# Intensive English Program
## Learn - Experience - Grow
## Student Handbook

# HOW TO USE THIS HANDBOOK

**Translation**

If you have trouble understanding any information on this page, you can use Google's translator to translate text into your native language. The translator supports most of the world's languages, but the translations may have grammatical mistakes. To use this translator, go to http://translate.google.com/ and select the language to which you wish to translate your text. Specify that English is the language from which you wish to translate. Once you copy the words from this document into the textbox, you will see a translation next to the textbox.
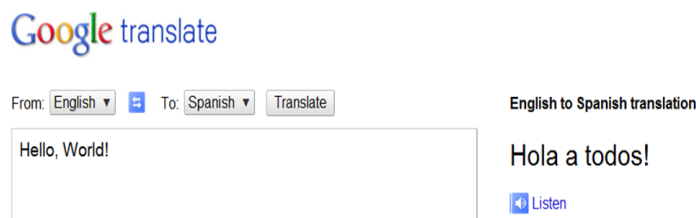
Find: The find function allows you to search the document for a word or list of words. In order to do this you must press Ctrl + F on your keyboard. Once you press this, you will see an empty box appear on the top-right corner of the screen, as show in image 1.

(Image 1)

You can type the word or words you need to search and press the button. Each time you click this button, you will be taken to the page where the search word appears.

**GTLI reserves the right to change any of its policies at any time during the year; any policy changes will be updated in writing and will be made available to faculty, staff and students. If you do not understand a policy or the information provided in this handbook, contact a member of the GTLI administrative staff for a more detailed explanation.**

# GEORGIA TECH LANGUAGE INSTITUTE MISSION, VISION, AND CORE VALUES

**Mission Statement**

The mission of the GTLI 's intensive English program is to provide high quality instruction in English as a second language to help our learners develop the linguistic and cultural competence they need to reach their academic, professional, and personal goals.

**Vision Statement**

The Georgia Tech Language Institute (GTLI) will be recognized as one of the most respected, university-affiliated language institutes of the 21st century. We will be leaders in innovating pedagogical approaches, language assessment procedures, and curricular development that address critical challenges in English language instruction and learning as well as shifts in global needs for English language proficiency.

**Core Values - CARES**

- **C**ommunity
- **A**ccountability
- **R**espect
- **E**xcellence
- **S**ervice

# ABOUT GEORGIA TECH

The Georgia Institute of Technology is one of the top research universities in the U.S.

We are renowned for our deeply-held commitment to improving the human condition through advanced science and technology.

Our faculty and students are focused on solving some of the world's most pressing challenges: clean and sustainable energy, disease diagnosis and treatment, national defense and security, and many others.

Georgia Tech is regularly ranked as one of the top ten public universities in the United States by U.S. News & World Report

**Georgia Tech Degrees**

Our bachelor's, master's and doctoral degree programs are consistently recognized among the best. Georgia Tech students are equipped for success in a world where technology touches every aspect of our daily lives.

Degrees are offered through the Institute's six colleges:

- Architecture
- Computing
- Engineering
- Sciences
- Scheller College of Business
- Ivan Allen College of Liberal Arts

**This is Georgia Tech**

Watch this video to learn more about what makes Georgia Tech one of the world's leading technology and research universities: http://www.youtube.com/watch?v=UcirEeONV-c#t=18

# WELCOME MESSAGE FROM THE DIRECTOR

Dear Student,

On behalf of the faculty and staff of the Language Institute at the Georgia Institute of Technology, I would like to welcome you to our Intensive English Program. We are very happy that you have chosen to study with us. To help you get to know our program, the Georgia Tech campus, the Atlanta area, and life in the United States in general, we have put together this handbook. We hope that you will find this handbook useful as you begin your studies and later as a reference guide.

The Intensive English Program typically has students from over 40 different countries, so you will have the opportunity to meet classmates from all over the world. We encourage you to use English as much as possible while you are here. We have found that the students who make the most progress in their language skills are the ones who use English both in and out of the classroom. Try to meet people in the program who DO NOT speak your language.

We hope that you will enjoy your stay at the Language Institute. If you have any questions or concerns about the program that you would like to discuss, I welcome you to stop by my office in Room 104. My door is always open.

Karen Tucker
Director, Georgia Tech Language Institute

**IMPORTANT CONTACTS**

| | |
|---|---|
| GTLI Office | 404-894-2425 |
| GTLI Fax | 404-894-8755 |
| GTLI E-mail | eslinfo@pe.gatech.edu |
| GTLI Website | www.esl.gatech.edu |
| | |
| Biltmore Building | 404-894-5690 |
| Student Health Center | 404-894-1420 |
| Georgia Tech Police | 404-894-2500 |
| Off Campus Emergency | 911 |

GTLI Main Office & Classrooms

**O'Keefe Building**

151 6th Street N.W.

Atlanta, Georgia 30332-0374
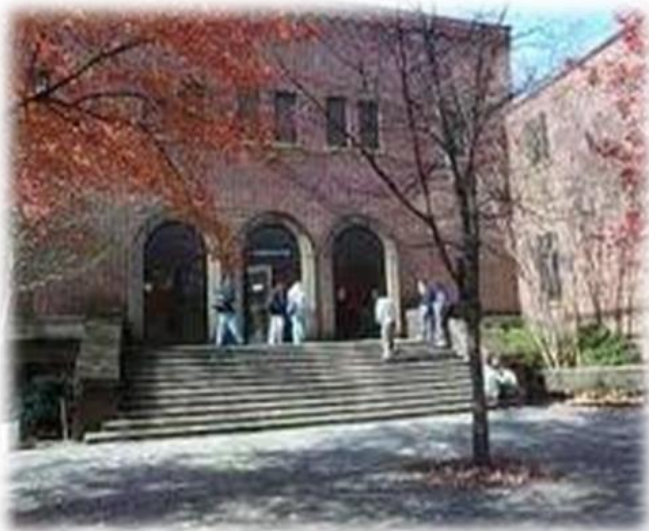
GTLI Additional Classrooms, Offices

**Biltmore Building**

817 W. Peachtree Street

Suite E-105 (classrooms)

Suite A-135 (offices)

Atlanta, GA 30308

## GTLI FACULTY AND STAFF DIRECTORY

| | | |
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# GETTING STARTED

## About the Intensive English Program

Our Intensive English Program has five eight-week sessions per year. In each session, seven levels of instruction are offered, from beginner to advanced.  All of our courses help students actively use English to communicate. The Language Institute Lecturers all have advanced degrees in teaching English as a second language or a language-related field and have had many years of experience teaching English both at American universities and abroad. Students in the Intensive English Program have many opportunities to use English both inside and outside of the classroom.

## About Georgia Tech

The Language Institute is on the campus of the Georgia Institute of Technology, one of the top public universities in the country. The campus has great facilities and services for students, including a state-of the-art athletic center, libraries, dormitories, student health services, student clubs, and a beautiful 400-acre campus located in Atlanta, Georgia, one of the largest cities in the southeastern United States.

## About Atlanta

One of the most beautiful cities in the United States, Atlanta is cosmopolitan, yet retains its southern charm.  It is the capital of Georgia and the commercial, industrial, financial, and transportation hub of the Southeast.  Four hundred of the 500 largest industrial corporations in the United States operate in the metropolitan area.  The population of the metropolitan area now exceeds five million and includes the headquarters for the Coca-Cola Corporation, Delta Air Lines, Georgia Pacific, the Centers for Disease Control, and the American Cancer Society.

Situated 1000 feet above sea level, Atlanta has a mild climate that encourages year-round outdoor activities.  Mountains and lakes are an hour's drive to the north, and ocean beaches are 260 miles to the southeast.

Atlanta has an excellent climate, reasonable housing costs, and numerous cultural activities.  It has a first-rate symphony orchestra, theaters, and ballet companies; an award-winning art museum, public parks; and major football, baseball, and basketball teams. Outstanding events include the Peachtree Road Race, numerous outdoor arts and jazz festivals, neighborhood celebrations, and summer afternoon and evening symphony concerts in the parks. The city has the world's busiest airport, a rapid transit system, fine residential areas, historic landmarks, and modern shopping centers. Visit http://www.atlanta.net for information about the Atlanta metro area.

## GTLI ACADEMIC CALENDAR

**Language Institute IEP Calendar**

| Session | Program Dates | Reporting Dates | Registration Deadlines | First Day of Class | Holidays Campus Closed |
|---------|---------------|-----------------|------------------------|--------------------|------------------------|
| Spring 1 2015 | January 12 – March 6 | January 8 | Nov. 22, 2014 | January 13 | January 18 |
| Spring 2 2015 | March 16 – May 9 | March 12 | Jan. 17, 2015 | March 17 | None |
| Summer 2015 | June 1 – July 31 | May 28 | Apr. 17, 2014 | June 2 | July 3 |
| Fall 1 2015 | Aug. 17 – Oct. 9 | August 13 | July 2, 2014 | August 18 | September 7 |
| Fall 2 2015 | Oct. 19 – Dec. 11 | October 15 | Sept. 4, 2014 | October 20 | November 26-27 |

**Language Institute Short Program Calendar**

| Short Program | Program Dates | Holidays |
|---------------|---------------|----------|
| Winter 2015 | Jan 26 – Feb 13 | None |
| May 2015 | May 11 – May 29 | May 25 |
| July 2015 | July 13—July 31 | None |

**Language Institute Session Breaks**

| Session Date | First Day of Class | Last Day of Class | Session Break |
|--------------|--------------------|--------------------|---------------|
| Spring 1 2015 | Tuesday, January 13 | Thursday, March 5 | March 6 – March 16 |
| Spring 2 2015 | Tuesday, March 17 | Thursday, May 7 | May 8– June 8 |
| Summer 2015 | Tuesday, June 2 | Thursday, July 30 | July 31 - August 17 |
| Fall 1 2015 | Tuesday, August 18 | Thursday, October 8 | October 9– October 19 |
| Fall 2 2015 | Tuesday, October 20 | Thursday, December 10 | December 11 – January 11 |

# GTLI ACADEMIC PROCESS

## Level Placement for New Students

All new students take a placement test on the Thursday before the beginning of the session to determine the level they will begin. The test has two parts. The first part is a 100-item objective test that will assess your listening, grammar, vocabulary, and reading. In the second part, you will be asked to write about an assigned topic. Based on the results of these two parts, you will be placed in the same level for all of your skills.

