



Since 1979

STUDENT HANDBOOK

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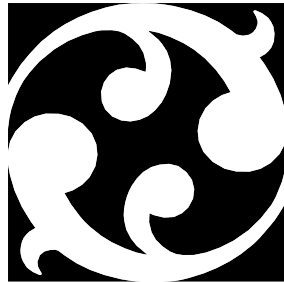
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Mission Statement

Spring International Language Center is a professional, academic organization that provides English language training and cross-cultural education.

As an institution, we strive for excellence in an environment which treats faculty, staff, and students with respect. We endeavor to understand and appreciate the students' cultural differences and to enhance their ability to function effectively across cultures. We believe in encouraging the language acquisition and personal progress of students in an atmosphere of support, openness, and understanding."





Dear Students,

Welcome to Spring International Language Center' Denver Center. We are very happy that you have chosen to study here, and we will work very hard to make sure your time at Spring is full of wonderful learning experiences.

Everyone on our staff is interested in who you are, as a student and as a person who can teach us many things. We are confident that you will find a friendly, caring learning environment here as we welcome you to the Spring International family.

As a new student, you will have many questions about the school. You will have questions about Denver and about life in the United States. We are all here to answer your questions. Please don't be afraid to ask!

*This **Student Handbook** can help you. It tells you about the rules of the school and offers a lot of information to questions you may have. It talks about living in the U.S. and about your program of study here at Spring International. There is information about immigration and college placement. We hope this book will answer some of your questions.*

Please take some time to read this handbook carefully. Use it to practice your English and to ask questions.

Remember, everyone is ready to help you. We look forward to getting to know you in the months ahead.

Welcome to the family of Spring!

Sincerely,

*Jeanne E. Hind
Director*

CHAPTER ONE

SUPPORT SERVICES AT SPRING INTERNATIONAL'S DENVER CENTER

"I'm new to the U.S. and to Colorado. How can I find housing?"

Spring International Language Center offers homestay program. The center does not place students in apartments or dormitories. This is the responsibility of the student. The Housing Coordinator can provide a list of apartments in the area where students have lived in the past and information on available student housing in the area.



American Host Families: *Homestays are available for students who wish to live with an American host. Most host families live in the suburbs and students will have to commute to the center*

Payment for the room includes breakfast and dinner on school days, weekend meals, and laundry facilities. See the **Housing Coordinator** for current fees.

The student pays the host directly in most cases. The student may have Spring International pay the host family if necessary. In this case, the student pays per nine-week term. Students are then responsible for paying any vacation time between terms. For students who pay the host family directly, if the student leaves on vacation for two weeks or more, the student should pay only half of the normal fee for the time period they are gone, thus paying for room but not meals during their absence.

The advantages of living in an American home include the opportunity for daily English practice, the chance to learn about American culture first-hand, and the opportunity to make lifelong friends. On the other hand, students may find it difficult to adapt to new ways of American living and to adjust to the rules that each host may have. Spring International gives an orientation for all students living with American families during the first weeks of the term that goes into further detail on how to live successfully with an American family.

Some typical house rules for living with an American host family are:

1. Be on time for dinner, usually at 6:00 p.m. in the U.S. If you will not be home, tell the family in advance that you will not be present, or that you will be late for the meal.
2. Use your cell phone to make long distance telephone calls during your stay with your American host family. You may also call collect. Absolutely no long distance calls should be charged to your host family's telephone unless you have made special arrangements with them.
3. No alcohol or drugs in the home. Ask your family if smoking is allowed.
4. No guests of the opposite sex should stay with you overnight in your host's home. Any overnight guest should only be invited with the approval of the host family.
5. Keep your own room neat and clean, and help with dinner time chores when your family asks.
6. Give your host family the 1st homestay fee within a week of moving in to their home.
7. Tell your family that you will be moving two weeks in advance if it is necessary to leave the family situation. **You will not receive a refund unless you give 2 weeks notice to your family.**





Apartment Housing: Students interested in living in apartments are responsible for making their own arrangement, but can talk to the Housing Coordinator with any questions. Also, students will be expected to sign at least a six month lease and to provide a substantial deposit. Before signing a lease, be sure you understand it.

Dormitory Housing: There are some student housing options in the Denver area. Students must contact the individual student housing offices and apply for space. The Housing Coordinator can explain the different choices and locations, but Spring International does not arrange dormitory housing for students.

"I need to call my family and friends at home. How should I do that?"

Many students find that a cellular phone gives them the flexibility they need for phone service. There are many options Verizon Wireless, Cricket, Sprint, T-Mobile are a few. The closest stores to the school are:

Verizon: 951 16th St., Denver CO 80202
T-Mobile: 1645 Larimer St., Denver CO 80202
Cricket: 825 16th St., Denver, CO 80202
AT&T: 1001 16th St, Denver CO 80202
Sprint: 1512 Larimer St, Denver CO 80202

If you are living in an apartment, and you would like telephone service, you should contact CenturyLink (1600 Stout St., Denver CO 80202) or Comcast (www.comcast.com) to learn about your options. You may need to pay a deposit before they will start your service. It can take a few days for long distance service to be established. Both companies can "bundle" services phone and internet and offer cable or DirectTV options.

Remember: If you are living with an American host family, you should not use the host family's phone for long distance calls.

No matter where they live, most students choose to use their own cell phone.

Ten-Digit Dialing in Colorado
Colorado requires that you dial the area code + Telephone number even when you are within the area code. If you need to call the school, you need to dial 303-534-1616.



"I brought money with me from home to pay for my tuition and living expenses. Should I open a bank account?"

Yes, you should! Any student who plans to stay in the U.S. for three months or more should open an account with a bank. Most students prefer to open checking accounts and get a debit card so that they can pay for their expenses easily. You might need two accounts: a checking account for monthly expenses, and a savings account that earns interest for most of your money. Your money will always be safe, and will be insured by the U.S. government. Wells Fargo, Chase and 1st Bank, which have branches throughout the Denver area, work well with international students and offer wire transfer services. After you have opened an account, you should carry a minimum of cash (no more than \$20 - \$25) and make expensive purchases or pay bills by check or debit card. Keep a careful record in your checkbook so that you will not be overdrawn at the bank. **It is illegal to write checks or use a debit card for more money than you have in your account!** In addition, you will be charged extra fees for the returned

check and for being overdrawn. Keep your records up to date!

Some banks place a daily limit on your debit card, check with your bank for your limits and plan ahead.

Check with your bank for the hours it is open. Most banks are open from 9 a.m. until 5 p.m. Monday through Thursday and until 6 p.m. on Friday. On Saturdays most banks are open from 9 a.m. until noon. Go to the bank after class or on Saturdays; do not go to the bank during class time!

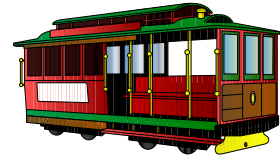


Do I need a social security number?"

No. F-1 students cannot get a Social Security number (SSN) unless they have a job offer. F-1 students are generally allowed to work part-time (20 hours or less per week) at the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status, subject to the restrictions discussed in this section.

Sometimes, international students are asked by banks, apartment complexes or other agencies for a social security number. Usually, the people who ask for this information are unfamiliar with international students and regulations. A Social Security number is only assigned to people who are authorized to work in the United States.

Your orientation packet contains information on international students and Social Security numbers. Please read this carefully. If you have a job offer, you can apply in person at the Social Security Administration Offices at 1500 Champa St. You will need to take your passport, I-20, the I-94, and the letter showing that you have the promise of employment on campus. You will also need a letter from the school verifying your status as a full-time student. You can also call them at 1-800-772-1213 for additional information.



"What kind of transportation is there to school?"

Public Transportation: The Regional Transportation District (RTD) is the Denver-based public transportation system. Buses and light rail reach nearly all areas of the city, but it is a good idea, before choosing an apartment or family, to check the bus schedules to find out how often buses run, if they run on the weekend, and how far you must walk to the bus stop.

Spring International/Denver Center is conveniently located near RTD services. You can get online to find out routes to take at www.RTD-Denver.com or talk to the Student Services Coordinator or Housing Coordinator.

Students enrolled at Spring International Language Center-Denver, are provided with a local AB RTD pass that is good for RTD transportation within zones A and B. If you live outside of the local area, you may need an Express or Regional pass. There is a charge for the Express and Regional pass. See the Executive Assistant for information on the costs of these passes.

Automobiles: Buying and owning a car in the United States has many disadvantages, although convenience may easily outweigh these. In addition to the initial expense, you must register the car, get license plates, buy liability insurance*, and pay for maintenance and repairs. Liability insurance can be very expensive. Before buying a car, you should know the state requirements, get your Colorado driver's license, and be prepared for the responsibilities that go with driving an automobile.

*Colorado drivers without liability insurance can be fined \$1,000.00 and put in jail for 1 year. Every time you are stopped by a police officer when driving, you will be

asked to show your car registration, proof of insurance as well as your driver's license; if you do not have them with you, you may be ticketed and fined, and you can lose your license to drive.

Parking: Public parking offers Early Bird rates that allow you to park all day for \$8.00 or less in most garages near the school. (Chapter Five for a list of choices) If you plan to leave during the day, you might want to consider getting a monthly parking pass. You can also drive to a local RTD Park and Ride location and take the light rail to the school. Parking at an RTD Park and Ride is usually free if you live in the area.



"Is it important for me to have student health insurance?"

Yes! Full-time, non-immigrant students are required to have health insurance coverage while studying at Spring International. Other students are encouraged to get coverage. In the U.S., health insurance is essential. Medical costs are extremely high for almost all procedures (emergency care, surgery, any hospitalization, medication, vaccinations etc.) in this country. It is to your benefit to have an insurance policy that will cover any major illness or accident you might have during your stay in the U.S. IEES is a well-known insurance company whose sole business is providing health insurance coverage for international students. The IEES policy that you can purchase through Spring International will provide reimbursement for most medical expenses, illnesses or injuries that may occur while you are studying here. The policy also pays for 80% of any prescription medicine that a doctor prescribes for you. This policy does not cover dental (teeth) or optical (eye) care. The policy covers only the SILC student. See the Student Services Coordinator for options on getting coverage for your dependents.



Students who are sponsored by their governments or overseas agencies may have other types of insurance.

These are some general rules for using all types of insurance.

