

SSL

Student Handbook

STUDY ENGLISH | EXPERIENCE CULTURE



Student Handbook

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1. About SSL

SSL was founded in the spring of 2004 in Las Vegas, Nevada, and is committed to providing the highest quality practical education in a state-of-the-art environment.

At SSL, we are dedicated to providing our students with an education that enables them to fully comprehend the English language and American culture for their endeavors or to prepare them for assimilation into American culture. We continually strive to advance in every facet of our institution while providing superior services and education to our current and future students.

1.1. Mission Statement

The Shepherd School of Language's (SSL) mission is to provide quality intensive English language instruction that offers students an opportunity to enter an American college or university for continued training or personal and/or professional enrichment.

To achieve this mission, SSL has identified these six goals:

1. **F**oster an educational environment that cultivates an appreciation of the American language and culture.
2. **L**ead students to acquire an active-learning strategy by providing individualized instruction through a variety of skills, content areas, and levels of instruction.
3. **U**phold our commitment to having a diverse student community while offering policies that hold students accountable to high academic standards.
4. **E**ngage and retain administrators and faculty that enhance a collaborative work environment to support the school's student-centered academic environment.
5. **N**etwork services to our students that help them to take full advantage of their stay in the United States.
6. **T**each seriously committed students who desire to be fluent in English.

2. General Disclaimer

This general catalog also serves as the student handbook and, as such, contains the current academic programs, the related opportunities for student learning within those programs of study, their course descriptions, the academic requirements for the Intensive English Program (IEP), as well as student guidelines, policies, and procedures. The content of this catalog is subject to modification at any time for various reasons, including, but not necessarily limited to, changes in school resources or educational plans. The catalog does not constitute a contractual commitment that the school will offer all the courses or programs of the study described, and the school reserves the right to revise catalog provisions and fees at any time by the actions of the President or any other governing body. The school reserves the right to eliminate, cancel, reduce in size, or phase out courses, academic programs of study, and requirements for financial, curricular, or programming reasons and limit enrollments in specific programs and courses.

The organizations, businesses, and agencies listed are provided as a source of information only. The Shepherd School of Language is not affiliated with these third parties and is not responsible for the information or services rendered by these organizations, businesses, and agencies. The information provided does not constitute an endorsement of these services offered by any third party listed. The Shepherd School of Language is not responsible for and expressly disclaims all liability for damages of any kind arising from the use of, a reference to, or reliance upon any information received from the third parties listed.

2.1 Affiliations & Licensure

SSL is a proud member of and affiliated with the following organizations:

- ❖ Accredited by the Accrediting Council for Continuing Education & Training (ACCET).
- ❖ ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.
- ❖ A Member of the Teachers of English to Speakers of Other Languages (TESOL),
- ❖ A Member of the National Association of Foreign Student Affairs (NAFSA),
- ❖ Authorized under federal law to enroll non-immigrant alien students by SEVP.

2.2 School Administration & Faculty

SSL faculty encourages students to be focused, study hard, have a positive attitude, and make time to have fun. SSL prides itself on its faculty's wealth of experience, creativity, and passion for teaching. TESOL/ TESL/ TEFL, M.A. Degrees in Teaching English as a Second Language (ESL), experience teaching, and living in other countries are just part of what is contained in the SSL faculty background. This wealth of experience means they can identify their student's needs and better assist them in adjusting to life in the U.S. while providing them with the opportunity to learn English.

SSL faculty and staff are available to provide students with academic and non-academic counseling. Students need to schedule counseling appointments before or after class. All other appointments should be scheduled during non-class hours. You can schedule an appointment with any of our faculty or staff in person or by calling the school: Dallas Campus (469-986-1717)

3.0 Facilities

The Shepherd School of Language is in central Dallas, Texas, in the Southern portion of the United States. Our school is located on West Trinity Mills Rd. SSL is conveniently situated by H-Mart, at the core of a multi-cultural community alongside I-23 and President George Bush Turnpike.

Hours of Operation

The school office is open to students Monday through Thursday, from 8:30 A.M. to 9:30 P.M. daily. Morning classes are scheduled from 9:00 A.M. to 1:30 P.M., and evening classes are scheduled from 5:00 P.M. to 9:30 P.M. We are closed after 5 p.m. on Fridays, weekends, and all major U.S. holidays. Please refer to the academic calendar for further information.

Student Visitation Guidelines

- A. Acceptable Types of Visits to schools may include, but are not limited to:
- ✓ Prospective Students
 - ✓ Academic/Cultural/Compliance Visitor
 - ✓ Visitors not involved in these two purposes cannot stay on the campus.
 - ✓ Students' friends, relatives, or family visits will not be allowed.
- B. Visitation Day Guidelines
- ✓ All student visitors must adhere to the Code of Conduct and school policies.
 - ✓ For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct.
 - ✓ Violations of the Code of Conduct and school policies will result in the student visitor being removed from campus.
 - ✓ No visitors will be allowed beyond the Front Desk without authorization from the Campus Director. When the Campus Director is unavailable and there is no pre-set appointment, the visit will not be granted unless there is an emergency.
 - ✓ The school will determine how visitors will be paired, escorted, and monitored.
 - ✓ Visitors may not participate in school activities without background checks and authorization.

Facility Safety Policy

- A. The following are prohibited on the school property:
- ✓ Firearms and weapons.
 - ✓ Hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.
 - ✓ Use of another individual's belongings, ID, or providing individual information to another person.
 - ✓ Use of the network for financial gain, political, criminal, or commercial activity.
 - ✓ Attempting to deliver or send anonymous messages of any kind or pretending to be someone else while exchanging any message with anyone at the SSL.
 - ✓ Attempting to access, modify, harm, or destroy another person's belongings or data.
 - ✓ Harassing, insulting, ridiculing, attacking, or defaming others.
 - ✓ Attempting to subvert, defeat, alter, or disable installed equipment, infrastructure, software, or other measures in place to secure the school's security and resources.
 - ✓ Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any technology, facility, software, or data.

- ✓ Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, lascivious, sexually suggestive, or otherwise inappropriate.
- ✓ Changing, deleting, or modifying Internet browser settings, including hiding or deleting Internet history or use records.
- ✓ Use of the school facility, equipment, or structure for unauthorized use.

No Expectation of Privacy

Students and visitors have no expectation of privacy in their use of the school technology.

Enforcement

Students or visitors who violate these procedures may be denied access to the campus and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to Shepherd School of Language disciplinary procedures.



