



Student Handbook



ENGLISH LANGUAGE AND INTERCULTURAL CENTER

OSU Global

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INTRODUCTION TO OUR COMMUNITY

Director

Dr. Emily Boersma is the director of the English Language and Intercultural Center.
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Advisory Council

Dr. Randy Kluver is a member of the ELIC advisory council. Dr. Kluver serves as the Dean of OSU Global, the OSU department which houses and oversees the ELIC.

Dr. Michael Amory is a member of ELIC advisory council. He also serves as an Assistant Professor of English for the Applied Linguistics and TESOL program at OSU.
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Dr. Jeff Menne is a member of the ELIC advisory council. He is also a Professor of English and serves as Department Head for the OSU English department.
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Dr. Carol Moder is a member of the ELIC advisory council. She is also a Professor of English and serves as the Program Director for Linguistics and TESOL at OSU.
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Elisabeth Walker is a member of the ELIC advisory council. She serves as the Director of the OSU Office of International Students and Scholars.
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GA Assistant to the Director

Ryan Nicklas is a PhD student in the TESOL & Linguistics Program at Oklahoma State University. He also serves as the assistant to the director.

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Instructors and Language Specialists

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WELCOME

The English Language and Intercultural Center (ELIC) places high value on students' intellectual, emotional, and professional growth while studying at the English Language Institute (ELI). We expect students to attend classes regularly, participate in in class activities, and submit assignments on time. Students are strongly encouraged to utilize the instructors' office hours and other learning resources on campus and contact the ELIC director and assistant director about issues concerning their progress in the program.

ELIC MISSION STATEMENT

Our mission is to equip our students with the academic English proficiency and cultural knowledge necessary to gain entrance to and achieve success at Oklahoma State University or any other institute for higher education in the US. Through outreach, professional programs, and intercultural support we promote and foster the intercultural awareness and interaction that students from all backgrounds need to succeed as global citizens.

IMPORTANT CONTACT INFORMATION

Department	Address & Phone number	Email address
English Language Intercultural Center (ELIC)	307 Wes Watkins Center 405-744-7519	osu-eli@okstate.edu
Office of International Students and Scholars (ISS)	309 Wes Watkins Center 405-744-5459	iss@okstate.edu
OSU Police Department	224 N. Orchard 405-744-2844	osupd@okstate.edu (For lost and found) lostfound@okstate.edu
Fire/Police/Emergencies	911	
University Health Services &	1202 West Farm Road	

Women's Clinic	405-744-7665	
University Counseling Services	320 Student Union 405-744-5458	
IT Help Desk	421 Classroom Building 405-744-4357	helpdesk@okstate.edu
Housing and Residential Life	100 Iba Hall 405-744-5592	reslife@okstate.edu
Dining Service	076 Student Union 405-744-4424	dining@okstate.edu

ELIC Social Media



Facebook — <https://www.facebook.com/eliokstate>

Instagram — <https://www.instagram.com/eli.okstate/>

Twitter — <https://twitter.com/eliokstate>

STUDYING AT ELI

Program Overview

The English Language Institute (ELI) offers students a state-of-the-art curriculum developed by leading professionals in the field of Teaching English to Speakers of Other Languages (TESOL) and Applied Linguistics. ELI offers two tracks: **Community Engagement** and **Academic English**.

Community Engagement Track

This track aims at preparing any individuals for communicating in English with other community members and to help with adjustment to U.S. culture and campus life. This track consists of two courses: **Community Interaction** and **Community Literacy**. These courses are offered to learners with an elementary to intermediate level of English proficiency. Each course is divided into two levels.

The main goal of Community Literacy (Level 1 & Level 2) is to develop reading and writing skills that enable students to communicate effectively on non-academic topics. This class meets 10 hours per week, including 2 hours of field trips or cultural excursions.

Academic English Track

ELI's academic track currently offers three levels of instruction:

1. The lower level (currently listed as level 2) courses focus on providing students with Basic Interpersonal Communication Skills (BICS) targeted for building relationships through English and communicating aspects of the self, such as personality, history, preferences, and positions on common issues.
2. The higher level of ELI's academic track (currently listed as level 3) seeks to develop students' ability to discuss the ideas of others, support assertions with scholarly evidence, as well as to write and analyze texts for a variety of academic purposes.
3. The highest level (currently listed as level 4) focuses on preparing students for advanced university coursework in English through extensive instruction on research writing and the opportunity to "sit in" university courses while attending classes at ELI.

Courses Offered

Each level of ELI's academic track features the following courses:

1. Level 2: Academic Literacy II (reading and writing); Academic Interactions II (speaking and listening)
2. Level 3: Academic Literacy III; Academic Interactions III
3. Level 4: Research Writing; University Immersion (4 Skills Integrated)

Within each level, students are also provided weekly opportunities for cultural excursions which align with the content covered in class as well as conversation groups with peers and ELIC staff.

Course Objectives

Level 2	
Academic Literacy II	Objectives: <ul style="list-style-type: none"> ● AL 2-1: Interpret and participate in written social interactions within the university context. ● AL 2-2: Write about familiar topics to describe processes, events, and personal history. ● AL 2-3: Use foundational digital literacy skills for academic purposes. ● AL 2-4: Develop genre analysis skills through analyzing and producing a variety of academic texts to promote learner autonomy. ● AL 2-5: Express opinions and provide justification by using personal examples. ● AL 2-6: Produce organized and coherent paragraphs and essays about familiar topics. ● AL 2-7: Understand and summarize the main points of an

	<p>academic text on familiar topics.</p> <ul style="list-style-type: none"> ● AL 2-8: Develop active reading strategies, such as previewing, scanning, questioning, summarizing, and self-assessment. ● AL 2-9: Make personal connections with academic texts.
Academic Interactions II	<p>Objectives:</p> <ul style="list-style-type: none"> ● AI 2-1: Develop background knowledge, grammar, and vocabulary typical of university settings such as describing yourself, personal narratives, and engaging in interpersonal communication. ● AI 2-2: Utilize conversation strategies to understand and negotiate information during academic and everyday encounters to deal with communication breakdowns. ● AI 2-3: Demonstrate the ability to comprehend an academic lecture, take notes on the main points, and summarize the main points in discussion. ● AI 2-4: Compare and contrast social interactions/events in the United States with those of your own culture. ● AI 2-5: Present your opinion about academic and social topics and justify your reasoning using personal examples. ● AI 2-6: Learn pronunciation features that improve the productive and receptive aspects of comprehensibility.

Level 3	
Academic Literacy III	<p>Objectives:</p> <ul style="list-style-type: none"> ● AL 3-1: Produce a variety of formal written genres within the university context. ● AL 3-2: Write about familiar and unfamiliar topics to summarize, analyze, and synthesize secondary sources within the context of an academic argument. ● AL 3-3: Use complex digital literacy skills for academic purposes ● AL 3-4: Apply genre analysis skills to evaluate the effectiveness of an argument or other academic text. ● AL 3-5: Express reasoned opinions and provide justification by incorporating reputable sources. ● AL 3-6: Produce organized, coherent, and well-supported academic arguments in essays. ● AL 3-7: Critically evaluate academic texts and lectures for effectiveness, bias, validity, and implications.

	<ul style="list-style-type: none"> ● AL 3-8: Make intertextual connections between academic texts.
Academic Interactions III	<p>Objectives:</p> <ul style="list-style-type: none"> ● AI 3-1: Develop background knowledge, grammar, and vocabulary of various discourse genres found in academic settings, including student's own field of interest, by analyzing oral and written texts ● AI 3-2: Develop compensatory strategies to participate in academic discourse. ● AI 3-3: Develop skills pertinent to the academic context such as note-taking, leading article discussions, and developing presentations and group projects. ● AI 3-4: Understand social norms for the American classroom and university through research, observation of classes, and interviews with students. ● AI 3-5: Construct an oral argument and support it using outside sources. ● AI 3-6: Learn metalinguistic terms related to speaking and listening, such as intonation units, stress, tone, rhythm, etc. in order to apply these ideas and improve listening comprehension and speaking abilities. ● AI 3-7: Develop strategies to address agreement and disagreement in academic settings. ● AI 3-8: Learn and practice independent language study skills to be able to autonomously practice the English language ● AI 3-9: Construct discourse length texts reflective of academic settings in order to convey academic and technical concepts for a variety of audiences.

Level 4	
University Immersion	<p>Objectives</p> <ul style="list-style-type: none"> ● UI-1: Observe and analyze the learning context of a university course, focusing on language use in context, social norms, learning strategies, student time management, and other facets of the course. ● UI-2: Use genre analysis to analyze the specific language structures utilized in the classroom environment. ● UI-3: Develop discipline-specific language structures and vocabulary.

	<ul style="list-style-type: none"> • UI-4: Interact with university students for the purpose of developing content and language knowledge and understanding strategies for success in the program. • UI-5: Build academic relationships with faculty and teaching assistants through in-class engagement and office hours. • UI-7: Actively utilize campus engagement resources throughout the semester and reflect on their effectiveness in supporting university studies. • UI-8: Lead thoughtfully developed presentations in class on a variety of assigned topics related to the university courses. • UI-9: Synthesize multiple sources of information to construct a coherent academic presentation, essay, or other form of argument. • UI-10: Develop active listening strategies for academic lectures and texts by building note-taking and review skills.
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Cultural Excursions

ELI coursework is combined with collaborative projects and experiential learning activities that develop in-depth cultural awareness while students advance their understanding of the English language. Our curriculum immerses students in local cultures, landscapes, and experiences, and will use these as a foundation for the study of the English language. Each Friday, students are provided a one-of-a-kind cultural experience as we travel to a new location in Oklahoma that matches curricular content. Field trips and Cultural Excursion are part of your coursework, and students are expected to attend and participate in the weekly activities.

Placement Test

Beginning in Fall 2022, new student class placement in ELI is determined by the results of the diagnostic test administered before or during the first week of class. The results of the placement test will be announced before the second week of class.

The ELIC uses its own assessments to determine new students' English proficiency rather than one made by an external organization or company. This ensures that students are accurately placed within a particular level of ELI's curriculum.

