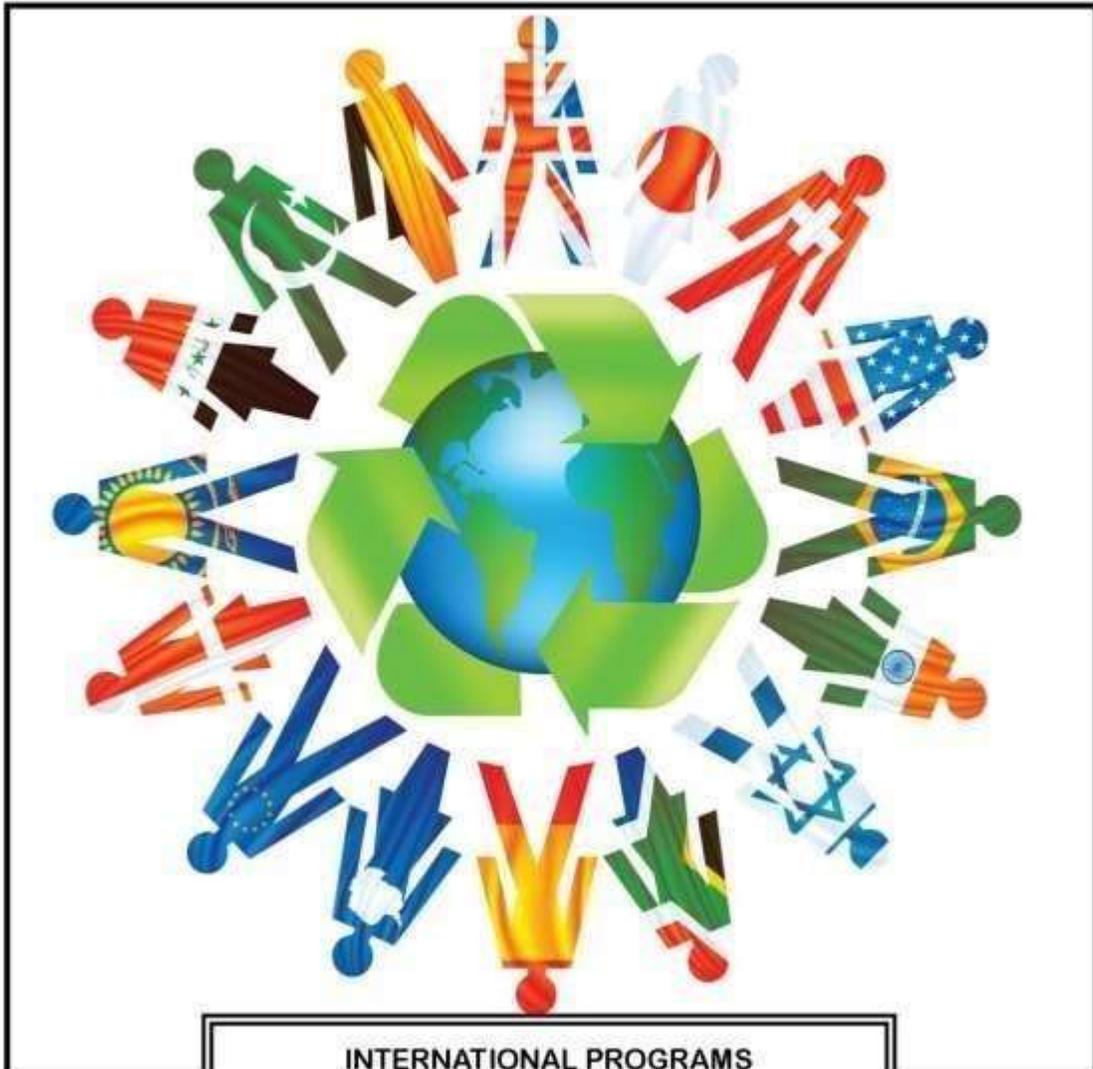

Intensive English Program

IEP Student Handbook



INTERNATIONAL PROGRAMS

North Seattle College



9600 College Way North Seattle, WA 98103
Tel. (206) 934-3672 | international@seattlecolleges.edu

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Welcome:

Dear Students,

Welcome to the Intensive English Program (IEP) at North Seattle College. We hope you have an enjoyable and worthwhile learning experience that exceeds your expectations.

