



# STUDENT HANDBOOK



Intensive English Language Program  
University of New Orleans  
2000 Lakeshore Drive  
New Orleans, LA 70148  
(504) 280-5539  
[ielp@uno.edu](mailto:ielp@uno.edu)

# Welcome to the IELP!

We're very happy you chose to study English with us.

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The Intensive English Language Program at the University of New Orleans offers one of the most effective and diverse language programs in the United States. The IELP is designed especially for non-native English speakers who plan to study at an American university or who wish to improve their English for personal or professional reasons.

At IELP, our classrooms are small so you receive individual attention. We offer full and part-time schedules with up to 20 hours of English instruction per week.



We currently have 82 students from 25 different countries improving their English in the IELP. Since 1995, more than 1900 students from over 120 different countries have improved their English skills in the IELP. More than 600 of those students have gone on to study at UNO and earn degrees at the University of New Orleans.

We're very excited to work with you, and we hope you enjoy learning English in our program.

Welcome to the IELP!

~IELP Staff



We also believe learning should be fun. Our classrooms are designed so you work together in groups. Our teachers prepare games and activities in the classrooms to foster a creative learning environment.

Each week, an IELP teacher or staff member leads an activity. We have cooking classes, dance classes, trips around the city, and study groups you can join to get to know your classmates better. We also take one large field trip every session to places like City Park, the Mardi Gras Museum, Rock'n'Bowl, and the French Quarter.





## Paying Tuition

Tuition is due during the first week of classes. You can pay tuition in the IELP office. Bring a credit card, check, or money order.

**IELP CANNOT accept any cash in the office.**

**Don't want to stand in line?**

Pay your tuition quickly by filling out a CREDIT CARD PAYMENT FORM in your orientation folder. You can leave this at the office. We will process your payment and send a receipt with your teacher!

# Session

**Full Time Tuition: \$2,300** (20 hours per week)

**Health Services fee: \$36** (mandatory for all IELP students)

**Health Insurance = \$316**

*All F-1 students must purchase health insurance, or show proof of coverage deemed adequate by the university, no later than January 15th.*

**Part-time Tuition:**

10 hours = \$1,500

### Regular Registration

Tuition and insurance are due **no later than**

**Two weeks after first day of classes**

"Students sponsored by a governmental agency must submit proof of sponsorship and insurance by this date, or must pay their tuition and insurance themselves."

### Late Registration Fee

If tuition and insurance are paid after second week of class, there will be a **\$100 late fee**.

### Important:

**The last day to pay is the third Friday of classes.**

If you do not pay by this date, you will **no longer be permitted to attend class**. This would create very serious immigration consequences for F-1 students.

You can pay by credit card, check, or money order, payable to University of New Orleans. We cannot accept cash.

## Life on UNO's Campus!

As an IELP student, you are part of the UNIVERSITY. You are allowed to use all the campus resources.



## Using the Library

To check out a book from the library (like renting), choose the book you would like and show your UNO ID at the front desk.

**Just make sure you return it by the date in the book!** You are borrowing, which means you must give it back.

## Using the Gym

UNO has a huge and wonderful gym with an indoor pool, weight area, basketball court, indoor track for running, and many kinds of exercises classes. The gym is a great place to meet people and practice your English!

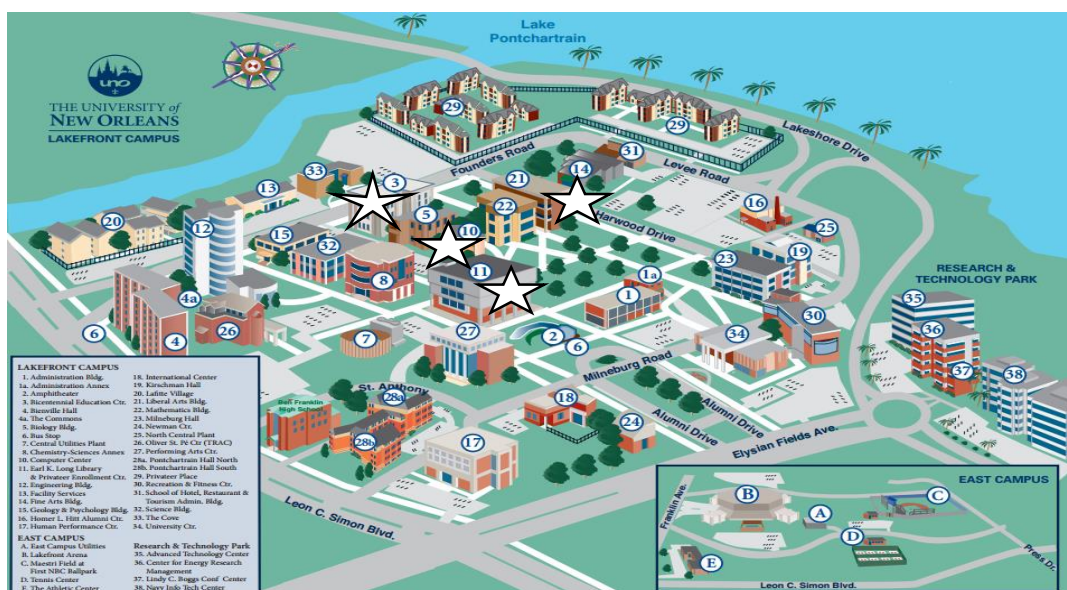
To join the gym:

- ✓ Complete the Recreation & Fitness Center Membership Form (pink sheet in your orientation packet)
  - Ask IELP for help if you need help filling out the form.
- ✓ Pay \$50 to the gym (Building #30 on your Campus Map)



# Computer Labs

There are four Computer Labs on campus. As a student, you can use these computers for free.



## Buildings with COMPUTER LABS

- |      |   |      |                        |
|------|---|------|------------------------|
| ★ 3  | Bicentennial Education Building, 305-P  | ★ 10 | Computer Center, 101-R |
| ★ 11 | First floor of the Earl K. Long Library | ★ 21 | Liberal Arts, Room 334 |

## Using Internet on Campus

- ✓ Go to <http://secure.uno.edu>
- ✓ Log in with UNO ID and password (this is on the ORANGE paper in your orientation folder)

If you live on campus:

**Ponchartrain Hall** has wireless internet in the lounge and wired internet in your bedrooms.

**Privateer Place** has wired internet in the bedroom.

Forgot your password?