You must attend the classes on your schedule during the first week. There are no schedule changes in the first week. If you feel that your level is not right for you, speak to your teachers. They will observe your performance in class during week 1. At the end of week 1, the director and teachers will meet to discuss any students who may need to be moved to a higher or lower level. It is important to remember that students do not choose their level of study in the intensive English program. Your level is determined by careful assessment.

If it is determined that you should move to a different level, the change will happen on the first day of week 2. You can check your schedule on BuzzPort to see if your level has been changed. Students do not choose the section they are placed in. All sections within a level will be covering the same curriculum.

## Level Promotion Guidelines for Continuing Students

Your level/schedule for the following session will be determined by your academic performance in the current session. In order to move to the next level in a subject, you must receive a grade of C or better.

In levels 1-4, the writing and grammar classes are closely linked. In order to move up in grammar or writing class you must pass both classes in the current level.

In levels 5-7, the writing and reading classes are closely linked. In order to move up in writing or reading class, you must pass both classes in the current level.

Most students need one session to complete a level in the intensive English program. However, in some cases, students will need to repeat some courses. You must demonstrate that you have achieved the learning outcomes of the course before you may move to the next level.

**Proficiency Scale of IEP Levels**

| Tracks & Levels | Basic Curricular Goals | Grammar | Writing | Reading | Speaking/Listening |
|---|---|---|---|---|---|
| FT: 100 | Critical survival English knowledge and skills: basic language learning strategies and classroom skills for formal language learning. | Learn how to create simple sentences in the present, future, and present progressive. | Learn how to write simple sentences, compound sentences, and 5-7 sentence paragraphs. | Learn how to identify main ideas and answer questions about 200-300 word ESL beginner passages. | Learn how to ask and answer simple personal questions. Learn how to identify main ideas and answer questions about simple listening passages. |
| FT: 200 | Survival plus English knowledge and skills: basic plus language learning strategies and classroom skills for formal language learning. | Learn how to create simple sentences using the past, present, future, present progressive, and highly frequent modals. | Learn how to write simple sentences in several different patterns, compound sentences, and 5-7 sentence paragraphs. | Learn how to identify main ideas, key details, and answer questions about 200-300 word ESL high beginner passages. | Learn how to talk about yourself and give opinions in the present, past, and future. Learn how to identify main ideas, key details, and basic relationships between ideas in simple listening passages. |
| FT: 300 | Moving beyond survival English to everyday English interaction knowledge and skills: basic academic language learning strategies and skills development. | Learn how to create simple, compound, and complex sentences using the past, present, future, present progressive, past progressive, and present perfect. | Learn how to write a variety of different types of sentences and 5-9 sentence paragraphs that demonstrate a logical arrangement of ideas as well as the use of linguistic devices to connect ideas. | Learn how to identify main ideas, key details, purpose and answer questions about 400-600 word ESL low intermediate passages. | Learn how to discuss personal information and give opinions about everyday and academic topics. Learn how to identify main ideas, key details, and basic relationships between ideas in listening passages on everyday and academic topics. |
| FT: 400 | Everyday English interaction knowledge and skills plus: basic plus academic language learning strategies and skills development. | Learn how to create simple, compound, and complex sentences using the past, present, future, present progressive, past progressive, present perfect, past perfect, and a variety of modals. | Learn how to write a variety of different types of sentences, 7-11 sentence paragraphs and 4-5 paragraph essays that demonstrate a logical arrangement of ideas as well as the use of | Learn how to identify main ideas, major and minor details, purpose, organizational structure, and answer questions about 500-700 word ESL intermediate passages. | Learn how to discuss everyday and academic topics. Learn how to identify main ideas, details, basic relationships between ideas, categorize information, and make inferences about listening |

| | | | | linguistic devices to connect ideas. | | passages on everyday and academic topics. |
|---|---|---|---|---|---|---|

| Tracks & Levels | Basic Curricular Goals | Grammar | Writing | Reading | Speaking/Listening |
|---|---|---|---|---|---|
| AT: 500 | Introduction to academic English language, skills, and cultural expectations using materials that are ESL simulations of authentic academic materials. | Learn how to create simple, compound, complex, and compound-complex sentences in active and passive voice using a variety of tenses. | Learn how to plan and write summaries, timed essays, and multi-paragraph essays that integrate ideas from reading texts without plagiarizing. | Learn how to analyze, discuss, and take notes on reading passages that are ESL simulations of U.S. academic textbooks. | Learn how to participate in academic discussions and give basic academic presentations. Learn how to analyze and take notes on high intermediate ESL simulations of academic lectures and interviews. |
| AT: 600 | Academic English language, skills, and cultural expectations using some limited materials that are ESL-simulations of authentic academic materials and mostly authentic (i.e., written for native speakers) academic materials; similar to advanced high school training. | Learn how to create simple, compound, complex, and compound-complex sentences in active and passive voice using a variety of tenses, modals, infinitives, and gerunds. | Learn how to plan and write timed and untimed summary-responses and integrated essays. Learn how to write a research-based persuasive essay integrating ideas from multiple reading texts without plagiarizing. | Learn how to analyze, discuss, and take notes on reading passages from authentic high school and college-level textbooks. | Learn how to participate in academic discussions and give brief effective academic presentations. Learn how to analyze and take notes on advanced ESL simulations of academic lectures and interviews. |

| Tracks & Levels | Basic Curricular Goals | Writing | Reading | Speaking | Listening |
|---|---|---|---|---|---|
| AT: 700 | Academic English plus language, skills, and cultural expectations using authentic (i.e., written for native speakers) college-level academic materials; similar to college freshman training. | Learn how to plan and write stand-alone academic research paragraphs and 4-5 page analytical research paper integrating ideas from multiple academic sources without plagiarizing. | Learn how to analyze, discuss, and take notes on reading passages from authentic college-level textbooks, academic research articles, and literary non-fiction books. Learn how to research academic topics using | Learn how to lead and participate in academic discussions on college-level topics. Learn how to give informal and formal presentations for college audiences. | Learn how to discuss, analyze, and take notes on authentic academic lectures and interviews. |

| | | | | |
|---|---|---|---|---|
| | | university library databases. | | |
| **SPT: All** | English language, skills, and cultural development in relation to specific topics, often including integrated skills development. | Learn English in a variety of ways while exploring specific academic and non-academic topics. | | |

**Registration and Tuition Information**

All students must make their tuition payment in FULL to complete the registration process and receive a schedule.

Non-scholarship students will need to make a payment for the following:

Full-Time Study (F-1 visa holders)

- Tuition                                                      $2140
- Mandatory Insurance Plan for F-1 Students                    $262
- Student Health Center Fee (required)                         $80
- Computer Support Fee (required)                              $55
- Campus Recreation Center Fee (optional)                      $93

Full-Time (Not on F-1 visa)

- Tuition                                                      $2140
- Student Health Center Fee (required)                         $80
- Computer Support Fee (required)                              $55
- Campus Recreation Center Fee (optional)                      $93

Part-Time

- Tuition
  - 1 course                                                   $535
  - 2 courses                                                  $1,070
  - 3 courses                                                  $1,605
- Computer Support Fee (required)                              $55
- Student Health Center Fee (optional)                         $80
- Campus Recreation Center Fee (optional)                      $93

\* Prices subject to change.  Please check the website for the most current pricing schedule.

All scholarship students will need to do the following:

- Provide the Language Institute with an up-to-date financial guarantee letter before the start of the session. Your financial guarantee letter and/or proof of sponsorship needs to be submitted before the first day of class.  It is your responsibility to know if it has been submitted and when it expires.
- If a valid financial guarantee letter is not presented, the student will be required to make the full tuition payment before beginning class (refunds are available if the financial letter is presented by the end of week 2).
- Sign a document that will allow the Language Institute to share your academic progress with your sponsorship organization.  Most scholarships require student grade reporting.

**Class Schedules**

Classes are scheduled during the day between the hours of 8:00 AM to 5:00 PM. Class schedules for new students will be distributed at the end of the New Student Orientation Meeting. Returning students can view schedules online via Buzzport.

You will not be allowed to attend class until you have completed your payment or presented an updated financial guarantee letter. Returning students are also required to complete all medical requirements. Absences for these reasons will not be excused.

You will find the following information on your schedule:

| Course Number/Section: | SL50L B  Speaking/Listening Upper Intermediate | | | | | |
|---|---|---|---|---|---|---|
| Start/End Time: | 10:05am | | 10:55 am | | | |
| Lecturer: | Valdes | | | | | |
| Building/Room Numbers: | O'Keefe 113 | M | | W | | F |
| Building/Room Numbers: | O'Keefe 213 | | T | | R | |

This class is a speaking/listening class at the 500 Level (upper intermediate), Section B. It meets in Room 113 on Mondays, Wednesdays, and Fridays and Room 213 on Tuesdays and Thursdays. Note that there are seven levels in the Intensive English Program and that each level has four classes.