As a part of the NSC programs, the IEP also strives to meet these campus-wide Essential Learning Outcomes: Intellectual and Practical Skills, Communication and Self Expression and Information Literacy. The IEP believes that within the context of learning English as a second language, it is important for the students to also be introduced to American academic culture. As such IEP abides by the academic standards set for college as a whole.

Contact Information:

Curtis Bonney, Dean Basic and Transitional Studies

Office: IB 2408B

Appointments: 206-934-4551

Email: Curtis.Bonney@SeattleColleges.edu

Ryan Packard, Executive Director International Programs

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Appointments: 206-934-3672

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Anne Forester, Associate Dean, IEP

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Jo Scozzafava, Manager, IEP

Office: CC 2461B

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Mission:

The Intensive English Program's mission at North Seattle College is to provide academic English language training to students whose native language is not English. The purpose of the program is to prepare English language learners to succeed in an academic environment.

Goals:

1. To develop the English language and study skills of international students in preparation for academic study at college.
2. To facilitate intercultural awareness and understanding among students in IEP classes.
3. To assist international students in their transition to American culture and the American education system.

IEP's instruction, services, and practices are in compliance with the standards of the Northwest Commission on Colleges and Universities and the Code of Ethics of NAFSA: Association of International Educators.

Program Overview:

Curriculum:

The IEP classes at NSC are for non-native speakers of English who are international students. The program consists of six levels, 1-6. Each level consists of 20 weekly contact hours over three classes: Grammar & Writing, Reading & Vocabulary, and Speaking & Listening.

Grammar/Writing:

The Grammar /Writing classes are 10 hours per week and begin with an emphasis on literacy, basic vocabulary, and simple sentence/question production, spelling awareness, writing mechanics and basic punctuation. In the higher level courses, the Grammar and Writing classes are focusing on essays, learning to perform and apply critical thinking to research, and incorporating appropriate research into essays, including summarizing, synthesizing, and paraphrasing in order to avoid plagiarism. Previously covered grammar is also reviewed as required, with special attention to trouble spots.

Reading/Vocabulary:

The Reading/Vocabulary classes are 5 hours per week and begin by introducing and/or expanding vocabulary and reading comprehension of basic texts. The classes build reading skills and strategies to assist the students as they progress in their language studies. In the higher level courses, the emphasis is on academic vocabulary, comprehension, and formulation of short and essay-length answers to questions. Additionally, the students focus on analyzing and summarizing academic reading materials.

Listening/Speaking:

The Listening/Speaking classes are also 5 hours per week. In these classes, the instruction begins with lessons on correct pronunciation of sounds and words, level-appropriate listening comprehension, and communicating in English. Throughout Levels 2-6, the focus is on practicing, developing, and improving listening and speaking skills. The students learn to listen to lectures and take basic notes and then progress to increasingly more advanced notes while listening to more detailed lectures. They use lecture notes to create detailed outlines and discussions of the lectures. Additionally, the students give oral presentations on a variety of topics. The presentations time and usage of visual aids progressively increases as the students move through the levels.

Class Syllabus:

Each teacher will give you a syllabus at the start of the quarter. Make sure you read it and follow all of the policies and procedures on the syllabus.

Textbook:

Your syllabus will state the textbook you need for that class. Bring your syllabus to the bookstore and show it to the bookstore salesperson in order to purchase your book. You cannot have a book with the answers already written in it. You must have your textbook with you in your class by the third class of the quarter. If you do not, the teacher can ask you to leave the class, and you will receive an absence for the day. You may not attend class again until you have your textbook.

Breaks during class:

You will be given a ten minute break for every sixty minutes of class time. Instructors have their own policy about bathroom breaks outside of the class break. Most instructors do not allow bathroom breaks during exams.

Academic Dishonesty:

Students are expected to be honest in taking their tests and doing their coursework. Here in the U.S., both are unacceptable and considered serious academic crimes. Academic dishonesty may cause you to fail your classes and/or be dismissed from NSC. ALWAYS do your own work.

Cheating/Plagiarism:

Cheating/plagiarism is when you copy or memorize ideas or text from a friend, relative, or classmate or from a book, magazine, newspaper, live/recorded lecture or the Internet and pretend it is your own work. It is also cheating if you use work you did for a previous class. It is easily discovered and will result with failure on the assignment and potentially failing the course. It can also result in failure and dismissal from the program. With all of your school work, both the choice of words and the grammatical structure must be your own.