- ✓ Go to <http://reset.uno.edu>
- ✓ Type in your username
- ✓ Check the email you gave to IELP

Is your password expired?

- ✓ Go to <http://password.uno.edu>
- ✓ Click [If you know your current password and want to change it](#)
- ✓ Type in your username, current password, and the new password

**Authentication Required**

The server <http://secure.uno.edu:80> requires a username and password.

User Name:

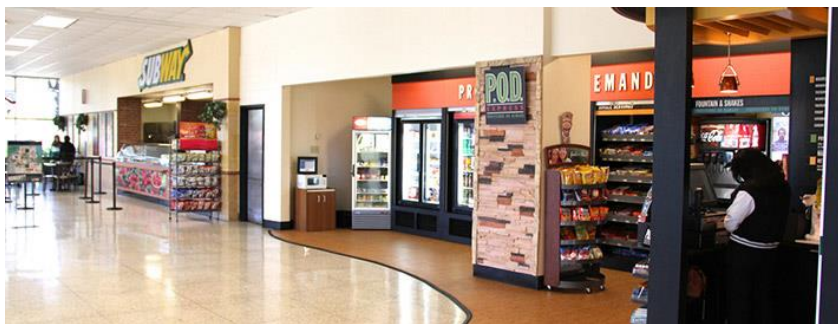
Password:

## Where to Eat

There are many different places to eat on campus and many choices for food.



Subway is in the University Center



At the **University Center (Building #34)**, students can choose from a large selection of food. There is a small market, many different restaurants, and a university cafeteria where you can select food from a large variety for one price.



Brewed Awakening is in the library

The cafeteria is in the University Center

## Receiving Mail

If you live on campus, you will need to sign up for a PO Box number to receive mail. **You cannot receive mail at Pontchartrain Hall or Privateer Place.**

**Where:**

UNO Campus Mail/Post Office located in the UC.  
(#34 on the campus map)

**When:**

Monday – Friday: 8:30am – 1:30pm  
Saturday: 10:00am - 12:30pm.

**What you need:**

Your UNO ID  
Cash or check (4 months costs \$12)





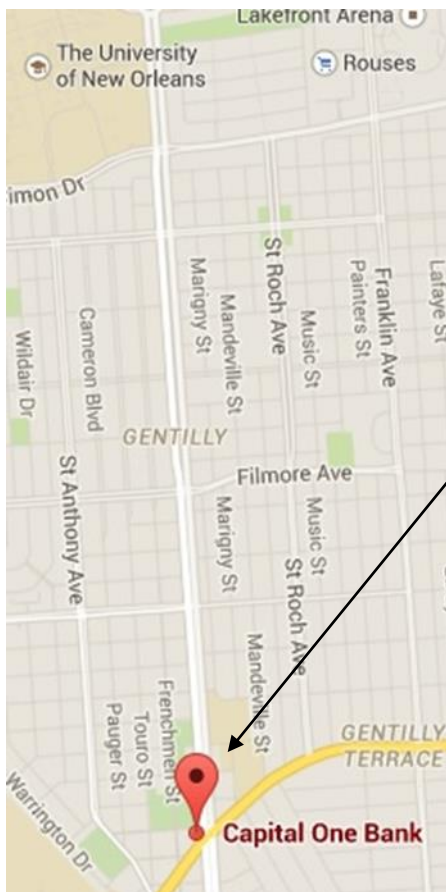
# Opening a Bank Account

There are several banks in New Orleans that will let you open a bank account as an international student.

## UNO Federal Credit Union #16 on the Campus Map

The credit union on campus is the easiest and cheapest banking option.

What you need:  
✓ UNO ID



## Other banks in New Orleans

Chase Bank and Capital One Bank are the most popular banks in New Orleans.

The closest Capital One is at:  
3161 Gentilly Boulevard  
New Orleans, LA 70122

You can take the #55 bus from UNO to this Capital One

What you need:

- ✓ A bank letter from the IELP
- ✓ Your passport, I-94, and I-20
- ✓ A mailing address (if you live on campus, you will need a PO Box)

There are no BANK OF AMERICA banks in New Orleans.

# How to Park Your Car

You need a parking pass to park on campus. Without a pass, you will get a ticket that can cost up to \$100!

It's easy and cheap to get a **Parking Pass**:

- ✓ Complete the information on the parking form
- ✓ Bring your car **registration** to IELP's office
- ✓ Bring your driver's license (from your home country is okay)
- ✓ Pay IELP \$5.15 with credit card, check, or money order. **No cash.**

**REGISTRATION CERTIFICATE**

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VEHICLE IS SUBJECT TO LIEN(S) AS FOLLOWS	TOYOTA MOTOR CREDIT CORP PO BOX 105386 ATLANTA GA 30348	07/03/2012 Lien Date
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1	DATE ACQUIRED	EFT	CURRENT LA TITLE	TAXABLE VAL	MANUF	TAX DATE	10/14/2014	EFFECTIVE DATE
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OWNER'S NAME	AND	SPV OR VALUE	TRADE VALUE	REBATE	TAXABLE VALUE
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OFFICE NUMBER	REPRINT	HCST
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0255 2733	24	OPENPID	SEQ #	MICROFILM #	BATCH/SEQ #
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ST SALES TAX	LIC FEE	63.00
ST TAX PMLT	TOW FEE	
ST INTEREST	LIC CROT	
ST TAX CROT	LIC PMLT	3.00
ST PMLT CROT	LIC TRANSFER	
ST VINDS CONIP	LIC PMLT CROT	
NET ST TAX	NET LIC FEE	66.00
TOWNSHIP	PARISH FEE	
P/M SALES TAX	NET FEE	
P/M TAX PMLT	MISC FEE	
P/M INTEREST	SERVICE HANDL	
P/M ODS TX CROT	TITLE FEE	
P/M PMLT CROT	TITLE HAND	
P/M VINDS CONIP	EXP TITLE FEE	
NET PM TAX	ADMIN FEE	
TOTAL TAX	S.P. FEE	
TOTAL TAX	TOTAL FEES	66.00