All classes before 1:00 meet for 50 minutes a day, five days a week. Classes at 1:00 or later meet for 60 minutes Monday through Thursdays or for 120 minutes Mondays and Wednesdays or Tuesdays and Thursdays. There are no classes after 1:00 on Fridays. On the back of the schedule, you will find a list of the textbooks you will need for each class you are taking. You can buy your textbooks at the Georgia Tech Bookstore on the 2nd floor of Barnes & Noble in Tech Square. Returning students can receive a textbook list from the front desk. All students are required to have the textbooks for their classes.

Do not buy textbooks from classmates until you have checked the textbook list for next session!

**Schedule Access - Buzzport**

Buzzport.gatech.edu provides you access to your grades and schedules.

Continuing students should check their schedule on Buzzport. To view your schedule:

1. Go to https://www.buzzport.gatech.edu

2. Log in to BUZZPORT, you will click LOGIN
3. Use your GT Username and Password
4. Click on the Student Tab
5. Your schedule will appear at the top of the page

**Drop/Add Policy and Procedure**

The drop/add period will be Monday through Wednesday of the first week of the session. No requests for changes will be accepted after Wednesday of the first week. Students who start the session after the drop/add period due to a hold or late arrival will not be eligible to change their schedules. All requests to drop or add a class must be made via the online drop/add request form at: http://www.surveygizmo.com/s3/1951360/Drop-Add-Request-Form. Drop/add requests are permitted only for part-time students and students in the advanced and alternative courses. Requests related to time, classroom location, lecturer, or section are not permitted.

If you believe you have not been placed in the correct level or there is some other reason you would like to change your schedule, please do the following:

- Tell your teachers you believe you are in the wrong level and would like to move up or down a level.
- Attend the classes on your current schedule for the first week and keep the receipts for all your textbooks and do not write in the books or use the online code (in case you need to return them).
- Check your GT e-mail on Friday afternoon of Week 1. Students who are recommended for a level change will be notified via e-mail.

If ALL of your teachers agree that you have been placed in the wrong level, you will have the option to move up or down one level. Since the placement test is a good measure of English ability, most students do not change levels. Your teachers are very experienced in determining the accuracy of student placement, and they will make the recommendation for changing levels if they feel it is necessary. Students do not choose their level of study.

**Grades**

In the fifth week of the session, you will receive a midterm evaluation. The evaluation can be viewed online at http://buzzport.gatech.edu. This evaluation will let you know if you are passing or failing a course. If you are receiving a failing grade at the midterm point, you need to discuss your academic work with your Lecturer. Students with extremely poor midterm reports may be asked to meet with registration coordinator to discuss their performance.

At the end of each eight-week session, course grades can be viewed online at http://buzzport.gatech.edu. Level completion is achieved by students in levels 100 to 700 who have at least a "C" average in all four classes and have regularly attended all four classes at that level.

In order to take classes in the advanced level, you must be placed in the level based on your

placement test results or you must complete the pre-requisite courses for the advanced level courses.

GRADING SCALE (Final Grades):

| | | |
|---|---|---|
| Passing | A+ | 97-100% |
| | A | 93-96% |
| | A- | 90-92% |
| | B+ | 87-89% |
| | B | 83-86% |
| | B- | 80-82% |
| | C+ | 77-79% |
| | C | 73-76% |
| Not Passing | D | 60-72% (You did not meet enough of the learning objectives.  You cannot move to the next level.) |
| | F | 0-60 %  (You performed significantly below acceptable standards. You cannot move to the next level.) |

GRADING SCALE (Midterm Grades):

| | | Academic Work | Attendance |
|---|---|---|---|
| Passing | SB | Satisfactory | Satisfactory |
| Not Passing | US | Unsatisfactory | Satisfactory |
| | UA | Satisfactory | Unsatisfactory* |
| | UB | Unsatisfactory | Unsatisfactory* |

**Certificates**

Students in the Intensive English Program earn midterm progress reports and final grades. Based on their final grades, students can earn the following types of certificates in the Intensive English Program:

Certificate of Level Completion: Students who have taken and passed all four classes at a level receive a level completion certificate.  Level certificates are available at the front desk 3-4 days after the end of the session

Certificate of Course Completion: Students who have received a passing grade in a course can receive a course completion certificate upon request.

**Transcripts**
Upon request of the student, the Language Institute will prepare and mail official transcripts needed for university applications for $5 each. Unofficial copies are free.  Transcript requests can be made at the Language Institute front desk or by e-mailing litranscripts@pe.gatech.edu

| Letter Grades | | | | Point Values | | | Definition | | |
|---|---|---|---|---|---|---|---|---|---|
| A+ | A | A- | Passing Grades | 4.33 | 4.0 | 3.67 | Very Good | | |
| B+ | B | B- | | 3.33 | 3.0 | 2.67 | Good | W | Official Withdrawal |
| C+ | C | | | 2.33 | | 2.0 | Average | | |
| D | | | Failing Grades | 1.0 | | | Fail | | |
| F | | | | 0 | | | Fail | | |
| PASS/FAIL GRADES | | | | POINT VALUE | | | DEFINITION | | |
| S | | | | 0 | | | Satisfactory – Not included in Grade Point Average (GPA) | | |
| UE | | | | 0 | | | Unsatisfactory – Not included in Grade Point Average (GPA) | | |

## CERTIFICATE DESCRIPTIONS

| Intensive English Program Levels | | Required Courses | Level Completion Certificate [Passed all four required courses] |
|---|---|---|---|
| 100 | Lower Elementary | Grammar, Writing, Reading, and Speaking/Listening | 100 Level |
| 200 | Upper Elementary | | 200 Level |
| 300 | Lower Intermediate | | 300 Level |
| 400 | Intermediate | | 400 Level |
| 500 | Upper Intermediate | Intro to Advanced Grammar 1<br>Intro to Academic Writing 1<br>Intro to Academic Reading & Discussion<br>Intro to Advanced Speaking & Listening | 500 Level |
| 600 | Lower Advanced | Academic Writing 1<br>Academic Reading & Discussion 1<br>Advanced Grammar 1<br>Advanced Speaking/Listening | 600 Level |
| 700 | Upper Advanced | Academic Writing 2<br>Academic Reading & Discussion 2<br>Academic Speaking<br>Academic Listening & Note-taking | 700 Level |
| Specific Purposes Track | | Course Options | |
| | | Admissions 101<br>Advanced Grammar 2<br>American Literature<br>American Movies<br>Business Case Analyses<br>Blogging for a World Audience<br>Current Events<br>Cross Cultural Communication 1 & 2<br>Developing Communication Skills through Online Gaming<br>GRE Preparation<br>Improvisational Speaking | Service Learning<br>TOEFL Preparation Plus<br>Verbal & Writing Skills for Standardized Tests<br>Vocabulary Development for Standardized Tests<br>Writing More Creatively |

**Maintaining Good Standing**

At the end of each session, the Registration Staff, Associate Director, and Director will review all students' final grades. Successful completion of a program or being in good standing is defined as:

- The student has no more than five absences in any class during the course of the session.
- The student maintains a 2.0 GPA or higher in the current session.

Students who are not in good standing will be placed on probation and may not be eligible to continue to study at the Language Institute or be eligible to receive the 60-day grace period (for F-1 students only) if attendance and/or academic problems persist.

**Early Withdrawal**

- If a student is unable to complete his or her course of study, the student must officially withdraw by completing an early withdrawal form available at the front desk. If the student is in the United States in F-1 status, early withdrawal may prevent him or her from being eligible for some immigration benefits, so the student should seek advice from the Registration Coordinator in Room 108 or Associate Director in Room 102 before deciding to withdraw. Teachers are not expected to give exams early, so the student may receive a "0" for any work or exams missed and will be counted absent.
- If a student leaves the session early, the student should complete appropriate paperwork which should be signed by all teachers (unless an emergency situation prevents the student from obtaining teacher signatures). Students should follow procedures for submitting any additional documentation (i.e. plane ticket, medical excuse, etc.) requested by the registration staff in Room 108 when the Withdrawal Form is submitted.
- If a student leaves the session during weeks 1-6, the student should submit a Withdrawal Form and will receive a grade of W in all classes. If the student is on an F-1 visa, the SEVIS record will be terminated for Authorized Early Withdrawal.
- If a student leaves the session during weeks 7-8, the student should submit a Withdrawal Form and will receive a letter grade in each class.

**Suspension**

A student on academic probation will be suspended from the Language Institute if the student fails to earn at least a 2.0 GPA for their probationary session. Suspension from the Language Institute means that a student is not eligible to enroll for the following session at the Language Institute. If you are an F-1 student and are suspended, you will have to transfer or return home within 21 days of the session end date. F-1 students who do not complete the transfer process or provide proof of departure from the US within 21 days of the session end date will have their F-1 status terminated.

Students on suspension are eligible to re-apply for admission to the Language Institute if their academic performance improves and they maintain good attendance during their studies at the new school. A new application fee of $100 will be required to apply for re-admission.

Students who are readmitted to the Language Institute after a previous suspension will remain on academic probation and will be required to earn at least a 2.0 GPA upon their return to the Language Institute.

**Dismissal**

Dismissal from the Language Institute can result from poor attendance, academic problems, or violations of the code of conduct.  Dismissal may occur in the following situations:

- Students who were previously in good standing but have more than 10 absences in 2 or more classes at any point in the session
- Students who were previously on attendance probation and have 6 or more absences in 1 or more classes at any point in the following session
- Students who were previously suspended from the Language Institute and fall below a 2.0 GPA during their first session after re-admission
- Students who have multiple violations of the student code of conduct or have one egregious violation of the code of conduct

**Termination**

F-1 students who are dismissed from the Language Institute will have their F-1 status terminated. F-1 students in terminated status must leave the US or transfer to another school (in terminated status) within 15 days of the date of termination.

