your Name
University of Colorado
International English Center
63 UCB
Boulder, CO 80309-0063

When you leave the IEC, please give your forwarding address to the office so that any mail that comes here can be sent to you.

Finances

Tuition & Payment

The total cost for the program is \$5,000. This includes instruction, materials, activities, housing, meals, and health insurance. Airfare is not included. Tuition is due by July 1, 2017. To make a payment for the EducationUSA Academy, use the secure service [Flywire by peerTransfer](#). It is trusted by thousands of students around the globe because it is safe, fast, and convenient.

- When paying with *Flywire by peerTransfer*, you will pay in your home currency, avoid unnecessary bank fees, and receive the most favorable foreign exchange rates.
- *Flywire by peerTransfer* payments can be made with:
 - Electronic funds transfer through your local bank
 - Credit or debit card (Visa or Mastercard)
- *Flywire by peerTransfer* has dedicated customer service support to help you. Customer service is available in Spanish, Portuguese, French, Chinese, Japanese, and Korean.
- To make your payment, go to <http://peerTransfer.com/school/contedcolorado> and enter your details.
- Payment instructions will help you complete your payment transfer.

Refund Policy

All EducationUSA Academy students are expected to enroll for the entire session. If a student needs to cancel or chooses to stop studying before the end of the session, or is removed from the program, the following rules are used to determine the refund amount (if any).

- The last day to receive a 100% refund is July 5, 2017.
- After July 5th, students will not be eligible for any refund.

Pocket Money

We recommend that students bring approximately \$50 per week in the form of cash, traveler's cheques, or a credit/debit card for cash withdrawals. If you decide to use a credit or debit card, be sure to ask your bank about ATM fees in the United States. Many ATMs will charge an additional \$3 to \$5 transaction fee per withdrawal. In the United States, most ATMs accept debit cards with the Master Card/Cirrus and Visa/Plus logos. Make sure that you activate your card and remember your PIN.

Immigration and Visas

Immigration Advisement

Our Cultural & Community Programs Manager is responsible for providing immigration advisement to EducationUSA Academy students. Students may make an appointment with her if they have specific questions. Once students arrive, they attend an immigration orientation prior to the start of classes that informs them of what they need to know to be in compliance with immigration regulations.

Visas

When students have been accepted to the EducationUSA Academy at the University of Colorado Boulder, the International English Center will send the appropriate documents to allow them to apply for a visa. A list of detailed steps will be included in the acceptance packet.

Academics

Curriculum

The EducationUSA Academy is designed for 15-17 year old students who have intermediate to advanced levels of English language proficiency. The program focuses on:

- English language instruction
- Academic culture and the U.S. higher education system
- The university admissions process (applications, essays, required tests, scholarship opportunities, and interviews)
- Engineering, entrepreneurship, psychology, and intercultural communication

The program includes instruction, materials, and activities that promote students' professional development. It also provides opportunities for students to interact with native speakers of English, including peer groups on campus.

The program includes 4 core courses, which meet a total of 20 hours per week:

Academic English Skills (6 hours per week)

In this course, students improve their academic skills for effective participation in US universities. Students build their English language fluency, accuracy, and confidence through individual and team projects incorporating university-level texts and lectures, short presentations, informal and formal writing assignments, and discussions.

Test Preparation (6 hours per week)

This course is designed to help students intending to take the TOEFL iBT, IELTS, SAT, and ACT exams. Students develop their fluency, accuracy, and confidence as they review testing formats and scoring, practice a variety of question types, and learn effective test-taking strategies. Students take sections of actual exams.

University Preparation Workshop (4 hours per week)

This course is designed for students to gain understanding and insight about the US higher education system and academic culture. Through lectures, discussions, hands-on activities, and field experiences, students learn how to choose a major, apply to universities, find scholarships, get involved in student clubs, and explore careers.

U.S. Culture and Contemporary Issues (4 hours per week)

In this course, students develop a deeper understanding of US culture and contemporary issues. The topics of this course include free speech, diversity in society, climate change and public policy, entrepreneurship, STEM, and US government. Experiential learning activities and team projects prepare students for university study.

Specific Medical Conditions and Learning Disabilities

The University of Colorado Boulder is committed to diversity, inclusion, and meeting the needs of all of our students through access and accommodation. If students indicate that they do have a specific medical condition or learning disability on the application, we will send you a brief survey to get more information about your needs so that we can provide you with the appropriate accommodations.