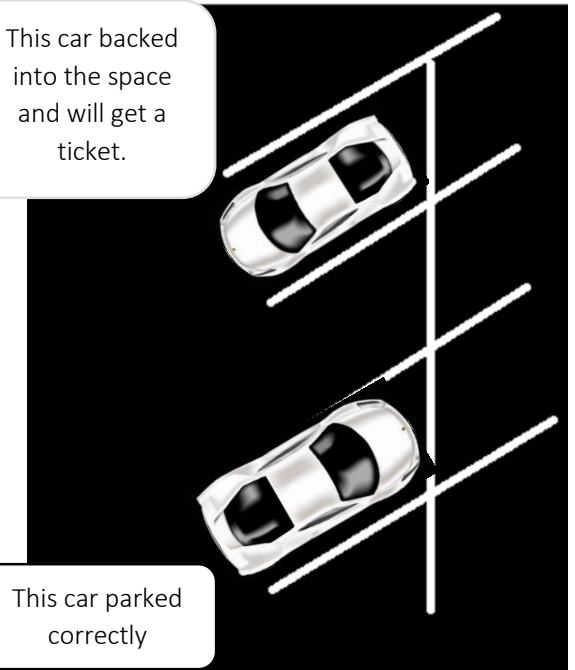
TOTAL: 66.00 REMITTANCE:

INSTRUCTIONS:  
1) Remove decal by bending pass along dotted line.  
2) Lift edge of decal and slowly.  
3) See back slide for instructions.

## Important things to remember about parking

- ✓ Hang your pass on your rearview mirror
- ✓ Park in the WHITE LINES only
- ✓ Do not back into any space
- ✓ If you believe you were given a ticket unfairly, you only have 14 DAYS to appeal the ticket.
- ✓ Your parking pass must hang from your rearview mirror.
- ✓ Your parking pass means you can park in the WHITE lines only.
- ✓ Never park in the YELLOW LINES.

This car backed into the space and will get a ticket.



This car parked correctly

# How to Get a Driver's License

NEW RULES AS OF MARCH 28, 2015

To get a driver's license, there are THREE STEPS.

1. **Driving School**: You will need to take a 14 hour Driver's Training Course. It has two parts: 6hrs in class, 8 hrs in car driving. You will take a written test and the driver's test with the driving school. You must have this certificate BEFORE you go to the DMV/OMV.
2. **Social Security Letter**: Go to a social security office and ask for a letter that says you are not eligible for a social security number. Tell them you need the letter to get a driver's license.

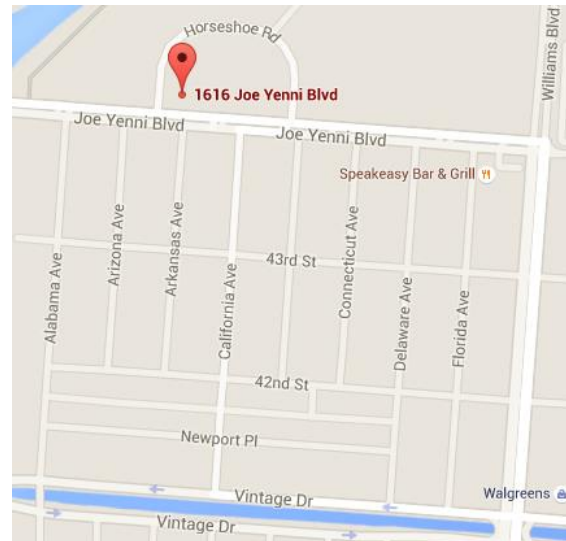
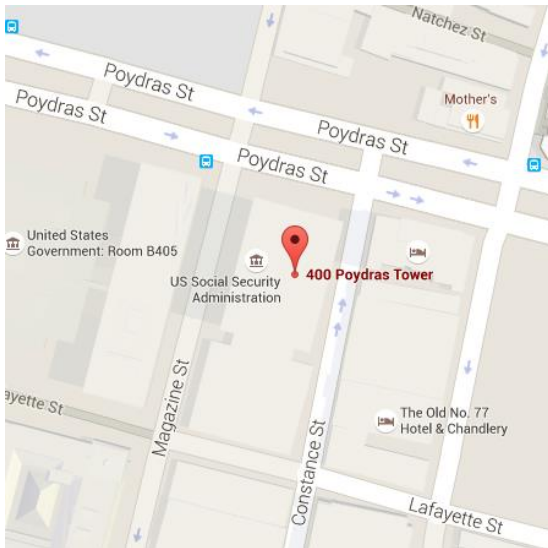
You must take:

1. Your passport
2. I-94 (printout from website)
3. I-20

Here are the addresses of the two closest offices:

400 Poydras St, Suite 500  
New Orleans, LA 70130  
Mon – Friday, 9:00 am to 4:00 pm

1616 Joe Yenni Blvd.  
Kenner, LA 70065  
Mon – Friday, 9:00 am to 4:00 pm





**3. Go to the OMV/DMV for your license:** bring all your documents with you.

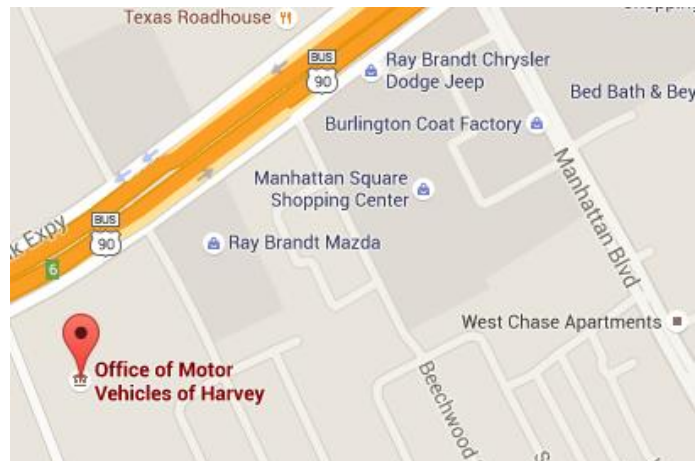
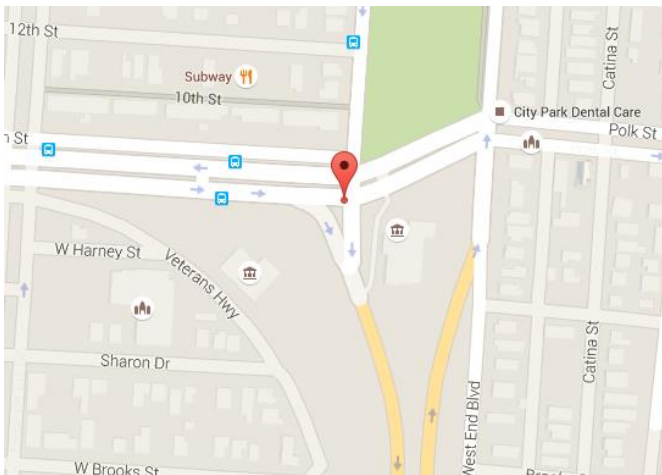
**What you need to take to the OMV (Office of Motor Vehicles):**