Students and student sponsors may wish to know how ELI's course levels correspond to other common assessments of English, like the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) or the Common European Framework for Reference of Languages (CEFR). The following table outlines the alignment between ELI course levels, the TOEFL iBT, and CEFR levels:

ELI Course Level	ELI Courses	TOEFL iBT Score Range	CEFR Level
Level 1	Academic Literacy I	Writing 0-12; Reading 0-3	A1-A2
	Academic Interactions I	Speaking 0-15; Listening 0-16	A1-A2
Level 2	Academic Literacy II	Writing 13-16; Reading 4-17	B1
	Academic Interactions II	Speaking 16-19; Listening 9-16	B1
Level 3	Academic Literacy III	Writing 17-23; Reading 18-23	B2
	Academic Interactions III	Speaking 20-24; Listening 17-21	B2
Level 4	University Immersion	Writing 24-30; Reading 24-30; Speaking 25-30; Listening 22-30	C1

CANVAS

Canvas is a university online learning platform. Although not every OSU instructor will use Canvas, some may choose to use Canvas for their online portion of their courses. Students must activate their O-Key Account in order to access their Canvas course. (See page 32 for more information about O-Key Account.)

The course instructors may include the following features on their Canvas course:

- Syllabus
- New announcements
- Folders for each week of study that includes PowerPoint slides, assignments, extra reading, links to websites and videos, and more
- Discussion boards host discussion topics that students can use any time day or night
- Dropbox for posting assignments
- Quizzes and Exams

- Class list - a list names and email addresses of students, instructors, and teaching assistants
- Grades - a place to see one's own grades
- Appeal form
- ELIC Handbook
- And more

Once ELI Canvas courses are ready for students to access, ELI students will receive an **invitation email to their OSU email address from Canvas**. If students experience any issues accessing their Canvas courses after they receive the invitation email, they should immediately contact their course instructors. Students can access their Canvas courses anytime by going to <http://canvas.okstate.edu>. There is also a mobile app in the Android and Apple app stores for access to Canvas.

Conversation Partners

We at the ELIC believe that what students learn outside of the classroom is equally important as what they learn inside the classroom. Spending time with local community members is a great way for ELI students to deepen their cultural understanding and practice their English skills. Conversation Partners is an ELIC program offered to ELI students who are interested in practicing their English with OSU Community members. ELI students will be paired up with OSU students or community members and will spend time with their partners such as having coffee, participating in OSU events and activities together, sharing meals, doing outdoor activities, among various additional activities, throughout the semester.

Ask the ELIC staff or instructors for more information.

Expectations

In order to fulfill the university's mission and to create a safe living, learning, and working environment for all, Oklahoma State University has created a set of rules and regulations called the **Code of Conduct**. ELI students are subject to the same Code of Conduct as other OSU students. You can find this document online (<https://ssc.okstate.edu/student-conduct/code.html>)

Cowboy Community Standards

Oklahoma State University students aspire to promote:

Integrity: Oklahoma State University students are expected to exemplify honesty, honor, and respect for the truth in their actions.

Community: Oklahoma State University students build and enhance their

community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community.

Social Justice: Oklahoma State University students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Respect: Oklahoma State University students must show positive regard for each other and the community.

Responsibility: Oklahoma State University students are expected to accept responsibility for their learning, personal behavior, and future success, and students should appropriately challenge others to do the same. Students should use good judgment, be trustworthy, and take personal responsibility for their actions.

Examples of Violations

These are examples of actions that violate the Cowboy Community Standards and may be addressed by the university.

Integrity

Academic Misconduct: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, or other academic misbehavior.

Community

- Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction.
- Tobacco: Using tobacco in any form or using electronic cigarettes (vaping) on campus, as prohibited by OSU Policy and Procedures Letter No. 1-0530. Possessing tobacco under the age of 21 is also prohibited.

Social Justice

- Harassment: Engaging in verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive and is subjectively offensive to the complainant and objectively offensive to a reasonable person
- Discrimination: Discrimination includes but is not limited to, disparate treatment

directed toward an individual or group of individuals based on sex, race, color, sexual orientation, age, status as a veteran, gender identity or expression, pregnancy or pregnancy-related condition, sex stereotype, national origin, religion or a qualified individual with a disability that adversely affects their employment or education

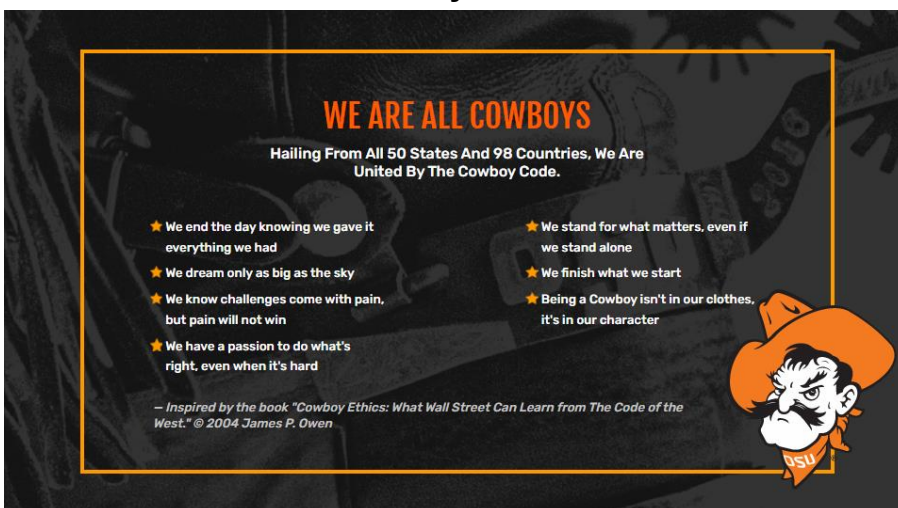
Respect

- **Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors: length of relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

Responsibility

- **Drugs:** Acting or intending to act to illegally use, possess, sell, share, distribute, cultivate, manufacture, or be under the influence of any state or federally controlled drug or substance. Possessing drug paraphernalia. Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state. Knowingly providing a location for individuals to possess or consume drugs or knowingly being in the presence of drugs are also prohibited. **While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana. Therefore, the possession or use of prescribed medical marijuana is prohibited on campus property and at University-sponsored activities.**

As students at an institution affiliated with Oklahoma State University, ELI students must abide by the university's code of conduct, and any form of violation will be taken seriously.



Tuition

Your ELI tuition will be billed through the Bursar's Office along with your housing and other OSU expenses and fees. Your bursar bill must be paid by the 15th of every month. Students who have not paid ELI tuition, fees, and insurance by the end of week 5 of each session will not be allowed to attend class; absences will count for any missing classes. Overdue bursar accounts will impact immigration documents, sponsorships, and future enrollment at OSU (or other universities). Records will not be released until Bursar accounts are paid for in full.

How to Pay Your ELI Tuition/Fees:

Option #1: Pay in person

Go to the Bursar's Office in the Student Union, Room 113. Take your OSU ID card with you. They will tell you the amount that you need to pay. You can pay with cash, money order, or a check at the Bursar's Office.

Option#2: Pay online

This method allows you to pay with a web check or a credit card. (Your O-Key account must be activated to use this method.) A 2.75% or \$3 minimum charge will be added if you choose to pay this way.

To see what has been charged to your Bursar account, on the internet, **go to**
<http://bursar.okstate.edu/>

- Click on "View Billing Statement"
- Type in your OKEY user ID and password
- Click on "Billing Statements"
- Click on "View Bill"
- To make a payment, click on "Payment Methods" on the left side of the screen.
This explains all the different ways you can pay.

You should check your Bursar account every month. If you do not make payments on time, you will be charged a 1.5% late fee on the balance due each month. ***It is your responsibility to make sure your payments are made on time.***

NOTE: If a student is dismissed from the program, no tuition is refunded.

POLICIES

Immigration

It is important that you be aware of immigration regulations. United States Immigration and Customs Enforcement (ICE) requires that you keep your immigration documents valid at all times. To extend or renew your passport, contact your country's consulate or

embassy for instructions. If you hold an F-1 (student) visa, you must be a full-time student and follow immigration regulations. If you follow immigration regulations, you are “in status.” If you become “out of status” through suspension or for some other reason, you may face significant penalties. Being “out of status” can jeopardize your opportunities for staying and studying in the United States. All students must sign page one of the I-20 or DS 2019 certifying that they have read and agreed to the requirements of their status.

It is your responsibility to know immigration regulations that apply to you and to follow them during your stay in the United States. If you have questions about immigration regulations or if you plan to change schools or degree programs, travel out of the U.S., or accept employment, you should contact the Office of International Students and Scholars (Wes Watkins, 309)

Domestic Travel During ELI Studies

Traveling to domestic (inside the U.S.) destinations in Oklahoma and other states while studying at the ELI can be a great way to learn about the cultures of the United States. While these experiences can be educational and fun, they also pose several risks to ELI students such as problems with housing accommodations, property theft, or communicating essential needs without translators available. Stillwater, Oklahoma is a small and relatively safe community in comparison to many larger cities in the United States. For example, students traveling to Los Angeles or New York may experience dangerous situations with transportation, housing, or while exploring the cities.

For this reason, students are responsible for their own safety while traveling. ELIC is not liable for any issues that may arise for students outside of normal ELI activities, and ELIC Cannot guarantee providing personal transportation to and from the airport unless agreed upon by the students’ sponsoring agency. Because we care for the safety of our students, the following steps are required before traveling.

At least 4 weeks prior to SCHEDULING/BOOKING travel:

1. Download and complete the digital domestic travel request form: [PDF Form- ELIC Domestic Travel Request Form.pdf](#). This form will ask you to explain (a) travel destination, (b) reasons for traveling, (c) dates of travel, (d) plan for making up any missed assignments for ELI classes, (e) travel arrangements (plane, train, automobile), (f) housing arrangements (hotel, Air BNB, friend's house/apartment), and (g) tentative plans for activities while traveling. The more information that you provide on this form, the better!
2. Email the completed domestic travel request form to the ELIC Director and all ELIC instructors. The director and your instructors will review your travel request form and will provide their signatures of approval. If they have concerns about

any of the information on your travel request form, they will provide this feedback on the form. You will then be asked to address the feedback and resubmit for approval. In some cases, a pre-travel meeting may be requested by the ELIC team.

3. Email your signed, completed travel request form to the ELIC Administrative Professional (osu-eli@okstate.edu) to save in your student file.

Immunization

Oklahoma state law requires that all new students attending Oklahoma colleges and universities for the first time provide proof of immunization for:

- Three Hepatitis B,
- Two Measles-Mumps-Rubella (MMR)

A meningitis vaccine is strongly encouraged (but not required) if you are living in campus housing.