3. Program of Study

3.1. IEP Schedule & Guidelines

Programs

A. GEP: General English Program (Full-Time)

This program is designed to help English language learners at different proficiency levels. It is also targeted to serve residential and F-1 international students. The core courses are Listening and Speaking, Reading, and Writing.

B. IEEP (Full-Time)

This program is for all students. It comprises three core classes: Structure and Speaking, Reading and Vocabulary, and Academic Writing. It also includes an enrichment class. This program (beginner level) is mostly used for those students who have no English language skills at all.

Enrichment classes: The Intensive English Program curriculum includes enrichment classes that may include Communication and Culture, Business English, and Talk Like an American.

3.2 Levels of Study

The General English Program (GEP) has five levels, and based on your placement test, you will be placed in one of the five levels: Basic, Pre-Intermediate, Intermediate, Upper-Intermediate, or Advanced.

The Intensive English Elective Program (IEEP), and specifically the **Beginner level**, is used for those students who have no English language skills. Students will study Academic Writing, Structure & Speaking, Reading & Vocabulary, and Communication & Culture class. After successfully completing both modules (A,B) of the beginner level, students level up to the basic level of the General English Program.

Modules

To advance to the next level, students must complete two modules, Listening & Speaking and Reading & Writing. Students will either start from the Listening & Speaking or Reading & Writing module. Each module takes one session to complete. One session is eight weeks. The module schedule is as follows:

Session	GEP	IEEP
Session 1	Listening & Speaking	Module B
Session 2	Reading & Writing	Module A
Session 3	Listening & Speaking	Module B
Session 4	Reading & Writing	Module A
Session 5	Listening & Speaking	Module B
Session 6	Reading & Writing	Module A

Levels

Placement Test	CEFR	Level (Program)	Transcript Code
0-30 Points	A0	Beginner (IEEP)	ZA, ZB

25-50 Points	A1	Basic (GEP)	A1LS, A1RW
45-70 Points	A2	Pre-Intermediate (GEP)	A2LS, A2RW
65-85 Points	B1	Intermediate (GEP)	B1LS, B1RW
85-95 Points	B2	Upper-Intermediate (GEP)	B2LS, B2RW
95+	C1	Advanced (GEP)	C1LS, C1RW

A0 (Beginner IEEP)

Based on the school's placement exam score, students are placed in the **beginning** classes. Level ZA starts at the beginning level; students know no English. This level provides beginning learners with English instruction in all language skills: listening, speaking, reading, writing, grammar, and vocabulary. This course is aligned with CEFR level A0.

The student will learn to:

- ✓ recognize and understand the letters of the English alphabet.
- ✓ recognize basic nouns and verbs.
- ✓ greet people and name common everyday objects.
- ✓ write familiar words and short phrases about everyday objects.

After successfully completing the beginning level, students will be able to carry on very basic conversations, manage everyday life in an English-speaking environment, and read and write simple material.

A1 (Basic GEP)

Based on the school's placement exam score, students are placed at the **basic** level. This level provides basic learners with English instruction in all language skills: listening, speaking, reading, writing, grammar, and vocabulary. This course is aligned with CEFR level A1.

The student will learn to:

- ✓ Develop basic listening skills.
- ✓ Build basic speaking structures.
- ✓ Develop basic reading and writing skills
- ✓ Build the foundation for Critical Thinking.

After successfully completing the basic level, students will be able to carry on basic conversations, manage everyday life in an English-speaking environment, and read and write simple material.

A2 (Pre-Intermediate GEP)

Level A2 starts at a **pre-intermediate level**; at this level, students know some English experience. This level provides basic learners of English instruction in all language skills: listening, speaking, reading, writing, grammar, and vocabulary. This course is aligned with CEFR level A2.

The student will learn to:

- ✓ achieve comprehension in basic communicative situations.
- ✓ read and understand simple informative materials.
- ✓ write basic sentences and simple pieces of writing.

- ✓ comprehend basic grammatical structures in a natural context.
- ✓ develop knowledge of basic vocabulary.

After successfully completing the pre-intermediate level, students will be able to carry on basic conversations concerning everyday life and academic topics, read short articles about academic topics, and write simple sentences and basic paragraphs.

B1 (Intermediate GEP)

Students are placed into the **intermediate** level based on the score achieved on the school's placement exam or successful completion of the basic level. This level provides intermediate English learners instruction in all language skills. This course is aligned with CEFR level B1.

The student will learn to:

- ✓ understand and engage in conversation on everyday topics.
- ✓ read and understand medium-length selections.
- ✓ compose paragraphs in conversation on everyday topics.
- ✓ develop vocabulary appropriate for academic tasks.

After successfully completing the intermediate level, students will be able to converse comfortably on various subjects, read the newspaper, listen accurately, and write correctly in non-technical areas.

B2 (Upper-Intermediate GEP)

Students are placed into the **upper-intermediate** level based on the score achieved on the school's placement exam or the successful completion of the intermediate level. This level provides advanced learners with English instruction in all language skills. This course is aligned with CEFR level B2.

The student will learn to:

- ✓ engage in ordinary conversation.
- ✓ read and comprehend academic texts.
- ✓ compose advanced pieces of writing.
- ✓ analyze grammatical structures in academic settings.
- ✓ develop knowledge of advanced-level vocabulary.

After completing the upper-intermediate level, students can study in academic classes, which is unique for those who plan to enter American universities or take practical courses and conduct business in English for those who want to use English in business or everyday life.

C1 (Advanced GEP)

Students are placed into the C1 level based on the score achieved on the school's placement exam or the successful completion of the **advanced** level. This level provides proficient learners of English with specific skills to promote success in American colleges and universities. This course is aligned with CEFR level C1.

The student will learn to:

- ✓ take lecture notes effectively.
- ✓ know what to listen for when taking notes.
- ✓ read textbooks to prepare for college tests.
- ✓ research for academic papers.
- ✓ cite sources in academic papers.

- ✓ prepare and perform presentations for college classes.

After completing the advanced level, a student can successfully attend most major U.S. universities and colleges and participate in most professional situations.

3.3 Maximum Class Size

The maximum class size at SSL is 20. SSL strives to maintain ideally smaller class sizes, allowing everyone to participate in class and interact with fellow students and faculty for optimal peer-student/ instructor contact and educational outcomes.

Splitting the class: When a class reaches 21 students during the session, we split it into two smaller classes as soon as possible.