# CURRICULUM

The Language Institute of Georgia Tech offers a wide variety of programs. The largest program of the Language Institute is the Intensive English Program (IEP). The Language Institute offers five 8-week sessions of IEP courses each calendar year. Most students matriculated in the IEP are in the U.S. on an F-1 visa and are full-time students of the IEP. Full-time students account for 95% of the IEP student population. The IEP student population also includes some part-time students.

The IEP curriculum is divided into seven levels, 100 (elementary) to 700 (advanced). The IEP offers a skills-based curriculum. Within each level (100-600), four skills are offered—grammar, speaking and listening, writing, and reading. In level 700, the skills offered are writing, reading, speaking, and listening. Each skill offered represents one five-hour-per-week course.

Students who are accepted and decide to attend the Language Institute take a placement exam before beginning their first session. Students are placed in a specific level according to their placement exam results. Students are generally block scheduled so that all of their courses are in one section of one level (e.g., if the student places in 300, he/she would take all of the skills in a specific section of 300 like 300A). Students are observed by their instructors during the first week of classes. If it appears that a student is misplaced in terms of level, the placement of the student is discussed at a level change meeting at the end of the first week.

The curriculum of the IEP is divided into the following three tracks:

> Foundation Track (FT) which consists of Levels 100-400
>
> Academic Track (AT) which consists of Levels 500-700
>
> Specific Purposes Track (SPT) which offers courses for those beyond Level 400

## Foundation Track (FT) Mission Statement

The GTLI provides instruction in English for General Purposes (EGP) in the Foundation Track. The mission of the GTLI's FT courses is to adequately and appropriately prepare our learners for the linguistic, social and cultural demands that face anyone, but particularly non-native English speakers who are living/working in English-speaking contexts or who are interacting with English speakers on a regular basis to accomplish daily goals. Through our innovation in effective teaching and learning, we help our FT learners to develop the linguistic, social and cultural competence they need to communicate effectively with English speakers to achieve their daily goals and needs.

## Academic Track (AT) Mission Statement

The GTLI provides instruction in English for Academic Purposes (EAP) in the Academic Track. The mission of the GTLI's AT courses is to adequately and appropriately prepare our learners for the linguistic, academic and cultural demands that face any students, but particularly international students, in U.S. universities. Through our innovation in effective teaching and learning, we help our AT learners to develop the linguistic, academic and cultural competence

they need to gain admission to U.S. universities and succeed in their coursework in those universities.

**Specific Purposes Track (SPT) Mission Statement**

The GTLI provides instruction in English for Specific Purposes (ESP) in the Specific Purposes Track. The mission of the GTLI's SPT courses is to adequately and appropriately prepare our learners for the special linguistic and cultural needs they may have. Through our innovation in effective teaching and learning, we help our SPT learners to develop the linguistic and cultural competence they need to achieve their individual goals.

**OVERVIEW OF CURRICULAR STRUCTURE**

The GTLI's Intensive English consists of 20 hours of instruction per week over an 8-week session. There are five sessions in the academic year-- two in the fall (Fall 1 & Fall 2), two in the spring (Spring 1 & Spring 2), and one in the summer (Summer). Thus, a student who begins in Level 100 could complete Level 500 in a twelve-month period, assuming successful completion of each skill at each level.

The skills-based courses for Levels 100-400 (FT) and 500-600 (AT) are Speaking/Listening, Reading, Grammar, and Writing. The skills-based courses for Level 700 (AT) are Reading, Writing, Speaking, and Listening.

Possible course offerings for SPT include but are not limited to TOEFL Prep Plus, Service Learning, Advanced Grammar 2, Business Case Analyses, Cross-Cultural Communication, American Movies, and Writing More Creatively. New SPT courses are developed and offered on a regular basis. Many but not all of these courses are appropriate for students who successfully complete Level 400.

In addition, 6-hour, 12-hour, and 18-hour electives are frequently offered. Topics for elective courses include but are not limited to TOEFL Preparation or GRE Preparation. New electives are developed in response to student needs.

**Brief Description of Curricular Goals by Level**

| Tracks & Levels | Basic Curricular Goals |
|---|---|
| **FT: 100** | Critical survival English knowledge and skills. Basic language learning strategies and classroom skills for formal language learning. |
| **FT: 200** | Survival plus English knowledge and skills. Basic plus language learning strategies and classroom skills for formal language learning. |
| **FT: 300** | Moving beyond survival English to everyday English interaction knowledge and skills. Basic academic language learning strategies and skills development. |
| **FT: 400** | Everyday English interaction knowledge and skills plus. Basic plus academic language learning strategies and skills development. |
| **AT: 500** | Introduction to academic English language, skills, and cultural expectations using materials that are ESL-simulations of authentic academic materials. |
| **AT: 600** | Academic English language, skills, and cultural expectations using some limited materials that are ESL-simulations of authentic academic materials and mostly authentic (i.e., written for native speakers) academic materials. Similar to advanced high school training. |
| **AT: 700** | Academic English plus language, skills, and cultural expectations using authentic (i.e., written for native speakers) college-level academic materials. Similar to college freshman training. |
| **SPT: All** | English language, skills, and cultural development in relation to specific topics. Often, integrated skills development. |

**Overall Scope and Sequence of Intensive English Program**

The IEP is comprised of standard block courses (Levels 100-700), alternative track courses (offered for students in Level 500 and above), and elective courses (outside the daily curriculum of the IEP). Four skills are offered within each level. The levels are as follows: 100 Lower Elementary, 200 Upper Elementary, 300 Lower Intermediate, 400 Intermediate, 500 Upper Intermediate, 600 Advanced 1, and 700 Advanced 2. Levels 100-400 focus on general skills development for multi-purpose use. Levels 500-700 focus on academic skills development for U.S. universities.

# GTLI POLICIES

## Attendance Policy

The Language Institute and the United States Citizenship & Immigration Service (USCIS) rules require students to attend class on a regular, daily basis. This means that students are expected to arrive on time to each class and be prepared for the day's lesson. We realize that in some emergency cases, you will not be able to attend class. However, there are no excused absences. Consult your teacher about late policies. Teachers must rport all student absences. If you are not in a class on a particular day, you will be counted absent. If you are 5-15 minutes late to class, you will be marked late. If you arrive more than 15 minutes late, you may be counted absent. Check with your teacher about the late policy.

## Absences

The Language Institute does not excuse absences. If you are sick or need to miss class for any other reason, it is your responsibility to make up all class assignments. If you know in advance that you are going to be absent, you should let your teachers know about your absence and arrange to make up your assignments. If your absence is unplanned, you should talk to your teachers as soon as possible to make plans for completing missed assignments.

## Code of Conduct

A student enrolling in the Georgia Institute of Technology assumes an obligation to conduct himself or herself in a manner compatible with the Institute's function as an educational institution. Actions that violate the code of conduct may be subject to discipline and fall into the categories of academic and nonacademic misconduct. The Student Code of Conduct clearly defines these expectations. The purpose of the Student Code of Conduct is to educate all members of the Georgia Tech Community and to maintain an environment conducive to academic excellence. The GT Student Code of Conduct can be found online at: http://www.osi.gatech.edu/uploads/files/Student_Code_of_Conduct___Update_10.22.2013%281%29.pdf

Students who violate the Georgia Tech Student Code of Conduct may be dismissed from the program. Students who are dismissed for misconduct are not eligible for a refund.

Language Institute students also agree to follow the GTLI Student Code of Conduct:

# GTLI Student Code of Conduct

The Georgia Tech Language Institute (GTLI) Student Contract

I want to be part of the GTLI.

<u>Attendance/Punctuality</u>
1.  I will seek to have 100% attendance in all of my classes.
2.  I will arrive on time to all of my classes, and I will not leave my classes early.

<u>Academics</u>
3.  I will do all of the homework assignments that my teachers give me every day for each of my classes.
4.  I will try hard to pass all of my classes by taking my assignments seriously and studying on my own.
5.  I will do my assignments and take my tests honestly without copying, cheating, or receiving inappropriate help from anyone else.
6.  If I miss class, I will find out what I missed and arrive prepared to the following class.
7.  If I do not do a homework assignment or any other type of assignment, I understand that I will receive a 0 and this will affect my overall grade.
8.  If I do an assignment or take a test and receive a failing grade, I will seek to understand why I failed.  I will also ask the teacher what I need to do to improve my performance.
9.  If I try hard and fail a course, I will understand that I failed because I still need to develop certain skills, and I will retake the course so that I might develop those abilities.

<u>Classroom Behavior</u>
10.  I will pay attention and stay focused.
11.  I will set my cell phone to silent before class, and I will not use my cell phone, text, or surf.
12.  I will speak only English.
13.  I will bring my textbooks and other required materials to every class.
14.  I will seek help from my Lecturers when I do not understand an assignment or class material.

<u>General Behavior</u>
15.  I will treat the staff, the teachers, and the students of the GTLI politely and respectfully at all times.
16.  I will take responsibility for meeting all Georgia Tech administrative requirements (immunizations, financial guarantee letters, and registration).
17.  I will check Georgia Tech e-mail daily to find out important information.
18.  I will treat the building, furniture, computers, and other property of the GTLI with care; I will clean up after myself in the classrooms and public spaces (e.g., bathrooms, lounge areas).
19.  I will participate in student activities at the Language Institute and Georgia Tech.
20.  I will use English in every possible opportunity.

**Academic Honesty Policy**

The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide students with a high quality education while developing in them a sense of ethics and social responsibility. We believe that trust and self-discipline are important parts of the learning process.  We also believe that dishonesty of any kind hurts the entire community. It is with this in mind that we have made the Student Academic Honor Code at Georgia Tech. Like other students at Georgia Tech, Language Institute students are expected to follow the Georgia Tech Academic Honor Code http://www.honor.gatech.edu/plugins/content/index.php?id=9.