1. Carry the insurance I.D. card with you at all times. It provides information that can save time and confusion when you have an emergency. You will receive the card soon after the term begins.
2. Know your medical history and have a list of any medications and prescriptions you are currently taking.
3. If you need help making an appointment with a doctor or dentist, see the Student Services Coordinator. Be on time for the appointment. If you cannot keep the appointment, call the doctor's office or ask our staff to call for you. If possible, you should schedule the appointment after school.
4. Most doctors will ask you to pay as soon as your visit is finished. Bring all receipts for doctor's payment and medicine to the Student Services Coordinator promptly. She will help you to fill out the necessary forms for the insurance company. You will receive a check from the insurance company, reimbursing at least part of your expenses.

"Where should I go for medical help?"

The closest urgent care facility to the Denver Center is Concentra Urgent Care at 1730 Blake St., Denver 80202. The phone number is 303-296-2273. A list of other choices is in your Orientation Packet. You can get a copy from the Student Services Coordinator.

Concentra provides patients and families with a wide range of quality health care services, including urgent care, primary injury care, physical exams, and travel health. Our services are offered on a walk-in basis with no appointment needed.

Urgent care: Immediate care for when your illness or injury is not life-threatening

Physical therapy: Trained therapists providing specialized rehabilitation of musculoskeletal injuries

Flu shots: Flu immunizations and other vaccinations with no appointment needed

Physical exams: A variety of physical examinations offered for school, work, and general wellness



We recommend that you have a primary care physician that you go to for your general health. For information about doctors in your area, talk to the Student Services Coordinator.

“Can I visit any doctor, clinic or hospital I want to?”

Hospitals, clinics and doctor’s offices can be very different from the health care facilities in your country. Because American health care is so expensive, it’s important to know where to go if you need medical help. Americans only visit hospitals in cases of emergency— that is if they feel that they need to see a doctor immediately. In most cases, your health insurance will not pay for emergency visits to the hospital unless they are truly emergencies. Many Americans go to clinics or doctor’s offices to receive health care for non-emergencies. Keep in mind in most cases, you’ll have to make an appointment before you visit either place. You are not limited to a specific doctor, clinic or hospital. What may vary is whether or not the office will accept the insurance and bill the doctor, or if they will expect you to pay and then file a claim.

If you have questions about where to go for health care or about your health insurance, please talk to the Student Services Coordinator.

“What do I do if there is an emergency?”

If you are in need of emergency services, dial **911**. You should call only if it is an emergency, that is, only if it is a **life-threatening** situation. (There is a fire, burglary, someone is seriously ill, etc.) You can request an ambulance, fire department, or police. It is illegal to call 911 if it is not an emergency.

If you have a **non-emergency**:

Denver Police number	720-913-2000
Englewood Police	303-761-7410
Aurora Police	303-627-3100

“Will I have computer access at school?”

Yes. Your Orientation packet includes a flyer with detailed information about the lab. Please ask the IT Coordinator any questions. The computers at SILC are for SILC students only.

COMPUTER LAB

Our computer lab has 23 computers and 2 printers for students to use. The computers have Windows 7, with Microsoft Office 2010, a fast Internet connection, and English study (ESL) software – including grammar, reading, listening, vocabulary, test prep, typing, and more.

The lab is for classwork and quiet study only. No food and drink except water is allowed in the lab, and no Internet phone calls, no Skype. Students must always use headphones for listening activities.

Also, please follow these rules:

- Do not install programs on lab computers – they do not belong to you!
- Do not change the Internet home page or install Chrome or Firefox. We use Internet Explorer in the lab.
- Do not set Windows Messenger or Yahoo Messenger with your personal settings and username – always log out when finished.

PRINTING – Printing in the lab is for schoolwork only: no personal printing, and no lengthy print jobs allowed.

CART COMPUTERS

We have 3 standing cart computers in the student lounge for you to use. These computers have Microsoft Office, Internet, Skype, and headsets.

You can use these computers for checking email, surfing the Internet, video chat with friends (with headset), and other brief tasks. Do not use the SILC computers to look at sites that are pornographic or possibly offensive to SILC students and staff. If you aren't sure, don't go to the site while at the school.

The cart computers do not have English software; they are for casual use and not for studying. Please try to limit your time on a cart computer to 10 minutes or less if other students are waiting. Also, please be respectful of other students in the lounge and don't disturb them with loud noise.

WIFI

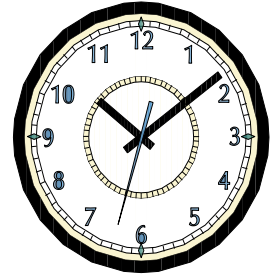
Spring provides free wifi for students and guests. We have 2 wifi networks – “Students” and “Students2” in order to cover the whole 4th floor. Look for signs in the hallways to find out the password.

CHAPTER TWO

INTENSIVE ENGLISH AT SPRING INTERNATIONAL

"What hours and days am I expected to attend classes?"

Each term at Spring International is 9-weeks long. Full time students attend classes 23 hours each week, Monday through Friday. Classes are scheduled from 9:00 a.m. to 3:00 p.m., Monday through Thursday, and from 9 a.m. to 11:50 a.m. on Friday. The 23 hours per week of instruction include grammar, reading, writing, listening and speaking, and module classes each term.



Don't be late!

Students enrolled in the Graduate Exam Training course are in an 8-week program and have classes for 18 hours per week. Classes are scheduled Monday through Thursdays and you are in class 4.5 hours each day.

"What if I miss class? What are the rules about absences?"

ATTENDANCE POLICY

Students at Spring International Language Center are expected to attend classes regularly and to abide by the school Attendance Policy as stated below:

For the intensive English program:

1. Students are allowed a total of 20 hours of absence per nine-week term without concern. These absences may be for illness, medical appointments, or other personal reasons.
2. Students who miss 15 or more hours of classes will receive a **Warning Letter**. The letter reminds the students that attendance is important and that they must attend classes regularly. The letter also informs the students that they will be placed on probation the following term if they exceed 20 hours of absence.
3. Students who have accumulated 21 hours of absence for the term and re-enroll for the following term will receive a **Probation Letter** and be placed on probation for the following term. If, in the following term, students exceed 40 hours of absence, they will be dismissed from Spring International.
4. Students who accumulate 20 hours of consecutive absences and have not notified the school of an illness or an emergency will be placed on probation and be notified by letter. After 20 additional hours of consecutive absences and no contact with the school, students will be dismissed for non-attendance. A letter will be sent notifying the students of the dismissal. F-1 students will subsequently be terminated in SEVIS for failure to maintain status as per Department of Homeland Security (DHS) requirements.

Students are expected to report to class on time.

- Up to 15 minutes late equals a “late/tardy”
- Three “lates” equals one absence.
- After 15 minutes, a student is marked absent for that hour of class.

For the Graduate Exam Training course:

GET students are required to attend all GET classes (18 hours per week). Students are permitted to miss a total of 15 hours in the program for illness and unforeseen circumstances, but must notify the school of your absences. Students who exceed the 15 hours will be dismissed from the program.



"What level will I be in?"

Spring International has six levels of English classes ranging from beginning to advanced. On the first day of the term, you take the English Placement Test. This is a standardized test that looks at each student's listening, grammar, vocabulary, and reading skills. There is also a 30-minute writing sample. You will also have an oral interview with one of the teachers. You will be given a placement summary that shows your scores. Here is a description of each level:

BASIC Designation (Level 0): Students have little or no working knowledge of English and do not fit into the six-level SILC program. If a separate class cannot be formed, students will be integrated into level 1 and assisted to gain the skills needed to succeed in Level 1 the following term. Their work will be graded as a BASIC student.

Level 1: Beginning

Students at this level must be able to write the English alphabet and numbers. Students in Level 1 focus on developing basic sight vocabulary and building reading fluency through sound/symbol correspondence. Writing includes work on basic sentence structure, paragraph form and punctuation. Grammar emphasizes simple and compound sentences in present, present continuous, and past tenses and the formation of questions in these tenses. In listening/ speaking, students practice language appropriate for classroom interaction and limited conversation with native speakers.

Level 2: High Beginning

Students build on reading skills learned in Level 1 to increase vocabulary, speed, and fluency. They also begin to draw conclusions about and summarize orally what they have read. In writing, students expand paragraphs and begin to combine paragraphs into longer compositions. Grammar adds future and past progressive tenses, comparatives, gerunds and infinitives, and direct and indirect objects. Complex sentences with adverb clauses are introduced. A Level 2 student should be able to engage in familiar social and academic conversation.

Level 3: Low Intermediate

Students at this level concentrate on critical reading skills and move away from simply decoding. Students write longer compositions that have English style and form with thesis statements and more development of ideas. Complex sentence structure, perfect tenses, and modals are emphasized in grammar. Students begin to work on aural comprehension and speaking in authentic situations where language is less controlled for speed and vocabulary.

Level 4: Intermediate

Students at this level have an average command of English. Sentence structure is under fair control with only occasional obscurity of meaning. In both reading and writing, students will use critical reasoning skills to give opinions and interpret ideas. Grammar at this level begins to focus on integrating all the structures learned into a coherent whole. With the addition of noun clauses and passives, students have been introduced to almost all of the structures in English. Using authentic materials, students gain fluency, grammatical accuracy and sophistication in listening and speaking.

Level 5: High Intermediate

Students in Level 5 have an above average command of English as evidenced in ease of reading and writing. Compositions show an identifiable progression of ideas with adequate support. Punctuation, capitalization and spelling should be good with only occasional errors. Grammar shows a command of tenses and clause structure in addition to using modals, gerunds, infinitives, and conditionals. Students should understand lectures and conversation with little difficulty and speak fluently with only occasional idiomatic imprecision.

Level 6: Advanced

Students at the completion of Level 6 should have a good command of English. The skill areas are integrated so that students see the language as a whole. They should read and write with ease in an interesting style with good organization and support of ideas. The focus on grammar is on self-editing and usage in their own writing and speaking. Students will learn research skills to aid in their transition to college and university classes. Vocabulary should be expressive with few errors in parts of speech. Advanced students should be able to interact comfortably and effectively with native speakers in most situations inside and outside the classroom

"What if I don't agree with my placement?"

If you disagree with your placement (the level), tell the Assistant Director the first week of class. She will give you a *Reevaluation Request Form*. Fill in the information on the top of the form about why you want to change your level. Then give the form to the Assistant Director. The Assistant Director may also ask you to take another test after school. It is important that you **stay in the classes in which you were originally placed and take all diagnostic tests given** in the level so that the teachers can evaluate you. It is also important that you continue to complete class and homework assignments to show the teachers your ability. Reevaluation of your level can take up to five class days. If the teachers agree, and your class work and test scores support it, we will move you up to the next level. If we move you, we will move you in all the classes because you must be strong in all the skills (speaking, listening, reading and writing) to do well in the higher level. If you are not strong enough to move to the next level, you will need to stay in the level in which you were originally placed.