Combining the Classes: Classes are subject to cancellation if enrollment is below the prescribed minimum of seven students for IEP courses. However, if two proximately leveled classes (e.g., basic and intermediate) have less than seven students in each class, and the combined classes do not exceed 20 students, SSL may combine the two classes. The teacher must have two separate lesson plans and specific instructions for each level. The teacher will have to have a SWBAT on the board for each level, individual exercises and assignments, separate homework assignments, and tests. If an exercise logically meets teaching points and goals for both classes, it will be okay to combine the exercise. However, an observer in the classroom should clearly see specific goals and activities for each level reflected in the lesson.

IMPORTANT: Not all levels may be offered in every session. We reserve the right to cancel the class if at least seven students are not enrolled. If a student tests to a level not offered, the student may be advised to be placed at a proximate level and adjusted when available. The AD will make this decision considering the placement test result.

3.4 Learning Materials

All students must acquire textbooks. A list of currently required materials is available at the front desk. Students who do not have the textbooks required at the beginning of week two will not be allowed to attend class without permission from the Director. Students cannot use photocopied textbooks as U.S. copyright law protects these books. If you have secured materials from the school via the Materials Fee, you can obtain them at the front desk. Please verify that the edition of the book (ISBN) matches the course syllabus. Students who purchase used textbooks should ensure that all answers previously written in the books are erased.

On the first day of classes, each student will receive a course syllabus. The syllabus gives a synopsis of pertinent information concerning the class, including the title, books, materials needed, attendance, grades, objectives, class schedule, and so forth.

3.5 Satisfactory Academic Progress (SAP)

Placement Test & Orientation

- C. Before the beginning of a session, new students will undergo a placement test to determine their level at SSL. If you are a new student, the SSL staff will give you the day and time of your orientation when you enroll. Orientation days usually occur on the previous working day before the session's starting day. On orientation day, you will meet the director, complete any required admission paperwork, be given a tour of our campus and facilities, be instructed on maintaining good standing, and be given a placement exam to determine which of the five study levels you will enter. SSL's placement test includes the Michigan English Placement Test (MEPT) and an oral test (interview). Based on the total test scores, you will be assigned to one of our levels.

D. Placement Test Scores:

Placement Test	CEFR/GSE	Level (Program)
0-30 Points	A0	Beginner (IEEP)
25-50 Points	A1	Basic (GEP)
45-70 Points	A2	Pre-Intermediate (GEP)
65-85 Points	B1	Intermediate (GEP)
85-95 Points	B2	Upper-Intermediate (GEP)
95+	C1	Advanced (GEP)

- E. Between the sessions, current students may take a placement test given by academic staff to pass the level without completing all modules.
- F. **Class Change:** The student must request a class change within the first two days. A fee will be incurred if a request is made after the first two days. The request must be made using the Action Request Form. The academic committee consents to a decision on the Action Request Form.

GPA (Qualitative)

- A. Students will receive a final grade report at the end of each session for each class, and a Cumulative Grade Point Average (CGPA) will be calculated. The grading system is based on a 4.0 scale. Letter grades may be modified by plus (+) or minus (-) symbols. Grades are rounded to the nearest hundredth to determine a student's GPA (grade point average) at SSL as follows:

Grade	GPA	Percentile	Denotation
A	4.00	94-100%	superior performance
A-	3.67	90-93%	
B+	3.33	87-89%	
B	3.00	84-86%	above-average performance
B-	2.67	80-83%	
C+	2.33	77-79%	
C	2.00	74-76%	satisfactory performance (passing)
C-	1.67	70-73%	below passing performance
D+	1.33	67-69%	
D	1.00	64-66%	poor performance
D-	0.67	60-63%	
F	0.00	0-59%	failing performance

✓ Incomplete (I)

Students must complete all courses for which they are registered by the end of the session. Sometimes, a student may be unable to complete all the coursework because of illness or personal circumstances. If a student decides to leave the course for personal reasons during the session, an "I" or incomplete grade will be noted.

✓ (AD)

A legitimately enrolled student who attends only a partial session because they registered after five class dates from the session's starting date will be marked as "AD" or Audit because the student is not eligible for a grade.

✓ In Progress (IP) Audit

Courses that a student is currently enrolled in but has not completed when the official transcript is requested will be denoted "in progress" or IP pending course completion or end of the session in the student information system.

✓ Not Reported (NR)

The instructor of records of any given course is fully responsible for all grades issued and reported. If an instructor fails to report a grade (for example, in case of a medical emergency) at the end of a session, the student will initially receive an NR as the grade was not received on time when due. Upon the instructor's

return, the instructor will assign the appropriate grade, and students' academic records will be amended accordingly. If the instructor cannot return, the Academic team will assign a grade based on carefully reviewing the instructor's grade sheets, notes, and exam scores. The student's academic record will be updated accordingly.

Transcripts & Other Records

- A. Final Grades and Transcripts: Instructors submit final grades within two days after the final examination, and students can access them within four business days via AmpEducator.
- B. Official transcripts, certificates, letters, and additional I-20 may be obtained by submitting a request to Request@SSL.edu. The unofficial transcript is free of charge, but there is a \$20 fee for all other official letters, transcripts, and duplicate copies. To request a transfer, students must fill out an Action Request Form, which is available at the Front Desk.
- C. The student's request will be fulfilled within seven business days after submitting the form.

Progress (Quantitative)

- D. In the SSL session system, the school year consists of 6 sessions, each containing eight weeks. There are five levels: Beginning, Basic, Pre-Intermediate, Intermediate, Upper-Intermediate, and Advanced. Each level consists of 2 modules (Listening & Speaking for GEP) (Module A and B for IEEP).

* Each module is conducted within one session.

Program Name	IEEP	GEP
Total Clock Hours	1440	1440
Hours per week	18	18
Number of Levels	5	5
Weeks per level	16	16

Evaluation of SAP

- A. Final Grades are calculated in the following weight:

IEEP		GEP	
Final Grade	Percentile	Final Grade	Percentile
Structure & Speaking	50%	Listening & Speaking	50%
Reading & Vocabulary	20%	Reading & Writing	50%
Academic Writing	20%		
Enrichment Course	10%		

- B. Each component grade is calculated using the following weight.

IEEP		GEP	
Criteria	Percentile	Criteria	Percentile
Midterm exam	20%	Midterm exam	35%
Participation	25%	Final exam	35%
Final exam	30%	Participation & Assignments	24%
Assignments	25%	Presentation	6%

- ✓ The mid-term evaluation of student progress must be conducted by the end of the first half of each session.
- ✓ Students can check their grades anytime via AmpEducator (SMS).