The following will be considered violations of Georgia Tech's Academic Honor Code:

> ➢ Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, examination, or other assignment included in an academic course;
> ➢ Submission of material that is wholly or substantially identical to that created or published by another person or person, without adequate credit notations indicating authorship (plagiarism);
> ➢ False claims of performance or work by the student.
> ➢

Students who violate the Honor Code will receive a 0 on the assignment in which they committed the violation.

Their teacher will discuss the violation with them and provide guidance on how to avoid this violation in the future.  Teachers will also officially document the violation so that a document is placed in the student's file.  Repeated violations will result in increasingly more severe punishments.


**Complaint Policy**

It is very important to the Language Institute that all students have the best possible experience during their stay at the Language Institute.  If a student has a problem or complaint about any aspect of the program, the student has the opportunity to have the problem addressed.  If a student has a complaint, s/he should complete a Student Complaint Form, which is available at the Front Desk.  After completing the form, the student should return it to the Front Desk.  The form will then be directed to the appropriate person to address the complaint.

Within 1-3 days, the student will receive a written response to the complaint from the Director or Associate Director, and in most cases the student will be able to meet with someone on the Language Institute staff to address their concerns and find a resolution to the problem.

**Hold Policy**

Students may have registration holds placed on their student accounts for failure to complete medical requirements and/or failure to complete payment or provide scholarship information prior to the start of the session.  Registration holds prevent students from receiving a schedule for the following session.

**Medical Holds**

All Language Institute students who fail to satisfy the immunization and TB requirements, set forth by the Board of Regents, by the 5th week of the student's first session, will have a medical hold placed on their account.  Missed classes due to medical holds are not excused.

**Payment Holds**

All Language Institute students will have a hold put on their account for any unpaid balances owed to GT. It is the student's responsibility to make sure tuition and fees are paid in full prior to the start of the session.  Scholarship students must have a valid financial guarantee letter for the next session to avoid a hold on their account.  If you guarantee letter will expire before the end of the session, you will have a hold placed on your account.

**Attendance Probation**

You will be placed on attendance probation for the following session of study if you fall into one of the two categories below:

- If you have 6-9 absences in 2 or more classes
- If you have 10 or more absences in 1 class

If you are on attendance probation, you may be dismissed and could be terminated from the program if you are absent more than 5 times in any classes.

**Academic Probation**

Students must maintain at least a 2.0 GPA for each session in order to remain in good status at the Language Institute.  If a student falls below a 2.0 GPA in a particular session, he or she will receive a letter advising of academic probation and the need to pass the current level. If a student cannot pass the level during the probationary session, the student may not be permitted to enroll for additional sessions and could be terminated for failure to make academic progress.

**Diversity, Equity, and Inclusion Policy**

Georgia Tech is a diverse community, composed of individuals and groups with a variety of religious, racial, national, cultural, sexual, and educational identities.  To belong to a global society, Georgia Tech must be a pluralistic institution.  Only by embracing diversity and variety can we gain stature, strength, and influence in that global society.   Website: www.gatech.edu/gen_catalog/non-academic/gen-info/human-relations.php

**Privacy of Student Records**

The Language Institute will not release information about your grades at the Language Institute without your written permission.  This policy and others are part of the Family Educational Rights Privacy Act (FERPA).  More information can be found on the Registrar's website: www.registrar.gatech.edu/ferpa.html

**Privacy of Health Records**

The Georgia Tech Health Services Department is dedicated to maintaining the privacy of your individually identifiable health information as required by the Health Insurance Portability Act and Accountability Act of 1996 (HIPAA).  Website: www.health.gatech.edu/news/1_new_forms.php

**Policy on Alcohol and Illegal Drugs**

The Georgia Tech Policy on Alcohol and Illegal Drugs is consistent with state law and other Institute policies.  In the United States, it is illegal to drink alcohol if you are under 21 years of age.  Any drug not prescribed by a doctor is illegal.  Students will be held accountable for violations of the policy and any other Student Conduct Code violations while under the influence of alcohol. Students who are aware of another student who has consumed large amounts of alcohol should ensure they receive medical attention by contacting Health Services or the Georgia Tech Police Department.

**Refund Policy**

Refund requests must be submitted for approval before the Friday of the second week of the session and must include the following:
1. A complete early withdrawal form (available at the front desk)
2. Please submit your forms to Anna Potter (Room 102) or Mary Ellen Whelan (Room 108)

Scholarship students who withdraw from the program are required to self-pay for their tuition and required fees prior to departure from the Language Institute.  The table below lists the amounts due according to the week of withdrawal.

| | Tuition Charges Due | Fees Due (if services are used) | Fees Due (if services are not used) |
|---|---|---|---|
| **Week 1** **(87% Refund)** | $69.55 per course | $80 Health Center $55 Computer Support Fee $262 Health Insurance | $0 Health Center $0 Computer Support Fee $0 Health Insurance |
| **Week 2** **(75% Refund)** | $133.75 per course | $80 Health Center $55 Computer Support Fee | $0 Health Center $0 Computer Support Fee |

| | | $262 Health Insurance | $0 Health Insurance |
|---|---|---|---|
| **Week 3** **(No Refunds)** | $535.00 per course | $80 Health Center<br><br>$55 Computer Support Fee<br><br>$262 Health Insurance | $0 Health Center<br><br>$0 Computer Support Fee<br><br>$0 Health Insurance |
| **Week 4** **(No Refunds)** | $535.00 per course | $80 Health Center<br><br>$55 Computer Support Fee<br><br>$262 Health Insurance | $0 Health Center<br><br>$0 Computer Support Fee<br><br>$0 Health Insurance |
| **Week 5** **(No Refunds)** | $535.00 per course | $80 Health Center<br><br>$55 Computer Support Fee<br><br>$262 Health Insurance | $0 Health Center<br><br>$0 Computer Support Fee<br><br>$0 Health Insurance |
| **Week 6** **(No Refunds)** | $535.00 per course | $80 Health Center<br><br>$55 Computer Support Fee<br><br>$262 Health Insurance | $0 Health Center<br><br>$0 Computer Support Fee<br><br>$0 Health Insurance |
| **Week 7** **(No Refunds)** | $535.00 per course | $80 Health Center<br><br>$55 Computer Support Fee<br><br>$262 Health Insurance | $0 Health Center<br><br>$0 Computer Support Fee<br><br>$0 Health Insurance |
| **Week 8** **(No Refunds)** | $535.00 per course | $80 Health Center<br><br>$55 Computer Support Fee<br><br>$262 Health Insurance | $0 Health Center<br><br>$0 Computer Support Fee<br><br>$0 Health Insurance |

**Vacation/Leave Policy**

Temporary Departure from the United States:

- If you plan to leave the United States for a short vacation or an emergency and plan to return to the Language Institute to continue your studies, you must meet with a Designated School Official (one of our registration coordinators) prior to your departure for approval to travel. Please bring your I-20, airline ticket and passport to room 108 **at least three business days before you plan to travel.**

Traveling Between Sessions:

- If you want to be authorized to travel outside the US between sessions, bring your I-20 and plane ticket to room 108 **at least 3 business days before you need it**. Only students that are in good standing at the time of the request will be authorized to travel. If you are not in good academic and attendance standing (are on probation) you will be sent a letter for re-entry through email after grades are released if you return to good standing.
- If you are not returning to the Language Institute, we cannot authorize you to come back into the US. If you decide to travel to another country after you finish studying you will not be able to re-enter the US on your student visa.

Taking an Authorized Break:

Students who have completed 9 consecutive months of study (4 sessions) are eligible to have a 1-session authorized break in study. The student is allowed to stay inside the U.S. during the break or travel outside the country.

In order to take a break, the student must enroll for the session after the break during the pre-enrollment period of the current session. To enroll, the student must:

- Complete the appropriate forms.
- Pay the non-refundable $500 deposit which will be applied to the tuition for the next session.
- Pay $262 fee for insurance coverage on the break.

Transferring to a New School:

When a student successfully completes a level (maintains at least a C average, GPA 2.0 or above) at the Language Institute and wants to transfer to another school, there are several steps to complete. Information about transferring is available at the front desk.

- Apply to another program.
- When the student receives an acceptance letter from the new school, it should be submitted to the Registration Coordinator along with a transfer out request form. A student in good standing has 60 days from the last day of the session to complete a transfer to a new school.
- If a student is dismissed from the Language Institute, s/he has only 15 days to transfer.

The Language Institute will transfer the student's record in SEVIS after the acceptance letter and the transfer out form are received.  It is the student's responsibility to make sure that the Language Institute has all required documents to complete the transfer within the given time frame.

Returning Home

Students who successfully complete their program have 60 days from the end of the session to return home.  Students who are dismissed from the Language Institute have 15 days to leave the US.

# ACADEMIC RESOURCES

## Computer Accounts

To use the computers in the Language Institute and on campus, you must first have a Georgia Tech computer account. During registration, you can go to Room 118 to activate your account and password. After registration, if you do not know your Georgia Tech login or password, see the IT Support Specialist in Room 216 to activate your account. You are responsible for reading and following the Georgia Tech computer usage policy. Information about this policy will be provided when you activate your computer account.

## Computer Labs

All currently enrolled Intensive English students have free access to the Georgia Tech general-use computer labs with their BuzzCard. You can access the computers by using your Georgia Tech computer account. The Library West Commons (LWC) Computer Lab has over 100 desktop computers available for students to use. Students may also use laptops in the LWC. Power and network outlets are located throughout the LWC and library.

The Student Center Computer Lab is open 24 hours a day, seven days a week.