Giving false information or failing to provide correct information is when a teacher, advisor or other college employee asks you about something or makes a request for information and you do not tell the truth when responding or you tell only part of the truth. Examples of giving false information include the following: saying you missed class because of illness when you were not sick or telling an advisor or other school employee that a teacher said or did something that they, in fact, did not say or do. Submission of forged or altered documents or furnishing false information are all serious crimes and can result in disciplinary action, including immediate dismissal from the program.

To avoid giving false information, follow these basic rules:

1. Submit only documents that are true, real and authentic.
2. Never change anything on a doctor's note, identity card, bank statement, transcript or any other official document.
3. Tell the truth about reasons you've missed class or did not complete an assignment.
4. Always be honest when responding to a college employee's request for information.

Student Responsibilities, Behavioral Expectations, and Consequences of Noncompliance:

NSC expects all students to be respectful. When an instructor talks to a student about a behavior problem, the student is expected to comply without argument.

- If the student argues or refuses to comply, he/she will be asked to leave the class and he/she will receive an absence for that day.
- If a teacher has to talk to the student *three times* during a class session about any disruptive issue and the student complies each time, but then repeats the action, that student will be asked to leave and will receive an absence for the day.

Specific rules of compliance:

1. You must have your textbook by the third day of class. Bring your textbook every day. Not purchasing your books or not bringing your books to class will hurt your grades and limit your ability to fully participate, learn, and make academic progress in your classes. Please do NOT bring a photocopy of any textbook to class. Photocopying books is illegal and a violation of international copyright laws.

Noncompliance: If you do not have your textbook by the third day of class, you will be asked to leave class, you will receive an absence, and you will not be permitted in class until you have your textbook. If you come to class three times without your required text, your teacher may ask you to leave the class and not return until you have a textbook. This will count as an absence.

2. While in class, you need to do your work and participate.

Noncompliance: When a teacher has told you to do your work or participate and you refuse to comply or you comply each time, but then repeat the action three times, you will be asked to leave and you will receive an absence for the day.

3. Show respect to those around you while in class. This means the following:
 - a. Do not use an electronic device without permission. Cell phones and other electronic devices may only be used during class time with instructor permission. Texting, listening to music, surfing, shopping, and talking on the phone during class

is disruptive and considered extremely rude. During a test, no electronic device is allowed on your desk without teacher permission.

- b. Do not sleep in class, talk while the teacher or another student is talking, or laugh at/criticize other students when they make mistakes.
- c. Do not bring food or drinks to class unless your instructor approves it.

Noncompliance: When a teacher has talked to you about any of the above and you refuse to comply or you comply each time, but then repeat the action three times, you will be asked to leave and you will receive an absence for the day.

Campus rule: No tobacco products are allowed on campus. You cannot smoke on campus.

Attendance Policy:

If you have any attendance questions, please email Anne Forester, the Associate Dean of the Intensive English Program

Students must come to class every day. If you know you are going to be absent, tell your teacher immediately. If an illness or emergency causes you to miss class, contact your teachers by email (see the class syllabus for your teacher's email address) to let them know you need to miss class and how long you expect to be absent. *Absences cannot be excused by teachers.* If there is a serious issue, please tell your teacher and email Anne Forester, the Associate Dean of the Intensive English Program. Please understand that illness, even when verified by a doctor's note, does not mean you will not be counted absent or that you do not have to do your class work. **Missing class is not an excuse for not doing assignments.** Call another student or email your teacher so you can keep up with your assignments.

Absences and personal problems: If you have personal problems that make it hard to come to class such as family problems, health issues, depression, or other emotional difficulties, please let Anne Forester, the Associate Dean of the Intensive English Program and/or your teacher know. We will do our best to help you.

Missing days of any class will result in the following:

FALL, WINTER, and SPRING QUARTERS (10 weeks)

5 absences: **Warning** notice

10 absences: You will **fail the class, but you must continue attending and participating to avoid being suspended from NSCC.**

15 absences: **Your I-20 is terminated and you are suspended from NSCC for 1 year.**

SUMMER QUARTER (8 weeks)

3 absences: **Warning** notice

6 absences: You will **fail the class, but you must continue attending and participating to avoid being dismissed from NSCC.**

9 absences: **Your I-20 is terminated and you are suspended from NSCC for 1 year.**

Being late (tardy) to class: Arriving to class late (tardy) is disruptive and considered disrespectful to the teacher and other students. It also causes you to miss important information. If you are more than 5 minutes late for the start of your class or from break three (3) times, it is considered one absence. If you are more than 30+ minutes late or leave 30+ minutes early in your Grammar/Writing class it is counted as one absence. For Reading/Vocabulary and Listening/Speaking, if you are 15+ minutes late or leaves 15+ minutes early, it is considered an absence. Each individual teacher may have a more severe policy for being late, so come to class on time and return from break on time every day.