Academic Expectations

The following information will help students meet expectations at the International English Center and at American Universities in general.

Email

Students are expected to check their CU email account every day. There are often important messages from teachers, the IEC, and CU Boulder.

Attendance

It is important to be in class every day. Students may need to miss a class due to illness, but they should not make it a habit. If students are sick, they should contact the resident counselors and Holly Sroymlai at 720-378-1717.

Punctuality

- Students must arrive to class on time. If a class starts at 8:30am, teachers expect students in class at 8:30am or a few minutes early.
- Students who are 1 minute late will be marked late.
- Any student who is late three times for the same class will be counted absent for one hour. Also, any student who is more than 15 minutes late will be counted absent for that hour.
- Early departures from class will be considered the same as late arrivals.
- It is inconsiderate to the instructor and the classmates to interrupt the class by being late.

Participation

Many classes are in a discussion format. Students need to be a part of these discussions. It is normal for students to feel nervous about speaking in class, but it will get easier with time. Successful participation requires good listening skills, a willingness to try, and preparation. Preparation means doing homework and studying for each class.

Homework

Homework is an important part of each student's studies. Homework is given daily. Students should plan for up to two hours of study time each day. Homework usually includes writing assignments and a variety of exercises to reinforce skills.

Cheating and Plagiarism

Copying from another student during a test or handing in someone else's work as one's own is cheating. Cheating will not help students learn English. Plagiarism is the copying of any written material, even just one sentence, without citing the source. Cheating and plagiarism are wrong and could cause a student to be dismissed from university classes.

Balance

Learning a language is not easy. It requires hard work and dedication. With effort and commitment, students will succeed. Students should work hard and play hard. It is important to get plenty of sleep, study regularly, eat well, speak up, experience everything, relax, and enjoy oneself.

Evaluation

The International English Center and the University of Colorado use the following grading standards:

Letter Grade	Points	Percentage
A	(4.0)	94-100% - excellent
A-	(3.7)	90-93%
B+	(3.3)	87-89% - good, above average
B	(3.0)	83%-86%
B-	(2.7)	80-83%
C+	(2.3)	77-79% - competent average
C	(2.0)	73-76%
C-	(1.7)	70-72% - lowest grade to pass*
D+	(1.3)	67-69%
D	(1.0)	60-66%
F	(0.0)	0-59%

**While a D is the minimum passing grade at CU, the IEC requires a C- or higher.*

Desire 2 Learn (D2L)

In your classes, you will need to use D2L to check your grades, take quizzes, and submit assignments. You will access D2L at learn.colorado.edu. You will need your CU login name and password. Your teachers will help you with this on the first few days of class. It is very important for you to check your grades and your teachers' feedback on the assignments. If you do not do this, you will not know how to improve your work. If you see a 0% in your grades, it probably means you did not turn in an assignment, so you should talk to your teacher. You should always know what your grade is in each class, and you should never be surprised by your final grades.

Grade Reports

Students will be issued an official transcript and a certificate at the end of the program. Students also receive frequent written feedback from faculty throughout the program.

Residence Halls and Meals

Residence Halls

Housing is arranged for you. You will be living in dormitory-style housing at the University of Colorado Boulder. All rooms are furnished with extra-long twin beds, a dresser, bookcase, desk, and closet. Telephones are not provided in rooms and phone jacks are not active. A micro-fridge (microwave, refrigerator, and freezer) is provided in each room. TV lounges are located in each building. All buildings are non-smoking. Complimentary Wi-Fi is available throughout the entire CU Boulder campus.