- a. Passport
- b. I-94
- c. I-20
- d. UNO ID
- e. Receipt showing that you paid your tuition for IELP
- f. Proof of address (apartment lease, bill, address on social security letter)
- g. Credit, debit, check, cashier's check ONLY.
- h. Letter from Social Security saying you are not eligible for a social security number
- i. Your Driving School Certificate of Completion

**Where to go:**

Orleans Parish-New Orleans Office  
100 Veterans Blvd.  
New Orleans, LA 70124  
Monday – Friday, 8:00 am to 4:00 pm

Jefferson Parish-Harvey Office  
2150 W Harvey, LA 70058  
Westbank Expressway  
Monday – Friday, 8:00 am to 4:00 pm



**What you have to do:**

1. Show the DMV all of your documents
2. Take an eye test

**What to do if you need a translator:**

The written test is given in English or Spanish. For other languages, you can bring a translator to help you, but you must follow these guidelines:

1. The translator must bring a photo ID

## Health Care around Campus

As a UNO student, you can see a doctor at UNO's **Student Health Services in UC 238 (Building #34)** for free; however, some services may cost money. Health Services is an inexpensive option for you. You can make an appointment by calling (504) 280-6387. This clinic is good for non-emergencies like stomach aches, a cold and flu, or minor injuries.

There are also many good **Urgent Care** facilities near campus. Urgent Care is also for non-emergencies, but is available much later than UNO's Health Services. Urgent Care will be more expensive than UNO's Health Services. You do not need an appointment to access Urgent Care.

Some Urgent Care Facilities near UNO

### Lakeview Urgent Care

111 Robert E. Lee Blvd  
New Orleans, LA 70124  
(504) 831-3112

### Doctors after Hours

101 W. Robert E. Lee Blvd  
Ste 100  
New Orleans, LA 70124  
(504) 288-3456

### Urgent Care MD

826 Harrison Ave.  
Ste. A  
New Orleans, LA 70124

### MHM Urgent Care

231 N. Carrollton Ave.  
Ste. B  
New Orleans, LA 70119

## The Emergency Room

Use the emergency room for emergencies only. Emergencies are things like car accidents, very bad pain, or a sickness that gets worse very quickly. Don't go to the emergency room if your stomach hurts a little. It's better to visit UNO's Health Services or Urgent Care.

There are many different Emergency Rooms in New Orleans you can use.

### Ochsner Baptist Medical Center

2700 Napoleon Ave.  
New Orleans, LA 70127

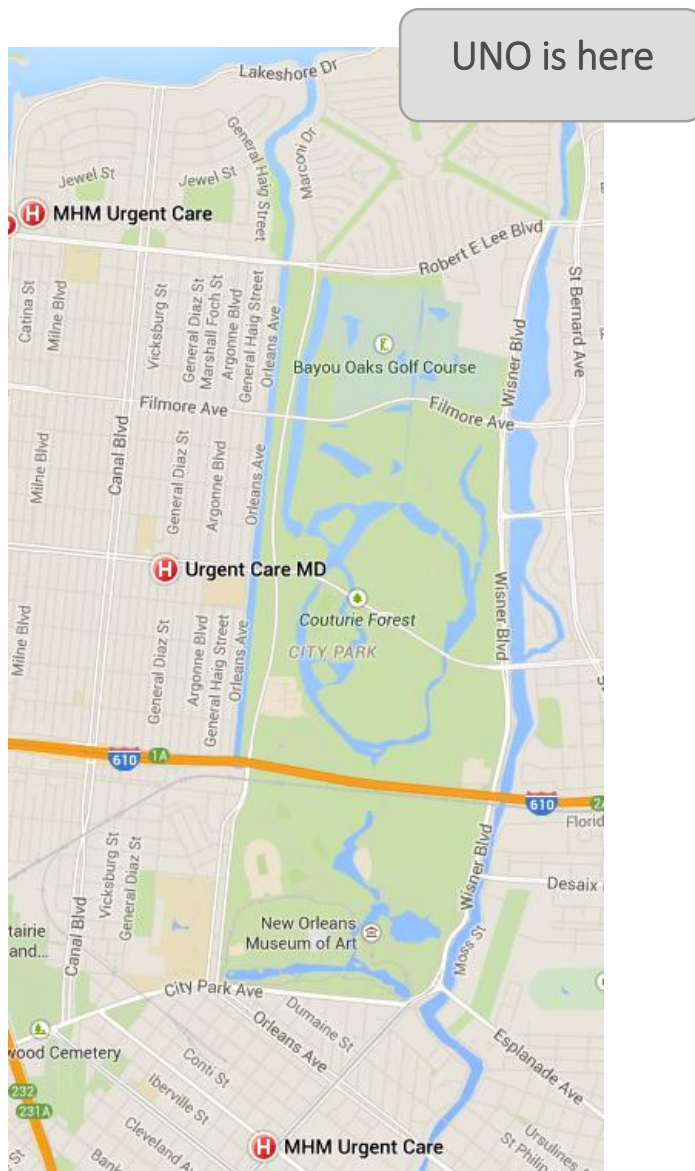
### Tulane Medical Center

1415 Tulane Ave.  
New Orleans, LA 70112

### Touro Hospital

1401 Foucher St.  
New Orleans, LA 70115

If you need immediate assistance from the police, call 9-1-1.