Absences and tests, projects, and assignments: Do not miss exams, quizzes, presentations, projects or major writing assignments. Your instructor is not required to allow you to take missed exams or quizzes, or turn in essays, projects or presentations late, even if you are absent due to illness or emergency and have a doctor's note. If you miss a test or do not complete or turn in an assignment on time, you may receive a failing grade on the test or assignment.

Absences and final exams:

Your teachers will tell you the dates of your final exams. **You may NOT take any final exam early or late.** If you are not present on the day of your final exam, you will fail the exam and therefore not pass to the next level.

IEP Level Placements:

International students in the IEP program are given the IEP placement test during Orientation week. The students are administered a timed writing exam where they respond to a writing prompt. Additionally, they are given an untimed computerized ESL COMPASS exam. The written exam is read by the placement committee while the ESL COMPASS scores are tabulated electronically. The Placement Committee scores the students according to an established rubric and the tabulated scores. Written exams and tabulated scores are combined to place students in the appropriate IEP level (levels 1 to 6). Students are then enrolled in their assigned classes. Schedules are accessed via the web or available to pick up in person at the International Programs Office.

IEP Level Change: Changing Classes (Add/Drop)

- **Class Changes:** Students may not make changes to their class schedule. We cannot make changes in order for you to have a specific teacher, a certain class time, to be with friends/family, or for any other reason. If you repeat a class, you will be placed with a different teacher whenever possible unless working with that teacher again will be the best fit for the student's growth.
- **Level changes for students:** Level changes are done ONLY by teacher recommendation based on the results of an in-class diagnostic test or essay given on the first day or two of the quarter. *The teacher must initiate the change.* Because placement levels are based on test results and instructors' assessments of English language proficiency, student requests to change levels cannot be considered. If a student misses the first assessments they cannot be made up and the student cannot change levels.

Academic Progress

Students are required to make satisfactory academic progress. Your academic progress is based on your English **proficiency**. Proficiency is how well you understand and communicate in English without any preparation beforehand and without outside help from a book, the Internet, tutor, friend, family, etc.

Your English proficiency will be assessed in class through the use of quizzes, proficiency tests, and/or essays.

Level Advancement:

To advance to the next level of IEP classes, a student must receive a GPA of at least 2.0 (75%) in **both** Grammar/Writing & Reading/Vocabulary classes. For Grammar and Writing, they need to pass each component (grammar and writing) at 75% or above. For Reading/Vocabulary, they need to pass with a total grade of 75% or above. A student may advance a level in Listening/Speaking with a GPA of 2.0 (75%). For Listening/Speaking, they need to pass each component (listening and speaking) at 75% or above.

Student steps to level advancement:

In order to improve your English proficiency and advance to the next level, you must do the following:

1. Follow the attendance policy and come to class on time. Come back from break on time.
2. Bring your book(s) and required materials to class each day.
3. Give your full attention to your teacher's instruction and follow directions.
4. Do all your homework assignments and submit them on time.
5. Participate in class discussions and activities.

6. Raise your hand and ask questions when you do not understand.
7. Speak only English during class time.
8. Study for your quizzes and tests.
9. Do all your OWN work!

Note: Even if you do all of the above, you still might not pass if your English proficiency is not high enough for the next level. This means you need another quarter of instruction in your current level, so you will be ready for the next level.

Failure to Maintain Satisfactory Academic Progress:

The teacher will let you know if they feel you are not making satisfactory academic progress and what you do need to do, so you will make progress and pass the class.

Class failure results in the following:

- If a student doesn't pass a class (Grammar/Writing, Reading/Vocabulary, or Listening/Speaking) the first time, he/she will be placed on Academic Probation*.
- If he/she doesn't pass that same class a second time (G/W, R/V or L/S), he/she will be Academically Suspended for one year and his/her I-20 will be terminated. There is an appeal process which could result in the student being allowed to stay in the program if the student has good attendance and works very hard in classes.
- If he/she is given an appeal, but fails any class at the same level a third time (G/W, R/V or L/S), he/she will be Academically Suspended for one year and his/her I-20 will be terminated with no appeal.