Also, if you buy the books for the level in which you are placed, keep your receipt and do NOT write in your books for the first week. If you change levels, you can exchange your books for new ones.

"What classes do I take?"

You will take classes in grammar, reading/writing, listening/speaking and module classes (see below). The grammar and reading/writing classes meet every morning, Monday through Friday. These are the core courses, and all full-time students take them. In the afternoon, you will take a listening/speaking class every Tuesday and Thursday. Level 6 students also learn research writing skills. If a level does not have enough students to be offered, it may be combined with another level. However, students will be taught the curriculum for their level and tested at their level.

Students in the GET program will improve their GMAT® and GRE® scores by learning test taking strategies, devising individual essay tactics, practicing reading comprehension of exam-specific passages, extensively practicing sentence correction (GMAT®) and text completion / sentence equivalents (GRE®), and reviewing the foundations of mathematical concepts appropriate to each exam.

"What are module classes?"

Students have some classes that are called Modules. These focus on a particular content area to combine all your English skills, or they focus on a particular area that students need extra work in. Some examples of module classes are computer lab, public speaking, spelling, idioms, TOEFL preparation, and pronunciation. Each term, these module classes change depending on the needs of the students.

Sometimes module classes are combined with Listening/Speaking classes and meet every afternoon (Monday through Thursday). For example, Level 1 and 2 may take a Basic Skills class combined with the Listening/Speaking class.

Note: The level 6 class for the Research Paper is not considered a module class. It is a required course and must be passed in order to graduate.

If you fail a module class more than once, you may affect your graduation date from the program (See "*What must I do to graduate?*" in this chapter). Students must get a grade of C- or better in order for a module class to count toward their graduation. Generally, students are allowed to receive a failing grade in only one module and still graduate.

"How will I be evaluated in my classes?"

You will receive a Student Evaluation Report at the middle (end of Week 5) and end of each term. The final report

includes evaluations in each class, recommendations for placement the following term, as well as recent Michigan Test scores. A copy of the final report is sent to the student's sponsoring agency if the student is attending school on a scholarship. Copies can be sent to colleges or universities if a student requests this.

The evaluations given in each class include:

A = Consistently excellent work in all aspects of the course with full control of the material.
(100-90)

B = Generally good work in all aspects of the course with sufficient control of the material.
(89-80)

C = Satisfactory work in most aspects of the course with questionable control of the material for this level.
(79-70)

D = Less than satisfactory work in most aspects of the course with inadequate control of the material for this level.
(69-60)

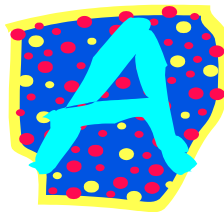
F = Unsatisfactory work with no evidence of control of material or concepts at this level.
(59-below)

I = Incomplete. The student has work to complete before evaluation is made. (This grade is given only when circumstances beyond the student's control (for example, illness, family emergency, etc.) cause him or her to be unable to complete work before the end of grading period. Furthermore, the student and instructor have discussed how and when this work will be completed.

The GET program uses a pass/fail system.

“What does my level show I can do?”

In order for a student to be promoted to the next level, he/she must do satisfactory work (C) or better in all of his classes. Students do not pass a level without being able to demonstrate throughout the term the required learner outcomes. Participation in class is an important part of this demonstration. Students passing a class have the language proficiencies described in the general level descriptions (see p.7) and stated on the course syllabi. Proficiency descriptions are available for each level and each class. (see chart below)



SPRING INTERNATIONAL LANGUAGE CENTER
PROFICIENCY SCALE FOR LEVEL ADVANCEMENT

At the end of the level, students will:

English Proficiency Ratings	LEVEL 1 Beginning	LEVEL 2 High Beginning	LEVEL 3 Low Intermediate	LEVEL 4 Intermediate	LEVEL 5 High Intermediate	LEVEL 6 Advanced
GRAMMAR	Form statements and questions in simple present, present progressive, and simple past. Produce simple sentences that include prepositional phrases and adjectives. Use singular and plural nouns correctly.	Produce basic sentence structures and questions in all simple (including future) and present/past progressive tenses. Use count/non-count nouns, comparative and superlative adjectives, and basic modals correctly.	Produce sentences with different patterns that include direct and indirect objects. Begin to use present perfect, adverb clauses, and limited conditionals. Use adjective clauses correctly. Use comparative, equative, and superlative forms.	Produce sentences in any of the verb tenses studied so far. Distinguish between present and past perfect. Form passive structures. Use gerunds, infinitives, adjective clauses and most modals correctly. Begin to use unreal conditionals.	Produce more advanced structures using all tenses and passive and active voice. Use complex future tenses, past unreal conditionals, past infinitives and gerunds, noun clauses and adverb clauses.	Add complexity and precision to language skills through the use of a variety of compound, complex, and simple sentences. Understand and use reduced clauses and a wide variety of connectors and modals
READING	Comprehend 200-300 word passages containing primarily simple and compound sentences. Possess a basic sight vocabulary from which to approach a low-level reading. Sound out words using basic sound/ symbol correlation.	Comprehend 400-600 word multi-paragraph passages using basic vocabulary and sentence structures. Identify main ideas and details accurately. Form conclusions. Recognize fact vs. opinion; general vs. specific information.	Comprehend texts of 700-900 words containing simple, compound, and complex sentences. Skim for main ideas, scan for details. Summarize major ideas. Respond to inference questions and make predictions and conclusions.	Comprehend texts of 900-1100 words including some authentic materials. Make inferences, and express opinions in response to readings. Outline major and minor points of a reading.	Comprehend authentic texts of 1100-1500 words in fiction and non-fiction texts. Respond to essay questions requiring analysis and critical interpretation. Distinguish fact from inference.	Comprehend authentic texts of 1200-1500 words. Understand most inferences and connotations. Apply reading strategies and critical thinking skills to analyze and understand college-level reading texts.
WRITING	Write correct simple and compound sentences. Compose in legible handwriting a short paragraph of six to eight related sentences in correct paragraph format. Use level 1 grammar structures.	Write a well-developed paragraph in good format, with attention to main idea, supporting details, and conclusion. Combine paragraphs into short compositions of more than one paragraph. Use level 2 grammar structures.	Write and combine paragraphs into well-planned compositions consisting of at least three coherent unified paragraphs. Produce simple, compound, and basic complex sentences using level 3 grammar structures.	Write a variety of multi-paragraph expository compositions that are coherent and unified. Write complex sentences using varied grammatical structures. Take notes from, summarize, and being to paraphrase text. Write responses to essay questions.	Write well-constructed multi-paragraph essays that are organized and developed cohesively. Use most grammatical structures correctly. Achieve variety through the use of various types of clauses and varying sentence length. Have the ability to paraphrase and summarize.	Demonstrate advanced organizational skills, sentence variety and complexity. Have sophisticated use of vocabulary. Use most grammatical forms with control and variety. Be able to paraphrase, summarize, use resources to support-refute argument in research paper and self edit
LISTENING/ SPEAKING	Understand main ideas and some details in short, simplified passages. Talk for 1-2 minutes about personal experiences using level appropriate grammar (present and past tenses). Communicate in short conversations related to personal information and classroom situations.	Understand main ideas and several important details in short, simple passages related to everyday situations. Speak for 1-2 minutes on prepared topics with level-appropriate grammar. Understand and perform basic social tasks.	Understand authentic speech in short segments as well as longer simplified passages. Identify main ideas, details, and relevant information. Speak 3-5 minutes on a prepared topic and spontaneously 2-3 minutes in small group discussions using appropriate level grammar.	Understand authentic, speech and identify meaning through mood and tone. Report on real world experiences and situations. Participate in conversations and small group discussions using level-appropriate grammar. Begin learning note-taking skills.	Understand authentic, speech in order to identify and summarize main ideas and important details in note form. Speak on real world experiences and give presentations on a formal topic that has been researched. Lead and participate in large and small group discussions.	Understand, take notes on, and discuss longer authentic units of speech such as lectures or news broadcasts. Give longer presentations based on research and answer follow-up questions. Lead and participate in a group presentation, panel discussion, or debate on a formal topic.
ESL Recommend ations	Intensive English Program Only				Partial Academic Program/Full Academic Program upon completion of Level 6	

“What is Satisfactory Academic Progress?”

SATISFACTORY ACADEMIC PROGRESS POLICY

Students at Spring International Language Center must maintain satisfactory academic progress in accordance with the guidelines below:

- **Full-time enrollment:** Students on F-1 and J-1 student visas are required to attend classes on a full-time basis in order to maintain status. Full-time enrollment is defined as attendance of classes for 20 hours or more per week. Residents and students on other types of visa are permitted to attend class on a part-time basis.
- **Maintain Satisfactory Academic Progress:** Students on F-1 and J-1 visas must maintain satisfactory academic progress toward a “Specific educational or professional objective”. Failure to do so will cause a student to fall out of status. In order to progress from one level to the next, students must do satisfactory work with a grade of C (70%) or better in all classes. Students who do not pass a class are required to repeat the class. Students who fail a class will be placed on probation the following term and will receive an **Academic Probation Letter**. This letter informs them that they must pass the class the next term in order to remain at the school. Students who fail a class at a certain level twice are asked to leave the program.
- **Attendance:** Students are expected to attend classes regularly and to follow the school attendance policy as stated in the *Student Handbook*.

“What is a Probation Letter?”

A probation letter sets the terms for continuing to study at Spring International Language Center. It is issued for failure to follow a policy of the school. The letter includes:

- the reason for probation
- the length of the probation
- the requirements of the probation
- the consequences of failing to meet the requirements

Appeals to the probation must be made in writing to the Director. If there are any changes to the conditions of the probation as a result of the appeal, a letter noting such changes will be given to the student, sent to the sponsor if applicable, and placed in the student file.

“What must I do to graduate?”

Completion of the intensive English program at Spring International Language Center involves carrying a full load of Level 6 classes (Grammar, Reading/Writing, and Research) and receiving grades of C or above in all classes. Students who are not enrolled full-time may graduate from a modified intensive program (Grammar, Reading, and Writing only).

All Level 6 students write a formal research paper during their last term unless this requirement is waived by the Director. This is never waived if a student intends to continue his or her education in the U.S.

For students who make progress through the levels at Spring International, the module classes are an integral part of the curriculum. These courses are designed to utilize the English skills you have worked on in your other classes. Receiving passing grades in these classes is as important as passing your other classes.

All full-time students must take module classes through Level 5. Students may fail only one module without having their graduation date delayed. If a student fails more than one module class, he/she will need to pass an extra module class to graduate.