## How to Use UNO's Insurance

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UNO offers a reliable insurance plan for international students. Insurance in the United States means that a company will help you pay for your medical bills, **but you must pay some of the cost**, too. Health care in the United States is very expensive. If you go to the emergency room, you may have to pay 20% of the total bill. This could be thousands of dollars. If you have specific questions, come ask in the IELP office.

Another important part of insurance in the United States is that you choose a **preferred provider**. This makes your cost much lower. **Preferred provider** means the insurance company has a special relationship with that doctor or hospital. You can find a *preferred* doctor or hospital by going to <http://gallagherstudent.com/uno>

IELP will give you an insurance card. If you lose it, we can print another for you. **We can also help you find a doctor.**

## IELP Academic Program Policies

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IELP is a fun place to study, but we are a serious program. You will need to study hard to succeed.

On the first day of class, you will receive information from your teacher about attendance requirements, academic dishonesty, and appropriate classroom behavior. You will be asked to sign a statement indicating that you know what is expected of you.

**Most students who study in the IELP plan to go on to study at the university level, so we have requirements that will help students prepare to be successful when they continue their educations.**

IELP classrooms might be a little different than classrooms in your country. In many places, the teacher stands at the front of the room and talks, but IELP classes are *interactive*.

Group work is very important. You must work with your classmates, listen respectfully to all opinions, think critically, and prepare material. We often play games that encourage learning. Our tests can be traditional or projects and presentations.

You may be in class with many people who speak the same language as you, but it's very important you speak English in your classes. You will improve faster the more you practice.

## Attendance

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You are allowed to miss the following number of hours in each class:

**4 hours of absence** or less in Grammar, Writing, Reading and Listening/Speaking.

**2 hours or less** in Conversation/Pronunciation.

### Arriving Late to the Session

**For new students who arrive after the first day of class**, the Director or Academic Coordinator will give you written notice of how many absences you will be allowed. **Returning** students will be marked absent for **all** missed days. **All Students:**



**Remember, lateness to class of five (5) minutes or more counts as ½ absence.**

Once you have missed 6 hours in G/W/R/LS or 4 hours in Conversation/Pronunciation, you will be required to meet with the Director and Academic Coordinator to discuss your absences and you will be placed on Attendance Probation should you return to IELP the following session. **If you continue to have excessive absences, you may be dismissed from the program and not allowed to return for the following session.**

The Director, Academic Coordinator, and Instructors maintain weekly records of student attendance. If you miss class because of a doctor's appointment or medical emergency, please give the doctor's note to your teacher. **All absences will be full absences; there are no excused absences.**

**How does a failure in attendance affect you?**

- 1) YOU WILL NOT RECEIVE A CERTIFICATE AT THE END OF THE SESSION.
- 2) Too many absences may reflect negatively on your university recommendation.
- 3) Too many absences could affect your F-1 student status.

*Sponsored students are required to follow the rules and guidelines made by their sponsored organization as well as the IELP.*

Success at the university depends upon your ability in English. A successful student attends class regularly. It is your responsibility to attend class, work hard, and improve your English.



## Academic Dishonesty

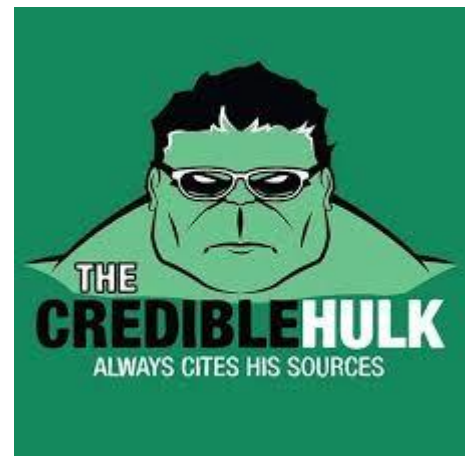
Completing your own work is essential to learning. When you use another person's words or ideas, you are committing **academic dishonesty**. The University and the IELP consider academic dishonesty a very serious offense.

**The penalties for academic dishonesty are as follows:**

- An **Academic Dishonesty Report** will be filed in the IELP's records.
- The student may receive a grade of **"0"** or **"U"** for the assignment or test.
- The student may receive a grade of **"0"** or **"U"** for the course.
- The student may be put on probation at IELP.
- The student may be dismissed from IELP.

The following are considered academic dishonesty:

- **Cheating** – When you copy from another student, use a textbook during an exam when not instructed to by the teacher, or when you use notes or other specially-designed materials when they are not allowed is considered cheating.
- **Plagiarism** – When you present someone else’s writing without giving credit and you present it as your own work, you are committing plagiarism. Even if you paraphrase or summarize someone else's writing, if you do not give credit, it is plagiarism. This applies to all forms of writing: journals, take-home writing assignments, and essays done during class.
- **Misconduct** – Stealing or buying materials (tests, essays, etc.), selling them, or giving them to others is considered academic misconduct.
- **Falsification** – Creating false data or sources is considered falsification. Doing someone else's work (taking a test, writing an essay) or having someone else do work for you is also falsification.



Source: [https://twitter.com/crediblehulk\\_](https://twitter.com/crediblehulk_)

## F-1 Immigration Responsibilities

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While studying in the United States, you must follow **Immigration Regulations**. Following these rules of your immigration status means you are “in status.” Being “in status” is important. Be sure to ask questions in the IELP office if you have any questions or concerns about your status. **Do not ask your friends!** They may have a different situation than you!

### Immigration Documents:

- ✓ Be sure that your passport, I-20, I-94 remain valid (NOT EXPIRED) at all times.
- ✓ Your passport should remain valid at least 6 months into the future.
- ✓ If you need to apply for an extension (more time) to remain in the US, please give yourself 3-6 months in advance of your expiration date.
- ✓ For example: if your passport expires in DECEMBER 2014, you should apply for a new one as early as MARCH 2014.

### Travelling:

- ✓ **In the US:** If you are stopped by the police, you may need to show proof of your immigration status.
- ✓ **Outside of New Orleans:** always take all your documents (passport, I-20, I-94).
- ✓ **In New Orleans:** carry copies and keep the originals in a safe place.
- ✓ **Outside of the US:** Visit the IELP office at least 1 week before leaving the country, so that you can check and sign your documents.