Website: www.oit.gatech.edu/computer_labs

## Library

Students who are currently enrolled at the Language Institute have free access to the Georgia Tech Library with their BuzzCard. The BuzzCard gives entrance to the building and allows students to check out online materials only. Website: www.library.gatech.edu. As you use the library, please be aware of the following very important information:
- Do not leave the library with materials because the security system will be activated. Anyone who activates the alarm system will be searched and the Georgia Tech Police will be called. In this situation, it is possible the library might decide to charge a student with attempted theft!

## Tutoring

Students who need additional assistance with course concepts or test prep may request a tutor by contacting the Language Institute front desk. A faculty member who is available to tutor will contact the interested student directly. Tutoring rates range from $50-$70/hour and are paid directly to the tutor. The tutor cannot be currently teaching the student receiving tutoring.

# IMMIGRATION INFORMATION

## Important F-1 Visa Information

If you have an F-1 visa issued from the United States Embassy or Consulate with an I-20 from the Language Institute:

- you can enter the United States no more than 30 days prior to the program start date on the I-20
- you must complete your registration at the Language Institute for a full-time program of study (20 hours per week)
- you must attend classes everyday
- you must complete your program of study

While Enrolled at the Language Institute:
- your passport must be valid at all times
- on-campus employment is the only opportunity for work
- on-campus work authorization ends when you complete your studies at Georgia Tech
- Students on academic or attendance probation are not eligible to receive work authorization

## Employment Information for F-1 Students

Students at the Language Institute in F-1 status are eligible to work on the Georgia Tech campus for no more than 20 hours per week. Work authorization is valid only during the sessions the student is enrolled full-time and remains in good academic and attendance standing. On-campus work is not guaranteed, and students are responsible for finding a job with an approved on-campus employer. Language Institute students in F-1 status are not eligible for off-campus work authorization.

## Approved On-Campus Employers

- Barnes & Noble Bookstore or Starbucks (on-campus location only)
- Sodexo /Marriott Dining Services (on-campus location only)
- Language Institute
- Library
- Stamps Health Services
- Student Center
- CRC (Special Orientation Required)

Each department on campus hires the students who work in its department. There is no central employment office where student jobs are advertised. Many Language Institute students have worked for Dining Services, the Library, the Bookstore, and at the Student Health Center. For an unofficial list of jobs, go to the Student Center Website at:
http://www.studentcenter.gatech.edu/jobs/Pages/default.aspx

**Address Information:**

United States immigration law requires that all F-1 students provide current address information to the Language Institute. If you move during the session or during the break between sessions, you must notify our office of your address change by updating your mailing address in Buzzport.

**Additional Immigration Questions:**

Additional immigration information related to maintaining F-1 status can be found throughout this handbook. Students with questions should contact the Registration Coordinator in Room 108 for any immigration concerns.

# HEALTH & WELLNESS

## Student Health Services

If you are a full-time student enrolled at the Language Institute, you are required to pay an $80 health service fee, which entitles you to use the Georgia Tech Student Health Center if you become sick or injured. The fee will be automatically added to your GT account. This fee is optional for part-time students. For most routine services, there will be no additional cost to students who have paid the health fee. However, you may be charged for some medications and medical procedures. You must always show your Georgia Tech BuzzCard when you use the Georgia Tech Health Center.  Health Services is staffed by physicians, registered nurses and nurse practitioners, pharmacists, dentists, and psychiatrists.

If you are sick or injured, go to the front desk of the Language Institute to make an appointment to see a doctor. If you cannot be treated at the Georgia Tech Health Center, you will be referred to another medical facility. However, if your condition is life-threatening, you should go to the nearest hospital emergency room or CALL 911.       Website:  www.health.gatech.edu

## Tuberculosis Testing

All new students are required to have a Quantiferon blood test to screen for tuberculosis.  This will be done at the Student Health Center during the first half of the session. Tuberculosis testing is a mandatory requirement for all new students.

## Immunization Requirements

The Board of Regents sets the required immunizations for all Georgia colleges and universities.  All new students are required to submit completed documentation of immunizations at the time of application. Students who are missing required immunizations will be required to receive additional shots in Atlanta during their first session. All Georgia Tech students must provide documentation for the following immunizations:
- Measles (Rubeola), Mumps (Parotitis), and Rubella (German Measles) or MMR  Note: Students born before 1957 are exempt from the MMR immunization requirement.
- Tetanus-Diphtheria
- Varicella (Chicken Pox)
- Hepatitis B
- Meningococcal

The Certificate of Immunization must be completed and signed by a doctor or medical provider. The Medical Entrance Form is required for students under 18 years of age and must be signed by their guardian.  It is required that students satisfy the first dose of each immunization requirements at the time of application to the Language Institute.

The Language Institute insurance plan, BCBS, covers all required immunizations at 100 percent.

| Vaccine | Cost Per Dose | Total Cost Per Series |
|---|---|---|
| Hepatitis B | $56.00 | $168.00 |
| Hepatitis A & B Combination | $79.00 | $237.00 |
| Meningococcal (Menactra) | $125.00 | $125.00 |
| MMR (Live) | $79.00 | $158.00 |
| TDAP | $68.00 | $68.00 |
| Varicella (Live)(Chicken Pox) | $114.00 | $228.00 |

| Laboratory Tests | Cost Per Test | Total Cost Per Test |
|---|---|---|
| Hepatitis A Titer | $18.00 | $18.00 |
| Hepatitis B Titer | $17.00 | $17.00 |
| Varicella Titer | $32.00 | $32.00 |
| Measles Titer | $30.00 | $30.00 |
| Mumps Titer | $27.00 | $27.00 |
| Rubella Titer | $30.00 | $30.00 |
| Chest X-Ray | $45.00 | $45.00 |
| Quantiferon™ | $78.00 | $78.00 |

**Insurance Requirements**

All students who have an F-1 visa are automatically enrolled in the student insurance plan that has been selected by Georgia Tech unless they have an approved waiver. The cost of the plan is $262 per session, with fees charged to each student's Georgia Tech account and paid at registration. You will receive an insurance card which you should carry with you at all times.

F-1 students who have their own insurance policy must apply for an insurance waiver in Room 108 by the end of week 2 of the session. All students are required to pay the student health insurance premium at the time of registration but will be refunded if their insurance qualifies for a pre-approved waiver.

Insurance is also available online for part-time students (you must be taking at least two classes) and full-time students who are not F-1 visa holders.  Please see Jackie Ramezani for additional details about how to enroll in the voluntary insurance plan.  Student must enroll in the voluntary plan by the end of week two.

**Campus Recreation Center (CRC)**

Students who have valid health insurance and are currently enrolled at the Language Institute are eligible to purchase a CRC membership for $93.00 per session.

To obtain your membership, come to the Front Office at the Language Institute; bring your Georgia Tech BuzzCard and $93.00. Fill out the CRC Membership Form. After you have submitted your completed form and paid the membership fee, the CRC will activate your BuzzCard on the following business day.

Language Institute students can bring in guests if they are a member. Guest Passes may be purchased at the Member Services Desk (front entrance) during all hours of operation. The cost is $5.00 for students and $7.00 for non-student guests. The member must stay with the guest at all times; therefore, the guest must leave when the member leaves. A member may bring up to two guests per visit. Passes are sold for the day of the visit only. No one under the age of 18 (unless a Tech student) may come into CRC without a parent or guardian. The parent or guardian must stay with the individual at all times.

**Campus Police**

The Georgia Tech Police Department is located at 879 Hemphill Avenue and is open 24 hours a day, seven days a week, including weekends, holidays, and semester breaks. The primary responsibility of the department is to protect the life and property of people on the Georgia Tech campus. Officers are professionally trained and certified in accordance with the Georgia Police Officer's Standards and Training Council.  Campus police officers have the authority to make arrests for crimes committed on campus.  The GT Police Website is   www.police.gatech.edu The GT Police phone number is **404-894-2500**. Please keep this number with you in case of an emergency. If you are off campus, call **911**, specify your location and the nature of your emergency.

**Emergency Warning System**

The Georgia Tech Emergency Notification System (GTENS) allows urgent messages to be distributed in the form of e-mail, voice mail, and text messages in a matter of minutes.  These messages warn students about severe weather or other emergencies. To sign up go to: http://www.police.gatech.edu/emergencypreparedness/notification/

If a tornado warning is issued for the Atlanta area, seek shelter in the basement or in the interior hallways, stairways, or rooms of the lowest floor of the building. Stay away from windows, remain inside the protected areas, and do not go outside to watch.

# LIVING IN ATLANTA

## Banking

You may open a checking account at any Atlanta bank, although it is preferable to have an account with a bank near the campus so that you can handle your money conveniently.  The two closest banks to Georgia Tech ARE:

Wells Fargo
645 State Street
(located across from the Student Center)
9:00 a.m. – 5:00 p.m. Monday – Friday
9:00 a.m. – 12 p.m. Saturday
www.wellsfargo.com

Bank of America
600 Peachtree Street
(corner of Peachtree Street & North Avenue)
9:00 a.m. – 4:00 p.m. Monday – Thursday
9:00 a.m. – 6:00  p.m. Friday
www.bankofamerica.com

You can easily open a checking account by depositing money in a bank. You do not need a social security number to open a bank account.  Use your passport and local address.  Banks require proof of a local address on each account. You will need your Georgia Tech ID, passport, and I-20 to open an account.

Make sure you clearly understand how to keep a checking account before you begin writing checks or using your debit card.  If you write a check when there is not enough money in your account, you will have to pay additional fees to the bank and to the business where you wrote the check.  This is called an overdraft.

If the bank does not provide a blank check, ask for the routing number to your account so that your family can transfer money directly to your account.

If you are planning on renting an apartment or a room, you will need to write checks or use the online banking feature to pay your rent and utility bills.

For security reasons never give your PIN to anyone. Only give your credit card number when YOU initiate a purchase or service.