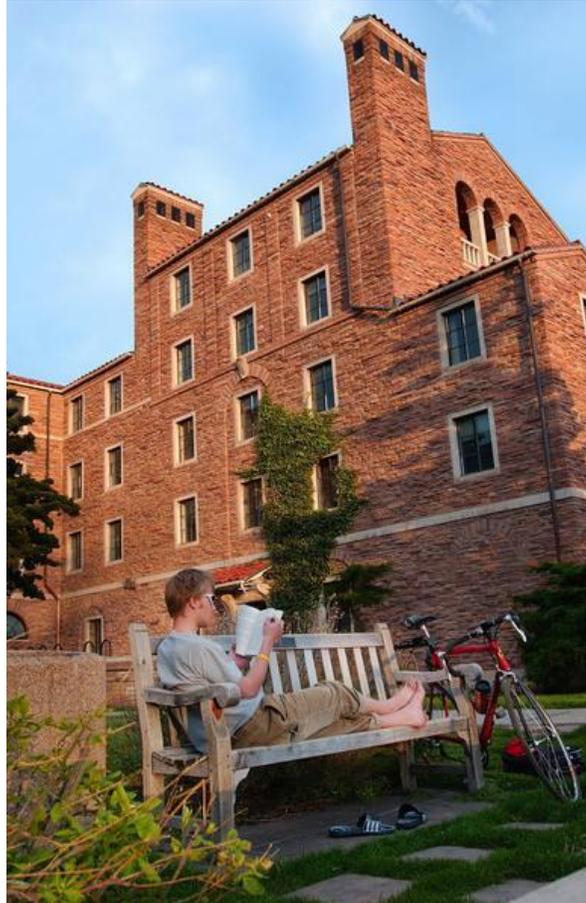
Students in the EducationUSA Academy are not housed with students over the age of 18. All underage minors live in the same designated area of the residence hall and have chaperones.

Students live in double or triple-occupancy rooms (one room with two beds/one room with three beds). This also includes:

- One linen package (one set of non-fitted sheets, two towels, and one washcloth)
- Pillow and pillowcase

- Blanket or bedspread

Housekeeping service is not provided in individual guest rooms; however, this service is provided in restrooms and public areas. For general housing information, please visit housing.colorado.edu.



Student Support System

Each cohort of EducationUSA Academy students will have a resident counselor living in the dormitory with them. These staff members have been carefully selected, and they are there to ensure the health and safety of the students. Students are required to cooperate with them. The resident counselors are the students' connection to the dormitory, and they will be able to answer any questions and assist with any issues directly related to the dormitory. The resident counselors are one of the students' connections to the International English Center, activities, and academics. If students have any questions about the program, or if they face any challenges adjusting to life in Boulder, they should contact the resident counselors. In addition, students can always contact their academic advisors or the program manager if they feel that they need any kind of support or help.

Roommate Selection

The information students provided in the application is used in making roommate assignments. However, it is normal to feel a little nervous about living with a new person. Here are some tips for making the transition easier.

- Get to know about your roommate's country, language, culture, favorite subjects, etc.
- Fill out and share your Roommate Survey in Appendix A to get to know each other's expectations and habits.
- Spend some fun time outside of the room together. This could be one of the best friendships you make!

Check-In and Lights-Out

After the activities each day, students will have some time to do homework and socialize. Check-in is at 11:00pm. This is the time when all students need to be in their own rooms. Lights-out is at 12:00am (midnight). At this time, all students need to be in their own rooms with the lights out.

On the counselor's residence hall door there will be a sign in sheet. The sheet will list each student's name and have a column for the date. After arriving in the dorm for the evening, the student will initial in the appropriate box, indicating they are not going to be leaving the dorm again. Each night at 11 pm a dorm counselor will check the sheet. If there are any students not verified on the sign in sheet, the dorm counselor(s) will contact the student for sign in to ensure that each student is safely back in the residence hall.

CU Residence Hall Policies

Knowing and following the residence hall policies will help you have a successful stay at CU Boulder.

Doors

If you decide to decorate your door, you need to follow these rules:

- Make sure it is not offensive.
- The material may not attack, demean, or exploit an individual or a group of individuals.
- Do not attach anything permanent.
- Do not use non-recyclable materials.

If you do not follow these rules, you may be asked to remove the items.

Entry to Student Rooms

Students' personal privacy will be respected. However, Residence Life reserves the right to authorize entry into a room when there is a reasonable cause to believe the following:

- There exists an immediate threat to the health or safety of the occupants.
- There exists a need to protect property (university or private).
- It is necessary for residence hall personnel to close and secure a hall or to repair, replace or inspect university property.

- It is necessary to further our basic responsibility regarding discipline and maintenance of an educational atmosphere.

Noise

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them.

Quiet Hours Policy

Sunday through Thursday, quiet hours begin at 10:00pm and end at 8:00am the following morning. Friday and Saturday, they begin at midnight and continue until 8:00am the following morning. Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Stereo speakers may not be placed in windows with the speakers directed outward. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by staff. Housing & Dining Services strongly encourages residents who are having an issue with noise to accept responsibility for confronting the situation and let the offender know their noise is creating a disturbance.