### Change of address:

- ✓ The US government requires you to keep your address up to date.
- ✓ Come to the IELP office and update your address within 10 days of moving

### Medical Insurance Compliance:

- ✓ At UNO, F & J students **MUST** have medical insurance.
- ✓ Fees are automatically placed on student fee bills
- ✓ Waivers are available, but you must have proof of approved insurance.

### Academic:

- ✓ Attendance: Attendance is required by federal law.
- ✓ If you fail to attend class, you are considered “out of status” with immigration

### Course load:

- ✓ F-1: You must attend full time to be “in status” (20 hours at the IELP)
- ✓ F-2 & B: You may only attend part time (max 10-12 hours)

### Exceptions:

- ✓ Illness or other medical condition → must have doctors note
- ✓ You must return to a full course load when you are better
- ✓ You will complete all degree requirements by the end of the school term
- ✓ You may take a vacation once you have completed four full time sessions.

### Employment

- ✓ Students in level 5 or above may find work on campus.
- ✓ Must be no more than 20 hours a week.
- ✓ Immigration prohibits F-2 dependents from working.
- ✓ Note: While there are opportunities for students to work on campus as an F-1 student, working improperly is a serious violation of your status. Always come talk to the IELP staff before accepting work. It is your responsibility to maintain your status.
- ✓ **Remember, you may only work on the university campus.**

### Social Security Number (SSN)

#### Eligibility for a social security number:

- ✓ Only students who are authorized to work in the US
- ✓ If you work on campus, you will need to apply for a SSN
- ✓ F-1 students must have a job before they can apply for a SSN
- ✓ You will need a letter from IELP and from your on-campus employer
- ✓ **\*\*KEEP YOUR SSN CARD IN A SAFE PLACE – do not carry it with you**

Remember, you **must** tell IELP your new address within 10 days of moving.

It's an immigration requirement!





# Important Immigration Information

## Basic Definitions

**Passport:** document from your country of citizenship.

- ✓ Always keep on you
- ✓ Must be valid for at least 6 months

**Certificate of Eligibility: I-20 / DS 2019**

- ✓ This certificate is an immigration document that tells you what kind of immigration status you have
- ✓ I-20: used for F-1 and F-2 students
- ✓ DS 2019: used for J-1 Exchange Visitors and J-2 dependents
- ✓ Always keep a record of your papers. They are a record of your immigration history.

**Visa:** This is the stamp in your passport that is obtained at the US Embassy or Consulate outside of the US.

- ✓ It does not indicate how long you can stay in the country
- ✓ Says how many times you may come into the country → 1, 2, or M (multiple)

**Immigration Status:** The type of visa you were issued, and says what you can / can't do while in the US. (F-1, F-2, J-1, J-2, B, H, PR etc.)

**Form I-94: an arrival / departure record**

- ✓ Tells you what your immigration status is and how long you can stay
- ✓ Printed out and given to you during orientation
- ✓ D/S = "Duration of Status" means you can stay as long as you are maintaining status

**F-1 Students:** term used for students looking to study a full course of study at an academic or language institution.

- ✓ Only used to study.
- ✓ Must be full time.
- ✓ Cannot work off campus

**J-1 Exchange Visitors:** used for exchange visitors

- ✓ At the university, used for exchange students, visiting faculty, research scholars, short term scholars, and specialists.

**United States Citizenship and Immigration Services (USCIS):** government agency that is responsible for administration of immigration and naturalization in the US.

- ✓ Used to be called "Immigration and Naturalization Services"

**Department of State (DOS):** government agency in charge of J-1 Exchange Visitor Programs, US Embassies, and Consulates.

- ✓ Student and Exchange Visitors Information System (**SEVIS**): a database that schools use to communicate required information to the Department of Homeland Security and DOS.

**\*\*\* ALWAYS KEEP YOUR DOCUMENTS SAFE. THIS INCLUDES ALL COPIES OF YOUR I-20S/DS 2019/I-94/PASSPORT/IDS/ETC. DO NOT THROW AWAY ANY OF THESE IMPORTANT DOCUMENTS.**

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0004705512			
SIGNATURE/PRIMARY NAME John Doe-Selch		GIVEN NAME John	CLASS <b>F-1</b> ACADEMIC AND LANGUAGE
PREFERRED NAME John Doe-Selch		PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM		COUNTRY OF CITIZENSHIP UNITED KINGDOM	
DATE OF BIRTH 04 JANUARY 1993		ADMISSION NUMBER	
FORM ISSUE REASON INITIAL ATTENDANCE		LEGACY NAME John Doe-Selch	
<b>SCHOOL INFORMATION</b>			
SCHOOL NAME SEV2 School For Advanced STUDIES STUDIES		SCHOOL ADDRESS 9332 Manly Lane, P.O. Washington, MD 20714	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Belinda Holmstrom 2080		SCHOOL CODE AND APPROVAL DATE R4218744161029 01 APRIL 2015	
<b>PROGRAM OF STUDY</b>			
EDUCATION LEVEL POSTGRAD		MAJOR 1 International General SS, 2401	MAJOR 2 General SS, 2000
NORMAL PROGRAM LENGTH 12 Months		PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Evidence is proficient
PROGRAM START DATE 01 DECEMBER 2015		PROGRAM END DATE 30 SEP 2017	
<b>FINANCIALS</b>			
ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees \$ 25,000		Scholarship Funds \$ 5,000	
Living Expenses \$ 6,000		Scholarship and Teaching Assistantship \$ 29,000	
Expenses of Dependents (if) \$ 0,000		Funds from American Source \$ 0	
Other \$ 0,000		On-Campus Employment \$ 0	
TOTAL \$ 31,000		TOTAL \$ 34,000	
<b>REMARKS</b> Orientation begins 8/25/2015. Please report to IASS upon arrival.			
<b>SCHOOL ATTESTATION</b> I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(5). I am a designated school official of the above named school and am authorized to issue this form. X N SIGNATURE OF Belinda Holmstrom, 2080 DATE ISSUED 21 April 2015 PLACE ISSUED P.O. Washington, MD			
<b>STUDENT ATTESTATION</b> I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.5(g) to determine my nonimmigrant status, prevent or guard against, and student, must sign if student is under 18. X SIGNATURE OF: John Doe-Selch DATE			
NAME OF PARENT OR GUARDIAN		SIGNATURE	DATE

ICE Form I-20 A-B (12/2016)

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## Important Contact Information-IELP