Health Insurance

Health Insurance is mandatory for all ELI students. Although the cost varies per semester, it is offered through the university. Information for dependents (spouse, children) can be found on the UnitedHealthcare website. You will be provided with additional details about your health insurance plan during the ELI orientation.

UnitedHealthcare Student Resource Website: <https://www.uhcsr.com/school-page>.

Proof of Enrollment

Proof of enrollment, signed by the director of ELIC, is a letter that proves that you are officially enrolled in ELI coursework. It includes the date that you began coursework at ELI. Students must be physically present and officially enrolled in coursework on the first day of class in order to obtain proof of enrollment. Students can obtain their proof of enrollment via email from the ELIC front desk. If you have not received the letter of enrollment, please contact the ELIC front desk.

Communication Policy

The ELIC community is built on active, respectful, and supportive communication practices as well as a desire to foster work-life balance. As such, all ELIC students, faculty, and staff are expected to maintain regular communication using their OSU email addresses. All members of ELIC community should check their email at least once daily, and emails should be responded to within one business day (Monday through Friday, 8 AM- 5 PM) unless an individual has

informed ELIC that they will be on leave and have turned on their out-of-office notification in Outlook. Emails received outside of normal business hours (including holidays and weekends) should be responded to during the next business day. The front desk email (osu-eli@okstate.edu) should be students' first point of contact for most program-related inquiries unless a specific ELIC staff member is already assisting with the issue. The ELIC administrative assistant will forward emails to responsible individuals as needed. Questions or concerns related to a specific ELI course should be directed to the course instructor whenever possible.

Plagiarism and Use of AI Policy

Students may access and use generative AI tools, such as ChatGPT, Bing AI, or Bard, to assist them in their learning of the course content. Appropriate uses may include generating ideas for writing assignments, checking facts of a phenomenon, and assessing a paper for grammatical errors that are written by the student. Such uses of the tool assist students in learning the content and will therefore be permitted. However, students are prohibited from using generative AI tools to completely produce, reproduce, and/or manufacture paper and/or other assignments without using any personal effort devoted to the learning process. Before using generative AI tools, students should check to ensure they do not conflict with copyright laws or other's proprietary information.

Bottom Line: Our purpose is to build your language skills. Generative AI can be very helpful when used appropriately and may be considered plagiarism in other cases. When in doubt, ask your teacher first!

Attendance Policy

Daily class attendance is essential to successful language learning. You are expected to attend all classes, participate in all activities, and complete all assignments. Teachers take attendance each day. Absences are reported to the ELIC front office. If a student misses class for any reason, that absence will be noted in the student's records. **No absences are excused absences.**

How is my attendance recorded?

ELI uses an "hour" system for all classes (note: an "academic hour" = 60 minutes). Each ELI track includes 21 hours of weekly course work. ELI attendance policy requires students to attend a minimum of 90% of their class hours. This means that you cannot miss more than 10% of the total class hours per class per session (4-, 8- or 16-weeks).

Each class session is equal to 2 academic hours. Each cultural excursion is equal to 4 academic hours. Each autonomous learning lab session is equal to 1 hour.

For each cultural excursion: 2 hours will be counted toward the morning class (Academic Literacy), and 2 hours will be counted toward the afternoon class (Academic Interaction).

ELI Courses (16-week course)

Courses		Total Academic Hours	Attendance requirement	Number of hours allowed to miss (10%)
21 hours x 16 weeks = 336 hours	Academic Interaction 9:00-11:00 AM	168 hours	Students must attend a minimum of 90% of total academic hours	18 hours (9 classes)
	Academic Literacy 12:30-2:30 PM	168 hours	Students must attend a minimum of 90% of total academic hours	18 hours (9 classes)

ELI Courses (8-week course)

Courses		Total Academic Hours	Attendance requirement	Number of hours allowed to miss (10%)
21 hours x 8 weeks = 168 hours	Academic Interaction 9:00-11:00 AM	84 hours	Students must attend a minimum of 90% of total academic hours	8 hours (4 classes)
	Academic Literacy 12:30-2:30 PM	84 hours	Students must attend a minimum of 90% of total academic hours	8 hours (4 classes)

We will send warning messages, **but it is your responsibility to keep track of your absences.**

If a student does not meet the attendance requirement for both classes and exceeds 10% hours of absences at any point in the session for both classes, they will be dismissed immediately. If you are on an F-1 student visa, your SEVIS record will be updated. This policy applies to all students, including those who attain required TOEFL or IELTS scores and/or receive university admission during the semester. NOTE: If a student is dismissed from the program, no tuition is refunded.

What counts as tardy?

Students must arrive at class on time. Arriving more than 15 minutes late will be marked as an absence; arriving less than 15 minutes will be marked as “tardy.” Three “tardies” equals one hour of absence. This applies to both class sessions as well as cultural excursions.

What counts as an absence?

- If you miss more than 15 minutes of class: Arriving late, leaving early, leaving the class during class time, you are absent.
- Arriving less than 15 minutes will be marked as “tardy.” Three “tardies” equals one hour of absence.
- The class hours are counted together, so if you miss one of the hours (eg, the first or second hour of the class), you are considered absent for the entire class.
- A new or returning student’s attendance is calculated from the first day of class for the semester. If the new or returning student arrives late for the semester, all missed classes count as absences.

Level of Sanctions

For 16-week session - per class (168 hours):

- 1.) Missing 5% of the class (8 hours / 4 classes) = Warning. The instructor in charge of the class section will have a conference with the student to discuss the absences.
- 2.) Missing 7% of the class (12 hours / 6 classes) = Warning. The instructor in charge of the class section AND the director will have a conference with the student to discuss the absences. The student will receive an attendance warning letter.
- 3.) Missing 10% of the class (18 hours / 9 classes) = Failure to attend. This means that you have not attended enough classes to pass the level. The student’s sponsor or scholarship agency, if applicable, will receive a copy of this letter. In addition, you will not receive the official certificate issued by ELIC to those students who successfully complete the course.

For 8-week session - per class (84 hours):

- 1.) Missing 5% of the class (4 hours / 2 classes) = Warning. The instructor in charge of the class section will have a conference with the student to discuss the absences.
- 2.) Missing 7% of the class (6 hours / 3 classes) = Warning. The instructor in charge of the class section AND the director will have a conference with the student to discuss the absences. The student will receive an attendance warning letter. The student’s sponsor or scholarship agency, if applicable, will receive a copy of this letter.
- 3.) Missing 10% of the class (8 hours / 4 classes) = Failure to attend. This means that you have not attended enough classes to pass the level. The student’s sponsor or scholarship agency, if applicable, will receive a copy of this letter. In addition, you will

not receive the official certificate issued by ELIC to those students who successfully complete the course.

Appeals process

Students who have failed a class or who are facing program dismissal for absences are eligible to submit an appeal. Students are expected to keep documents (e.g., doctor's notes) as proof of reasons to be excused from classes. Students are expected to present them upon request.

An appeals committee will review student appeals that have been made related to:

- Initial placement
- Final course grades
- Dismissal for exceeding the attendance limit
- Other issues that may cause program termination (dismissal)

To submit an appeal, please go to the following link and follow the instructions:

https://docs.google.com/forms/d/16Bc8QuWYTnUDKrkXFpK6R6SzMCH5mCSTmgnoIU5_hh4/edit

Note: Final grade appeals must be submitted within ONE week after final grades are available to the student.

Placement Appeal Policy

Participation Policy

ELI students are expected to make a strong effort in their classes to achieve their language learning goals. Disruptive and disrespectful classroom behavior, such as smoking in class, sleeping in class, not being prepared for class, or other behaviors that disrupt the student's and peers learning in class, will result in a participation warning. Behaviors that continue after a participation warning will result in probation and then dismissal from the program. Warnings are tracked on an 8-week cycle and are governed by the following procedures.

Warning	Action
1	Participation Warning Student reviews participation warning letter with the instructor; the instructor counsels the student and then signs, dates, and returns the form to the front desk.

2	Participation Probation Student reviews participation probation letter with the Director; the Director counsels the students and then signs, dates, and returns the form to the front desk.
3	Suspension Student reviews suspension letter with the Director; the Director counsels the student and advises the student of their options (appeal or dismissal from the program).

A record of all participation warnings will be kept for each student on an 8-week cycle. All participation warnings will be noted in the student's records.

In case of suspension, the students will not receive the official certificate issued by ELIC to those students who complete the course. Also, a notation of these actions will be made on the students' grade report, which serves as the official transcript from the English Language Institute.

The student has the right to appeal the suspension (OR dismissal) if they feel that they are in extenuating circumstances which justify the warnings. If a student decides to appeal, they must request the appeal through the online appeal request form within twenty-four hours of the dismissal.

To submit an appeal, please go to the following link and follow the instructions:

https://docs.google.com/forms/d/16Bc8QuWYTnUDKrkXFpK6R6SzMCH5mCSTmgnoIU5_hh4/edit

Refund Policy

Full-time ELI students are required to be enrolled in a full course of study of 21 hours. Part-time students (i.e., F-2 visa holders) are limited to **17** hours per week of intensive English study.

For complete withdrawal from the ELIC Program, refunds during an 8-week course will be in accordance with OSU Policy and Procedures:

OSU Policy and Procedure

<https://adminfinance.okstate.edu/site-files/documents/policies/adding-and-dropping-courses-and-withdrawing-from-the-university.pdf>

- At any time prior to the end of the third day of an eight-week session, a student may drop a course, and no record of the course will appear on the student's

academic record. Students receive a partial refund (80%) of tuition/fees during this time.

- After the time to drop with no transcript record and prior to the end of the twelfth week of classes of a regular semester a grade of “W” (dropped) shall be recorded on the student’s academic record.
- If a student drops a course from the fourth day of the class, students will receive a 50% refund of tuition/fees.
- Beginning the third week of classes, students will forfeit the full amount of tuition and fees for dropped courses (0% refund).
- After the sixth week of an eight-week session, a student may not drop a course and shall be assigned a final course grade by the instructor at the end of the semester.

Refunds during 16-week course will be as follows:

- Prior to the end of the sixth day of classes, a student may drop a course, and no record of the course will appear on the student’s academic record. Students receive a partial refund (80%) of tuition/fees during this time.
- After the time to drop with no transcript record and prior to the end of the twelfth week of classes of a regular semester a grade of “W” (dropped) shall be recorded on the student’s academic record.
- From day seven through Friday of the second week of classes of a regular semester, students who drop will receive a 50% refund of tuition/fees.
- Beginning the third week of classes, students will forfeit the full amount of tuition and fees for dropped courses.