*Students on Academic Probation will not be registered for the following quarter until grades are posted. We advise students who are on Academic Probation not to make plans to travel outside the US until they know their status. If they are suspended and terminated, they will not be able to return to the US on their old I-20 from North Seattle College.

- A student who transfers from another school in the United States is placed on Academic Probation when they enroll in IEP at North. If he/she fails any class one time, they will be suspended from North. There is an appeal process.

According to U.S. F-1 visa rules "failing to make satisfactory progress" will result in the following: your I-20 will be terminated and you will be dismissed from NSC. You will need to transfer to a different school or leave the U.S. You will be considered out of status by the U.S. Department of Homeland Security.

Appeals: If you work hard, come to class every day, and you are not tardy, and you still fail a class, you may be eligible for an appeal. Only the Associate Dean of the Intensive English Program can approve an appeal. If a student's appeal is approved, you have one more chance

to pass that class. Please note, *if the student chooses to transfer to another school, you will transfer out with a terminated I-20.*

Early withdrawal and dismissal: Early withdrawal from classes will not prevent you from being dismissed from the program. If you have a record of poor attendance and low grades and drop your classes and go home before a quarter is over, you may not be allowed to repeat a class and you may be dismissed from the program, especially if you are already repeating the class.

Student health insurance and dismissal: If you are dismissed from the program and have student health insurance purchased through North Seattle College, your health insurance policy will no longer be effective.



Eligibility for College Level Classes:

To register for college level classes, students must pass IEP Level 6 or meet one of the minimum placement scores placement below:

- **TOEFL** – 56 or higher with no section below 15
- **IELTS** – 5.5 or higher with no section below 5.0
- **COMPASS** – 60% or higher for Grammar/Writing and Reading/Vocabulary, with Listening 75% or higher

COMPASS Testing:

The Testing Center requires international students to provide a valid passport as photo identification

- ESL Compass test: Students are allowed to take the ESL Compass test only upon initial entry into the IEP program.
- College Compass test: IEP students who pass all level 4 classes may take the Compass test. Level 5 and 6 students may take the test two weeks before the end of the quarter. Level 4 students may not take the test until the end of the quarter when it is verified that they passed all level 4 classes. Students must receive a minimum of 75% in the listening section to continue with the test. Testing fees apply.

TOEFL and IELTS Testing: Do not schedule the TOEFL or IELTS test during class time. Absences are not excused for TOEFL or IELTS testing.

Note: A TOEFL/IELTS testing class is offered by NSC Continuing Education.

Letters of Completion & Completion Certification:

Students may request a Letter of Completion for levels 1-5. Completion Certificates are only issued for students who move through the program and complete Level 6 IEP Classes. You may request a certificate through <https://ip.northseattle.edu/letter-requests>.

Unofficial Transcripts:

Unofficial transcripts are available online at:
<https://wts.seattlecolleges.edu/nscckiosk/waci002.html>

Official transcripts:

Request online:

https://www.studentclearinghouse.org/secure_area/Transcript/to_home.asp?t=124303&LoginHome=to_home.asp

Official transcripts are issued by North Seattle College Registrar's Office and bear the Registrar's signature and college seal. Official transcripts take approximately 48 hours to process. Please expect a longer than usual processing time during the week directly following the end of the quarter.

- **In Person**

Official transcripts can be ordered in person through Front Counter Services at the Admissions/Registration Office. Download a [transcript request form](#) to fill out before you pay at the Cashier's Office. The [cost for official transcripts](#) is available from the fees page.

Photo identification is required when picking up an official transcript. Official transcripts will only be released to a third party upon written authorization from the student whose name is associated with the official transcript.

- **Fax**

Download a [transcript request form](#). Official transcript requests can be faxed directly to the NSCC Records Office at (206) 934-3671

If you are faxing your request, you must include payment by credit card. Mailed requests may be paid by check or credit card. The [cost for official transcripts](#) is available from the fees page. Write in the payment information before faxing or mailing.

Be sure your mailed or faxed request includes the following:

- Your full name (and any previous name you used when attending NSCC)
- Your full address including zip code
- Approximate dates of attendance
- Date of birth
- Student ID number
- The number of official copies you need
- The complete addresses to which your official transcripts should be sent
- Your written signature
- Your daytime telephone number
- Credit card information, if paying by credit card (your card will be charged the [fee](#) per official transcript)
 - Card number
 - Expiration date
 - Name, as it appears on the card

General Resources for IEP Students:

[Page One Writing Center](#) (free for all IEP students)

Located inside the HSSR Building, on the main floor.