Courtesy Hours Policy

Sunday through Thursday, courtesy hours begin at 8:00am and end at 10:00pm. Friday and Saturday, they begin at 8:00am and continue until midnight. Excessive noise that can be heard from outside a resident room that interferes with, or has the potential to interfere with, any community member's right to sleep, study, or work in their living environment is prohibited. Residents must comply with all requests to reduce their noise level.

Room Cleaning

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it as prescribed by the hall. Residents are not permitted to keep empty cans, bottles, etc., in their rooms because they attract insects. Recycle as much as possible. Cleaning equipment and supplies are available from the environmental services staff, or at the hall front desk. Environmental services staff clean only the public and common areas of a hall.

Roommate Agreement

Each resident agrees to conduct themselves in a manner that is conducive for fellow residents to study, live, and sleep. Each resident agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall problems. Residents are expected to report uncivil treatment of others, vandalism, and other violations of the policies. Students will work with staff-led mediation if they need further assistance with roommate concerns.

Access to Halls: Security Doors

For everyone's safety, all doors leading into living areas are locked 24 hours a day. Residents always have access to their halls by means of their keycards. Friends and guests may enter the unlocked lobby areas and contact residents to meet them.

Smoking

The University of Colorado Boulder is a smoke-free campus.

Sports & Games in the Hallway

Any physical sporting activity (ball sport, water balloon toss, running game, squirt guns) is not permitted in the halls due to the potential of property damage and disturbance to other residents. Sports intended for outdoor play should be directed toward designated areas on campus (CU recreational areas, green space, etc.). Special attention should be paid to the potential damage to property (playing baseball near residence hall windows for example). If a student violates this policy and there is damage to university property, a sanction may result.

Dorm Check-in and Check-out Procedure

Upon arrival to the residence hall, each student will check in to the room. During this process, each student must fill out a form indicating any damage to the room upon arrival (holes in walls, scratches on the floors, etc.). The resident counselors are to review this form with the students. Upon departure the room, the students will fill out the **rest** of the form with their resident counselor, indicating any damage that occurred while a resident. This system is designed to prevent the student from being held liable for pre-existing damage, but assume responsibility for any damage they may have occurred during their residence.

Maintenance Requests

If there room is in need of any maintenance (broken door handle, broken window, etc.), please alert the resident counselor. The resident counselor will assess the situation and submit a work order via the university residence hall staff.

Laundry

There are washing machines and dryers in the residence halls. These machines are coin operated and can also be used with the Buff OneCard. Money can be loaded onto the Buff OneCard with cash or credit card. Detergent can be purchased in the laundry room or at Walgreens near the International English Center.

Meals

Students receive 3 nutritious meals per day (breakfast, lunch, and dinner). The University of Colorado Boulder can accommodate for a variety of dietary needs including kosher, halal, vegetarian, vegan, and allergies (eggs, dairy, gluten, shellfish, fish, tree nuts, and others). C4C is the University of Colorado Boulder students' favorite dining hall. There, students can enjoy a variety of cuisines: Asian Shi Pin, Italian, kosher, Latin, Persian, sushi, salads, fresh fruit, and desserts. For more general information, please visit housing.colorado.edu/dining/locations-hours.



Dining Center Behavior

Residents and guests are expected to comply with all residence hall rules and the Code of Conduct while using the dining facilities on campus. The throwing of any food or utensils in any area of the residence or dining centers is prohibited. Strong disciplinary actions will be taken against those involved in these types of behaviors, especially when the actions cause damage to personal and/or university property and/or personal injury. Residents and dining center guests are prohibited from removing food from the dining facilities, with the exceptions as provided by the dining services program, such as ice cream or special containers for students observing Ramadan.

Safety & University Policies

Student Code of Conduct

The purpose of the Student Code of Conduct is to maintain the general welfare of the EducationUSA Academy, the IEC, and the university community. The IEC and the university strive to make the campus community a place of study, work and residence where people are treated, and treat one another, with respect and courtesy. All students must follow the Student Code of Conduct. Students who violate these standards will be subject to the actions described below.

- There are some behaviors that are not acceptable and can cause disruption to student learning in the classrooms.
 - Do not leave your cell phone on during class.
 - Do not interrupt the teacher or other students by speaking out of turn or answering for others.
 - Do not have unnecessary individual conversations during class activities.
 - Do not speak your native language excessively.
 - Do not be rude, impolite, or unkind (in words or actions) to the teacher, staff, or classmates.
 - Do not consistently arrive late after class has begun.
 - Do not be disrespectful or insensitive to the cultural differences of others.