NOTE: The application fee is non-refundable.

Leave of Absence

ELI students cannot take a leave of absence while they are in the United States. A student who leaves the United States and stays outside the US for more than five months will have their SEVIS record terminated.

Referrals for External Support

Our office has connections throughout Oklahoma State University that can help to guide students as needed, such as counseling services, library services, and admissions counseling. When an ELIC staff member determines a student's needs exceed the resources available within ELIC, the procedures to ensure that they are referred to qualified services include:

1. Explaining the need for referral to the student
2. Making referrals are made to qualified professionals, such as psychologists or legal advisors
3. Following up by monitoring progress
4. Ensuring confidentiality and consent
5. Documenting and reporting (as per OSU's policy)
6. Maintaining records in a secure university network drive.

Academic Honesty

As an institution that is dedicated to helping students adjust to U.S. culture and prepare to enter academic institutions in the U.S., ELIC is committed to maintaining and fostering academic integrity among students, faculty, and staff.

Examples of what ELIC considers violations of academic integrity are in accordance with Oklahoma State University's academic integrity policy. Please visit this website for more details:

<https://academicaffairs.okstate.edu/academic-integrity/academic-integrity.html>

If the course instructors discover a case of violation of academic integrity, the following procedure will take place:

- a. Using as a learning opportunity and have some level of sanction
 - i. 1st violation: Warning meeting with the student and the instructor with partial grade reduction with the results documented
 - ii. 2nd violation: 0 points on the assignment. Notify the sponsor. "We'll contact your sponsoring agency that you've reached the possibility of an expulsion." Meeting with the director, instructor, and student (with AD as the mediator). "At the discretion of the director, the assignment will be accepted or rejected."
 - iii. 3rd violation: Automatic expulsion

Conflict and Conflict Resolution

Students are strongly encouraged to consult with their course instructors regarding issues concerning their progress in the program. If students have issues with the program, other students, instructors, and staff should follow the following steps.

1. Talk to the course instructors.
2. If the issue is not resolved by step 1, talk to the ELIC director. Students have an option to either talk directly to the director or to complete the online ELI Student Complaint Form:
https://okstatecas.co1.qualtrics.com/jfe/form/SV_ebaw7Cr8mSrpHBI. This form may be completed anonymously for informal complaints or by name for formal complaints requiring transparent follow-up.

If the issue is not resolved at step 2, the director will set up an appointment with the Advisory Council members and the students will talk to the council members. Please go to page 4 for the Advisory Council's contact information.

3. If the issue is not resolved at Step 3, students can contact the OSU Ombuds Office

The OSU Ombuds Office

Sue Williams

Ombuds Officer

Office of the President

224 Student Union

(405) 744-6627

Email: ombuds@okstate.edu

Website: <https://go.okstate.edu/about-osu/leadership/president/ombuds-office/index.html>

Please note that the ELIC instructors and staff may contact the student if they notice something concerning. If the student seems to need additional support, the instructors may contact the **OSU Student Support and Conduct** (website: <https://ssc.okstate.edu/>).

Academic Appeal

Students who have failed a class or who are facing program dismissal are eligible to submit an appeal. Students are expected to keep a record of all documents as proof of reasons to fail classes or the possibility of program dismissal. Students are expected to present them upon request.

The Advising Council will review student appeals that have been made related to:

- Final grades
- Dismissal for exceeding the attendance limit
- Other issues that may cause program termination (dismissal)

To submit an appeal, please go to the following link and follow the instructions:

https://docs.google.com/forms/d/16Bc8QuWYTnUDKrKXFpK6R6SzMCH5mCSTmgnoIU5_hh4/edit

Note: Final grade appeals must be submitted within three days after final grades are available to the student.

Grading and Progression to Next Level

The quality of the students' overall performance in class will be evaluated and presented by the following letter grades: A, B, C, D, and F.

For the Fall and Spring sessions, ELI students will receive an 8-week grade and a 16-week grade. For the 4-week summer session, students will receive a 2-week grade and a 4-week grade per session.

Your final grades will be based on the standard point scale adopted at Oklahoma State University:

90% - 100% = A
 80% - 89% = B
 70% - 79% = C
 60% - 69% = D
 0% - 59% = F

Letter	General Description
A	Students have shown thorough and in-depth understanding of the course content. They have completed all the required assignments and received very high scores (an average of 90 % or above) on assignments, quizzes, and/or tests. They have shown outstanding class attendance and participation.
B	Students have shown a firm understanding of the course content. Received high (an average of 80% - 90%) scores on assignments, quizzes, and tests. They have shown satisfactory class attendance and participation.
C	Students have shown adequate understanding of the course content. They have completed some of the required assignments and received good (70 % - 80 %) scores on the assignments, quizzes, and/or tests. They have shown partial class attendance and participation.

D	Students have shown basic understanding of the course content. They have completed some of the required assignments and received (60% - 70%) scores on the assignments, quizzes, and/or tests. They have shown very limited class attendance and participation.
F	Failure

The above description is a general description. Students must refer to their course syllabus for the grading scale of their classes.

Students are required to achieve a minimum grade of 80% or higher to progress to the next level. If a student fails to meet this grade, they may be required to repeat the level. See Academic Probation section below for details if students fail two courses in the same term.

Grade Report Request

Certificate of Completion and Certificate of Attendance

Certificate of Completion and **Certificate of Attendance**, signed by the director of ELIC and the Assistant Director, are awarded to students who have successfully completed ELI coursework. Please note that these certificates are different from the proof of enrollment.

We can hold the documents for pickup in our office, and students can come by Monday through Friday 8-12 p.m. CDT, 1-5 p.m. CDT with a photo ID to pick them up.

Academic Probation

Students previously in good standing who receive a letter D or below for the final grade of a course are placed on academic probation. Students on probation may continue enrollment in an attempt to improve their academic standing. They will also have to meet with the ELIC director or advisor during the incoming semester to create a plan to help them improve their academic standing. The students will also have to continue meeting with the director or the advisor throughout the incoming semester (probationary semester) on a regular basis. For students who are enrolled in a 16-week course, students must meet with the ELIC director or the advisor twice during the probationary semester 4 times; Week 1, Week 4, Week 8, and Week 12.

For students who are enrolled in an 8-week course, students must meet with the ELIC director or the advisor twice during the probationary semester; Week 1 and Week 4.

The above process will also apply to students who failed a course due to excessive absences.

Dismissal from ELIC

ELIC is committed to supporting students' language learning journey and students are expected to make serious efforts in achieving their academic goals.

If a student receives a grade D or below in two courses in a semester, they are dismissed from the program. In addition, if a student receives a grade D in a course in two sequential semesters in an academic year, they are dismissed from the program.

Smoking & Drinking

Smoking Tobacco

In an attempt to make OSU America's Healthiest Campus, OSU has adopted a tobacco free policy for the entire campus. This means that there is **no** smoking or use of other tobacco products at any place on campus, including inside areas such as dorms, classrooms and offices, and even outdoor areas (for instance, outside the Wes Watkins Center). If you wish to smoke, you must leave the campus. Violators of this policy can be ticketed and fined. If you do smoke in your dorm room or campus apartment, you will be charged a very high fee for the repair of smoke damage. Note that one must be 18 years old or older in order to purchase and/or use tobacco products in the United States.

Drinking Alcohol

Drinking alcohol in the United States is legal in designated areas (such as bars, some sporting events or concerts, and some private residences).

The following policies apply to students living in undergraduate housing at OSU:

Consuming, possessing, manufacturing, distributing, selling, or serving alcoholic beverages on university premises (including residence halls and sorority and fraternity housing) or at university-sponsored activities regardless of age, except as expressly permitted by university policy. Knowingly being in the presence of alcohol where it is not permitted on campus is also prohibited.

The following are also violations on or off campus:

- Public intoxication or under the influence of alcohol
- Driving under the influence of alcohol or while impaired
- Actual physical control of a vehicle while under the influence of alcohol
- Providing alcohol to individuals under 21 years of age
- Social Host: Providing a location for any individual under 21 years of age to possess or consume alcohol

- Transporting an open container of alcohol
- Incapacitation due to alcohol
- Possession or use of a fake ID
- Underage in possession of alcohol
- Underage in a liquor (package) store.

Lawful and responsible alcohol consumption is permitted only in designated areas of the OSU campus, properties, and facilities as authorized by the Board of Regents.

The following policies apply to students who live in Family and Graduate Student Housing:

In addition to the Student Code of Conduct, residents are required to comply with state and local laws regarding the use of alcohol. Individuals in violation of these policies will be subject to disciplinary action. Individuals who violate any laws will also be subject to legal action.

The use of alcohol within Family and Graduate Student Housing (FGSH) housing by those over the age of 21 is a privilege. This privilege can be suspended if it is abused.

Over Age 21

- Possession or consumption of alcoholic beverages by residents aged 21 and older is permitted in FGSH apartments.
- Alcohol is only allowed inside the apartment but not in public areas (including balconies, breezeways, grounds, and parking lots).
- When alcohol is being consumed, the front door to the apartment must remain closed.
- Further, no one under the age of 21 may be present when alcohol is being consumed in the apartment. If persons under the age of 21 are present when alcohol is being consumed, those over 21 may be charged with providing and could face suspension from OSU.
- If minors (persons under the age of 21) reside or are present in an apartment, no alcohol is permitted in the apartment unless it is the property of the parent(s)/guardian(s) of the minors.
- In the case where one resident is over the age of 21 and another resident is under the age of 21 and no parent/guardian is listed on the lease (such as in a primary lessee/secondary lessee arrangement), no alcohol is permitted in the apartment.

Under Age 21

- Alcohol consumption is governed by state and federal laws. All residents are responsible for being aware of social host liability and especially the liability of supplying minors with alcohol.
- If anyone under the age of 21 has alcohol, they will be directed by Residential Life and/or OSU Police Department to pour it out. The police may be called and disciplinary action will be taken. Further, per federal law, if a resident under the age of 21 is documented for an alcohol violation, their parents may be notified.