- Get help with your homework
- 42 PC computers for helping students improve their skills in English and world languages
- Talk Time—practice the speaking skills you learn in class

Computer Labs

Open Computer Lab IB 3303 is located (see <https://northseattle.edu/locator> map) in the Instructional Building, NW corner, 3rd floor.

The Open Computer Lab is your best place to start with computer-related problems.

For NetID-related problems, be prepared to show picture ID and SID number

Library

- The library at North Seattle has a section for learners of English, which includes books, DVDs, and CDs
- The English as a Second Language (ESL) librarian is Zola Mumford
- 61 PC computers in the Library located in 2236B
- [Library hours](#)

Students with infants

- A breast feeding/pumping room is located on the north 2nd floor entrance to the HSSR building.
- The unit is safe, secure, attractive and has easy access.

Meditation Room: CC3445

Friday, 1 – 3pm

Medical Insurance:

- Medical insurance is mandatory for all international students (F-1 visa holders) while in the U.S. Students must purchase their medical insurance policy through North Seattle College.
- As an international student, you are automatically charged for medical insurance when you register for classes each quarter. NSCC cannot waive the quarterly medical insurance fee, even if you maintain a separate policy from your home country. With insurance, international students are then responsible for only a \$20 copay per illness or injury.

Medical Insurance cost per quarter Winter Quarter 2016

Student: \$398.37

Student & Spouse: no longer available

Per Dependent Child: no longer available

College Medical Resources

Access your account or view policy information through the [North Seattle College Medical Resources](#).

(This link includes information for "Insurance Options for Your Spouse and Children.")

College Medical Resources

Access your account or view policy information through the [North Seattle College Medical Resources](#).

Medical Insurance does not pay for Dental services. Students may purchase [Dental and/or Vision Policies](#) directly through the providers.

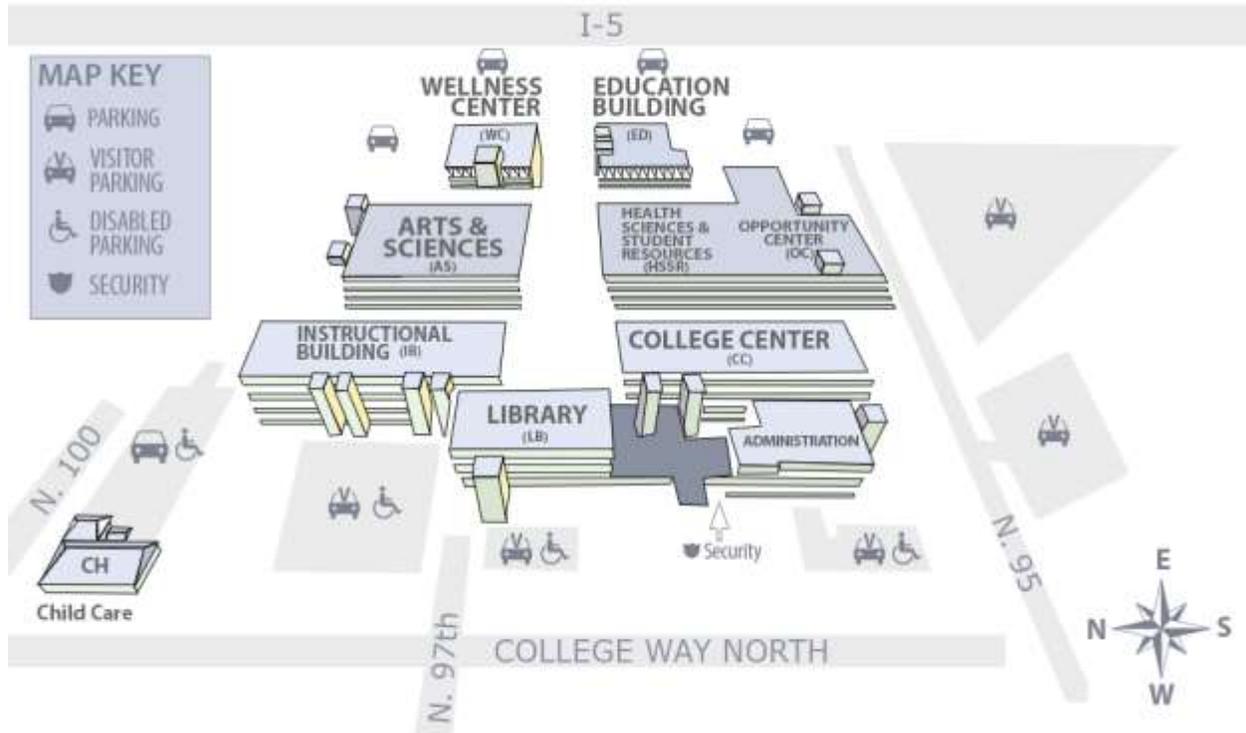
Students may also purchase [Renters Insurance](#). Rental insurance is not mandatory but strongly recommended in case of accidents and thefts.

