

VANDERBILT UNIVERSITY
English Language Center

Student Handbook

Academic Year 2012-2013

TABLE OF CONTENTS

Welcome to the VU ELC	
Schedule	2
Calendar	2
Placement Testing	2
Registration Procedure	3
Fees	3
Payment	4
ELC Courses	4
After Classes Start	
Grading System	5
Class Changes	5
Withdrawal and Refund/Reduction of Fees	5
Class Absence	6
Other Class Matters	6
ELC Computers	6
At the End	
Leaving the ELC Early	7
Evaluations	7
Certification Letters and Transcripts	7

WELCOME TO THE VANDERBILT UNIVERSITY English Language Center

The Vanderbilt University (VU) English Language Center (ELC) provides excellent language instruction in a friendly, supportive atmosphere. Students from all over the world have been studying English at the ELC since 1978 in order to prepare for academic study or employment in a VU department, center, or institute. The VU ELC serves Vanderbilt students, faculty, and staff.

We hope you will be very pleased with your experience as a student here. If you need any assistance, please let us know. To help you understand our language center better, we have provided important information in this student handbook.

SCHEDULE

The VU ELC has 2 semesters: the fall semester and spring semester, which are 12 weeks each. We also offer discipline-specific language instruction during the summer, before students matriculate into professional-school programs. Most classes meet 1.5 hours a day, 2 days a week, between Monday and Friday.

CALENDAR

For important VU ELC dates see the [Calendar](#).

PLACEMENT TESTING

All students entering the ELC are required to take assessment tests. These tests are designed to help us assess each student's English proficiency. Testing typically lasts for an hour and a half.

REGISTRATION PROCEDURE

VU ELC students who are enrolled in academic programs and interested in enrolling in [English for Academic Purposes \(EAP\)](#) courses, must use the VU ELC online registration on our website to sign up.

ITAs who are so required by their department advisors must sign up via the online ITA [registration form](#).

VU ELC I-20 students must complete specific steps in order to enroll in ELC classes (Contact Irene Race, irene.race@vanderbilt.edu).

FEES

Matriculated VU students:

VU ELC students who are enrolled in academic programs are eligible for one tuition-free course per semester, pending availability and scheduling. These courses are funded by the University Provost's office.

Tuition Assistance and Discounts for VU students¹, faculty, staff, and VU-affiliated² individuals:

The VU ELC provides tuition discounts for *bona fide* faculty, staff members, and students. Assistance and discounts apply to courses taken at the VU ELC during Fall and Spring semesters only. Tuition assistance and discounts apply to courses taken at the VU ELC only. VU ID cards must be presented.

Eligibility

For Faculty and Staff:

You are eligible to participate in the following assistance and discounts if you are a faculty or staff member.

¹ "VU Student" refers to all matriculated, degree-seeking students. Proof of status must be presented for enrollment.

² "VU affiliated" includes all other individuals, including non-degree-seeking students, scholars, postdocs, and researchers.

You are eligible for one discounted ELC course with application, testing, and tuition fees waived. You may receive a 50% discount on one course per semester, and the application and testing fees are waived.

Tuition Assistance and Discounts

Individual	Application Fee	Testing Fee	Tuition Fee
VU Faculty/Staff	Waived	Waived	50% discount (1 course)
VU Student	Waived	Waived	Waived (1 course)

All registration is pending availability in courses - contact elc@vanderbilt.edu for availability information.

Please note:

Tuition discounts do not apply to discipline-specific English-language courses/programs offered in conjunction with VU schools and departments.

Books and Materials Fees depend on which books a student needs. ELC students may purchase all necessary books and materials at the VU Bookstore. Although you are not required to buy books from the VU Bookstore, we cannot accommodate any late purchases of books from non-campus vendors. There is a “materials charge” for any ELC class that does not use a specific textbook. If a student does not wish to keep certain textbooks, he/she might be able to sell them back to the VU Bookstore at the end of a term. The VU Bookstore will buy back books only if there is a need for the same textbooks the following semester and you present a VU Bookstore receipt of purchase.

PAYMENT

Fees must be paid during registration, before class attendance. Students who do not pay course fees in full will not be allowed to attend classes. Payment is made at the ELC Office (Rm. 106). Each student is responsible for keeping his/her receipt to verify payment of ELC fees. In the event that a check is returned by the bank because of insufficient funds in a student's account, or for any other reason, an additional fee of \$50 will be charged. And full payment must then be made in cash. ELC fees for VU students who are enrolled in degree programs may be charged to their student accounts.