Common Source Containers

- Alcohol is for individual consumption only; therefore, no common source containers (for example: kegs, cans, bathtubs, punch bowls and the like) are permitted.
- FGSH staff may question anyone who has large quantities of alcohol and

investigate instances when it is suspected that large consumption of alcoholic beverages is occurring. FGSH staff will confront residents and/or their guests who are disruptive.

Cannabis/Marijuana Use

Drugs, including medical marijuana, are prohibited in all of OSU housing communities. Housing and Residential Life supports drug-free environments to help ensure comfortable, safe and successful communities. The following are prohibited:

- Acting or intending to illegally use, possess, sell, share, distribute, cultivate, or manufacture.
- Being under the influence of any state or federally controlled drug or substance. Possessing drug paraphernalia.
- Inhaling or ingesting any substances (nitrous oxide, glue, paint, and so forth) that will alter a student's mental state.
- Knowingly providing a location for individuals to possess or consume drugs or knowingly being in the presence of drugs are also prohibited.

While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana. Therefore, the possession or use of prescribed medical marijuana is prohibited on campus property and at university-sponsored activities.

Meal Plans

OSU offers flexible meal plans in which students can purchase meals at any time at any University Dining Service location. The amount the students add to the selected meal plan will be added to their OSU student ID card. The amount will decline as students purchase meals at dining locations on campus. Students can check their meal plan balance at the bottom of the receipt they receive at the dining locations or from the University Dining Service website:

<https://dining.okstate.edu/meal-plans/meal-plan-balance.html>

ELI students are **strongly encouraged** to sign up for **Plan G**. (A minimum of \$1000 per semester is recommended. Plan G is a non-contracted meal plan and it allows students to add money for a meal plan in \$100 increments if necessary.

Meal plans are NOT required during summer sessions, however, special plans are available at a reduced rate for those students wishing to purchase them.

We also recommend the **Bronze Plan**, a contracted meal plan with \$1,550 per semester. With this plan, a maximum of \$230 will be rolled over to the following semester's meal plan as long as the students maintain a valid meal plan contract. Any remaining funds exceeding the maximum rollover amount will be forfeited.

Students must send an email to the University Dining Service (dining@okstate.edu) to sign up for a meal plan. The email must include the student's name, CWID, and their

meal plan the student wants to sign-up. For students who chose Plan G, they must also list the amount they wish to start with in increments of \$100.

Working On-Campus

ELI students who are taking Advanced-Level classes for more than two semesters and are in good academic standing are eligible to work on campus. However, they must follow the rules and regulations for F1 visa holders. These include the following:

- Limited to 20 hours per week while school is in session; can be full-time during official school holidays. e.g. a graduate assistantship working for 10 hours per week and an additional 10 hours per week in the cafeteria = 20 hours
- Employment does not have to be related to course of study
- Maintaining F-1 status as a full-time student

F-1 visa holders are not allowed to work off campus.

For more details about working on campus, please visit the International Student and Scholars' website: <https://lcl.okstate.edu/iss/employment-f-1-student-visa-holders.html>

Applying to OSU (Undergraduate and Graduate Admissions)

Being admitted to ELI **DOES NOT MEAN** that you have been admitted to OSU.

In order to gain admission to the university, prospective students must complete the separate OSU online undergraduate or graduate application process. The International Admissions Counselor can help you with this process.

[Contact the International Admission Counselor](#)
The [Student Service Coordinator] .

International Undergraduate Admissions

OSU defines international undergraduate student admission as the following:

A student seeking a bachelor's degree who is a citizen of any country other than the U.S., and who is not in the U.S. as an immigrant should apply as an international student. International students can enter OSU as a freshman or a transfer student.

Concerning English proficiency, the international undergraduate requirements are as follows:

International students qualify for assured admission if they meet the following criteria:

- English language proficiency exam scores*
 - iBT TOEFL Score 61+ **OR** IELTS Academic Score 5.5+ **OR** Duolingo

English Test Score 85+

AND

- High School GPA 3.0+ (based on a 4.0 scale)

Please contact International Undergraduate Admissions with any other questions or concerns regarding testing options at international@okstate.edu.

** OSU offers conditional admission to students who meet all admission requirements except the English language proficiency requirement.*

*Students will need to submit an application and all the checklist materials to ensure that they are academically admissible to receive conditional admission. Then students would submit a passing English language score at the end of their 16-week program **OR** a successful completion letter.*

*Details regarding the **5.0 + 12 weeks advanced level** policy: if Undergraduate Admissions receives an official successful completion letter from a student's current Intensive English Program which states that the student **successfully** completed a minimum of 12 weeks of study at **an advanced level or higher** in their approved Intensive English Program (IEP) **after** having achieved 5.0 on IELTS or 46 on TOEFL iBT, the student may meet the English language proficiency requirement for admission to OSU.*

***The successful completion letter** must list all grades and state that **after** achieving 5.0 on IELTS, the student spent a minimum of 12 weeks of study at an advanced level or higher and successfully passed all courses.*

** The English language proficiency requirement may be waived if you have graduated from an accredited high school where English is the primary language of instruction in a country where English is the primary language. This is determined based on information from your application and transcripts.*

** English language proficiency requirement will be waived for international students who have or will have attended English-speaking high schools located in the U.S. for 3 or more years.*

** Official TOEFL and IELTS Academic exam scores are valid for two years from the date of the original exam. If your scores are more than two years old, you will need to*

take a new exam to be considered for admission.

** According to policy, results of the TOEFL taken at international testing centers and special testing centers will be accepted. Results of the TOEFL taken at institutional testing centers will only be accepted by the administering institution.*

International Graduate Admissions

Applicants who have or will have completed a baccalaureate or graduate degree from a college or university where English is the primary teaching language, and which is located in a country where English is a primary language, are not required to submit a TOEFL, IELTS or Pearson test (PTE) score.

Applicants for whom English is a second language are required to demonstrate an acceptable level of spoken English usually by submitting a TOEFL, IELTS or PTE score. **A TOEFL score of 79 (internet based test) 550 (paper based test) is required.** The TOEFL institution code for OSU is 6546. Alternatively, an official IELTS or PTE can be accepted. **A minimum IELTS score of 6.5 or a PTE score of 53** will satisfy the English proficiency requirements for admission to a graduate program. **Exams must have been taken within the last two years. Some departments require a score above the minimum 79/550 on the TOEFL, 6.5 on the IELTS or 53 on the PTE.**

Different test scores are required to demonstrate English proficiency for employment as at graduate teaching assistant.

Applicants who do not have a qualifying test score for full admission may be eligible for conditional admission and be able to attend the OSU English Language and Institute (ELI) prior to starting their graduate program.

STUDYING AT OSU

OSU ID Number

Once you complete your application process and confirm your enrollment at ELI, you will receive an email from the OSU IT service with your Banner ID. This Banner ID is your OSU ID number (also known as “CWID”). This number will be used for the duration of time that you are studying at OSU. Please make sure to print out or write down the ID number and have it with you all the time until an OSU ID card is issued. You will receive an OSU ID card which includes your ID number once you arrive at OSU.

O-Key Account

Orange Key (O-key) account is the identity account for individuals affiliated with OSU. O-key account will be used to set up OSU email accounts, set up emergency contacts, and receive Campus Alerts via voice message and/or text. The O-Key account is connected to the OSU ID card.

Activating your O-Key Account

Once you complete your application process and confirm your enrollment at ELI, you will receive ANOTHER email from the OSU IT service as follows. Follow the instructions and activate your O-Key Account.

Dear **Student Name**,

Welcome to Oklahoma State University! You are receiving this message because your Orange Key (or O-Key) account is ready to activate. It is important for every OSU student and employee to activate an O-Key account. This action establishes your official University username and password needed to login to OSU e-mail and many of the University's online systems. Crucial University communications will be sent to your OSU e-mail address, such as enrollment and scholarship information, Bursar bill, and payroll notifications.

The last 5 digits of your temporary student identification number is **NUMBERS**

Your pin is **NUMBERS**

Please activate your O-Key account now. To activate your account, copy and paste okey.okstate.edu into your web browser, then click on the 'O-Key Account Activation' icon on the O-Key Account Services web page. You will need the unique PIN provided above during O-Key activation. For more information on how to activate your O-Key account and what it provides, please visit our O-Key Activation Website.

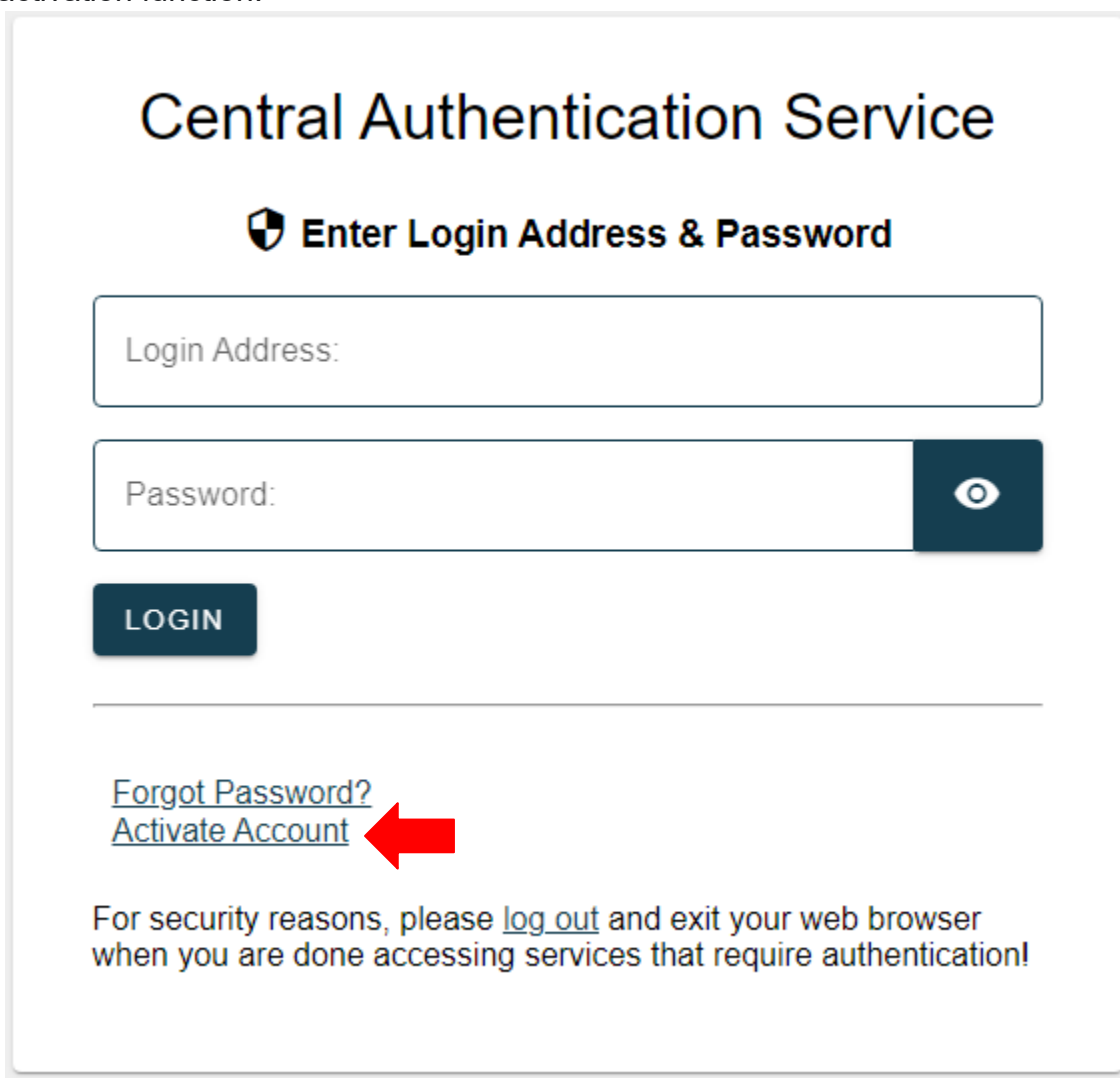
Oklahoma State University
Information Technology
Oklahoma State University