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Name	Title	Phone Number	Location
LaTasha Gonzales	Director	504-280-5530	International Center, #131
Nora Steiger	Assistant Director	504-280-5530	International Center, #131
Coleen Maidlow,	Immigration & Program Coordinator	504-280-5530	International Center, #131
All teachers			International Center, #131

## Important Contact Information-UNO

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Name	Title	Phone Number	Location
Office of International Students & Scholars	OISS	504-280-6021	International Center, #125
Jorge Franco	International Admissions Coordinator	504-280-7263	Privateer Enrollment Center (Library 117C)
Campus Police		504-280-6371	University Computing Center, #234
On Campus Emergency		504-280-6666	
UNO Health Clinic		504-280-6387	University Center, #238
Off-campus Emergency		9-1-1	

# Having Fun in New Orleans

New Orleans is one of the greatest cities in the U.S. to study. We celebrate every season with holiday gatherings, small and large festivals, and many concerts all throughout the year. Our students enjoy Mardi Gras, French Quarter Fest, Jazz Fest, and many other free or inexpensive fun events in New Orleans.

The teachers and staff of the IELP love living in New Orleans. Many are from here, but many others chose this as their home. If you need ideas of how to have fun while you're here, come ask us! We're happy to help!



## Some Fun Festivals in New Orleans

You can Google each of these festivals for more information and ideas!

### January

Joan of Arc

### February

Rock 'n' Roll Marathon

Mardi Gras

### March

Soul Fest

Buku Music and Art Project

St. Patrick's Day

Tennessee Williams Festival

Foodfest

Congo Square New World Rhythms

Festival

Spring Fiesta

Hogs for the Cause

French Film Festival

### April

Freret Street Festival

French Quarter Festival

Jazz & Heritage Festival

### May

Bayou Boogaloo

N.O. Wine & Food Experience

Greek Fest

New Orleans Oyster Festival

### June

Cajun Zydeco Festival

Creole Tomato Festival

Festigals

### July

Essence Festival

Bastille Day

Running of the Bulls

Tales of the Cocktail

### August

COOLinary New Orleans

Satchmo SummerFest

Whitney White Linen Night

Red Dress Run

Dirty Linen Night

### September

Southern Decadence

### October

Oktoberfest

Art for Art's Sake

Ponderosa Stomp

New Orleans Film Festival

Crescent City Blues &

BBQ Festival

Krewe of Boo Parade

Louisiana Seafood Festival

Voodoo Music Experience

Halloween in New Orleans

### November

Mirliton Festival

InFringe Festival

Oak Street Po-Boy Festival

Words and Music

Treme Creole Gumbo Festival

### December

NOLAuf Krampus Parade

Christmas New Orleans Style

New Year's Eve



## Staying Safe

While there are many fun things to do here, New Orleans is still an American city. If you follow some general safety guidelines, you have a better chance of enjoying our city without problems.

### General Safety Tips

1. **WALK** with another person when sightseeing or shopping, especially at night.
2. **DON'T CARRY** your wallet in your back pocket, which is an easy target for thieves.
3. **LEAVE** your purse at home if you are a woman. Carry your things inside a coat pocket or in your front pants pocket.
4. **TRY** to look as if you belong.
5. **BE** prepared to run if you are being followed.
6. **STAY** alert and pay attention
7. **DON'T GO** anywhere with a stranger.
8. **AVOID** dark areas of the city.
9. **RIDE** only in marked cabs.
10. **DON'T MAKE** purchases from people who walk up to you on the street. They want your money, not a sale.
11. **DON'T LOITER.** Remain alert while window shopping or waiting for someone.
12. **DON'T WALK** through dark parking lots or in a deserted garage.

## Visiting Bars in New Orleans

You can visit bars and legally drink **if you are at least 21 years old**. If you choose to drink, please do so responsibly. Here are some general guidelines to enjoy your time here without any problems.

1. **The bar workers are boss.** They have the right to do almost anything to you (kick you out, make you pay, be rude to you). They will not care that you are an international student and cannot speak English perfectly. **Show them respect even if they are disrespectful.**
2. **Leave before it is too late!** If club workers are not nice to you for any reason you should pay your bill and leave. If they decide to call the police, **YOU WILL BE ARRESTED.** **UNO students have had problems at *Razoo* and *Checkmate*.**
3. **Nothing is free.** Assume that anything someone gives to you must be paid for. Even if you did not ask for a drink, you will have to pay!
4. **Be alert.** It is important to be aware of your situation when you are out in New Orleans. It is best if you go out in groups and at least **someone in your group does not get totally drunk.** Someone needs to look out for the others.



Source: <http://thetravellingonline.com/bourbon-street-new-orleans.html>

## Getting Around Town

New Orleans has a few different options for public transport. **You can take the streetcar if where you need to go is on the route.** You can also take the bus. The UNO bus stop is located right across the street from the International Center.

**The bus costs \$1.25 for one way.** If you do not have exact change, you will receive a card with your change on it. You can use this to pay for future fares on the bus. If you are changing buses, give the first driver an additional 25 cents to get a bus transfer. When you get on the second bus, just give that driver the transfer. Express buses cost \$1.50 — they do not make as many stops as the regular buses.



Bus stops are marked with a white sign with purple, green and gold stripes. They say BUS STOP and most of them (not all) list at the bottom of the sign the numbers of the buses that stop at that place.

If you are riding the bus three times or more during one day, you can buy a one-day **Jazzy Pass** for \$3 from any of the bus drivers. With this you can take unlimited rides until 4:00 am the following morning.

**If you ride the bus on a daily basis, you might want to buy a monthly bus pass for \$55 in the UNO Bookstore.** The passes are color-coded by month, so you should buy the pass at the beginning of the month.

Go to [www.norta.com](http://www.norta.com) for a route map and individual bus schedules. You can use your smartphone and Google Maps to find a local bus route as well. Just put in the starting and ending point and select the bus icon to give you directions for riding public transportation to your destination. If you have questions, come by IELP and we'll try to help you find the correct bus to take to your destination.



## Common Bus Routes

To French Quarter/Downtown:

Take **#55 Elysian Fields** from UNO to Decatur Street in the French Quarter or to Canal Street near the River. You can catch this bus at the bus stop in front of the Administration Building.