**BuzzCard (Student ID)**

All currently enrolled Intensive English students are required to get a Georgia Tech BuzzCard for identification. To get your BuzzCard, take your yellow Buzzcard form to the BuzzCard Center located on the 2nd floor of the Georgia Tech Barnes and Noble Bookstore. At the BuzzCard Center, you will turn in your yellow BuzzCard form and show a valid picture ID (passport) to have your BuzzCard made.

You can use your BuzzCard for many different things on campus —identification at the Student Health Center, library privileges, parking permits, and your meal plan (if you purchase one). You will also need to have a BuzzCard to enter the Campus Recreation Center (CRC).

Students can deposit money into a BuzzCard account and use their BuzzCard as a debit card for purchases at the Georgia Tech Bookstore, in vending machines, laundry machines, and at numerous places to eat on campus and in Technology Square.

The cost to replace a lost BuzzCard is $30.00. For more information about the BuzzCard, please visit: www.buzzcard.gatech.edu

**Dating**

Dating customs are different all over the world.  You may experience some dating customs that are new to you or seem strange to you.  In the United States, it is acceptable for either a man or a woman to extend an invitation for a date (often dinner and/or a movie). When on a date, men and women have equal rights and both should treat each other with dignity and respect.

The United States has very strict laws against sexual relationships between adults (someone 18 years or older) and minors (someone under 18).  Strict laws also protect individuals who do not want to have sexual relationships.  Penalties for forced sexual relationships or relationships with minors are very serious.

**Food**

Part of the fun of living in a new country is experiencing different food.  American food is NOT only fast food hamburgers and French fries!  There are many different kinds of food from the different areas of the United States, so you should ask your American friends, host families, teachers, or any other Americans you come in contact with, where you can go to find some good American food.

If you miss the food from your own country, there are many international stores and markets in the metro area where you can find food from all over the world.  Likewise, Atlanta has many ethnic restaurants, and you may find one or more where food from your home country is served.  Be sure to check the restaurant guides in the Friday Atlanta Journal Constitution or the Creative Loafing newspaper for suggestions.

Here are some ideas of places to eat on-campus:

Student Center Food Court (Building # 104):

Website:     www.gatechdining.com/locations/index.html

Restaurants include: Zaya Mediterranean, Simply To Go, Pizza Hut, Dunkin' Donuts, Ray's Pizza, Salad Bar, Café Spice, Far East Fusion, Twisted Taco

Student Center Commons and Food Court (Building #104); 1st and 2nd floor

Check the website for a listing of restaurants and hours of operation.

Website: www.gatechdining.com/locations/commons.html

Restaurants include: Burger Bytes, Chick-fil-A, Subway, Taco Bell, Panda Express

Other Locations Around Campus

Check the website for a listing of restaurants and hours of operation.

Website: http://www.gatechdining.com/locations/campus.html

Freshens at H2O—Campus Recreation Center (Building #122)

Starbucks—Second floor of CULC (Clough Commons) (Building #166)

Brittain Dining Hall (Building #12) [Closed during the summer session]

Woodruff ("Woody's") Dining Hall (Building # 116)

North Ave Dining Hall (Building #191)

Check the Georgia Tech Dining website for the most current information on dining facilities.

Website:   www.gatechdining.com

**Housing**

Dormitories

A limited number of rooms are available on campus year round.

To apply for a room on campus:

- Complete the housing request form
  http://esl.gatech.edu/sites/www.esl.gatech.edu/files/downloads/housing_request_form.pdf
- Return completed form by e-mail to lihousing@pe.gatech.edu
- Make the full housing payment at least 1 month before the semester start date.  Rooms are assigned in the order that payments are received. (Instructions for making the payment are sent when the application is received.)

The following information should be noted if you are thinking of requesting a room:

- Rooms are assigned as they become available according the waiting list.
- Students must accept whatever style room is available.

Floor plans and rates are at: www.housing.gatech.edu/rates/index.cfm

A variety of meal plans are available at www.buzzcard.gatech.edu/meal-plans/plans These plans are available to students living on-campus or off-campus.

Family Housing

Students that come to Atlanta with dependents can rent an apartment at 10$^{th}$ & Home, Georgia Tech's married and family housing complex. http://10thandhome.housing.gatech.edu

- Proof of family relationships required.
- Apartments are unfurnished.
- One-bedroom apartments are $1,164 per month.
- Two-bedroom apartments are $1,355 per month.
- All utilities are included in the monthly rent.
- Internet and cable are provided.
- Contracts are for one year.
- An $80 application fee required, refunded only when no apartments are available
- $300 prepayment required to process application

Contact person for the Language Institute:   Maz Kosma  maz.kosma@housing.gatech.edu

**Hygiene**

Americans may have different hygiene habits from people in your country.  Here are some common American customs:
- Most Americans shower once (or more) a day.
- Americans wash their clothes frequently, especially during hot months. Check your clothes often for body odors.
- Americans use deodorant and antiperspirants because body odors are considered offensive.

**Student Mail**

When a student receives mail, the Language Institute staff will send an email advising that mail or a package has arrived.  Please come to the front desk and present your Georgia Tech BuzzCard to receive your mail or package.  Your personal correspondence should be addressed as follows:

> (NAME)
> Georgia Tech Language Institute
> 151 6th Street N.W.
> Atlanta, GA  30332-0374 USA

Leaving Your Forwarding Address

When you leave Georgia Tech, please leave a valid forwarding address at the post office.

If you receive mail at your home address (not at the Language Institute), complete a forwarding address card at your local post office or online at http://www.USPS.com  If the post office does not have a forwarding address for you, your mail will be returned to the sender.

If you receive mail at the Language Institute, it is your responsibility to give individuals and businesses your new address information.  The Language Institute does not forward student mail.

**Social Customs**

Professional Building Etiquette

- Speak softly
- Walk slowly
- Keep phone on silent
- Leave the building if you need to talk on the phone and if you are in a large group, go outside.
- Eat and drink carefully – don't spill or leave trash
- Use trash and recycling containers appropriately
- Dress appropriately
- Smoke away from building if you must smoke

Classroom Etiquette

- No cell phones, texting, or surfing
- Speak only English in class
- Be on time
- Don't get up and leave during class
- Don't eat or drink during class

Native Language

We encourage all students to speak English as much as possible during their stay here. Remember that when you are with a group of people whose first languages are not the same; it is polite to speak only English so that no one feels excluded.

Tipping

When going out to eat in a restaurant, you will typically see a space on your receipt to leave a tip for the server. It is customary in restaurants to leave a tip ranging from 10-20% with 15% being the average. If you choose to go out to eat at a restaurant, take this extra 15% expense into account when purchasing your meal. If you feel that the service you received was less or more than what you expected, you can adjust the amount to reflect this.

Please note: It is rude to not leave a tip or to leave a tip below 10%. The waiters and staff in restaurants receive most of their job's income from tips. If you do feel that the service provided by the staff was bad enough to not leave a tip, you should speak with the restaurant's management as well to tell them about the problems you had.

Bathroom Etiquette

When you travel to another country, one of the things that you have to get used to is bathrooms and public restrooms. Each country has its own set of unwritten rules about behavior in a public restroom. Here are some tips about using a public restroom in most places in the U.S.:

- Do not stand on the toilet seat or bowl. It might break and you might hurt yourself.
- Put your toilet paper in the toilet.
- Put paper towels and any other trash in the garbage can.
- Always flush the toilet after use. You might need to flush more than once.
- Wash your hands after using the toilet.
- If you spill water on the counter or floor, clean it up.

General Etiquette

In the U.S. it is considered impolite or rude to:
- Talk with food in your mouth.
- Make chewing or slurping sounds while you are eating.
- To burp, expel gas, or spit in public.
- To talk on the cell phone in front of others and in public buildings like banks, grocery lines, offices and classrooms. It is best to step outside.

In the U.S. it is customary to:
- Put your napkin on your lap before you start eating.
- Knock and wait for a reply before entering an office or room.
- Say please and thank you often.
- Use requests rather than demands (For example: Saying "Give me a form." would be considered impolite, but saying "Could you please give me a form?" would be polite.)

Keeping Appointments

If you have made an appointment of any kind—doctor, dentist, hair stylist, your teacher, etc.—and are unable to keep it, it is important to telephone and cancel the appointment. Arriving on time for appointments is customary. You may be charged for missing an appointment if you do not call to cancel the appointment in advance, so be aware of cancellation policies.

Visiting American Homes

It may be important for you to know the following customs when you are invited to an American home.

- If you have received a written invitation that has the letters RSVP on it, it means "Please reply." (From French "repondez-vous s'il vous plaît.") It is expected that you answer the invitation to let the host know if you will or will not be able to attend. Not replying to an RSVP is considered rude.
- If you have been invited to dinner at someone's home, it is very important to be on time. If you arrive early, the host/s may not be prepared to begin the event. Arriving more than 10 minutes late is inconsiderate, so try to be prompt. If you are not able to attend or if you are going to be late, let your host/s know in advance by calling.
- After you have been to someone's home, it is a nice gesture to write a short thank-you note/e-mail message or telephone the person to express your thanks. This should be done a day or two after the visit.
- It is acceptable to bring a small gift such as flowers or a souvenir from your country when you visit someone's home for dinner, but it is not expected.
- If you want to visit someone, it is usually a good idea to telephone the person before stopping at his or her home.

**Transportation, Parking, and Driving in the US**

Georgia Tech Trolley/Stinger

Students who come to school by MARTA train can get off at the Midtown Station and take the (free) Georgia Tech Trolley to the campus. The trolley picks up riders at the south exit of the station on Peachtree Place. Language Institute students should get off the bus at Fifth Street and Techwood Drive after crossing the bridge over the interstate highway. The O'Keefe Building is one block north at Techwood Drive and Sixth Street. In addition to the MARTA shuttle, there are 3 other campus shuttle (Stinger) routes. Stinger bus service is provided on weekends to Atlantic Station and Publix with the exception of GT holidays.