- C. The absence of textbooks can hinder students' access to information and increase the burden on teachers, ultimately impacting educational outcomes. Therefore, students without learning material and textbooks will receive a zero PA point (Participation).
- D. Students must pass both modules of the level, A and B, with a 2.0 GPA or above.
- E. There are no **make-up test** dates. Test schedules are posted and known to students from the syllabus. Students should plan accordingly. If you cannot take a test on a scheduled date, you must make **prior arrangements** with your teachers. Make-up tests can only be given if unforeseen circumstances prevent you from taking the test at its scheduled time. These tests will be given at the Academic Directors' discretion.

Certificates & Exit Test

- A. SSL offers two types of completion certificates. The **Certificate of Completion** is awarded to students who have successfully completed all courses and requirements at their level with good standing. A **Certificate of Excellency** is awarded to students who have shown outstanding achievement during their enrollment at SSL. These students have maintained their attendance record at 90% or above and their GPA at 3.8 or above.
- B. An exit test is required before awarding the completion certificate.

Probation Policy

- A. SSL introduces its attendance and grading policy, outlined in the student handbook on orientation day. Each course syllabus is articulated at the beginning of each course. During the first day of the session, each instructor reviews the course's attendance policy with the syllabus.

- B. The terms and conditions.

Probation is determined at the end of the session after all grades and attendance have been tallied.

All students who fail to meet the required benchmarks will be placed on probation.

- Academic Probation: The minimum grade is 2.0.
- Attendance Probation: The minimum attendance is 80%.

A warning letter will be issued to the student on the first probation.

On the second probation, the student must meet academic staff and complete an Individual Learning Plan (ILP) together.

For **academic** probation, the student must repeat and pass the failed module as soon as possible, and it is not allowed to take a **leave of absence** on the failed module.

- C. The consequences for failure to meet the terms of probation are as follows:

The student will be removed from the program.

If a student is an F-1 student, their I-20 will also be terminated.

- D. Colleges or government agencies often ask for the student's transcripts. Please understand grade and attendance policies and check AmpEducator frequently to monitor your grades and attendance.

Repetition

- A. The student on academic probation must retake and pass the failed module as early as possible.
- B. SSL educates students to enter an American university or continue training for personal or professional enrichment, per our mission statement. SSL recognizes that the student progress rate may differ from student to student. Therefore, we at SSL are committed to listening to professional recommendations about students' confidence levels and other extenuating factors that impact a better learning outcome.

If we have a discrepancy or a challenge, we apply the Level Advancement Readiness Assessment (LARA) to determine repetition. Students must meet all conditions to repeat a level as follows:

- ✓ The student received a LARA from faculty or Academic Staff,

- ✓ Attendance is over 80% in both modules,
- ✓ GPA between 2.00 and 3.0

Appeal Policy

- A. SSL students may also appeal to grades, attendance, probation, or status issues if a student has an objection. The appeal must be made in writing via an Action Request Form, which gives specific details such as course, grade, or issue. The appeal must be made within two business days after the post date of any record. The steps are as follows:

Fill out an Action Request Form

Be in a meeting with the Academic Director

Submit the ARF to the academic office.

The academic committee consents to a decision on the Action Request Form within two business days*

The records must be filed in the student's folder.

Your instructor may recommend your concern on the ARF.

Attendance Policy

- A. Attendance and grades are recorded in AmpEducator. Attendance is updated daily, and grades are weekly. Students should check their attendance and grades often to ensure they are in good standing. If you feel a mistake has occurred, talk to your teacher as quickly as possible to correct any errors.
- B. The minimum acceptable attendance for students enrolled in SSL is **80%** for the completion of a session.
- C. Students are tardy if not seated ready to begin class at its start time.
- D. Students arriving **1 to 10 minutes** after the class starts or departing early are considered **tardy**.
- E. Instructors mark the attendance at the beginning of the class, after 10 minutes for tardiness, and at the end of the class for **early departures**.
- F. Three occurrences of tardiness in a class will be counted as one absence.
- G. A student is considered absent if they miss the entire class or break the 10-Minute Rule, which is coming to class 11 minutes after the class starts time or missing more than 10 minutes of the class at any time during the period for non-medical reasons, such as personal phone calls or smoking breaks.
- H. Students are not required to show instructors written documentation explaining the reason for the absence. Still, any document supporting the reason should be submitted to the Front Desk for future reference.
- I. There are no **excused absences**. An absence is an absence and will be marked as such in AmpEducator.

Vacation Policy (Leave of Absence)

- A. SSL students may take a one-season vacation after completing four (4) consecutive sessions.
- B. The students must meet the following requirements:
- ✓ Students are not on the previously failed module,
 - ✓ The student must submit the request to **Request@SSL.edu**,
 - ✓ The student must receive final approval from administrative staff.
- C. F-1 Students cannot take an annual vacation during the **first 26 weeks** of studies at an U.S. **SEVP-certified school** before being eligible for an annual vacation. (<https://studyinthestates.dhs.gov/2019/06/what-annual-vacation>)
- D. The Leave of Absence (LOA), which takes place outside of the U.S., must not exceed 150 days for the most recent 12 months.

- E. If a student has been out of the program for longer than two sessions, the student must retake the placement test upon returning.

Reduced Course Load (Medical Leave) Policy

- A. Medical leave is a temporary break for documented medical purposes. During this time, an international F1 student remains in the United States and continuously enrolls with a reduced course load. Students will not be assessed for any additional charges because of medical leave.
- B. If a student has a prolonged illness or requires hospitalization, they may seek a Reduced Course Load (RCL) from SEVP. The DSO may submit an RCL request to SEVP when all requirements are met. The following are the requirements to establish a documented illness. A documented illness means the student must provide a note from a licensed United States Medical Doctor, Doctor of Osteopathy, or Clinical Psychologist. SEVP recognizes no other type of doctors or practitioners. The doctor's note must provide the following information: **Title:** The document should have a title. Examples include Statements for Medical absences, Medical Record certification, Medical Excuse Slips, etc. **Doctor/Medical Facility Information:** Includes name, address, and contact information of the doctor and facility. It also includes the type of doctor. **Date of Document:** Date and time of the doctor's appointment. **Purpose of Appointment:** Includes the reason for the medical visit, e.g., illness, injury, or other health conditions. **Certification of Condition:** A statement by a medical professional certifies the student has an illness, injury, or other health condition. **What is Being Authorized:** State the number of days the patient is to be absent, the type of work or activity the patient is able or unable to do, or whatever the patient is clear to perform. The start and end dates must be stated when multiple absences occur. For example, students cannot attend school from 03/07/2024 to 03/15/2024. The student may return to school on 03/16/2022. **Signature:** The doctor's signature must appear toward the bottom of the page above the full name and title. Remember: the note must be from a licensed United States Medical Doctor, Doctor of Osteopathy, or Clinical Psychologist. SEVP recognizes no other type of doctors or practitioners. For example, chiropractors, LPNs, nurse practitioners, physician assistants, and so forth are not allowed to request RCL.
- C. A student must submit the Action Request Form for RCL (reduced course load) along with required supporting medical documentation before the beginning date of the leave unless unforeseen circumstances prevent the student from doing so.
- D. If a student does not request medical leave after eight consecutive days of absence, s/he must be withdrawn.
- E. Note that RCLs cannot be granted based on family members. They can only be given to the students themselves, i.e., a student's sickness or extenuating circumstances. Even if the family member has a problem or illness, SEVP will not approve the RCL.