To Tulane and Loyola Universities, Audubon Park, Uptown, and the Zoo:

Get on the **#55 Elysian Fields** at UNO & buy a transfer ticket (\$1.25 fare + \$.25 transfer). Get off on Canal Street, cross the street, and walk to the corner of Carondelet and Canal to board the **St. Charles street car**, which goes uptown on St. Charles Avenue.

To Lakeside Mall and Veterans Boulevard Shopping:

Get on the **#55 Elysian Fields** at UNO and buy a transfer ticket (\$1.25 fare + \$.25 transfer). Take the bus through the French Quarter and get off at the first Canal Street stop. Cross to the middle of Canal Street and take the **Cemeteries street car**. Take the streetcar to the end of Canal Street and get off in the area where you will see lots of cemeteries. When you get off, walk just around the corner to your right. At this bus stop you'll catch the **E-1 Veterans Boulevard** bus. For the shopping mall, you get off just past Causeway.

### Taxi Service

Taxi prices are different for every company, but all taxis should have a working meter visible to the customer. It is customary to tip the driver between 10% and 15% of the fare.

United Cabs	522-9771
Checker-Yellow Cabs	943-2411
King Taxi	469-5464

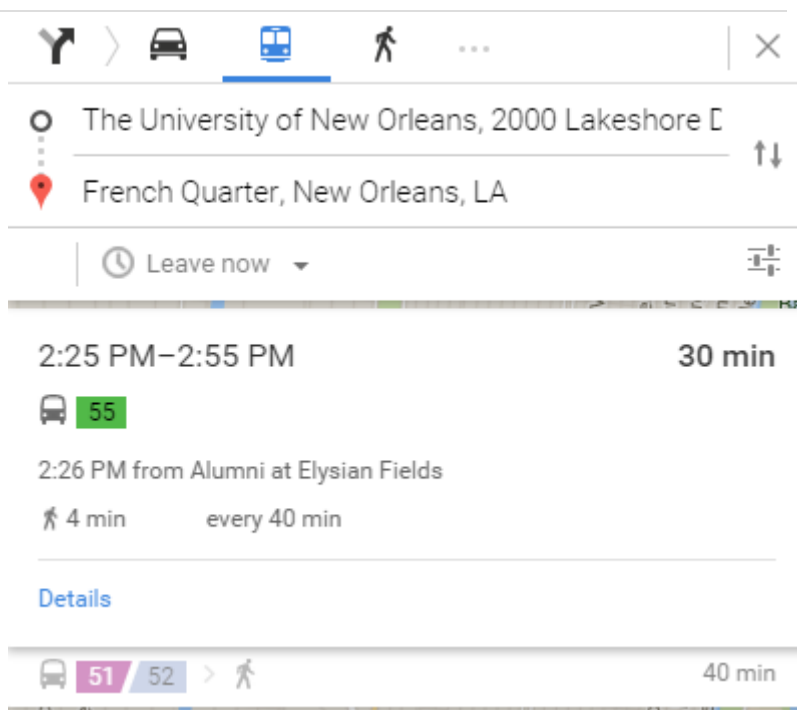
If you live in Metairie, try Metairie Cab at 835-4242.

### Airport Shuttle Service

The airport shuttle provides transportation from UNO to the airport for \$20 per passenger. You should call at least 24 hours in advance to reserve your spot — they will ask for your flight number and time of departure. The shuttle will pick you up in front of the University Center. Return arrangements can be made at the shuttle desk near baggage claim.

Airport Shuttle	522-3500
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**Website:** <http://www.airportshuttleneworleans.>





# IMPORTANT IELP/UNO POLICIES

## IMMIGRATION SPECIAL SITUATIONS

For F-1 Students, to drop below full-time (20 hours per week), there are special situations where this is permitted.

- Medical: This is for SERIOUS medical conditions that absolutely prevent a student from attending school for more than 3 weeks. Students must provide notes from their doctor which documents the dates they may be out of school. Unless a student has serious medical complications, pregnancy is not considered a medical condition.
- Academic / Final Session: Students who passed the Exit Exam in Level 6 can choose to return for Level 7 part-time. Once a student takes this option, they cannot return to the IELP in the future.
- During Annual Vacation: Students who qualify for annual vacation may elect to take part-time classes **for that session only**. This is a good option for students who are nearing the end of their course and do not want to fall behind. **If a student decides to study part time during their vacation, they must understand that they do not qualify for another vacation until they have studied another 4 consecutive sessions.** They must either transfer or return full time.

## ANNUAL VACATION FOR STUDENTS ON F-1 VISAS

Students on F-1 visas qualify for one vacation per year, after studying the equivalent of one academic year (4 sessions). Students will be registered in SEVIS like usual while on their vacation. This vacation can happen in any session of the year, as long as students have studied for four consecutive sessions.

## FERPA—STUDENT INFORMATION PRIVACY POLICY

For students who are 18 or older, federal law in the United States prohibits the IELP from sharing class schedules, grade reports, discipline reports, and other information with anyone except the student. If a student wants us to be able to talk about or share any of these things with someone else, they must sign an IELP FERPA waiver. This includes a relative or friend picking up grade reports or asking for student schedules.

## UNO/IELP PHOTO POLICY

UNO and the IELP take a lot of photos. If a student does not want their photo used (on Facebook/Instagram/Twitter, in a brochure, printed for the lounge, etc.), he/she should TELL Coleen or Christina in the IELP at the beginning of the session.

## UNO DRUG, ALCOHOL, AND TOBACCO POLICY

UNO has the following drug, alcohol, and tobacco policies:

- **DRUGS**: UNO is a drug-free campus. That means that a student cannot use, have, or sell drugs on-campus. If a student is caught doing any of these things, they will be arrested and charged. If they are on a student visa or are permanent residents, this will have very serious negative immigration consequences.
- **ALCOHOL**: You must be 21 years of age to purchase or drink alcohol in the United States. It is illegal to purchase alcohol for someone who is under 21 years of age.
- **TOBACCO**: UNO is a tobacco-free campus. Students cannot smoke cigarettes, electronic cigarettes, or chew tobacco on-campus. If caught, a student may be fined.



# IELP

Intensive English Language Program  
University of New Orleans

**Welcome to the IELP!**

We're so happy you're here!!!!