If you have any questions about graduating from Spring International Language Center's intensive English program, please talk to the Director.

"May I smoke at school?"

No. We are a no-smoking campus. Smoking is not allowed in the building including restrooms, classrooms, the student lounge and hallways. Smoking is also not allowed outside the building within 15 feet of the entrance and the restaurant patio. If you must have a cigarette, you need to go outside the building to the 16th Street Mall to smoke. As the Champa building includes many other businesses, Spring students are expected to respect the space at the entrance and on the 16th Street Mall. Cigarette butts must be discarded appropriately after being extinguished.

"Are there any important school or college rules?"

Yes. Spring International expects students attending our school to conduct themselves in a mature and responsible manner. They should, at all times, act in a cooperative and understanding way toward the many cultural and regional groups represented at Spring International. Students are also expected to be honest in their academic work and adhere to the school's Academic Integrity Policy.

Among the actions and behaviors that are against school and campus rules are the following:

1. Threatening (verbal or physical), attempting, or committing physical violence against any person or endangering the health, safety, or welfare of any person.
2. Possessing, consuming or distributing any alcoholic beverage on campus or during a school function off campus.
3. Possessing, using or distributing any narcotic or dangerous drug, or appearing at school or on campus while under the influence of any narcotic or dangerous drug. This includes marijuana, which is still a federally controlled substance.
4. Possessing or using any weapons (guns, knives, etc. that cause bodily harm to any person.)

Failure to obey school rules and regulations will result in disciplinary action that, in turn, may cause the loss of your visa status and your final deportation from the United States.

"What is the Academic Integrity Policy?"

ACADEMIC INTEGRITY POLICY

Students at SILC are expected to follow generally accepted principles of ethical behavior as practiced in American schools and programs. Student must behave as responsible students of the school in completing all kinds of school work. If a student breaks these rules, that is called *academic dishonesty*. Some examples of *academic dishonesty* include the following:

- A. Cheating on tests and class assignments: Examples include copying from another student's paper, receiving help from another student during a test or class assignment, helping others cheat, or working/talking with another student during a test or while doing classwork without the instructor's "okay."
- B. Plagiarism: Plagiarism is the use of ideas or words of another person without stating or giving credit to the original source.
- C. Using bribes or threats to get better grades
- D. Fabrication: presenting information that is not true.

Penalties for Academic Dishonesty

Spring International takes violation of this policy seriously. Penalties may include the following:

1. a written notice of warning with a copy in the student's file.
2. a reduced grade on the assignment or test
3. a failing grade on the assignment or test with no opportunity to take it again
4. a reduced grade for the course
5. a failing grade for the course

In addition, the SILC administration may enforce disciplinary actions as follows:

- Disciplinary probation
- Dismissal from SILC if a student violates the probation terms

"What should I do if I have a problem with a class, a teacher or some other matter?"

Although it does not happen often, a student sometimes feels that a teacher has been unfair about a grade or a classroom procedure, or a student has a complaint about a Spring International policy or procedure. The student is encouraged to follow these steps:

1. The student should first meet with the teacher or other person involved in the complaint in order to resolve the problem.
2. If the problem is not resolved, the student should meet with the Assistant Director or Director for resolution, if possible. In discussing the problem, the Director also explains the option of filing a formal complaint.
3. If the problem is still unresolved and the student files a written complaint using the "Spring International Student Complaint Form" a committee is formed of an administrator and two uninvolved teachers to discuss the problem with the student and teacher and to arrive at a solution. After the committee decides on a solution, a written decision is given to student.

Students also have the right to file a complaint to Spring International's accrediting agencies: the Accrediting Council for Continuing Education & Training (ACCET) or the Commission on English language program, Accreditation (CEA). The following information will assist you in contacting either agency:

ACCET
 Chair, Complaint Review Committee
 1722 N Street, NW
 Washington, DC 20036
 Telephone: (202) 955-1113
 Fax: (202) 955-1118 or (202) 955-5306
 Website: www.accet.org

CEA
 Standards Compliance Committee
 801 N Fairfax St. Suite 402
 Alexandria, VA 22314
 Telephone: 703-519-2070
 Fax: 703-519-2071
 Website: www.cea-accredit.org

“Can I see the file that the school maintains on me?”

Yes. The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with regard to their education records. These are explained below:

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal regulation guaranteeing the privacy of certain aspects of student records. Under FERPA, student records cannot be released without permission of the student, except under certain exceptions, such as a court order or for public safety concerns. However, FERPA allows the release of “directory information”. Directory information includes: name, address and telephone number, email address, enrollment status, curriculum, dates of attendance, and field of study.

Under FERPA, students have the following rights:

1. The right to inspect and review their student records. Students who wish to do so should submit to the School Director a written request that identifies the records they wish to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected, generally during office hours.
2. The right to request the amendment of information in the student’s records that the student believes is inaccurate. Such request should be submitted in writing to the School Director and should clearly identify the part of the record the student wants changed and specify why it is inaccurate. If the school does not amend the record, the school will notify the student of the decision and advise the student of his or her right to a hearing. The school is not required under FERPA to consider requests that seek to change a grade or disciplinary decision.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failure of the school to comply with the requirements of FERPA. The name and address of the FERPA Office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202

"Can I come late, or leave early from a term?"

No. The terms at Spring International last 9 weeks for the Intensive English program and 8 weeks for the Graduate Exam Training Program. Students who arrive late will **NOT** be guaranteed admission. It is important to know when the school term begins and to attend from the very first day. F-1 students must start on time because the school is required to report any non-enrollments to SEVIS once the term begins. Failure to enroll may cause trouble to your status.

Students who find that they must return home before the end of the term must notify the Director or Assistant Director and complete an *Early Departure Form*. This does not mean that the student is approved to take final exams early. As a rule, final exams will not be given early. The form simply notifies teachers that the student is leaving early. In most cases, a student who leaves early had their final grade dropped 10%, or one full grade for failure to take the final exam. It is a decision of the teacher whether or not the student is able to complete the class requirements.

"Will I be in the next level if I miss a term at Spring?"

If you are returning home or are eligible for a vacation and plan to miss only one term, you will go into the next level when you return if you passed all of your classes. If you have below a C average, you will be re-tested when you return. If you miss two or more terms, your level will be reevaluated by standardized testing. We will consider your previous grades in determining your level when you return.

"What is *half-term*?"

The half-term is an entry point in the middle of the term for **new students only**. If you begin at the half term, you will either be integrated into an existing class, or a separate class with other students of similar ability will be formed for the five week session. No returning student is permitted to enter as a half-term student.

"Does bad weather ever cause the school to close?"

Spring International will close during bad snow storms **only** when the Denver Public Schools or the Auraria campus cancel classes. Here are ways to find out if the school is closed:

Check the Spring International Facebook page where we announce closures.

Check the Spring International webroom (www.spring.edu/webroom) to see if we have posted a closure

Watch a local television station (channel 2, 4, 7 or 9) early in the morning before school for announcements about school closing. If the station announces that Denver Public Schools or the Auraria Higher Education Center campus will be closed, then Spring International Language Center will also be closed (note: don't confuse *Auraria* with *Aurora*; they are 2 very different places!).

You may also call the school answering machine at 303-534-1616 after 6:30 a.m. If there is no school, the message will say that there are no classes that day. Also, please check your e-mails as well as we will send out a message alerting you to a closure.

"When do I pay tuition? And can I get my money back if I leave?"

Tuition and fees are payable on or before the first day of the term. If a student decides to withdraw during the term, he/she should inform the school in writing of the day of withdrawal. Refunds are based on the last day of attendance and will be issued within 30 days from this date. There will be no refunds for students who are terminated due to violation of the SILC's written disciplinary and/or attendance policies or local, state, or federal law. When calculating the number of weeks completed, a partial week will be counted as a whole week, provided the student was present at least one day during the scheduled week. Spring International Language Center follows the refund policy outlined below:

1. In all cases, the application fee is not refundable.
2. If a student is denied a visa, a full refund of tuition and fees paid will be made.
3. For students who withdraw at any point during the first half of the nine-week term, SILC will retain the prorated amount of tuition for four weeks and will refund the remaining tuition to the student.
4. **Students who withdraw after the first half of the 9-week term will receive no refund.**
5. **For students who enroll for a subsequent term and withdraw before or at the midpoint of that term, SILC will retain a prorated amount of tuition up to the midpoint. For students who withdraw after the midpoint of any subsequent term, SILC will retain all of the tuition for that term.**

“What benefits do I get with my tuition?”

Your tuition payment provides a number of services !!! These include:

Airport pickup (on request)
Immigration counseling
Placement counseling
Student ID

Housing assistance
Social Activities
Computer lab

Intercultural/personal counseling
College/university advising
Tutorials for qualified students

Tutorials: You qualify for a tutor if you have failed a class for academic reasons that are not related to your attendance, your participation and/or your completion of class assignments. See the Director to discuss whether or not you qualify for tutoring help.

Spring International offers after school or lunchtime tutoring free of charge and all students who are working hard but struggling in their classes should take advantage of this offering.

CHAPTER THREE

COLLEGE/UNIVERSITY CLASSES AND PLACEMENT

"Can I take college classes while I study English at Spring International?"

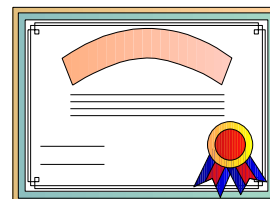
Community College of Denver (CCD) credit classes are open to Spring International students in Levels 5 and 6 with good grades and the approval of the Director. Students may take a limited number of classes while they finish the upper levels at Spring, but must continue at Spring International as full-time students. Therefore, you must only take college classes during hours when you are not enrolled in Spring classes. Also, the Community College of Denver requires additional tuition payment for college classes.

A graduate level student may be requested by his/her graduate department at the university to take one course while still enrolled at Spring International. Students must be enrolled in Level 6 and have a B average or better in order to do this. You should bring a letter from the department chair or advisor requesting that you take a university course while still enrolled at Spring International. At that time, the Director will write a letter to university admissions confirming your enrollment at Spring International. The course must not interfere with the required Spring International classes.

"Will someone help me to apply to college or university while I finish my English studies?"

Yes, the Student Services Coordinator and the International Student Advisor will help you find a college or university that offers a program in your chosen field. The best way to begin is to attend the University Admission workshops scheduled each term. These workshops cover:

- searching for universities
- applying to university
- writing application essays (personal statements)



In addition to the workshops, you can make an appointment with the Student Services Coordinator or the International Student Advisor to discuss your plans. Do not wait until your last term. If you test into Level 5 or 6, make an appointment immediately.

