Welcome to Towson University’s English Language Center! (ELC)

We are so happy you have chosen to study here with us. Over the next few days, you will learn about the ELC and how to be a student at Towson University. The ELC is a big family, and we hope you will enjoy your time learning English and making new friends from all over the world. If you need help or have any questions, we are always here for you. The ELC office is open Monday to Friday from 8:30am to 4:30pm.

Shelley Etzine
Director ELC
Day 1: May 23rd

Location: ES 116

09:00 **First Things**
- Check in
- Schedule for the day and week
- Collect passports & I-20s
- What is Edmodo?
- Get social with us!
- Parking and Getting Around
- Safety

10:00 Placement Test: Writing

11:15 Placement Test: Listening/Vocabulary/Grammar/Reading

12:15 LUNCH

01:30 Placement Test: Speaking Interviews
While you wait for your interview:
  - Complete ELC Forms
  - Activate TU ID and email account
  - Sign up for EDMODO

03:30 END OF DAY 1

**NOTE: Please bring your:**
- Passport
- I-20
- Immunization Record

Day 2: May 24th

Location: ES 116

09:00 **Visit to the TU Health and Wellness Center**
- Know the Rules and Requirements
- Health Insurance and Immunization Check In

11:00 **Getting to Know the International Student and Scholar Office (ISSO)**
- Know Your Rights
- Sponsored Students
- International Student Association (ISA)

12:00 LUNCH

01:00 **How to be a Successful Language Learner**
- Attendance
- Academic Progress and Grades

01:30 **Registration**
- Sign ELC Attendance Contract
- Pay Tuition and Fees
- Get Class Schedule and Book List
- Get OneCard

03:30 END OF DAY 2

**NOTE: Please bring your:**
- Immunization Record
Tuition and fees must be paid in full to receive your schedule on May 24th. If you are sponsored by the government, your scholarship letter and financial guarantee is due at registration.

You will NOT be able to begin classes unless you pay your tuition in full.

- Full-time (4 classes/18 hours) tuition is $3,750 + $175 activity fee + $50 application fee = $3,975.
- Part-time tuition is $1,875 per class + $175 activity fee + $50 application fee.
- If you pay after May 24th and are not able to begin class on time, you will have to pay a $75 late fee to reactivate your registration.
- Students who arrive after the program start date of May 28th will also have to pay a $75 late fee.
- If you cannot arrive by May 23rd, you will need a valid excuse and permission from the Director, Shelley Etzine. Please send an email to elc@towson.edu if you need to arrive later than May 23rd.
- PLEASE NOTE: If you arrive after the program start date without an acceptable excuse, you could be turned away at customs.

PLEASE NOTE: These rules are in place to make sure that you comply with US immigration laws and that you begin your studies well. Students who arrive late create additional work for our office and for their teachers. When some students arrive late, it interrupts the teacher and is not respectful to the students who arrive on time.

Housing

ELC students can live on campus during the summer. Please contact us ASAP for help securing a room. More affordable housing is available around campus.

- Please arrive in Towson several days before the program begins so that you can find a place to live.
- These websites may help you find housing around campus:
  - https://www.towson.edu/academics/international/english-language-center/
  - https://www.towson.edu/academics/international/housing.html
  - https://www.towson.edu/studentlife/housing/offcampus/
EDMODO

1. Download the App onto your smart phone.
2. Go to www.edmodo.com
3. Register as a student: Choose a user name - Choose a password - Remember them!
4. Join ELC COLLABORATE SUMMER 19 ON EDMODO by entering the CODE
5. Join all your classes using the code your teacher gives you for each class.
HEALTH INSURANCE

Are you using TU Health Insurance, AETNA?

Yes

All international students on F, J or any other non-employment-related visa are required to have a health insurance policy that meets the federal minimum coverage standards. You will be automatically enrolled in the university-sponsored health insurance plan (SHIP) and the cost will be billed to your financial account.

If you enroll on the Towson University AETNA Health Insurance Plan in the fall semester, you cannot break the contract until the next academic year.

PAY YOUR BILL! (Aprox. $2,400 academic year)
Check your TU email and PeopleSoft account or call Cheryl Compton for the due date.

GET AETNA CARD
Have it with you always.

If you do not get your AETNA card in your mail, contact Cheryl Compton

ARE YOU SICK? GO FIRST TO THE TU HEALTH CENTER ALWAYS

If you need to go to a specialist doctor you will need to first get a Referral ($0 cost) from TU Health center doctor

No

No

I need to find a Health Insurance plan

I already have health insurance

** Show Health Insurance to Cheryl Compton.
They need to check if your Insurance policy coverage meets the federal standards.

My Health Insurance DOES NOT meet the minimum standards

TALK TO YOUR HEALTH INSURANCE COMPANY TO UPGRADE YOUR PLAN.

My Health Insurance DOES meet the minimum standards

** LIST OF HEALTH INSURANCES COMPANIES YOU MAY CONTRACT:
www.psiservice.com (Around $980 academic year)
www.isoa.org ($880 academic year)
Make sure to read what your plan offers to you.

PAY YOUR BILL! (Aprox. $2,400 academic year)
Check your TU email and PeopleSoft account or call Cheryl Compton for the due date.

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If you do not get your AETNA card in your mail, contact Cheryl Compton

ARE YOU SICK? GO FIRST TO THE TU HEALTH CENTER ALWAYS

If you need to go to a specialist doctor you will need to first get a Referral ($0 cost) from TU Health center doctor

* Waiver applications submitted after the deadline will not be considered and no refunds of insurance premiums will be possible

** Students must come to my office with a copy of their insurance policy, brochure, pamphlet or summary of benefits chart as well as an insurance card

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*** Waiver Deadlines
September 15 (fall term), February 15 (spring term), and June 15 (summer sessions).
ORIENTATION CHECK LIST

PLEASE GET COMPLETION SIGNATURES FROM ELC STAFF OR FACULTY

☐ WRITING PLACEMENT TEST
☐ LISTENING/READING/VOCABULARY/GRAMMAR PLACEMENT TEST
☐ SPEAKING PLACEMENT TEST
☐ VISIT HEALTH CENTER FOR IMMUNIZATION AND HEALTH INSURANCE CHECK
☐ ASK FOR AETNA STUDENT HEALTH INSURANCE OR PRESENT WAIVER (BILL WILL COME TO YOUR TU EMAIL)
☐ PAY TUITION & RETURN TUITION RECEIPT TO THE ELC MAIN OFFICE
☐ COMPLETE ELC FORMS AND UPDATE YOUR CONTACT INFORMATION
☐ SIGN ATTENDANCE CONTRACT
☐ ACTIVATE TU EMAIL
☐ GET TU STUDENT ID (ONE CARD)
☐ GET CLASS SCHEDULE (PLEASE SHOW TUITION RECEIPT)
☐ BUY BOOKS
☐ SIGN UP FOR EDMODO ELC COLLABORATE SU 19
☐ GET SOCIAL WITH US! FRIEND US ON SOCIAL MEDIA
☐ GET PARKING PERMIT (IF YOU HAVE A CAR)