3.6 Transferring to a New Institution

- A. How to transfer to another school

Submit the transfer request to Request@SSL.edu **with** the admission/acceptance letter/proof from the school you plan to transfer to. Your evidence must be shown in the SEVIS school code PHO214F00610000.

We cannot transfer you if you do not have proof that you are enrolled in another school's program.

Only after SSL transfers your I-20 record to the new school can they issue your I-20.

Once your record is transferred, SSL will no longer have access to your record on the request effective date, so be sure of your choice before you request a transfer.

- B. Understanding your transfer release date:

Your record should be released **BEFORE** the beginning of the next semester at SSL.

Students transferring in the middle of a session: This is not advisable, as you may receive all "Withdrawn" grades on your transcript. You must maintain your status at SSL until your transfer release date.

3.7 Completion

- A. SSL has rolling admissions. We consider completion to be any student who has completed the total number of weeks they originally booked. Completion rates are tracked and documented every year.
- B. Completion Waiver: Students who are unable to complete the program may be counted as a completion waiver if supporting documentation is provided to demonstrate their inability to graduate based on the following criteria: Death, Incarceration, Active military duty, Serious medical illness, and Relocation out of the area



4. School Policies & Procedures

4.1 How to Succeed in Your Classes

Attend every day.
 Don't be late, don't leave early.
 Pay your full attention.
 Keep a positive attitude.
 Have all your supplies and books for each class.
 Don't be shy. Ask questions. Participate.
 Take notes in class.
 Complete assignments on time and turn them in on time.
 Study every day. Don't wait until the last minute to study for a test.
 Put away all distracting devices in class and avoid distracting people.
 Speak English on campus.
 Get plenty of rest, exercise, and maintain a healthy diet.

Enrollment Policy

- A. SSL introduces its attendance and grading policy on orientation day, outlined in the student handbook. Each course syllabus is articulated at the beginning of each course. During the first day of the session, each instructor reviews the course's attendance policy with the syllabus.

Students aged 16 and above. However, guardians of students under 18 studying at SSL will be asked to complete a parental permission and consent form when booking. The school does reserve the right to deny admission to applicants for any reason. To issue an I-20 from SSL, we must receive a completed enrollment agreement, a copy of your passport, financial documentation, a non-refundable application fee, and a level placement test.

The Shepherd School of Language is a non-credit, short-term program that does not award academic credit or grades. Therefore, no academic credit is transferred into or out of SSL. The following steps are required for international students to start the admissions process at SSL. Once completed, the student will be able to apply with the US Embassy or consulate in their country and obtain a student visa, which is required for non-US residents who attend the Shepherd School of Language:

- B. Carefully read the Student Handbook and other information we sent.
- C. Pay an **application fee** *(Non-refundable).
- D. Fill out and sign an **enrollment agreement**.
- ✓ This agreement extends automatically when the student pays for the next learning period.
- E. The student **MUST** provide the required documents to **Dallas@SSL.edu**
- ✓ A copy of the **passport** (F-1 only, including dependents) or all other students must provide an ID. e.g., passport, driver's license, state-issued photo ID, etc.
 - ✓ The F-1 student must provide a copy of a **bank statement** (a checking or a savings account) showing a minimum balance of USD 20,000.00 (an additional \$5,000 per dependent). Please note all bank statements or bank letters **MUST** be in English. A Statement of Support must be provided, identifying the source of financial funds during the student's enrollment period. This statement is required by the Student and Exchange Visitor Program (SEVP) to prove that the student has enough financial support to remain in the USA without working (F-1 only)

- ✓ **Current I-20** (if applicable).
 - ✓ The student must pay a courier fee for expedited shipping services that will be used to send the necessary documents to obtain the student's VISA. *(Non-refundable \$150, unless in case of cancellation and documents have not been shipped)
- F. You will receive an SSL account that looks like `firstname20@SSL.edu`. You need to log in with this account to proceed.
- G. **The student must take a placement test and complete orientation before the program starts.**
- H. The last stop is the most important! Once you complete all these steps, call SSL to take a **speaking test**.
- I. SSL will issue an acceptance letter and an I-20 for F-1 students during the first week of classes.

4.2 Privacy & Records Policy

The Shepherd School of Language vigorously protects the privacy of students' educational records.

The SSL may not release personally identifiable information from a student's education record or directory information. However, under certain conditions, the policy allows institutions to disclose those records to the authorized parties without consent.

4.3. Nondiscrimination Statement

Policy Applicability and Sanctions

The Shepherd School of Language (SSL) is committed to providing a place of work and learning free of discrimination based on a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy-related condition), military status or military obligations, sexual orientation, gender identity or expression*, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, SSL will act to stop it, prevent its recurrence, remedy its effects, and discipline those responsible. No employee or student in the workplace or academic environment should be subject to discrimination. Students, faculty, and staff are expected to treat one another and campus visitors respectfully.

All students, faculty, staff, and other campus community members are subject to this policy. Students, faculty, or staff who violate this policy are subject to disciplinary action (or, in the case of students, any applicable student code of conduct). Other lesser sanctions may be imposed, depending on the circumstances. Complaints may also be filed against visitors, consultants, independent contractors, service providers, and outside vendors whose conduct violates this policy, with a possible action of limiting access to institution facilities and other measures to protect the campus community.

Inquiries regarding applying this policy should be referred to the Executive Director.

*Please politely inform SSL instructors and staff of the student's preferred gender identity to ensure they use it.

4.4 Sexual Harassment Policy

Sexual Harassment is Illegal under Federal and State Law

The Shepherd School of Language (SSL) is committed to providing a place of work and learning environment free of sexual harassment, *including sexual violence*. Where sexual harassment is found to have occurred, SSL will act to stop the harassment, prevent its recurrence, *remedy its effects*, and discipline those responsible. Sexual harassment, *including sexual violence*, is a form of discrimination; it is illegal. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is

personally offensive, and that interferes with performance. Students, faculty, and staff are expected to treat one another with respect.