As a rule, American students apply to at least eight schools in the hope that a school of their choice will accept them without having to wait too long. We advise that you apply to at least six universities (more if you have low grades from your previous school).

To be accepted for admission to a U.S. college or university, you must have:

1. a high school diploma or Bachelor's degree
2. an official English copy of the transcript of your high school or college grades,
3. an adequate TOEFL (iBT) or IELTS score and
4. a financial guarantee that proves you have enough money to attend an academic institution.

Many schools and programs ask for additional information, such as letters of recommendations and writing samples. Carefully check the application requirements for your chosen programs.

The Student Services Coordinator and International Student Advisor are here to help you. Be sure to set up an appointment and begin planning!

Must I take the TOEFL or IELTS to get into college?"

It is always a good idea to take one of these standardized tests to demonstrate your level of English. However, the Community College of Denver and Spring International have an agreement. Students completing Level 6 will meet the language requirement for admission to the Community College of Denver if they have a letter of approval from the Director. The letter of approval is written based on the student's overall performance at the school. The Director is writing the letter to say that she has seen the student demonstrate the type of learning skills and language proficiency that indicate the potential for success in a college program. If you are planning to enter the community college without a TOEFL score, be sure that you are working hard in your classes here at Spring International.

Students who plan to transfer to a four year school after studying at the community college may not need the TOEFL score if they pass ENG 121 and ENG 122.

Spring International has English proficiency waiver agreements with:

- The University of Wisconsin-La Crosse (www.uwlax.edu/)
- The University of Wisconsin-Stout (www.uwstout.edu/)
- The University of Dayton (www.udayton.edu/)
- Metropolitan State College of Denver (www.mscd.edu/)
- Colorado Mesa University (www.coloradomesa.edu/)
- Community College of Denver (www.ccd.edu/)
- Arapahoe Community College (www.arapahoe.edu/)
- Lewis Clark State College (www.lcsc.edu/)

For most programs at these schools you do not have to supply a TOEFL/IELTS score. Check with the school to be sure about the program requirements.

What must I do to qualify for a TOEFL Waiver letter?

In order to get a TOEFL Waiver letter students must do the following:

For community college:

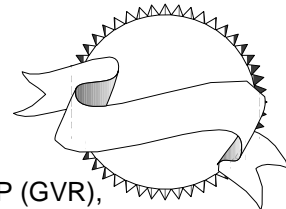
Complete level 6 and score above a 70 on the end-of-the term Michigan score (MTELP (GVR), ELI Listening Test, 30-minute final essay)

For university undergraduate:

Complete Level 6
Have maintained a B average (80+)
Score above a 72 on the end-of-term Michigan score (MTELP (GVR), ELI Listening Test, and 30-minute final essay)

For university graduate:

Complete Level 6
Have maintained a B average and earned B grades or better in all Level 6 classes.
Score above a 75 on the end-of-term Michigan score (MTELP (GVR), ELI Listening Test, and 30-minute final essay)



Please note that poor attendance can impact your ability to qualify for a TOEFL Waiver letter. If you are placed on attendance probation for two consecutive terms, you may not qualify. Attend your classes regularly.

"Can I be admitted to a college without my high school degree?"

All colleges and universities require a high school diploma or a General Education Development (GED) Certificate. In addition, each college or university has requirements concerning high school subjects and grade averages.

"Can Spring International help me to get the GRE or GMAT score I need?"

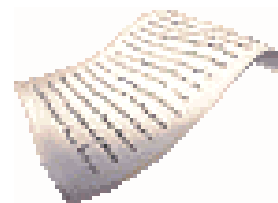
Yes. Spring International offers the G.E.T. (Graduate Exam Training) program to graduate students who have completed Level 6 but still need to prepare for the GRE or GMAT test. This is an 8-week course and can be taken up to 3 times as you prepare for the test. The program addresses both the verbal and quantitative sections of the test. Students are in class Monday through Thursdays studying a total of 18 class hours with their instructors. Students who enroll in the program more than once must take the GRE or GMAT test before being allowed to enroll for the third time.

CHAPTER FOUR

IMMIGRATION REGULATIONS AND YOU

"What is the Form I-20 that I received before coming to Spring International?"

If you are on a student visa, you received the Form I-20 with the Spring International letter of acceptance. The I-20 is your "Certificate of Eligibility for Nonimmigrant Student Status". When you entered the U.S., you showed this form to the Customs & Border Protection (CBP) official at the airport. It is extremely important that you keep your copy for your records. You should bring your passport and I-20 to Spring International when you arrive at our school. We will make copies of your passport and visa page for your student file.



"What is form I-94?"

The form I-94 is a record of your arrival in the U.S. and shows when you must leave. The form *used to be* a paper card, stapled into your passport.

The I-94 will be held electronically from May 25, 2013, and the paper cards will no longer be used. If a traveler requires a paper version of Form I-94, it will be available at www.cbp.gov/i94. Under the new Customs & Border Protection (CBP) process, a CBP officer will provide each admitted nonimmigrant traveler with an admission stamp on their passport.

"What is SEVIS?"

SEVIS stands for Student and Exchange Visitor Information System. This is the tracking system for students who enter the country as students. All actions related to your status must be reported to immigration through SEVIS. It is very important that you check with the Director or International Student Advisor to be sure that you may do things like drop a class, transfer to another program, take a term off, and work.

"How do I maintain status as an F-1 Student?"

An F-1 student has certain requirements and responsibilities in order to remain in legal status on a student visa. There are many regulations and you must follow them. Some of the most important are:

1. Have a valid passport at all times (unless exempt from passport requirements).
2. Attend the school that issued the I-20 that you used to enter the U.S.
3. Carry a full-load of study. At Spring International you must take all the classes (23 hours per week for English, 18 hours per week for GET program).
4. Make progress toward completion of your program. This means you need to work hard and receive passing grades in your courses.
6. Follow the correct transfer procedures as outlined in the SEVIS regulations.
 - a. Follow regulations on employment. (F-1 students are very limited in their employment opportunities. Do not take a job before checking with the Director or International Student Advisor about the regulations.)

“Can I stop attending classes if I have some problems?”

No. You can only reduce your full course of study with the permission of the Director. If you do not enroll for your course, or stop attending classes, the school **must** notify immigration that you are not following the regulations of your visa class. It is VERY important that you talk with the Director if there is some reason you cannot attend classes. If you have a medical, family, or other problem that will keep you from your studies, you need to bring this to the director’s attention as soon as possible. **Do not wait until after you have solved the problem.** It might be too late by that time and you will already have been terminated in SEVIS.

"What must I do to transfer schools?"

When an F-1 student wishes to transfer from one school to another, the transfer must be reported to immigration through SEVIS. Students are only eligible to transfer if they have remained in status and been a full-time student. Students can transfer at the end of term.

1. Apply to and receive acceptance from the school to which you wish to transfer.
2. Inform the school that you are currently authorized to attend of your intention to transfer. At Spring International, you do this by completing the “green form” available at the front desk. You will need to provide a start date and proof of admission for your next program so that your current school can enter a release date. Always verify with the school that they have transferred your record in SEVIS as requested.
3. Enroll in the new school by the start date they have given you so that they may complete the “transfer in” process.
4. Get a copy of your new SEVIS I-20 from your new school for your records that shows the transfer has been completed.

*Remember: **NEVER** throw away an old I-20 or any other immigration document. Keep all of your I-20 copies for your records!!*

Note: All financial obligations to Spring International must be taken care of before we will begin a transfer out process.

“What do I do if my visa expires?”

Your visa is a ‘key’ for entering the USA, and does not need to be in date while you are studying with a valid I-20 and I-94.

If you are holding an F-1 student visa that expires while you are in the U.S., you do not have to renew your visa until you leave the country and want to return to the U.S. Your visa cannot be renewed inside the U.S. While you are in the U.S., your I-94 arrival stamp takes precedence over your visa stamp date. The visa lets you in, but the I-94 tells you how long you can stay. As long as you follow the regulations on maintaining status, you are all right. If the school you are attending terminates you for some reason (for example, failure to attend), you need to leave the country immediately or apply for reinstatement.

If you entered the U.S. on an F-1 student visa, a U.S. immigration officer wrote or stamped “D/S” (Duration of Status) as part of your I-94 stamp. **The D/S notation indicates that you are allowed to remain in the U.S. as long as you are a full-time student in good status, regardless of whether or not your visa has expired.** As soon as you leave the U.S., renew your expired visa at a U.S. Embassy or Consulate.

"Can I work while attending school?"

The opportunities for Spring International students on an F-1 visa to work are extremely limited. There are two types of employment allowed by INS: on-campus and off-campus.

On-Campus employment: "An F-1 student may accept employment at the institution he or she is authorized to attend without prior approval from INS, provided the student is enrolled in a full course of study and the employment will not displace a U.S. resident. [8 CFR 214.2 (f) (9) (i)]." This work is limited to 20 hours per week.

Off-Campus employment: After university, students can do one year of "practical training" when they have completed a college or university degree, but not at the end of their intensive English programs. After being in the U.S. one full academic year, students may qualify for "severe economic hardship" work permission if their financial information has radically changed. See the Director for more information on the restrictions of working on an F-1 visa.

"What do I need to do if I want to leave the U.S. on a vacation?"

You may not take vacation during term time.

If you leave the U.S. during a vacation period and you plan to return to Spring International, the designated school official (DSO) must sign your I-20 before you leave, verifying your intention to return to Spring International. If you have completed Spring International and plan to return to the U.S. to study after a vacation outside the U.S., you must enter on your new school's I-20.

If you are planning to travel to or through another country, you may need a visa. You must contact the embassy of the country you plan to visit well in advance of your planned trip. There are different requirements for students from different countries. The Director or Student Services Coordinator can help you obtain information if you would like help calling an embassy or consulate.

"Do I have to ask permission to travel in the U.S.?"

No. Students are free to travel anywhere inside the United States, including Alaska and Hawaii without asking permission. Students should carry documentation with them showing their student status in case there are any questions.

"Do I have to ask immigration permission to move?"

No, you may move to a new apartment or host family as often as you wish without permission from immigration. However, **you must report your address change within 10 days of moving**. You can meet this requirement by reporting the change on the "green form" available at the front desk. The DSO will then report the change of address in SEVIS. This fulfills your reporting requirement.

"What about my passport? When should I renew it?"

Do **not** let your passport expire. It must be valid at all times. If you need to renew your passport, check with your country's embassy in the United States to see how long it will take to renew your passport. See the International Student Advisor or Student Services Coordinator for the telephone number of your embassy. **Don't wait until it is expired!**

“How can I know the regulations?”