- In addition to the above inappropriate behaviors, students in the EducationUSA Academy must also follow the [University of Colorado's Student Code of Conduct](#).

Any student found violating one of the above standards will be written up by the Special Programs Manager or the IEC Director. A copy of this write-up will be placed in the student's academic file. If the student is sponsored, the sponsor will be notified. If the student receives three such write-ups, this student may be asked to leave the EducationUSA Academy.

Emergency Notification Policy

The University of Colorado Boulder has a formal emergency notification plan. The International English Center also has staff who speak and write several different languages, and they will be able to communicate with parents and students in the event of an emergency.

Situations

The University of Colorado will, upon confirmation of an ongoing significant emergency or dangerous situation that poses an imminent threat to the safety of campus community members, immediately issue emergency notifications to the campus community. Some possible situations include:

- Severe weather
- Natural disaster
- Structure fires
- Weather-related closures
- Temporary building closures
- Power outages

Emergency Notification Content

The content of an emergency notification will include:

- A description of the situation (flash flood warning, dangerous situation, etc.)
- Relevant safety instructions (move to higher ground, shelter in place, etc.)

Notification Methods

The primary method of issuing an emergency notification is the CU Alert system. The CU Alert system is capable of sending text messages, voice messages, and emails to registered users. EducationUSA Academy students will sign up for this alert system during the orientation. Notifications will also be posted on the CU home page www.colorado.edu, the campus emergency information line, and campus social media sites. Should any emergency event arise, EducationUSA Academy faculty and staff will contact students directly and ensure that they are safe.

Missing Student Protocol

When students are off campus, they use the buddy system (pairs of students monitor and support one another). Faculty and staff are always on alert to make sure that all members of the group are together. If a student is lost, he or she should immediately contact the faculty member, staff member, or the IEC

office. This can be done through Wi-Fi apps or by asking to borrow a phone from someone nearby. It is extremely important that IEC faculty and staff know where the students are and that they are safe.

In the unlikely event that a student is missing, the following steps will be taken.

1-15 Minutes

1. One faculty/staff member waits with the group of students while the other one searches the immediate area.

20 Minutes

2. If the student is not found in the immediate area, the faculty/staff member notifies the Special Programs Manager and/or IEC Director.

30 Minutes

3. The Special Programs Manager and/or IEC Director notify all IEC staff.
4. The Special Programs Manager and/or IEC Director contact the residence hall.
5. If other faculty/staff members are in the area, they will begin searching.

1 Hour

6. The IEC Director and/or the Special Programs Manager contact the local law enforcement agencies and any possible modes of transportation (RTD).
7. The IEC Director or the Special Programs Manager notifies the student's parents or guardians.

As soon as the student is found, the IEC Director notifies the parents or guardians again.

Free Time: Checking In and Out

There are many exciting group activities in which students will participate. However, there is also some free time for students to spend time getting to know the campus, Boulder, and their new friends.

Students may only leave the dormitories in pairs or groups. If they plan to go off campus to a movie or to explore the live entertainment on Pearl Street, they need to inform their Resident Counselor by the following method:

- Sign In/Out sheet on the door of the Residential Counselor's door
 - Each student *must* sign themselves out
 - The students must indicate where they are going, what time they are leaving, and when they plan to return
 - Upon their return to the residence hall, the students must sign back in (initial in appropriate box)
 - If you are running late (missed the bus, etc.) you **must** notify the counselor. The counselor will check the Sign In/Out sheet at the time you expected to returned. If the student has not indicated they have returned to the building, the counselor must being the missing student protocol.

- Exceptions to this method may be made if the students are not leaving directly from the residence hall. At this time the students should notify **all** residence counselors via WhatsApp of where they are going and when they expect to return. It is important to notify all residence counselors, as the counselors may change shifts. This is to help ensure the safety of all residence hall students.

All students must be back in their assigned residential hall by 9:30pm.

Special Announcements & Reminders

Residence counselors will post any special announcements and reminders on students' whiteboards on their bedroom doors. Students should be sure to check these each time they enter the room.