Get Answers to Medical Questions

- You can get help with medical issues through My Nurse 24/7. Your personal Nurseline Number is 1-866-549-5076. Both the phone call and the service are FREE.
- Friendly, experienced, registered nurses will answer your medical questions and help you make your best health choices. There are translation services and information about general health and wellness. You can call toll free 24 hours a day, 365 days a year. Or visit the [My Nurse 24/7 Web site](#).
- In case of emergency, **call 911**.

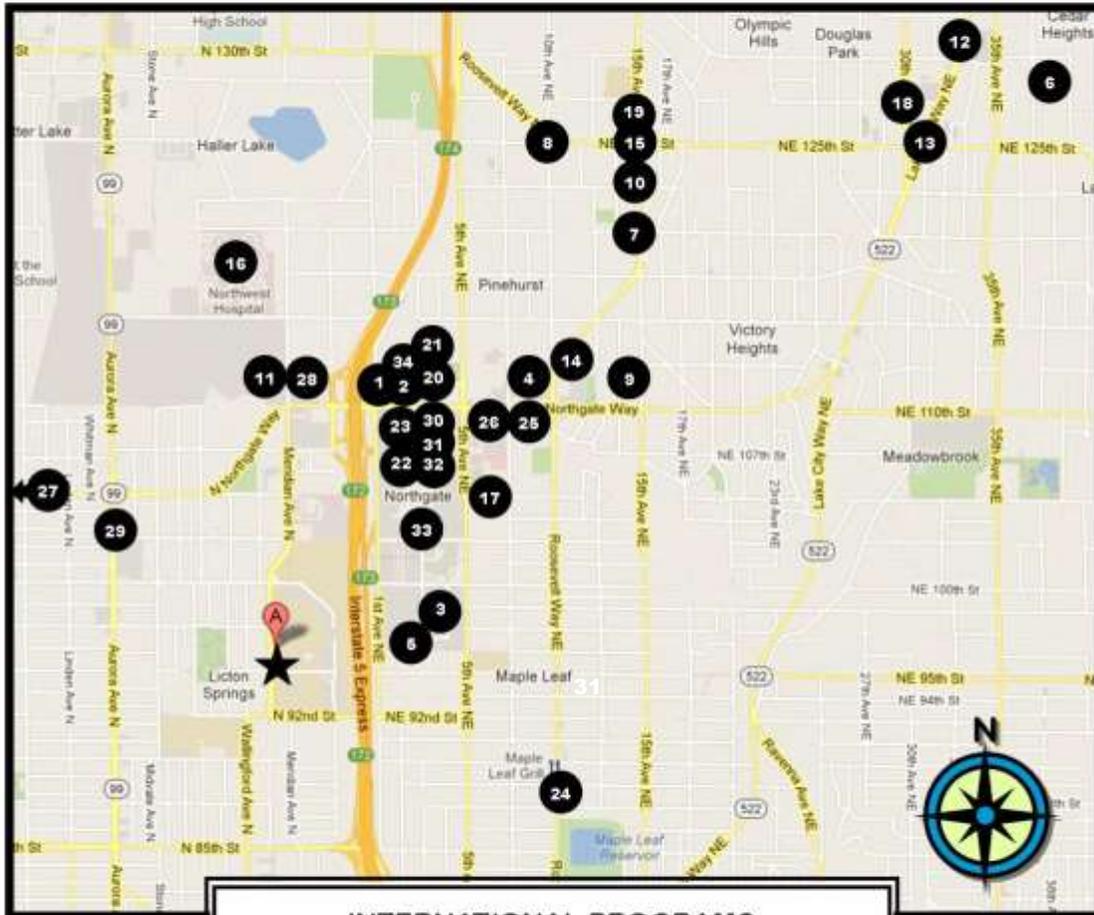
College Map:

Room Finder: <https://northseattle.edu/locator>



Northgate Community

Neighborhood Map & Locations



INTERNATIONAL PROGRAMS
North Seattle Community College
★
9600 College Way North Seattle, WA 98103
Tel. (206) 934-3672 | international@seattlecolleges.edu