Each term, the International Student Advisor holds an F-1 orientation session. You must attend one of these sessions. This power point presentation goes over all the regulations you need to know.

**Don't rely on advice from friends;
they may not know about changes in the regulations.
If you have questions or concerns regarding
immigration, please ask the International Student Advisor or the Director!**

If there is any significant change to the regulations, you will hear about a special session to explain the changes.

What if I am on a J visa through CU-Denver?

You must report to the Office of International Affairs at CU-Denver (LSC-9th floor) to be registered in SEVIS after you have enrolled at Spring International. The same regulations about attending full-time and making progress apply. The Director sends reports to the university's Office of International Affairs on your attendance, grades and progress.

CHAPTER FIVE

Denver Center

“Where is the Denver Center?”

Spring International’s Denver Center is located in downtown Denver on the 16th Street Mall.



Built in 1982, the Mall is a tree-lined, pedestrian promenade of red-and-gray granite that runs through the center of Downtown and is lined with outdoor cafes, renovated historic office buildings, sparkling glass-walled skyscrapers, shops, restaurants and retail stores. Numerous fountains and plazas offer a variety of daily special events and entertainers. Free shuttle buses cruise the mile-long Mall seven days a week. VISIT DENVER’s Visitor Information Center is located at 16th & California on the 16th Street Mall.

Spring International Language Center relocated to the Denver Center in 2012 with the idea of offering our students the best of both the Auraria campus and downtown Denver.

“Where can I park?”

If you choose to drive instead of taking the bus or train, there are many places to park your car in downtown Denver, but unfortunately none of them are free.

One option is to park on the side of the street at any spot where there is a meter, and usually you can only park in these spots for a maximum of 2 hours and it usually costs a dollar per hour. Do not “feed the meters”. You will get a parking ticket even if there is time if you “feed the meter.”

A better option is to find a parking garage or outdoor lot close to the school. There are a few parking garages and parking lots near the school. The parking garages have earlybird rates, meaning if you park there before 9:00am, it is cheaper.

Parking Garage (16th and Champa): *Earlybird Rate - \$8 all day* (\$18 if you park after 9:00am)

Parking Garage (15th and Stout): *Earlybird Rate - \$7 all day* (\$12 if you park after 9:00am)

Parking Garage (15th and Lawrence): *Earlybird Rate - \$8 all day* (\$16 if you park after 9:00am)

Parking Garage (17th and Stout): *Earlybird Rate - \$8.00*

Parking Lot (15th and Champa): \$10 all day

Parking Lot (15th and Stout): \$10 all day

Parking Lot (15th and California): \$12 all day

If you have any questions about parking, ask JJ or someone at the front desk to help you!

“Where can I eat?”

Downtown Denver has a large variety of restaurants for you to choose from for lunch!

<p>Sandwiches/Salads</p> <p><i>Subway</i> (16th and Champa) <i>Corner Bakery</i> (16th and Arapahoe) <i>Quizno's</i> (17th and Curtis) <i>Woody Creek</i> (16th and Curtis) <i>Snarf's</i> (14th and Champa) <i>Jimmy John's</i> (16th and California) <i>Jason's Deli</i> (15th and California) <i>Backcountry Provisions</i> (16th and Wazee)</p> <p>Hamburgers</p> <p><i>McDonald's</i> (16th and Champa) <i>Good Times</i> (16th and Champa) <i>Burgerworks</i> (16th and California) <i>Smashburger</i> (16th and Lawrence) <i>H-Burger</i> (16th and Blake) <i>Johnny Rocket's</i> (16th and Tremont)</p> <p>Pizza</p> <p><i>Pizza Street</i> (16th and Champa) <i>Anthony's</i> (16th and California) <i>Organic Pizza Company</i> (14th and Champa) <i>Pizza Hut</i> (16th and California) <i>Mellow Mushroom</i> (16th and Lawrence) <i>Wazee Wood Fire Pizza</i> (17th and Wazee) <i>Fratelli Pizza/Panini</i> (16th & Tremont) (Food Court)</p> <p>Mexican</p> <p><i>Chipotle</i> (16th and California) <i>Qdoba</i> (15th and Market) <i>Rio Grande</i> (15th and Blake) <i>Wahoo's</i> (15th and Blake) <i>Illegal Pete's</i> (16th and Blake) <i>Taco Bell</i> (16th and California)</p>	<p>Asian Food</p> <p><i>Tokyo Joe's</i> (16th and Curtis) <i>Obento</i> (16th and California) <i>Noodles & Company</i> (16th and Blake) <i>Chinja</i> (16th & Tremont) (Food Court) <i>Tokyo Express</i> (16th & Tremont) (Food Court)</p> <p>Indian Food</p> <p><i>Little India</i> (16th and Champa) <i>Saucy Bombay</i> (16th and Tremont) (Food Court)</p> <p>Organic/Vegetarian</p> <p><i>Mad Greens</i> (16th and Stout) <i>Cook's Fresh Market</i> (16th and Welton) <i>Organic Pizza Company</i> (14th and Champa) <i>Cava Greens</i> (16th and Tremont) (Food Court)</p> <p>Halal Food</p> <p><i>Shondiz Doner/Kebab</i> (16th and Welton)</p>
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“Is the Mall Shuttle bus free?”

Yes. Experience the sights and sounds of downtown Denver with RTD's FREE 16th Street MallRide. The shuttle bus is your ride to great restaurants, shops, theatre, galleries, tourist attractions, and businesses up and down the mall.

Traveling from one end of Denver's bustling 16th Street Mall to the other, the FREE MallRide runs seven days a week and stops on every block between Civic Center and Union Station.

If your bus comes into Market Street Station, just hop on the Mall Shuttle and get off at Champa.

If you need to go to the Denver Public Library, hop on the mall shuttle and get off at Civic Center and walk over to the library, the art museum, the State Capitol or the Colorado History Museum.

If you want to buy good book or magazine, take the Mall Shuttle to Wynkoop and get off at The Tattered Cover, Denver's best-loved independent book store.

“How close is the Auraria campus?”

Some campus buildings are a block away from our center. The main campus is across Speer Blvd less than one mile from our center.

There are three public academic institutions that make up the Auraria Higher Education Center campus. They are:

Community College of Denver (CCD)
Metropolitan State University of Denver (MSU-Denver)
University of Colorado Denver (UCD)

Spring International Language Center has worked with the three institutions on the Auraria campus since 1987.

"What buildings and facilities do I need to know on the Auraria campus?"

The Auraria campus was created in the 1970s as a commuter campus for three institutions: the University of Colorado Denver, the Metropolitan State College of Denver, and the Community College of Denver. Located across Speer Boulevard from the Central Business District, the campus has since grown to be Colorado's largest, with over 40,000 students studying at Auraria. Metropolitan State has now become Metropolitan State University of Denver, offering Master degree programs as well as undergraduate degree programs.

Despite its prime location, the campus was originally designed to be isolated from the rest of Downtown with inward-facing buildings and broad lawns at its edges. Today, newly adopted Auraria Campus and Downtown Denver master plans embrace each other's existence. As the campus has grown, more campus offices and buildings have moved into the downtown area. Spring International's Denver Center is located in the heart of downtown, close to the campus but no longer isolated from the city.

Lawrence Street Center (1380 Lawrence St.) This building houses the Office of International Affairs, the School of Public Affairs, the School of Education and Human Development. Take the mall shuttle right outside our building for 3 blocks and walk two blocks to the Lawrence St. Center. the Office of International Affairs handles admissions for international students. You will need to go there to get your I-20 when you transfer to UCD.

Business School (1475 Lawrence St.) The University of Colorado Denver Business School is located in the heart of downtown Denver, at the edge of the Auraria Campus and just a few blocks from our Denver Center. For students seeking their MBA, this is where you will have your classes and meet with faculty.

South Classroom: This building is near the Auraria at Colfax light rail station and houses the Community College of Denver admission offices. If you are transferring to CCD, you will need to go here to pickup your new I-20.

Metro's Student Success Building: Located next to the Tivoli Student Union, this is where you will apply to Metropolitan State University and get your I-20 when you transfer. This is the newest building on campus and is at its western edge, about a mile from our center.

Tivoli Student Union: The campus student center is housed in the historic Tivoli building. The Tivoli contains many places to eat (McDonald's, Taco Bell, Subway, Cimarron Café). There are many student

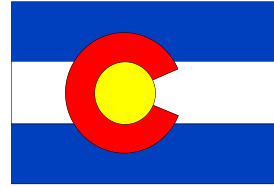
lounges and meeting rooms as well as a game room, ATM machines, student clubs and organization offices, RTD bus maps, the campus bookstore, photocopy store (with a fax machine and long distance telephone debit cards) and a convenience store.

Auraria Campus Bookstore: Spring International textbooks are available through the campus bookstore. It is important that you have your books by the end of the first week of classes. Students who do not buy the required texts may be asked to leave the class.

Auraria Library: The Auraria Library offers an extensive listing of books and periodicals. Your research class will introduce you to the library and how to use it so once you are a student at CCD, MSU-Denver or UCD, you will be familiar with using the library.

CHAPTER SIX

DENVER, COLORADO



"What is the population of Denver like?"

Denver is one of America's fastest-growing cities with about 620,000 people living within the city limits and more than 2.5 million people in the metropolitan area.

Denver has a young, active and well-educated population. The "youthful flavor" of the city is evident everywhere. It leads the nation in movie attendance and has more sporting goods stores per resident than any other city in the world. Use of the city's 205 parks is so high that a speed limit was recently set - for bicycles! Denver is known as the "Mile-High" city because it is 5,280 feet (1,609m)-one mile-above sea level.

"Where is Denver located?"

Although western in character, Denver is actually located in the center of the country, just 346 miles west of the exact center of the Continental United States. Contrary to popular belief, Denver is not in the mountains; it is near them. The foothills start to rise 12 miles west of the city. The Front Range, a string of snow-capped peaks that includes Rocky Mountain National Park, Pikes Peak and some major ski areas, are more than 30 air miles west of the city. Denver itself is flatter than New York City, making it easy to walk anywhere in the city.

"What is the history of Denver?"

Denver was born during the great "Pikes Peak or Bust" gold rush of 1859 when some small flakes of gold were found where the South Platte river meets Cherry Creek. In its first few years, the city survived a flood, several major fires and even raised an army that defeated an invading force of Confederate soldiers during the American Civil War. With the discovery of more gold in the mountains, Denver became a boom town. Saloons, gambling halls and wagon trains lined the mud-filled streets and every outlaw, lawman and desperado in the west made at least a visit to the Mile High City. The turn-of-the-century brought respectability, fountains, statues, tree-lined streets and elaborate mansions. Denver became the most elegant city in a thousand-mile radius, thus becoming known as "The Queen City of the Plains." The 1980's building boom was spurred by energy development and has caused Denver to nearly double in population up to 2 million people. As late as 1969, Denver had only three buildings over 20 stories and one of these was the historic D&F Tower. Today, the city is known for its modern architecture and design, and for its beautiful blending of parks, gardens and neighborhoods.