University of Colorado Police Department

The [University of Colorado Boulder Police Department](#) is a full-service police agency providing community-based public safety services to a diverse community of 36,000 affiliates 24 hours a day, seven days a week, all year long. Patrolling the campus by foot, bicycle, motorcycle, and vehicle, the CU Boulder police work diligently with the university community and surrounding agencies to ensure a prompt and coordinated law enforcement response.

Health & Medical Insurance

CU Boulder Gold Insurance Plan

Students will have the CU Boulder Gold Insurance Plan, which provides excellent health insurance coverage. Plan details are available at:

<http://www.colorado.edu/health/gold>

[Student Gold Health Insurance Comprehensive Brochure 2016-2017](#)

Wardenburg Health Center

The University of Colorado Boulder's [Wardenburg Health Center](#) provides outstanding and convenient primary care. Interpreter services are provided so EducationUSA Academy students can communicate their health care needs to someone in their first language. Interpreter services can also assist in communicating emergency situations with parents and guardians.

Injuries & Illness

If a student is injured or sick while attending the EducationUSA Academy, a faculty or staff member will immediately accompany the student to Wardenburg Health Center or the nearest emergency medical facility as appropriate. We will make every effort to contact parents or guardians prior to proceeding with medical treatment. Therefore, it is important that parent/guardian contact information is correct

and updated. However, a medical consent form is part of the enrollment process, and this will allow us to seek appropriate medical attention for students in emergency situations.

U.S. Academic Culture and Laws

Classroom Culture

- Coming to class on time is important. If you are one minute late, you are marked late.
- Many classes are in a discussion format. We want all students to be part of these discussions. It's normal to feel nervous about speaking in class, but it will get easier with time. Successful participation requires good listening skills, a willingness to try, and preparation.
- Homework is an important part of your studies. You will have homework every day.
- If you have an appointment with a teacher, advisor, or anyone else on campus, you need to be on time.
- In order to be successful in your classes, you need to make sure you are prepared every day. It is also very important to keep all of your materials organized. Some things you will need are notebook (paper), folder, pens, pencils, and an eraser.
- One aspect of US academic culture is that students must not try to negotiate a higher grade. It is okay to ask why you got a certain grade, but you must not say you want a higher grade without a good reason.

Dating in the United States

Students will form lasting friendships with EducationUSA Academy students from around the world. These friendships provide students with an opportunity to share their cultures, learn from their peers, and develop a network of people with similar academic and professional interests. These friendships serve as the foundation of the EducationUSA Academy.

Dating, however, is strongly discouraged during this short program. Dating takes students' focus away from their academic studies. It can also isolate students so that they do not fully participate in all of the academic and cultural activities of the EducationUSA Academy.

Male and female students live in separate dormitory areas with resident counselors who do nightly rounds for student check-in and lights-out.

Legal Regulations

Safety and security are the top priority in the EducationUSA Academy. As mentioned, dating is strongly discouraged. And, due to the fact that customs and regulations regarding sexual activity vary in different countries, it is important to note the following legal regulations. This ensures that all students are safe, and that they are aware of the US law.

- The age of sexual consent in Colorado is 17 years old. That means that it is not legal for people under 17 years of age to engage in sexual activity.

- Consent for sexual activity is clear, knowing, and voluntary words or actions which create mutually understandable clear permission regarding willingness to engage in, and the conditions for, sexual activity. Consent must be active; silence by itself cannot be interpreted as consent. You should ask for a yes or no answer. You cannot get consent from someone who is under the influence of drugs or alcohol.
- Sexual assault is an extremely serious crime in the United States. If a person is found guilty of it, the sentence could be 2-8 years in prison and/or a payment of \$2,000-\$500,000.

Electronic Communications

EducationUSA Academy students may want to share their experiences, photos, and videos with their friends, families, and classmates, through social media or email. This is a positive way for them to document their adventures, learning, and new friendships. However, it is important that students conduct their electronic communications in a safe, appropriate, and legal manner. Below is important information about the expectations and regulations related to electronic communications.

- EducationUSA Academy students are all minors (under 18 years of age). In the United States, the government takes a very strong position in protecting minors from child pornography. Any form of child pornography is illegal. People convicted of sending photos or videos of a pornographic nature over the Internet the first time could get 5-20 years in prison.
- The federal government (United States) gets involved when the Internet is used to send pornographic pictures or videos of children.
- Even sending intimate photos between a boyfriend and a girlfriend or between two friends can be illegal if the photos are of people under 18 years of age.
- According to the CU Code of Conduct, it is a violation to observe or take a photograph of another person's intimate parts without consent, in a situation where the person observed or photographed has a reasonable expectation of privacy, for the purpose of the observer's own sexual gratification or the gratification of another.