If you cannot find the email from the IT service, follow this instruction:


1. Open a web browser (such as Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, Apple Safari, etc.) and go to this link:

<https://stwcas.okstate.edu/cas/login?service=https%3A%2F%2Fapps.okstate.edu%2Fokey%2Findex.ph>


2. Click the link in the section underneath the LOGIN button labeled **Activate Account** to open the activation function.




Central Authentication Service

 Enter Login Address & Password

Login Address:

Password: 

LOGIN

[Forgot Password?](#)
[Activate Account](#) 

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

3. Follow the prompts for more information. If you have not given Admissions your Social Security Number (SSN), please enter the last five digits of the temporary student identification number given in your Eligible to Activate email.

OSU ID Card

OSU ID Card is a photo ID with your name and OSU ID number printed on it. **It is connected to your O-Key account**, and you will use it when you use services on campus, such as checking out books or equipment from the library, accessing the Colvin Center, and purchasing meals through your meal plan. The \$17 processing fee will be charged to your Bursar's account. \$20 for replacement

Bursar Account

Once your O-key account is activated, you will also have access to your Bursar Account. Monthly bills for services used at OSU (library overdue charges, tuition fees, etc.) will be charged to your Bursar account. You can view your OSU Bursar bill online by going to my.okstate.edu and logging in with your OSU email address and password. **A late fee of 1.5% will be assessed after the 15th of each month on any unpaid balance. We also recommend that you check your OSU email regularly to check billings from the Bursar offices.**

Library

Once ELI students have activated their O-key account, ELI students will have full student access to the library's physical and online resources. Students can also use the library printers for free. Students can checkout materials including laptops, reserve study rooms, and use the OSU Inter-Library Loan services. The library is often open for 24 hours.

In addition to the [Edmon Low Library](#) (often referred to as the Main Library), OSU houses multiple branch libraries acquiring materials from specific fields of studies:

- [William E. Brock Memorial Library](#) (College of Veterinary)
- [John Rex Cunningham Architecture Library](#)
- [Mary L. Williams Education and Teaching Library](#)

All students are responsible for any late fees or lost item fees.

Student Union

As the world's most comprehensive student union, OSU's Student Union provides many services and activities to accommodate various students' needs including,

- [Dining Services](#)
- [Student organization offices](#)

- [University Store](#)
- [Esports arena](#)
- Banks
- [Atherton Hotel](#)
- [Bursar Office](#)
- [Office of Multicultural Affairs](#)
- [University Counseling Services](#)
- [Writing Center](#)

Student Union Website: <https://union.okstate.edu/>

Student Union Calendar: <https://union.okstate.edu/student-union-calendar.html>

Student Organizations

OSU is home to more than 500 student organizations managed by OSU students! Joining a student organization is a great way to make new friends and learn about American cultures from the students' point of view. Students can find organizations by going to OSU Campus Link online. Campus Link is also a great website to explore campus events and volunteer opportunities.

<https://campuslink.okstate.edu/>

Housing

ELIC does not provide housing services. Students are responsible for finding their own housing. Students should make arrangements for permanent housing before they arrive in Stillwater. Please contact ELIC if you have any questions.

On-campus Housing

ELI students have the option to live in one of the on-campus dorms, Iba-Hall.

To apply for on campus housing, visit: <http://reslife.okstate.edu> or call 405-744-5592.

You can visit <http://virtualtour-reslife.okstate.edu/> for a 360 degree virtual housing tour.

Housing options for ELI students include Iba-Hall, Wentz-Hall, and Family Graduate Student Housing.

Off-campus Housing

Again, while ELIC does not provide housing services, we will gladly direct you to these websites which will help you to find off-campus housing:

http://www.trulia.com/for_rent/Stillwater,OK

<http://www.apartmentguide.com/apartments/Oklahoma/Oklahoma-State-University/>

<http://www.apartments.com/Oklahoma/Stillwater/>

<http://www.apartmentfinder.com/Off-Campus-Housing/Oklahoma/Apartments-Near->

[Oklahoma-State-University.](https://okstate.edu)

Health and Wellness

As America's Healthiest Campus, students' health and wellbeing is one of OSU's top priorities. ELI students have access to various OSU services and programs. Below are a few examples:

University Health Services

University Health Services (UHS) is an on-campus health clinic for all OSU students and employees. Board certified clinicians are here to assist with your health needs. Here are some examples of services that you can receive at UHS.

- Allergy/Immunotherapy Injections
- General Medicine
- Laboratory and Radiology Services
- Minor Procedures
- Nutrition and Dietetics
- Pharmacy
- Physicals (sports and occupational)
- Sports Medicine
- Travel Medicine
- Women's Clinic and Sexual Health Services

Students can make an appointment with UHS by logging in their Patient Portal site or calling them.

Patient Portal: <https://okstateportal.pointnclick.com/confirm.aspx>

Phone number: (405)-744-7665

Address: 1202 W Farm Rd, Stillwater, OK 74078

Website: <https://uhs.okstate.edu/>

University Counseling Services

Counseling services offered by licensed and license-eligible counselors and psychologists are available to all OSU students. In-person, telehealth or phone appointments are available.

Counseling Services include

- Individual counseling
- Group counseling
- Grief counseling
- Substance abuse counseling

- Crisis counseling

Overview

1. Students enrolled in the English Language Institute will be eligible to utilize University Counseling Services upon payment of the semester health fee. This fee shall \$50 per semester.
2. The level of service will be limited to individual counseling.
3. University Counseling Services will require confirmation of enrollment in the English Language Institute prior to scheduling for services.
4. Eligibility for counseling services is limited to one semester at a time and will be effective during defined eligibility time periods.
5. The student must complete all applicable paperwork required by University Counseling Services and agree to the applicable fees in effect at the time of service.
6. This service is limited solely to the student and does not apply to spouses or other dependents of the student.

Phone number: (405)-744-5458

Address: 320 Student Union, Stillwater, OK 74078

Website: <https://ucs.okstate.edu/>

Physical Health Program

At the **Colvin Recreation Center**, students will be able to stay active, play sports, and social network with peers. The Colvin Recreation Center offers 250,000 square feet of options, including 10 basketball courts, eight racquetball courts, a rock-climbing wall, indoor track, two cardio theater areas, a multipurpose gym, indoor and outdoor pool, two dance studios, three fitness areas, a personal training area, spin studio, and free weights. The membership fee for the duration of the semester is \$120 (not including tax) for ELI students.

Address: 101 Colvin Center Oklahoma State University, Stillwater, OK, 74078

Website: <https://wellness.okstate.edu/recreation/facilities/colvin.html>

Mental & Emotional Health Programs

The Reboot Center is located on the third floor of the Student Union. It is a space for students to relax and unwind with comfortable chairs and low lighting. No appointment needed. Reboot Center will reopen in Fall 2022. Please check their website for updates. <https://ucs.okstate.edu/services/reboot-center.html>

Pet Posse

Pete's Pet Posse is a pet therapy program designed to help reduce stress and anxiety among students. OSU community members and their canine friends visit various locations around campus to greet OSU community members. This service is free for all! Visit their website for the visit schedule.

Website:

<https://hr.okstate.edu/pet-therapy/>



Photo from: <https://news.okstate.edu/articles/communications/2021/new-osu-center-for-pet-therapy-opening-this-fall.html>

Safety Resources and Instructions**FIRE**

If a fire occurs while you are in your ELI classes, remember that there are three exits from the second and third floors of the Watkins Center:

1. the enclosed stairway at the north end of the building near the ELIC classrooms
2. the enclosed stairway at the east end of the building
3. the central stairway to the lobby

If the fire alarm sounds, leave the building by way of the

nearest stairway. DO NOT USE THE ELEVATOR!

In the event of smoke and/or flames, detours may be necessary. Therefore, you should be aware of all three exits.

Leave the building as quickly and quietly as possible. Instructors should turn off the lights and close the classroom doors. Once outside, classes should assemble in the parking lot so that instructors can be sure that all students are present. No one should re-enter the building until an all-clear signal is given.

If you are in your home or in another building when a fire occurs, find the nearest exit (door or window) and leave immediately. Do NOT use elevators. If you are not on the first floor of the building, find the nearest stairway and go to a first floor exit.

TORNADO

Tornadoes are most common in spring and summer. The path of a tornado is usually only a few hundred yards wide. The destructive funnel travels at a forward rate of 25 to 40 miles an hour, and its force is great enough to destroy buildings, uproot trees, and pick up automobiles. When a tornado strikes, the air is filled with rapidly moving debris which can be extremely dangerous. Most tornadoes travel from southwest to northeast although they can move in any direction. Turn on your TV or check your phone to get weather warnings if there is a storm. Remember that we are located in PAYNE County.

TORNADO WATCH: Conditions are such that a tornado may develop.