Policy Applicability and Sanctions

All students, faculty, staff, and other campus community members are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and expulsion by the applicable Student Code of Conduct. Other, lesser sanctions may be imposed, depending on the circumstances.

Inquiries regarding the application of this policy should be referred to the Executive Director,

4.5 Drug & Alcohol Abuse Policy

Under the Drug-Free Workplace Act of 1988 (P.L. 100-169), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226), and 34 Code of the Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart, and other chronic diseases, low birth weight, congenital disabilities, infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession, or use of drugs, alcohol, or other controlled substances at this institution is strictly prohibited. Students and employees must abide by this policy as an enrollment or employment condition.

To the extent allowed by local, state, and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution, or required completion of a drug or alcohol rehabilitation or similar program.

As federal regulation requires (34 CFR 85.635 and Appendix C), this institution will report all employees convicted of a criminal drug offense in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, must provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**Director of Grants and Services
United States Department of Education
400 Maryland Avenue S.W.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571**

The report must be made within ten (10) days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state, and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment, and the seizure of drug-related assets. Drug awareness programs, counseling, treatment, rehabilitation, and other related services are available on an ongoing basis to students and employees of this institution through:

**Or a place such as
Carrollton Springs – Outpatient Services
2225 Parker Rd.
Carrollton, TX 75010
972-382-7868**

Students and employees seeking assistance in overcoming drug or alcohol-related problems are encouraged to contact these organizations. This institution continues to make a good-faith effort to provide a school and workplace free from the illicit use, possession, or distribution of drugs and alcohol.

4.6 Code of Honor – Student Conduct Policy

SSL students are expected to be honest and responsible in their SSL work. Students should not copy, plagiarize, or perform their coursework in any other dishonest/unethical way or, in the same way, interfere with the learning of other SSL students. Performing SSL coursework using dishonest methods hurts the students by not allowing them to learn genuinely. SSL students

are encouraged to do their coursework honestly to maintain academic integrity. Students who act dishonestly may receive lower test scores and assignments. SSL instructors &/or directors may use discretion in deciding the severity of the penalty for academic dishonesty.

Student Respect, Responsibility & Integrity

Students can demonstrate mutual respect through sincere concern for one another. All students enrolled at SSL are encouraged to be dependable and accountable and to take ownership of their actions. We encourage our students to be honest and sincere in everything they attempt. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor.

Cheating

Cheating or academic dishonesty can take many forms but always involves improperly taking information from or giving information to another student, individual, or other sources. Examples of cheating can include:

taking or copying answers on a test or an assignment from another student or other source,
giving answers on a test or assignment from one student to another student,
copying assignments that are turned in as original work,
allowing others to do the research or write an assigned paper,
using any unauthorized electronic devices during class without permission,
forging grades on transcripts.

Plagiarism

Plagiarism is a form of cheating or academic dishonesty in a school environment. It represents someone else's work or ideas as your own without crediting the source. Examples of plagiarism can include:

Submitting someone else's work as your own without listing the source of the information
Turning in purchased papers written by someone else.
Helping others plagiarize by giving them your work.

All students must adhere to the Shepherd School of Language Code of Honor. Adhering to the Code of Honor for academic honesty and integrity promotes an essential skill that goes beyond the school environment. Respect, honesty, and integrity are valuable traits impacting one's life.

If you have any questions about a violation of the Code of Honor or need to report a violation to the Shepherd School, please see or make an appointment with a director as soon as the violation occurs.

4.7 Communication & Grievance

All current students should send their requests to Request@SSL.edu.

If concerns or issues are not resolved, don't hesitate to contact the Executive Director (CEO@SSL.edu).

Suppose a student has a problem related to immigration policy and procedure. In that case, the student should talk to the DSO or PDSO at the school. If they cannot resolve the matter, the student is encouraged to contact the SEVIS Help Desk.

Contact the [SEVIS Help Desk](#) by phone at (800) 892-4829 or by email at SEVIS.Source@dhs.gov.

By ACCET guidelines, if SSL is unable to resolve your matter and the student has made every attempt to resolve it through our complaint procedure, the student may contact ACCET using the following guidelines:

ACCET COMPLAINT PROCEDURE

The Shepherd School of Language is accredited by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining quality standards. It is the mutual goal of ACCET and the institution to ensure that educational

training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, if a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) has not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. A detailed description of the problem(s).
 - b. The approximate date(s) that the problem(s) occurred.
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and other students who were involved.
 - d. Evidence demonstrating that the institution's complaint procedure was followed before contacting ACCET.
 - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal its name to the institution involved.
3. Besides the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student enrollment agreement, the syllabus or course outline, and correspondence between the student and the institution).
4. SEND TO ACCET CHAIR, COMPLAINT REVIEW COMMITTEE, 1722 N Street, NW, Washington, DC 20036
 Telephone: (202) 955-1113
 Fax: (202) 955-1118 or (202) 955-5306
 Email: complaints@accet.org
 Website: www.accet.org
 Note: Complainants will receive an acknowledgment of receipt within 15 days.

4.8 Payment

REFUND & CANCELLATION POLICY is in the Enrollment Agreement

PAYMENT SCHEDULE

- A. Tuition fees are due in full by the last business day of each session's fourth and eighth week. Students who fail to meet the deadline will be assessed a late payment fee of \$25 per week starting the following week's first business day.

For example:

		Tuition Due Date						
		Session Start Date						
		School Closed						
		1/1 New Year's Day						
		1/20 MLK Day						
		2/6 Admin PD (office clo						
		2/14 Maintenance						
		2/17 President's Day						
		3/2 Texas Independence D						
		3/12-14 Spring Break						

July	Session 4	S	M	T	W	T	F	S
		22	23	24	25	26	27	28
August	Session 4	29	30	1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31	1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16

SSL Payment Methods

- A. **SSL does NOT accept cash payments.** If you are asked to pay cash by anyone, please contact CFO@SSL.edu
- B. All payments can be made through our invoice via e-mail or **Zelle**.
- C. All tuition, material fees, and other payments must be made by Zelle, check, money order, debit card, credit card, wire transfer, or direct deposit.
- D. If you made a payment by direct deposit, please bring the receipt to the front desk or take a picture and email it to your campus e-mail.
- E. Debit and credit cards are subject to a 3% processing fee.
- F. Domestic wire transfer fee is \$50, and international is \$80
- G. Physical payment is **ONLY** made at the front desk.
- H. You **MUST** receive an e-mail receipt; do not leave the school without it.
- I. The program Change fee is \$150 after the first two days of the session.