Discrimination and Harassment

- The University of Colorado Boulder does not discriminate based upon race, color, national origin, sex, pregnancy, age, religion, creed, sexual orientation, gender identity, gender expression, disability, veteran status, political affiliation, or political philosophy either in educational programs or activities or in employment. The Office of Institutional Equity and Compliance will address all complaints of discrimination and harassment.
- The University is committed to taking appropriate action against those who violate the policy on discrimination and harassment, the sexual harassment policy, or the policy on amorous relationships. Individuals who violate these policies will be disciplined or subjected to corrective action, up to and including termination or expulsion.

- If you feel you have been discriminated against or harassed, you should tell your advisor or the program manager. Your case will be investigated by the Office of Institutional Equity and Compliance on campus.

Drug and Alcohol Awareness

EducationUSA Academy students are closely monitored throughout their time in the program by resident counselors, faculty, and staff. To ensure a healthy, safe, and secure experience for all students, it is also important for them to know the laws regarding drugs and alcohol.

- No EducationUSA Academy students are permitted to drink alcohol or use illegal drugs of any kind. This includes marijuana.
- The legal drinking age in Colorado is 21. Drinking by underage students is a violation of state law.
- The possession, use, sale, manufacture, or distribution of illegal drugs is prohibited and violates federal law.
- Smoking of any kind, including tobacco cigarettes, is prohibited on the CU Boulder campus and is illegal in the United States by people under the age of 18.

Honor Code

- The Academic Honor Code is a set of rules or ethical principles governing an academic community. It is based on ideals that a community believes are honorable. It is important to follow the Academic Honor Code of the University of Colorado Boulder to be a successful student.
- The Honor Code Pledge: “On my honor, as a University of Colorado at Boulder Student, I have neither given nor received unauthorized assistance.”
- Honor Code Violations:
 - Plagiarism: Plagiarism is using someone else’s words or ideas without giving them credit.
 - Cheating: Cheating means breaking a rule. Examples of cheating are looking at someone else’s exam or copying an answer from a solutions manual.
 - Aid of Academic Dishonesty: Aid of academic dishonesty means helping someone else break the rules.
 - Fabrication: Fabrication is making up information or a reference that doesn’t exist.
 - Lying: Lying is saying or writing something that is not true, while knowing that it is not true.
 - Bribery: Bribery is giving or taking a reward to get a better grade.
 - Threat: Threat is trying to frighten someone so they will give you a better grade or not report a violation.
 - Resubmission: Resubmission is completing original work for one class, and then submitting it again in another class without asking permission from both instructors.
- Consequences for Violating the Honor Code at the IEC

- First Violation: Speak with the Assistant Director for Student Services and Program Development; warning letter in your student file
- Second Violation: Speak with the Assistant Director for Student Services and Program Development; second warning letter in your student file; your sponsor (if any) is contacted
- Third Violation: Speak with the Assistant Director for Student Services and Program Development; third warning letter in your student file; asked to leave the IEC

Calendar of Events

Please refer to the EducationUSA Academy at CU Boulder website for the [Schedule](#).

Appendix A: Roommate Survey

1. Could your roommate borrow your clothes without asking?
2. Could your roommate borrow books, music, or other items without asking?
3. Where do you expect to study?
4. Do you prefer to listen to music or keep it quiet while you study?
5. What kind of music do you listen to?
6. At what volume do you prefer to listen to music?
7. Do you prefer to set quiet times in addition to the required quiet times?
8. Do you go to bed early or late?
9. Do you get up early or late?
10. Are you quiet when someone is sleeping?
11. Can the lights be on when you are sleeping?

12. When you are upset with someone, how do you respond?
13. Do you keep your room neat or messy?
14. How should cleaning be done in a shared room?
15. What causes you stress?
16. What do you do when you are stressed out?
17. Is there any particular habit that bothers you a lot?
18. Do you prefer to be alone or with a lot of people?
19. How many people can visit your room at the same time?
20. How would you describe your friends?
21. What are your hobbies?
22. Do you have any dietary restrictions you want your roommate to know about?
23. Is there any other information you want your roommate to know about you?