ELC COURSES

See [Programs](#) for course descriptions.

GRADING SYSTEM

Your course grades and rate of class attendance are very important. All grades and attendance become part of a student's permanent record at the ELC and are published on VU ELC transcripts. When students are required to take courses, grades are reported to departments.

EAP courses are graded Pass (P) / Fail (F).

Students' progress in English is evaluated in several ways:

- achievement of course objectives
- active/appropriate participation in class
- completed homework assignments
- class attendance and punctuality
- quizzes and tests

For grading in each course, please see the specific course syllabus given to you by your instructor(s).

CLASS CHANGES (DROP/ADD DEADLINES)

Dropping or adding a course may take place only within the first week of classes each semester. If you wish to drop a course, you must so notify your instructor immediately.

DO NOT CHANGE CLASSES BEFORE YOU RECEIVE A WRITTEN APPROVAL.

WITHDRAWAL, REFUND OF FEES

For VU degree students:

Failure to notify your instructor and withdraw within the drop/add period may jeopardize your placement in future tuition-free VU ELC courses.

For faculty and staff:

Faculty and staff who are required to pay tuition for VU ELC courses must officially withdraw by completing the Application for Withdrawal available in VU ELC Room 106. Faculty and staff may officially withdraw from classes (regardless of the date he/she stops attending class) any day during the first week of a term in order to receive a refund of 100% of the course-fee payment. (A refund does not include other charges.) **There will be no refund for withdrawing from classes after the first week of a term.** A check-request form for the amount of the refund will be sent to the University Accounts

Payable Office, which will then mail a refund check to the ELC. This process should take a minimum of three weeks. No refund is given to students who unofficially withdraw from class.

CLASS ABSENCE

At the VU ELC, class attendance and punctuality are very important. All students should do their best to avoid unnecessary absence from class. If special circumstances prevent you from arriving at class on time, you should discuss the difficulty with your teacher (in advance if possible). If the situation is recurring, you should discuss it with the Assistant Director, Lee Martin (Room 203). Regarding attendance, being late 3 times is equal to a 1-hour absence.

If you must miss class due to illness or injury, inform your instructor promptly.

OTHER CLASS MATTERS

Food and/or Drinks Students may have hot or cold drinks in class as long as they do not disturb others. No food or drinks are permitted in the Computer Area (Room 107) at any time.

Smoking: VU is a smoke-free campus. Smoking is **prohibited** in all buildings on campus, including University residence halls and Greek chapter houses, and on the grounds of the campus with the exception of designated outdoor-smoking areas.

Locations of designated smoking areas for students, faculty, staff, and campus visitors may be found on the map on the website: <http://www.vanderbilt.edu/info/smokingpolicy/>.

Locations of additional designated smoking areas for campus residents may be found on the Housing and Residential Education website: <http://www.vanderbilt.edu/ResEd/main/housing/housing-policies/smoke-free-policy/>.

Designated smoking areas will be marked with signs and include cigarette urns for disposal. VU is committed to providing a healthy, comfortable, and productive environment and offers several resources for smoking cessation.

There is no smoking in or around the ELC buildings.

Mobile Phones Students should not answer or make phone calls or text messages during class. If you have a cell phone or beeper, please keep it turned off or on vibrate while you are in class.

VU ELC COMPUTERS

The VU ELC computers (Rm. 107) are available to all ELC students from 8:00 am to 5:00 pm, Monday through Friday. Students with a VU ID card also have access to the computers in VU computer labs and in the university's libraries. Also, students are responsible for their own faxes or photocopies.

LEAVING THE ELC EARLY

VU matriculated students who unofficially withdraw from classes may be unable to enroll in VU ELC courses in future semesters.

EVALUATIONS

Course evaluations are done through the VU online-evaluation system (VOICE) in each class at the end of the term. Notifications will be sent out via email. We ask you to take a few minutes to complete these forms honestly, accurately, and fully. They help us make the ELC a better place to study.

CERTIFICATION LETTERS AND TRANSCRIPTS

Certification letters are available on request (see Irene Race, VU ELC Room 106). VU ELC transcripts are also available to students at the completion of a semester. The ELC cannot send out grade reports or transcripts without a written permission from the student. If you wish to have one sent, you must obtain a consent form from Irene Race (Rm. 106). Unofficial transcripts are for students' personal use. They are stamped "unofficial" and are free of charge. Only official transcripts are sent directly to other institutions.

For additional information for international students at VU, please see the [International Students and Scholars Services Student Handbook](#).