In the 1990's the lower downtown (Lo Do) area began to develop around Coors Field, the home of the Colorado Rockies, Denver's major league baseball team. This area is now full of art galleries, sports bars, and restaurants.

More recently the Platte River Valley area has become an exciting place for fun. Elitch Gardens is the amusement park that you can see from campus and is open during the summer months. Denver's aquarium is not too far away. The Children's Museum is next door to the aquarium and is a fun place to take young people. The Pepsi Center houses Denver's basketball team, the Nuggets, and our ice hockey team, the Avalanche. This is directly across the street from the Auraria campus. Sports Authority Field at Mile High, located across from the campus at I-25 (one light rail stop after Auraria West) is home to the NFL Denver Broncos and numerous special events throughout the year.

"Are there any Denver telephone numbers that I should know?"

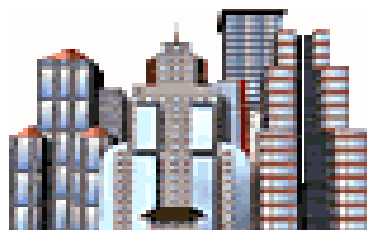
Yes, 3-1-1. Denver's 3-1-1 Call Center is a non-emergency telephone service. It is a valuable resource for how to find a location in Denver.

Do you need a cab? 303-777-7777 or 303-333-3333 will get you two of Denver's most used cab companies.

Want more information on Denver? Go to www.denver.org and explore.

You can get a lot of information on Denver by going to the Spring International Web Room (www.spring.edu/webroom/) clicking on Colorado Links and exploring.

Also always join us for our social activities and conversation table opportunities so you can learn more about Denver and the state of Colorado.



CHAPTER SEVEN

PERSONAL SAFETY IN THE U.S.A.

"Is Denver a safe place to live?"

Yes, it is. In general, many Americans never experience any crime at all, and most Americans never experience a violent crime. You should know that only 10% of crimes in Denver are violent and that violent crime is not increasing in the Denver area. However, the television and newspaper coverage of the violent crimes we *do* have has increased significantly in the past few years, so it may appear that crime has increased when it hasn't. While it is true that there may be more violent crime in the United States than in some other countries, you CAN be safe if you practice personal safety rules and techniques.

The most important way to stay safe and out of danger is to take responsibility for your own safety. This includes:

1. Be *pro-active* instead of *reactive*; don't wait for something bad to happen before you learn how to behave in a bad situation. Find out in advance what can happen and how to behave in different situations. Then if something bad happens, you will know what to do. If nothing bad happens, you will feel safer and more confident anyway.
2. Trust your own instincts. If you are somewhere or with someone and you feel afraid, *go away* from that situation. Don't be afraid of being rude. Later, talk with your host family, your teacher or another American friend and find out if you really were in a dangerous situation and what you can do next time.
3. Pay attention and be aware of the people and environment around you.
4. Educate yourself on neighborhoods, situations and places that are safe and those that are dangerous by asking your host family or teachers about them.

On the 16th Street Mall and on the Auraria campus, the biggest crime is theft. Do not leave your bags unattended. If you use a bicycle, always make sure it is locked securely. Always lock your car and do not leave valuables in your car. Never leave anything of valuable visible in your car.

Even though we feel Denver is a safe place, here are some tips for you on staying safe:

"What should I do to be safe?"

The most important thing you can do to ensure your safety is to pay attention to the people and places around you. Look other people in the eye. If you look directly at people, it shows that you are feeling confident and are aware of them. While you are walking, you should also look at the buildings and streets near you and ask yourself, "Where could I go to get help or be safe if something bad happened here?" It will be harder for someone to surprise you if you have been watching them and making action plans in case of trouble. Other safety techniques include:

1. Walk confidently and move quickly. Look like you have an important meeting to go to. Look like you know where you are going.
2. Use the "buddy system". Walk with a friend or a group of people, especially when it is dark outside.

3. If you need to walk at night, don't walk in or near parks or places that have a lot of trees, bushes or other places where people can hide. Don't walk in alleys. Stay in places that are bright and well-lighted, or where there are many other people walking around.
4. Go to a public place (a store, gas station, police station) to ask for help if you are lost, need help or information, or if you think someone is following you.
5. Don't let other people see that you have a lot of cash with you. Usually, \$20 is enough money to carry in your wallet each day. Americans usually use checks and credit cards when they go shopping or out to eat. If you don't have a checkbook or credit card, use traveler's checks instead of cash. Make sure that you have *signed the traveler's checks in only one place* until you use them.
6. Hold on to your belongings tightly, don't just hang your purse or book bag over your arm. Wear your book bag over both shoulders, and keep your purse secure.
7. Most parking garages offer a free escort service to your car after dark. Check with the garage or ask the Student Services Coordinator to check for you.
8. Be alert.
9. Don't carry your passport with you. Leave it at home in a safe place. If you need an ID to show your age, get a Colorado picture ID, carry copies of your documents (not the originals) and always have the school contact information with you:

School phone number: 303-534-1616
 Director's direct number: 720-420-3110
 Director's cell phone: 303-810-8350

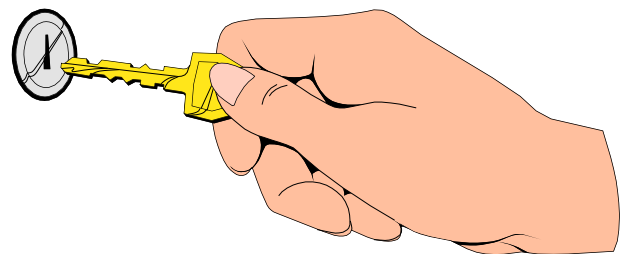
"Is it safe to ride the bus at night?"

Yes, it is safe to wait for and ride the bus after dark. Remember that you need to pay attention and be aware of what is happening around you. Be especially aware of people who are waiting at the bus stop, but not getting on any buses. While you are waiting for the bus, stand under a street light or sit near the entrance of the bus shelter so that you can see what is going on and so that other people can see what is happening around you. No matter what time of day, it is always a good idea to sit in the front of the bus, close to the bus driver. If there is a problem on the bus, the bus driver can call the police for help.

RTD, Denver's regional bus service, offers *night drop-off requests* for your safety. You can ask the driver to drop you off at a corner nearer your home even if there is NOT a bus stop. This will make your trip home safer.

"How can I keep my car safe?"

The most important thing you can do to keep your car safe is to ALWAYS lock it. Every time you get out of your car, you should make sure that the doors are securely shut and locked - even if you are only getting out of the car for a few minutes (such as getting out to put gas in the car, or going in to the gas station to pay for your gas). NEVER leave your keys in the car, even if you are standing right next to it. You should also keep your car doors locked when you are inside and driving.



Never leave your car running without you inside! First, it is against the law and second, it is an invitation to someone to steal your car.

When you park your car, it is a good idea to always park under, or very close to, a streetlight - even if you are parking at 9:00 a.m. Before you get into your car, look inside and under the car to make sure that no one is hiding on the floor, in the back seat, or underneath the car. Many Americans purchase small flashlights which they keep on their key chains so that they can see inside their cars better at night.

If you have a car accident, you need to stop your car, get out, exchange insurance information with the other driver and call the police to file an accident report. However, if you feel that something is wrong, or that the accident is suspicious, you should drive to a gas station or other public place before getting out of your car to talk to the other driver. You should always write down the license plate number of the other car when you have an accident so that you will be able to give it to the police if necessary.

"How should I protect myself in case of danger?"

If you feel that there is a need to protect yourself, talk to the Director about your concerns. There are many different kinds of "self-defense" classes that you can take in the Denver area. In a dangerous situation, you should never pretend that you know a martial art or self-defense technique, or that you have a gun or knife if you do not. Also, you should not try to use a self-defense or martial art technique unless you are well trained and are confident that you will be able to use it effectively to **stop** an attacker. **In most situations, your best self-defense is to walk quickly or run away.**

In the unfortunate case in which you are confronted by a robber who wants your money or your car, give the person the money or car. Do not try to fight back because this person may be dangerous. Go to the nearest phone and report the incident as soon as you can. If something like this happens, feel free to call the Director so she can come and assist with the police. If your attacker has a gun, your best defense is to do exactly as you are told; do not run away, and do not try to use martial arts or self-defense techniques. Police in the United States do **NOT** recommend that you buy a gun for protection.

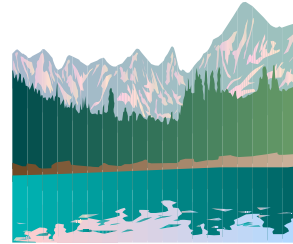
Everyone at Spring International wants you to feel safe and secure. The Denver metropolitan area is a wonderful and safe place to live. Just be aware and ask questions!

CHAPTER EIGHT

HELPFUL INFORMATION

"What is altitude sickness?"

Because Denver is a mile above sea level (about 1600 meters), and some places in the mountains are nearly two miles high, many visitors to Colorado are affected by altitude sickness. The most common symptoms are similar to influenza, namely headaches, nausea, lack of appetite, or difficulty sleeping. Severe signs include coughing, difficulty breathing, congestion and confusion.

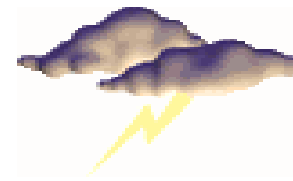


A person with these symptoms should rest (preferably by lying down, not just sitting), eat light meals, and drink plenty of fluids (water is best and you should not drink alcohol or caffeine at all). Aspirin will help the headaches, and antacid pills may help other symptoms. If problems continue, see a doctor and get to a lower altitude.

You can avoid the effects of altitude and the thin air by spending a few days in Denver before going to the mountains. Drink plenty of water (**4 - 6 liters per day**); NO caffeine or alcohol for 24 hours when you go to the mountains. Also, you shouldn't do strenuous physical activity (like hiking or skiing) for 24 hours when you go to a higher altitude. It is also important to wear sunscreen and sunglasses anywhere in Colorado in all seasons because the dangerous ultra-violet rays are stronger here than at lower altitudes, and it is easier to get sunburned.

"What kinds of severe weather does Denver have?"

Colorado probably has some different types of weather that you may not be used to. You should be familiar with these so that you will know what to do in case of severe weather conditions.