Northgate Community

Neighborhood Map & Locations

Banks

1. Bank of America
326 NE Northgate Way
(206) 359-1866

2. Chase Bank ATM
302 NE Northgate Way
(800) 935-9935

Dental Center

3. Endodontics Northwest
9714 3rd Ave. NE # 203
(206) 525-1515

4. Seattle SmileWorks
822A Northeast Northgate Way
(877) 871-8716

5. Washington Dental Service
9706 4th Ave. NE
(800) 554-1907

Ethnic Markets

6. Ali Baba's Bazaar
12714 Lake City Way NE
(206) 854-5077

7. Amy's Merkato
11702 15th Ave. NE
(206) 362-1863

8. Pakistani Indian Grocery
12325 Roosevelt Way NE
(206) 368-7323

Faith Community

9. Islamic Idriss Mosque
1420 NE Northgate Way
(206) 363-3013

10. Seattle Buddhist Center
12056 15th Ave. NE
(801) 872-8332

Grocery Stores

11. 7-Eleven
2100 N Northgate Way # A
(206) 362-1305

12. Fred Meyer
13000 Lake City Way NE
(206) 440-2400

13. Pacific Market
12332 Lake City Way NE
(206) 363-8639

14. QFC
(206) 361-4849

15. Safeway
12318 15th Ave. NE
(206) 306-0504

Medical Centers

16. Northwest Hospital & Medical Center
1550 N 115th St.
(206) 364-0500

17. Pacific Medical Center Northgate
10418 5th Ave. NE
(206) 517-6700

Pharmacy & Drugstore

18. Bartell Drugstore
3018 NE 125th St.
(206) 362-7571

19. Safeway Pharmacy
12318 15th Ave. NE
(206) 306-0508

20. Target Optical
302 NE Northgate Way
(206) 494-0900

21. Target Pharmacy
302 NE Northgate Way
(206) 494-0898

Restaurants & Cafes

22. Bluefin Sushi & Seafood Buffet
401 NE Northgate Way
(206) 367-0115

23. Chipotle Mexican Grill
401 NE Northgate Way #1119
(206) 362-0285

24. Cloud City Coffee
8801 Roosevelt Way NE
(206) 527-5552

25. Indo Cafe
543 NE Northgate Way
(206) 361-0699

26. Masala of Indian Cuisine
539 NE Northgate Way # B
(206) 417-1118

27. Rickshaw Restaurant
322 N 105th Street
(206) 789-0120

28. Saffron Grill
2132 N. Northgate Way
(206) 417-0707

29. Starbucks
10002 Aurora Ave. N # 22
(206) 524-6122

Shopping & Recreation

30. Bed Bath & Beyond
401 NE Northgate Way 100 #2
(206) 306-8766

31. Macy's
401 NE Northgate Way
(206) 440-6000

32. Nordstrom
401 NE Northgate Way #715
(206) 364-8800

33. Regal Thornton Place Stadium 14
301 NE 103rd St.
(206) 517-9843

34. Target
302 NE Northgate Way
(206) 494-0897



Bus & Transit Options:

North Seattle College is easily accessible by bus. Six Metro Transit bus routes directly serve the campus, and the nearby Northgate Transit Center is a major transfer hub for Metro, Community Transit, and Sound Transit routes. NSCC has special [bus passes](#) and [other incentives](#) to encourage the use of public transit by students and employees.

Bus Service to Campus (please note: Schedules & Routes may change)

Metro's [Trip Planner](#) can help you find the most convenient route to campus.

North Seattle College is listed on the “Landmark” tab under colleges and universities

The following King County Metro Transit routes provide direct service to the NSC campus:



- [Route 16](#)
- [Route 316](#)
- [Route 345](#)
- [Route 346](#)

In addition, the nearby Northgate Transit Center (just east of the NSCC campus on the other side of Interstate-5), provides convenient access to many King County Metro, Community Transit and Sound Transit bus routes. From the Northgate Transit Center, you can transfer to Metro routes 16,, 345 or 346 to get to campus. You can also walk from the transit center to campus in about 15 minutes via the North 92nd Street bridge over Interstate-5.

Printed schedules for many common Metro routes are available from 3 locations on campus:

- First floor of the College Center building in the hallway leading to the Cafeteria
- [Security Office](#)
- Second floor of the College Center building across from the [Cashier's Office](#)