4.9 Computer & Copyright Infringement

- A. Free Wi-Fi is available from **8:00 AM to 10:00 PM, Monday through Friday**. A PC is also available for students to use for academic purposes, such as research, or for personal use to send email messages to friends and family.
- B. Using any online streaming services that broadcast licensed features through SSL computers is not allowed.

SSL Computer Usage Rules

1. No food or drink is allowed.
2. Please make sure your hands are clean before using them.
3. Do not install programs, applications, or games or download illegal content.
4. Do not install any other languages.
5. Do not leave any trash or personal belongings behind.
6. Printing is not allowed.

ESL Library Policy

SSL students have access to all the public libraries in each campus area. The school's ESL library is available to students during regular business hours and contains books, magazines, and other media focusing on English grammar, reading, writing, and test preparation skills. Students may check out the materials in our ESL Library by asking for student services or at the front desk.

The institution's policy about copying materials is explicitly stated in a notice on the school's copy machine and printers. It states that no copies of our textbooks or course materials may be made. Each syllabus contains a summary of the following policy: *Copyright in all content created by SSL is owned by SSL. No materials may be reproduced, stored, altered, or distributed without prior SSL permission.*

4.10 Lost & Found

The "Lost and Found" is located at the Front Desk. If you find an item on the SSL campus or near the school in the parking lot, please turn it in to a school faculty member, director, or administrative staff member. After 30 days, books will be donated to the ESL library; all other items will be kept for 30 days and either donated or discarded.

4.11 National Emergency

Some natural disasters can be predicted, giving schools enough warning to evacuate or take other safety precautions. Still, others can happen unexpectedly or undergo rapid changes that suddenly put a school in danger. The first step schools should take in preparing for these types of emergencies is to assess the natural disaster risks in their areas. The school determines the likelihood of being affected by natural disasters like these: extreme weather, windstorms & extreme cold, extreme heat, wildfires, house & building fires, thunderstorms & lightning, landslides & debris flow, pandemics, and such.

SSL will be closed when the local school district announces they are closed or the national or city government declares a national disaster. SSL will follow the safest guidelines to be safe for everybody at SSL. SSL will communicate the following steps as soon as possible, so watch for notifications from SSL.

The Executive Director consults local authorities and is updated by the government and all related agencies. SSL communicates the plan with all levels through orientation and the Student Handbook. The plan is frequently discussed during meetings when an emergency incident occurs recently.

A. Please read **the Emergency Procedures Handbook** for more information.

4.12 Mode of delivery

During a pandemic or any other emergency, SSL cannot continue to teach in person if quarantine is required. Therefore, SSL will follow guidelines from SEVP and ACCET. SSL will maintain normal operations and programs through online platforms (Microsoft TEAMS) as soon as possible and as permitted by SEVP and ACCET. All policies and procedures remain the same as in-person.

4.13 Use of Refrigerator and Microwaves

The refrigerator and microwave are provided for students' convenience. Please clean up after yourself. Any food or containers left in the fridge will be thrown out on Fridays. Containers in the refrigerator must be marked with the student's name and date. Any container not labeled will be thrown out. Again, all food and containers left in the fridge on Friday will be thrown out.

4.14 Formatting Copyright

(c) 20XX, SSL

All right reserved

SSL is a Trademark of the Shepherd School of Language. Trademarks may be registered in some jurisdictions. All other trademarks are the property of their respective owners.

No claim to copyright is made for original U.S. Government Works.

5. Student Service

The **Student Services Department** at SSL is your support system. Our friendly, caring staff will help you with any educational or non-educational needs that may arise while you are away from home. Our counselors will assist you in adjusting to your new environment by addressing housing, transportation needs, insurance applications, driver's license forms, and any other service needed to make your stay here as comfortable and stress-free as possible.

5.1 Housing Assistance

SSL provides general information about local housing and may work with the student to locate acceptable accommodations. Please make an appointment with the Campus Director if you need assistance with housing.

5.2 Medical & Legal Assistance

SSL offers students an optional affiliated health insurance program; however, students are not required to purchase this insurance. If you are interested in this program, please contact ISO Health Insurance at (800) 244-1180, or an SSL director will gladly assist you. (https://www.isoa.org/shepherd_school_of_language) Students are strongly encouraged to purchase medical insurance in the United States. If you do not have medical insurance, please remember that medical care in the United States is costly when paying out of pocket. If you have a minor illness such as the flu or cold, it is recommended that you first visit a quick-care medical clinic before going to an emergency room. Do not come to school when sick; notify the school immediately. Hospital emergency rooms in the United States are costly and have long wait times, and often, quick-care medical clinics can treat minor illnesses and/or injuries. If you need a referral to a healthcare provider, an SSL advisor can recommend several clinics, doctors, and/or hospitals close to the school.

- A. No one is allowed at the school if they have a high fever or refuse to check their temperature.
- B. A mask is mandatory when there is a pandemic. If individuals take them off, we will ask the individual to leave.

The Campus Director can provide a list of qualified legal professionals who offer legal assistance for immigration, criminal, or civil matters.

5.3 Driver's License Information

Many students inquire about driving privileges in the United States. You must obtain a driver's license to operate a vehicle within 30 days of moving into the state. You must bring your current passport, active I-20, and, in most cases, a utility bill, a lease agreement in your name, and a verification letter from your school of study to obtain your driver's license. SSL will happily provide you with a verification letter and assist you in obtaining your driver's license. If you purchase or own a motor vehicle, you must register the vehicle in the state and obtain current license plates within 30 days of moving into the state. You must also obtain auto insurance while driving in the United States. Please also note that state law requires that you obey all traffic regulations, wear a seatbelt, and not use a cell phone or mobile handheld device for talking or texting while operating a motor vehicle. A violation may result in a citation and a fine from a law enforcement officer.

5.4 Admission Consulting

Preparing for University-Level Study

- Dallas College
- DBU

- CSN
- DeVry University or the Keller Graduate School of Management
- UNLV Immigration Regulations & Traveling Advice

SEVIS refers to The Student Exchange and Visitor Information System. SEVIS was created by the Bureau of Citizenship and Immigration Services (BCIS) – formerly the Immigration and Naturalization Service (INS) – to collect, maintain, and track information about international students and exchange visitors. SEVIS is an Internet-based system that allows our school, BCIS, and the Department of State to view a student’s information. SEVIS is an effort to reduce paperwork, improve reporting procedures, and facilitate compliance with regulations. SEVIS requires all students to be issued a new SEVIS-generated I-20 form for their stay in the United States. Your information must be corrected in SEVIS. **Please promptly report any changes to your personal information (name, address, phone number, etc.) at the front desk or speak to the school director as soon as possible.** Students must pay close attention to announcements and notices that could affect their F-1 status and SEVIS record.