TORNADO WARNING: A tornado has been seen in the area, and you must take cover.

TAKE-COVER SIGNAL: A three-to-five-minute steady blast on the storm siren. This signal will be sounded on the large sirens located on campus and throughout the city of Stillwater.

If the tornado warning siren sounds while you are in class, use the nearest stairs and go directly to the first floor. Do not use the center stairway to the lobby because of the large windows. Once you have reached the bottom of the

stairwell, remain there and sit on the floor, placing your head between your knees with your hands over the back of your neck. Remain calm and listen for instructions from School of Global Studies and Partnership (SGSP) staff.

There is a possibility that the building will lose electricity. If the lights go out, do NOT panic. There is an emergency generator to provide lighting during a power outage.

If you are in your home or another building, follow these instructions:

1. Buildings with basements: Go to the basement. If possible, sit on the floor and put your head between your knees with your hands over the back of your neck. Stay away from windows and doors.

2. Buildings without basements: Go to an interior hallway or room in the center of the building; get to the lowest floor possible. If unable to reach a hallway, get under a counter, desk or other heavy piece of furniture. If possible, sit on the floor and put your head between your knees with hands across the back of your neck. Stay away from windows or large areas of glass. Avoid auditoriums, gymnasiums, or large stores like Wal-Mart.

3. Living units: If unable to reach a public shelter, find an inside shelter in a closet or in a bathroom without windows.

The following buildings have basements and will be open for OSU students and employees to seek shelter in case of a tornado.

- Ag Hall
- Architecture
- ATRC
- Business
- Classroom
- Dairy Barn
- Engineering North
- Gallagher-Iba
- General Academic Building

- Iba Hall
- Library
- Life Sciences East & West
- Math Sciences
- McElroy Hall
- Nancy Randolph Davis Building
- Noble Research Center
- Psychology Building
- OADDL
- Parker Hall
- Physical Sciences
- Scott Hall
- Seretean Wellness Center
- Small Grains
- Stout Hall
- Student Health
- Student Union
- USDA
- Vet Med Teaching Hospital
- Water Plant
- Wentz Hall
- Willard

For taking refuge after working hours, Ag Hall and Classroom building will be opened.

If local radio is available, stay tuned to KOSU-FM (91.7 MHz), KSPI-FM (93.7 MHz), KVRO-FM (101.1 MHz), KOSB-FM/Perry (105.1 MHz), or KGFY-FM (105.5 MHz) for further details. The "ALL CLEAR" signal is given over FM radio and NOT via the storm sirens. Be sure your family knows what to do in the event that a tornado occurs while you are not home.

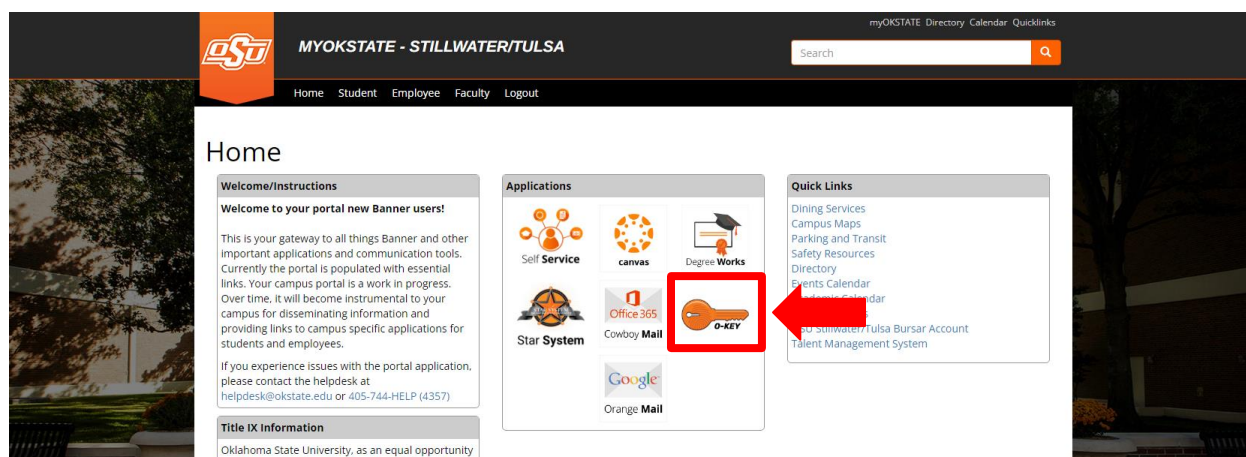
COWBOY ALERTS

Cowboy Alerts is a system to notify students, faculty, and staff in the event of an emergency. For example, if there is a campus intruder, acts of terrorism, biohazard threats, and weather-related events, OSU will contact campus community members via text, email and phone about the event and safety instructions. In order to receive Cowboy Alerts, students must enter their contact information on their O-Key account.

To receive Cowboy Alerts, first log into your [O-key](#) account (my.okstate.edu → O-Key).

Then enter your contact information on the Campus Alert Information page. Please

Contact the IT service if you have any questions.



IT Help Desk

421 Classroom Building

405-744-4357

helpdesk@okstate.edu

Legal Rights and Responsibilities on Campus

Remember, you are responsible for following the OSU Code of Conduct.

Drinking

Consuming beer or other alcoholic beverages is prohibited on campus, including in University Housing. The legal age for the purchase and consumption of beer or any alcoholic beverage in Oklahoma is 21. Should a student choose not to comply with the policy, appropriate administrative disciplinary action will be imposed. **STUDENTS MAY ALSO BE SUSPENDED FROM THE PROGRAM AND SENT HOME.**

Driving under the influence of alcohol is a serious crime and offenders can be jailed for such an offense. Do not drive if you have been drinking alcoholic beverages.

Never have an open container of any alcoholic beverage in your car. If you must transport a container that has been opened, make sure the liquor is placed in the trunk of the car. Anytime you operate a vehicle and you are determined to be legally intoxicated by a police officer, you may be charged, fined, and/or taken to jail.

Illegal Drugs

The possession, use of, and/or attempt to sell illegal drugs such as marijuana ('pot'), PCP, cocaine, or any narcotics are strictly prohibited. Being convicted of drug crimes results in imprisonment and may be cause for deportation when the sentence (time served in prison) is completed.

Smoking

Smoking (and often other tobacco use such as chewing or vapor cigarettes) is prohibited in a number of public areas, including the OSU campus, stores, businesses, libraries, elevators, buses, planes, restaurants, churches, and doctors' offices. In the United States a person must be 18 years or older to purchase and/or use tobacco products.

Disturbance

Disturbing the peace of the town, neighborhood, or family by making a loud or unusual noise, using abusive or profane language, quarreling, fighting, or shooting of firearms can result in an arrest by a police officer. If a person uses profane, violent, abusive, or insulting language toward or about another person, he or she can be found guilty of disturbing the peace and can be fined or imprisoned upon conviction.

Assault and Battery

Assault is an attempt to physically hurt someone and is a basis for civil action and criminal prosecution. Battery is the intentional touching of an individual, which causes physical injury. It is considered a criminal offense.

Guns and other weapons

Weapons are not allowed on campus. Possession of a weapon off-campus must comply with state laws.

Indecent Exposure

A person who exposes or assists anyone else in exposing his or her private parts in public, is guilty of a felony and, upon conviction, will be punished by a fine or imprisonment.

Dating and Harassment

People from different cultures can easily misunderstand the thoughts and gestures of another person, especially in a dating relationship. Please keep this in mind when you interpret someone else's actions. In Oklahoma, the age of consent for sexual activity is 18. Being involved in consensual sexual activity with a minor (someone that is below the age of 18) is statutory rape. However, regardless of age, if a woman feels obliged to respond sexually against her will, she may believe she was threatened with rape and can make a legal complaint against the person initiating the threat. Do not assume anything.

1 is 2 MANY Campaign

Oklahoma State University believes that **one victim is too many**. Regardless of statistics reported in research, OSU will continue to work towards preventing all sexual and domestic violence on our campus through education and awareness. Further, OSU will create a supportive and accepting environment for victims and survivors so that all members of the Oklahoma State community are able to live and learn successfully.

Sexual harassment is a form of gender discrimination and is prohibited by law. For additional information on sexual harassment, refer to sexual harassment brochure below.

English

<https://1is2many.okstate.edu/site-files/images/sexual-assault-resources-booklet.pdf>

Chinese

<https://1is2many.okstate.edu/site-files/documents/sexual-violence-resources-booklet-kaiti-chinese.pdf>

Arabic

<https://1is2many.okstate.edu/site-files/documents/sexual-violence-resources-booklet-arabic.pdf>

Spanish

<https://1is2many.okstate.edu/site-files/documents/sexual-violence-resources-booklet-spanish.pdf>

Korean

<https://1is2many.okstate.edu/site-files/documents/sexual-violence-resources-booklet-spanish.pdf>

Farsi

<https://1is2many.okstate.edu/site-files/documents/sexual-violence-resources-booklet-farsi.pdf>

Vietnamese

<https://1is2many.okstate.edu/site-files/documents/sexual-violence-resources-booklet-vietnamese.pdf>

For more information visit 1 is 2 Many website:

<https://1is2many.okstate.edu/>

Court System

In Stillwater, the District Court is responsible for most of the civil and criminal proceedings in Payne County. However, the Small Claims court can be used for civil matters involving claims up to \$2,500 or a criminal offense that is a misdemeanor. If you must appear in court, but are uncomfortable speaking English, you may wish to take a friend who is fluent in English with you to court. It is important to arrive on time. The District Court and Small Claims Court are both located in the Payne County Courthouse at 6th and Duncan streets.

For more detailed information on legal rights and public safety, please visit the OSU Police Department at: 1st floor USDA, Stillwater, OK. Phone (405) 744-6523 or check the website: <http://www.osupd.okstate.edu>

LIVING IN STILLWATER

Cellphone Service

Mint Mobile SIM cards available at ELIC front desk

[T-Mobile](#) 717 N. Perkins Rd, (405) 372-4033

[US Cellular](#) 603B N. Perkins Rd., (405) 533-1800

[Verizon Wireless](#) 322 N. Perkins Rd., (800) 880-1077

[AT&T](#) 520 E. Hall of Fame Ave., (405) 372-2108

Cable or Satellite TV, Internet Providers

If you live in campus housing, cable TV and internet access are provided. For more information about Cable TV and streaming services on campus, please visit the following websites.