Tornado: A violent storm with very high-speed winds rotating in a "funnel cloud." When a funnel cloud touches the ground, it causes a lot of destruction in a very short time period. Tornadoes usually occur in May and June, but they are rare in Denver.

Thunderstorm: Lightning and thunder, wind and rain. Sometimes these storms include hail (pellets of ice and dirt) that can damage cars and hurt people if the hailstones are larger than 1/2" in diameter. If you are outside during a thunderstorm and can't get inside a car or building, avoid trees and make yourself as small as possible (lie in a ditch or curl up in a ball). These storms are common in spring and summer, and usually occur late in the afternoon.

Blizzard: A big snowstorm accompanied by strong winds. You shouldn't be outside in a blizzard. Driving and walking are very difficult and dangerous because of ice on the ground and poor or no visibility because of the snow and wind.

A tornado or severe storm **WATCH** means that conditions are good for a storm to develop. You will know about a WATCH on the radio or television. You should keep a radio or television on to see if your county or area will be affected (Spring International students live primarily in Arapahoe, Denver, and Jefferson Counties).

A tornado or severe storm **WARNING** means that a storm has been sighted or detected. Again, you will know of a WARNING as they are announced on the radio or TV. Also, if you hear a long, high-pitched siren outside in your neighborhood on a stormy day, this is a tornado warning and you should take cover or precautions immediately. For a tornado, this means you should go to the lowest place in a building, away from glass doors and windows. If you are driving and can't get to a building or under a bridge, get out of your car and lie in a low place, such as a ditch

"How can I convert temperature degrees Fahrenheit to degrees Celsius?"

Temperature

When You Know:	You Can Find:	If You:
Deg. Fahrenheit	Deg. Celsius	subtract 32, and then multiply by 5/9
Deg. Celsius	Deg. Fahrenheit	multiply by 9/5, and then add 32

0 Deg. C. = 32 Deg. F. 0 Deg. F. = -17.8 Deg. C. 37.8 Deg. C. = 100 Deg. F.

"How can I convert American measurements and weights to the metric system?"

Measurement

When You Know:	You Can Find:	If You Multiply By:
Kilometers	Miles	.62
Meters	Feet	3.3
Meters	Yards	1.1
Yards	Meters	0.91
Feet	Meters	0.305
Millimeters	Inches	0.039
Centimeters	Inches	0.39
Inches	Millimeters	25.4
Inches	Centimeters	2.54

5 kilometers = 3.1 miles 50 Meters = 55 Yards 100 Yards = 90 Meters

Weight

When You Know:	You Can Find:	If You Multiply By:
Pounds (lbs.)	Kilograms	0.45
Kilograms	Pounds	2.2
Ounces (oz.)	Grams	28
Grams	Ounces	0.035

99 Pounds = 45 Kilograms

"What is the weather usually like in Denver?"

Month	Temperature by Degrees				% Humidity AM/PM	Normal Precipitation Inches	Possible Sunshine % Percentage
	<i>Fahrenheit</i> Max.	<i>Fahrenheit</i> Min.	<i>Celsius</i> Max.	<i>Celsius</i> Min.			
January	43.2	16.1	6.21	-8.8	63/49	0.50	71
February	46.6	20.2	8.1	-6.6	67/44	0.57	70
March	52.2	25.8	11.2	-3.4	68/40	1.28	69
April	61.8	34.5	16.6	-1.4	67/35	1.71	67
May	70.8	43.6	21.6	6.4	70/38	2.40	65
June	81.4	52.4	21.6	6.4	69/35	1.79	71
July	88.2	58.6	31.2	14.8	68/34	1.91	71
August	85.5	56.9	29.7	13.8	69/35	1.51	72
September	76.9	47.6	24.9	8.7	69/34	1.24	74
October	66.3	36.4	19.1	2.4	65/35	0.98	72
November	52.5	25.4	11.4	-3.7	68/48	0.87	65
December	44.5	17.4	6.9	-8.1	65/51	0.64	67
Annual Avg.	64.2	36.2	17.9	2.3	67/40	15.4	70

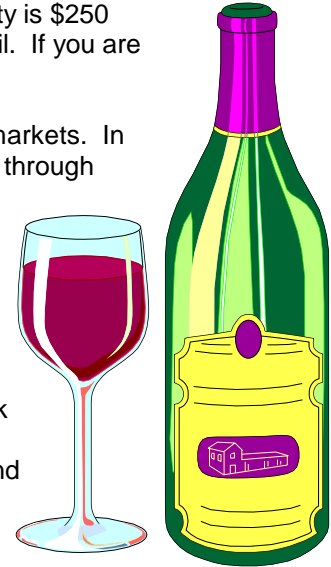
(US Nat'l Oceanic and Atmospheric Admin. 2008)

"Can I drink alcohol in Colorado?"

The legal drinking age in all of the United States is 21 years old. Restaurants and stores are **required by law** to ask for identification when they sell alcohol; if they see that you are younger than age 21, they will **not** sell alcohol to you. You should know that under Colorado law, it is illegal for a "minor" (someone under the age of 21) to possess alcohol (including beer). The minimum penalty is \$250 and/or 3 months in jail; the maximum penalty is \$1,000 and/or 12 months in jail. If you are over age 21, it is illegal for you to provide (buy or give) alcohol to minors.

In Colorado, all alcoholic beverages are sold in liquor stores and some supermarkets. In restaurants and bars, alcoholic beverages may be served until 2 a.m. Monday through Saturday and until midnight on Sunday.

Drinking and driving causes 50% of all motor vehicle (cars, motorcycles and trucks) accidents in the United States. Because of this, the state of Colorado has very strict drunk-driving laws. If a police officer stops you while you are driving, and thinks that you might be driving after drinking alcohol, the officer will ask you to take a "sobriety test." If you refuse to take the test, you **WILL** lose your driver's license. The average penalty, fines and court costs for drunk driving are \$10,000. If you drink, drive and then are in an accident in which someone dies, you can be sent to prison for "murder." In the USA, drinking and driving is a serious crime, and punishment is very serious. **IF YOU DRINK, DON'T DRIVE.**



You should not get into the car or on a motorcycle of someone who has been drinking. If you have been drinking, call a taxi or a friend for a ride home. If your friend has been drinking and you have not, you should take their car keys and drive them home or call a taxi for them. If you and your friends have all been drinking, you should call a taxi, or the bartender may call one for you. Many bars have telephone numbers of companies and private organizations who provide inexpensive and/or free transportation home to people who have been drinking so that they will not drive. Please ask the bartender, waiter or manager of the bar or restaurant for help if you need it.

Because Spring International expects students to act responsibly at all times, any student who is found to be breaking the Colorado state laws may be asked to leave the school.

"How can I get a Colorado driver's license and car insurance?"

You are required to have a valid U.S. driver's license if you drive a car in the U.S. (International driver's licenses are accepted for only the first 12 months you are in the country and you should also have your license from your home country.) **Colorado law requires that you have liability insurance of \$25,000 and \$15,000 insurance for property damage. A Colorado driver is also required to have a proof of insurance card and the car registration at all times while driving a vehicle.**

If you own a car and live in the following counties, you are required to have an emissions test for your car: Adams, Arapahoe, Boulder, Denver, Douglas, Jefferson, Larimer and El Paso. For information, ask the Student Services Coordinator. Your car must *pass* the emissions test before you can get license plates.

All drivers and passengers are required by law to wear seat belts. Car seats are required for children under the age of 2 years.

You can get a driver's license from the following licensing bureaus:

Aurora	14391 E. 4th Ave.	303-344-8400
Boulder	2850 Iris Ave.	303-442-3006
Denver	1865 W. Mississippi Ave.	303-937-9507
Lakewood	1881 Pierce St.*	303-205-5600
Littleton	5334 S. Prince St.*	Not available

*Limited service offices, call ahead

All international students must take their I-20, I-94 card, passport and a school transcript or grade report to the licensing office to obtain a driver's license. You must also take a written test, eye test and on-road driving test to get a license, unless you have a valid license from another state in the U.S. (International driver's licenses do not qualify for the exemption.) There is a charge for the license.

Spring International expects all its students to follow the law. Any student with a car is expected to be driving legally with the appropriate driver's license and with the required car insurance. Students are not excused from classes when having to go to court related to traffic violations.

“WHO SHOULD I TALK TO???”

Talk to **Kori**, Office Assistant, about:

- getting letters of enrollment verification and other letter requests
- getting general information about the program
- seeing someone in the office
- making appointments to see the Director, Assistant Director, Student Services Coordinator, International Student Advisor or Housing Coordinator
- attendance questions about midterm and final grade report numbers

Talk to **Liz**, Part-Time Staff Assistant, about:

- RTD monthly local passes (zones AB)
- Getting a student ID
- getting student letters of enrollment, social security, Colorado IDs & Driver's Licenses
- seeing someone in the office

Talk to **Christen**, Executive Assistant, about:

- Your tuition payments
- Refund policy
- Insurance cards
- Student database corrections (spelling of your name, address updates, etc.)
- RTD Express pass payments
- Enrollment agreements

Talk to **Kate**, International Student Advisor, about:

- new student applications
- your financial guarantee letter requirements
- registration
- I-20 and student status
- Your SEVIS record
- College and university application procedures

Talk to **Karen**, Student Services Coordinator, about:

- college and university application procedures
- health insurance claims or other related medical concerns
- questions about speeding or parking tickets, any court issues
- questions about social security, Colorado IDs, Colorado Driver's Licenses,

Talk to **Vicky**, Housing Coordinator, about:
housing and host family requests
bus routes and schedules

Talk to **Sara**, Assistant Director, about:
your placement test: "I think I'm in the wrong level."
problems/questions about your classes or teachers (or you can talk to your teachers)
module classes
the term calendar
early departure

Talk to **Jeanne**, Director, about:
problems/questions concerning the school, teachers or students
leaving school, emergencies ("I have to go to my country right away" or
"I'm going to be out of town for a few days.")
immigration regulations, I-20's, visas
tuition payment concerns

Talk to **Tom** about:
using the computer lab
wireless connectivity
installing programs
getting an e-mail address
access to software programs
repairing hardware
antivirus and spyware checks

Talk to **Judy** about:
the social activities for the term
activity ideas
things to do in Denver
signing up for an activity

Talk to **Katherine** about:
conversation opportunities
conversation table participants

Talk to **Barbara** about:
the Student Library and reading suggestions

If you are sick call the office (303-534-1616) and leave a message as soon as you know (preferably in the morning), so we can tell your teachers.

If you do not know WHO to talk to, ask any of us, and we will help you get the answer.