Maintaining your F-1 Status

B. To maintain F-1 status, students MUST do the following:

- ✓ Maintain a valid passport and I-20.
- ✓ Pursue an entire course of study (a full-time Intensive English Program).
- ✓ Make satisfactory progress towards completing the entire course of study.
- ✓ Follow established procedures for transferring schools, changing education level or program, or extending the study as needed.
- ✓ **Report any change of legal name, contact information, or residence to the school within ten days of such change.**
- ✓ Do not work without special authorization from INS. F-1 Students cannot legally work unless authorized by a campus DSO or PDSO for on or off-campus employment.
- ✓ Do not remain in the United States beyond the period of authorized stay.
- ✓ Maintain an 80% attendance record at the school.

International students are required by U.S. immigration laws to be enrolled as full-time students. This means students must take a minimum of 18 hours per week. Students who violate this requirement may be sent back to their home country.

Renewing & Applying for a Visa

If you need to renew your F-1 Visa or if you need to apply for an F-1 visa, you should contact the U.S. Embassy/Consulate in the country where you are traveling BEFORE you travel. Be sure to determine the required documents and how long the process may take. NOTE: Please know that the long delays are affecting the visa application process. Be sure to plan to avoid severe delays! You may want to contact the visa processing office at the Department of State for more information. You may call them at (603) 334-0700 or visit their website at <http://travel.state.gov/nvc.html>. If you receive a new visa, report to your DSO when you return to campus. A copy of your new visa, passport, and new I-94 needs to be placed in your student record. Please note that you can print your I-94 form using the link: <https://i94.cbp.dhs.gov/I94/request.html>.

Travel Information

Planning is the key to avoiding unexpected delays while traveling. Plan what you will need for your trip several weeks in advance. If you are traveling in the United States and not leaving the country AND not attending classes, you must ask the Campus Designated School Official (DSO) or Primary Designated School Official (PDSO) for vacation permission. United States vacations are granted to qualifying students with accumulated good attendance. You do not need permission to return if you are leaving the United States. You must provide a copy of your travel arrangements to the school and get a DSO or PDSO to sign the third page of your I-20, allowing for travel outside the United States. If you have any questions regarding your vacation eligibility, please speak to the DSO/PDSO.

Make sure you have the following items when you travel within the United States:

- ✓ Passport (passport must be valid for at least six months)
- ✓ Current U.S. Visa
- ✓ Signed I-20
- ✓ Current Passport(s) and U.S. Visa(s) for any dependents traveling with you.

Make sure you have the following items when you travel outside the United States:

- ✓ Passport (passport must be valid for at least six months)
- ✓ Current U.S. Visa (if expired, you must get it renewed before re-entry into the United States)
- ✓ Signed I-20
- ✓ Current Passport(s) and U.S. Visa(s) for any dependents traveling with you
- ✓ Any financial documents
- ✓ Have your DSO or PDSO sign the second page of your I-20

For travel outside the United States, it is recommended that you make several copies of all your essential travel documents. This includes all the I-20s you've been issued (from every school you have attended) and the pages in your passport showing your picture, birth date, passport number, expiration dates, visa, and I-94 form. Keep one set of copies in your carry-on luggage and one in your checked baggage, and leave a set at home, preferably with someone who can send them to you if needed. Get current financial support documents from your financial sponsor. You may be asked to show them to immigration officials at the airport/border when you return to the United States. You will also need updated or recent financial support documents to apply for or renew your visa. If you have changed your visa status to F-1 in the United States, you must apply for an F-1 visa at a U.S. embassy or consulate before returning to the United States. Remember, you are currently in "F-1 status" but do not have an "F-1 visa."

If you are traveling outside the United States to a country other than your home country, call that country's embassy to learn if you need a visa to enter that country. If so, inquire about the requirements, cost, and time frame required to apply for a visa. Remember that processing a visa application often takes 2-3 weeks (or longer).

Returning to School

Please report to your DSO or PDSO within two days of your return to SSL. Be sure to bring all your immigration documents with you. A school representative may need to make copies of all documents. Be sure to check your mailbox and e-mail for special announcements concerning information about your immigration status and related issues. Ensure the SSL office has your correct address to receive mail. Contact your DSO or PDSO if your address or other contact information changes. To comply with immigration regulations, notify your DSO or PDSO of any changes in contact information within ten days of such a change.

Transfers and Withdrawals

Students who wish to transfer or withdraw from SSL may do so without additional fees or conditions, but we strongly recommend meeting with the PDSO or DSO to discuss the situation. Students must follow the correct procedures before leaving SSL. Failure to follow the proper steps could result in the student being out of status with SEVIS.

If you are transferring from other schools, we strongly recommend meeting with your current DSO to verify your academic and immigration status, then meet one of our officials. We are more than happy to assist you.

Stays in the United States after Leaving SSL

Students who complete the SSL program (receiving completion certificates) may stay in the United States for up to 60 days after the end of the term. Students who leave the program before completion must leave the country within 15

days after the end of the term. The only exception to these rules is when a student files for an extension and a Change of Status to U.S. INS.

5.5 Our ESL Community & Fun Activities

There are more than six parties per year where students play games, socialize in English, and have fun. This helps foster relationships between students and provides English practice on a personal level with staff and students. This allows students to get involved locally and become more aware of their sense of the community. SSL has a Student Representative program to develop leadership skills and promote group work. We support students in editing documents, issuing recommendation letters, and understanding college applications.

SSL offers many fun activities to practice your English skills and network in your local and school community. You may volunteer or donate to our community and holiday drives, become a student representative, join one of our clubs, or have fun at our holiday parties. You can inquire about our clubs and activities at the front desk if you need more information.

SSL School Assembly

School Assemblies may be held during the second week of each session. These gatherings are an excellent resource for students to learn more about the school culture, develop a sense of community, and provide an exciting venue for everyone to share in an extracurricular setting. During these gatherings, the school shares academic, administrative, and cultural activities, strengthening our commitment to having a diverse and solid student community, which is part of our mission statement.

School ID Discount

Upon registration, students may request a Student ID card, which can be used for various vendor discounts.