For Cable TV and Streaming

<https://reslife.okstate.edu/amenities/cable-tv.html>

For Wi-Fi and Internet

<https://reslife.okstate.edu/amenities/wifi.html>

Students who live off campus must make arrangements to get these services.

Some local providers are:

[Suddenlink](#) (844) 874-7558

[AT&T](#) (405) 372-2108

[Dish Network](#) (844)-693-0285

[HughesNet](#) (877)-682-3735

Post Offices

There are three post offices in Stillwater. One is located **on the OSU campus at 601 N. Willis Street**. It is open Monday through Friday from 8:30 a.m. to 4:15 p.m.

The Campus Post Office is not open on Saturday or Sunday and when the university is closed. **The Stillwater Post Office** is located at 8th and Lewis. It is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, except on Thursday, when it is open 9:00 a.m. to 6:00 p.m. It is also open 9:00 a.m. to noon on Saturday. The Post Office is closed on Sunday. There is **a branch office in the Homeland** at 421 N. Main Street. It is open from 8:00 a.m. to 8 p.m. every day including Saturday and Sunday.

All three offices can handle international mail.

CAMPUS POST OFFICE

Phone: 405-744-5385

Website: <https://fm.okstate.edu/ums/index.html>

CITY POST OFFICE

Phone: 405- 377-3867

Website: <https://www.usps.com/>

HOMELAND BRANCH OFFICE

Phone: 405-743-1086

Banks

There are many banks in Stillwater, all offering similar services. Simmons Bank has a branch in the Student Union.

Bank Name	Address	Phone Number
Arvest Bank	524 N. Main	(405) 677-8711
BancFirst	808 S. Main St.	(405) 742-6200
	505 E. Hall of Fame Ave.	(405) 742-6200
Chase Bank	203 S. Knoblock St	(405) 564-7661
Exchange Bank	4301 W. 6th Ave.	(405) 742-0202
First National Bank	2100 E. 6th Ave.	(405) 533-3037
IBC Bank	1900 N. Perkins Rd.	(405) 372-0889
MidFirst Bank	111 S. Perkins Rd.	(405) 377-6023
RCB Bank	417 S. Perkins Rd.	(405) 377-7600
	324 S. Duck St.	(405) 377-7600
Simmons Bank	056 Student Union	(405) 372-2234
	308 S. Main St. (Lobby & drive through)	(405) 372-2234
	608 S. Main St.	(405) 372-2234
	519 S. Perkins Rd (Lobby & drive up ATM)	(866) 246-2400
	1908 S. Sangre (Lobby, drive through, & drive up ATM)	(405) 372 2234
The Bank NA	800 W. 6th Ave. (Lobby & drove through)	(405) 624-2265
	1020 N. Boomer Rd. (branch - drive through only)	(405) 624-2265

Oklahoma Community Credit Union	311 E. McElroy (Lobby & drive through)	(405) 743-3328
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Never give information such as your bank account number over the phone or email to someone posing as a bank officer. Bank officers will never call to ask you for this information. Be very careful when using a credit or debit card. If you lose either of these cards, contact your bank immediately. If you do not, you may be held responsible for a portion of the charges on your card that are not yours. Unscrupulous people can easily take advantage of this information and cause you many problems. In order to open a bank account, you will need to bring your passport and a copy of your current address with you to the bank.

Newspaper

The O'Colly, which is the OSU campus paper, is a publication by and for OSU students. It is free and available in the Wes Watkins Center and at many locations on campus. It includes local news and information about OSU events and activities. You can access The O'Colly online by going to www.ocolly.com.

Students have access to foreign language newspapers now through a database named **Factiva**. Users can limit the news source to a particular region of the world as well as to a specific language.

Students can access Factiva by going to the OSU Library's webpage
OSU Library: <https://library.okstate.edu/>

- Select "Research Tools & Collections" tab
- Select "Databases"
- Select "F" from the alphabets on the top of the page
- Click "Factavia," which should appear on the top

Factivia

<https://global-factiva-com.argo.library.okstate.edu/sb/default.aspx?lnep=hp>

Radio

There are several radio stations in the Stillwater area. They include the following:

- KSPI-FM (93.7 MHz) This station is operated mostly by university students; it broadcasts popular music.

- KOSU-FM (91.7 MHz) This station is the local station for National Public Radio; it plays talk and variety shows, classical, local and jazz music, etc. It is an excellent source of news--both U.S. and international.
- KVRO-FM (101.1 MHz) This station is a local station that plays "oldies" music.
- KGFY-FM (105.5 MHz) This station broadcasts popular country-western music.

Radio is a great information channel when there is severe weather. Make sure to tune into local radio stations for the most updated weather information.

Public Services

The City of Stillwater maintains a police force and a fire department, which also operates the local ambulance service. In order to reach the Fire Department, the Stillwater Police Department, the ambulance service, or the OSU Police in an **EMERGENCY, simply dial 911 on the telephone.** If you need information, dial the following numbers.

- FIRE DEPARTMENT 372-0497
- STILLWATER POLICE DEPARTMENT 372-4171
- OSU POLICE DEPARTMENT 744-6523
- AMBULANCE 372-4171
- HIGHWAY PATROL 1-918-762-3661
- POISON CONTROL 1-800-222-1222

Transportation

AIRPORTS

There is a small airport in Stillwater. American Airlines provides commercial flights between Stillwater regional airport (SWO) and Dallas/Fort Worth international airport (DFW) in Texas. Tulsa and Oklahoma City have international airports, and these cities are only about one hour by car from Stillwater. There are a few travel agencies in Stillwater which can help students make arrangements for flights. You can also go straight to the airline's website for information or try online travel agencies.

BUS SYSTEM

The OSU Stillwater Community Transit System currently operates Monday-Friday, 6:20 a.m. to 10:30 p.m. on campus and 6:20 a.m. to 7:30 p.m. off campus. All transit service is free for OSU students, faculty, and staff. In addition, the BOB (Big Orange Bus) shuttles back and forth between OSU's Stillwater and

Tulsa campuses Monday-Friday for a very reasonable fee.

ELI students can pick up the bust transit route maps in the ELIC front office.

Please check the current information provided on the transit web page at <https://parking.okstate.edu/transit/index.html> or call (405) 744-2832 for more information. You can download iPhone and Android app RIDE SYSTEMS at: thebus.okstate.edu/

Driving

If you want to drive in the U.S., you must obtain a driver's license. In order to get your license, you must pass a test. To prepare for the written test, you should study the *Oklahoma Driver's Manual*, which is available at the **Driver's License Bureau**, located at 701 E. 12th Street. Copies of the manual are also available at the **Tag Agency**, located at 702 South Western.

Phone numbers:

DRIVER'S LICENSE BUREAU (405) 743-9140

TAG AGENCY (405) 624-0200

All car owners are required by law to purchase a minimum amount of insurance. More complete protection is available to those interested.

To register your car and buy a tag, go to the Tag Agency. You will need to take your driver's license and your certificate of insurance.

If you plan to park on campus, you must buy a parking permit at the OSU Parking Services, 1006 W. Hall of Fame or online at <https://parking.okstate.edu/parking/index.html>.

PLEASE PARK IN THE PROPER LOT. If you park in the staff lots immediately to the east and northeast of Wes Watkins Center, you will be fined and possibly towed.

Oklahoma law requires that the driver and front seat passengers must wear seat belts. Children under 6 years of age or weighing less than 60 pounds (30 kilos) must be in child restraints in the back seat. Violations are punishable by fines.

Please remember that Oklahoma law requires that the driving privilege be revoked (withdrawn) for six months to three years for conviction of any of the following traffic violations:

1. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicants.
2. Any felony in which a motor vehicle is used.

3. Failure to stop and render aid if you are a driver involved in a collision resulting in death or personal injury (leaving the scene of a collision/hit-and-run).
4. Perjury or making a false statement under oath to obtain a license or for any other legal matter relating to the ownership or operation of a motor vehicle with any measurable quantity of alcohol.

Motorcycles

Motorcycle riders are subject to the same traffic laws as automobile drivers. In addition, there are special requirements for motorcycle equipment. All of the necessary information regarding these laws and requirements is contained in the driver's manual. Check the requirements for motorcycle insurance.

Bicycles

You can rent a bike for a day for \$2, for a week for \$8, for a semester for \$35, or 2 semesters for \$60 from OSU's **OrangeRide program**. You need to provide a photo ID and address information at Room 150, the Multimodal Transportation Terminal, 1006 W. Hall of Fame.

If you have your own bike, you must register it with the OSU Parking Office.

Note: OrangeRide also provides basic bicycle repair services for personally owned bicycles.

When riding your bike, ride with the traffic, not against it. Ride in marked bike lanes and bike paths, not on sidewalks or across the grass. Obey all traffic signals and use hand signals. Use bike lights for night riding. Do not wear headphones while riding a bike. Lock your bikes at bike racks, not on posts or trees.

Spin Scooters

Spin scooters operate as a third-party on our campus.

Customers must have a smartphone and the Spin app to use the service. The scooters are great for getting around the campus. However, customers must be aware of the rules and regulations for using scooters. Please carefully read the rules for scooters on page 64 of the Parking Rules and Regulations Handbook <https://parking.okstate.edu/parking/rulesandreg.html>.

Entertainment

There are various types of entertainment available in Stillwater. A newly constructed,

state-of-the-art performing arts center, the **McKnight Center** at OSU hosts a wide range of concerts, philharmonics, and Broadway shows. University and community members work together in an amateur theater, called **Town & Gown**.

There are many parks in Stillwater. At **Couch Memorial Park**, on East 12th Street, there are picnic areas, a children's playground, an outdoor swimming pool, and tennis courts. **Lakeside Municipal Golf Course**, north of town on Highway 177, is open all year to the public. Cabin and picnic facilities are available at **Lake Carl Blackwell**, seven miles west of town on Highway 51. **Lake McMurtry**, northwest of Stillwater, has picnic and fishing facilities and can accommodate small sailing and row boats. **Boomer Lake**, on North Boomer, offers picnic facilities, playground equipment, and a lovely walking path.

All ELI students should receive a Stillwater Visitor's guide for more ideas on what Stillwater has to offer. Make sure to stop by the ELIC Front Desk if you have not received the Stillwater visitor's guide.

Also, The Student Union Activities Board is a student group which provides social, educational, and cultural activities and events. More information can be found at <http://suab.okstate.edu/>