Georgia Tech Stingerette

Stingerette Van Escort Service offers safe, after hours travel from academic buildings and living accommodations within the service area. Stingerette provides call-in and reserved on-campus transportation for students, faculty and staff of the Georgia Institute of Technology. Hours of

operation are 6pm to 7am.  To request a ride, call 404-385-RIDE (7433). Give the dispatcher the number of people that will be riding, name of the building you are departing from, and the name of the building you wish to travel to. The dispatcher will inform you of an approximate time that the van will arrive to pick you up.

For schedules and more information about Georgia Tech transportation, please look at the following link: http://pts.gatech.edu/ride/routes_schedules/Pages/routes_schedules.aspx

Parking on Campus

There is no free parking on campus! If you receive a parking ticket, the Language Institute cannot help you.  Most parking spaces require a permit, which is available at the Parking Office. There are also visitor parking lots and coin operated parking meters.
http://pts.gatech.edu/visitors/Pages/Visitors-Parking-Areas-and-Prices.aspx

Parking Permits

Parking permits are available for lot E65 for $90 per month (non-refundable). How to get a parking permit:

1. Bring your BuzzCard and car registration to the Parking Office at 828 West Peachtree Street, NW.
2. Request a permit for lot E65 or a SmartPark permit.
3. Pay all required parking permit fees (cash, checks, money orders and travelers checks accepted).

After you get your permit:
1. Hang the permit from your rear-view mirror.
2. Park only in the parking lot you purchased the permit for.
3. Use the permit only for cars registered at the Parking Office.
4. Parking is available on a first-come-first-served basis. Spaces are not assigned or guaranteed to be available.
5. If you have a SmartPark permit, keep money in your BuzzCard account.

Visitor Parking
- The Technology Square Deck is located on Spring Street next to the Georgia Tech Hotel (this is the closest visitor's lot to the Language Institute).
- The Student Center Lot is located next to the Student Center in the same lot that the visitor information booth is located.

Parking meters
Metered parking is available throughout the campus. Some areas have meters which accept coins only and some areas have pay stations, which accept credit cards. There is a two hour maximum. Hours of enforcement are posted at every parking area. Malfunctioning or broken meters (meter will flash "Failed") are considered "No Parking" zones.

Parkmobile
To use the new Parkmobile system, customers can now register for free at www.parkmobile.com

Once registered, they can use a mobile app, the internet, QR code, or call toll free, 1-877-727-5714, to pay for parking at metered spaces. After setting up the account, customers can immediately start using the system with their registered mobile phone. They can also select the option to receive text message alerts and reminders prior to expiration. Check this link to view Parkmobile locations -
http://pts.gatech.edu/park/Documents/parkmobile%20locations.jpg

Website: www.parking.gatech.edu

Driving in the United States

Georgia recognizes valid driver licenses issued to and held by residents of other countries as long as the "Out Of Country" license is valid (not expired) and is in English. If your driver's license is not in English, you must also have an international driver's permit. You may drive in Georgia for up to one year on a valid foreign license.

You must carry the following documents at all times when you are driving in the U.S.:
- Your out of country/international license
- Your student ID card or proof of program registration
- Proof of payment of tuition for current session
- Proof of insurance and car registration

If you purchase a vehicle, you must have a valid Georgia driver's license.

Before you apply for a State of Georgia Driver's License

You must wait 15 days after the session starts before you can obtain your driver's license. For those drivers who are not citizens and not authorized to work in the United States, you will need to obtain a Form SSA-L676 (Social Security Card Denial Letter) from a local Social Security office before visiting a Department of Driver Service (DDS) Office to apply for a driver's license. The nearest Social Security Office to Georgia Tech is located at

401 West Peachtree Street, Suite 2860, Floor 28
Atlanta, GA 30308
You must bring your passport with the I-94 card, your I-20, and your Student ID to the Social Security Office.

You should bring the following documents when applying for a Georgia driver's license:
- Social Security Number or Letter of Denial (SSA-L676)
- Passport and I-94 Record
- Proof of Local Residency (a lease agreement, a utility bill, a bank statement with your name and local address on it)
- $10 (cash, money-order, MasterCard, Visa credit or debit card)
- Proof of payment of tuition for current session (receipt)

How to Obtain a Georgia Learner's Permit or License

- To obtain a Learner's Permit, you will need to pass the vision test, road sign test and the road rules Test. This will allow you to drive with a licensed driver in the car with you.
- You can schedule an appointment for the road test any time after obtaining your Learner's Permit. To make an appointment for the road test, call 678-413-8500 (select option 3). The road test fee is $20. When you pass the test, you will be given a temporary License. The permanent card will be mailed to your home.
- Your Georgia Driver's license will be valid for the length of time that your I-20 is valid.

Important Links for Getting a Driver's License

Georgia Department of Driver Services (DDS)

Home page ………………….…………………………………………….…..http://www.dds.ga.gov
Office locator…………………….…………………… http://www.dds.ga.gov/locations/index.aspx
Driver's license manual …......................... http://www.dds.ga.gov/docs/forms/driversmanual.pdf
Info for non-U.S.citizen…....http://www.dds.ga.gov/drivers/dldata.aspx?con=1741471757&ty=dl

Social Security Administration (SSA)

Home page ………….……...............................................................................http://www.ssa.gov
Office locator ………………lower-left corner of ssa.gov. click 'Locate a Social Security Office'
Application form ………….......................................................................... ssa.gov/online/ss-5.pdf

Purchasing a Car

- Every car comes with a "title", which is a legal document showing ownership of the vehicle. A car title contains the car's unique "VIN" or Vehicle Identification Number. Titles are transferred from owner to owner as cars are bought second-hand.
- With the car title, you must register your vehicle in the county in which you reside. This is done at the "county tax commissioner's office". To locate your county tax office, click here.
- Before you can register your vehicle, the "ad valorem" tax must be paid. This tax is based on the value of the vehicle. If you buy a car from a dealership, this tax is usually collected at the time of purchase along with the sales tax (around 7% of the purchase price). If you buy a used car from an individual, you will pay the ad valorem tax when you register the car. For more information, please click here.
- In order to register a vehicle, you must also have and maintain proper automobile insurance. The minimum type of insurance required for all vehicles is called "liability insurance". This protects another driver(s), not you, if an auto accident is your fault. Auto insurance companies will issue an insurance card, which must be in your car at all times, along with the certificate of registration. It pays to shop around for rates, which differ from company to company.

Important Links for Purchasing a Car

The Georgia Department of Revenue

Motor Vehicle Division……………. http://motor.etax.dor.ga.gov/tagoffices/selecttagoffice.aspx

Vehicle Ad Valorem Assessment…………….. https://etax.dor.ga.gov/advalorem/default.aspx


Public Transportation

MARTA -Metropolitan Atlanta Rapid Transit Authority

MARTA buses operate weekdays from approximately 5 a.m. to 1:00 a.m and until 12:30 a.m. weekends and holidays. Bus schedules may vary by neighborhood.

*Train Frequencies*
Weekdays: 6:00 a.m. to 7:00 p.m.: 15 minutes all lines
Weekdays: 7:00 p.m. to 1:00 a.m.: 20 minutes all lines
Weekends: 20 minutes all lines

*Train Service Hours*
Weekdays: 4:45 a.m. to 1:00 a.m.
Weekends: 6:00 a.m. to 1:00 a.m.
After 7 pm, Red line travels between Lindbergh & North Springs
After 7 pm, Green line travels between Bankhead & Vine City

Use the online MyCommute Trip Planner or contact MARTA Customer Service at 404-848-5000 for assistance with planning your trip.

5 simple steps to riding MARTA:

1. Plan your trip. Use the MyCommute Trip Planner to create personalized trip plans, view schedules and find the MARTA bus stops or train station closest to you.
2. Get a Breeze Card. All riders must have a Breeze Card to access the bus or train. Breeze Cards can be purchased at a Breeze Vending Machine located in all 38 rail stations or at any of the MARTA Ridestores.
3. Load Value on your Breeze Card. Fares can be loaded on your card at the Breeze Vending Machines, MARTA Ridestores and on the MARTA website.
4. Tap your Breeze Card. Go to the train station or bus stop closest to you (remember to be a few minutes early) and tap your Breeze Card on the blue target to pay your fare. Once your card has been read, you will have access to the system.
5. Exit to destination or transfer. Tap the blue target with your Breeze Card to exit the train station. You may transfer for free by tapping again immediately on the bus or at the station at your point of exit.

The fare for riding MARTA (train or bus) one way is $2.50 after purchasing a Breeze Card. Discounted weekly passes are available at Ride Stores, located at the following stations: Lenox,

Lindbergh, Five Points and the Airport. University Passes are available to students with a valid BUZZ Card at Buzz office on the second floor of the Barnes and Noble Book Store. The University Pass allows unlimited riding of trains and buses for the month in which the pass is valid. Passes are valid from the first day of the month to the last day of the month.

Marta Schedules, Fees, and Maps:
http://www.itsmarta.com/schedules-maps.aspx

A Rookie's guide to riding MARTA:
http://www.itsmarta.com/uploadedFiles/News_And_Events/Newsletters/Rookies%20Guide.pdf

CCT
The Cobb Community Transit (CCT) provides bus service throughout Cobb County with connecting service to MARTA rail and buses. The CCT also has express bus service to downtown Atlanta. Transfers to MARTA buses and trains are free. The CCT operates Monday through Saturday.
Website: http://www.cobbdot.org/cct.htm

Gwinnett County Transit
The Gwinnett County Transit (GCT) provides bus service throughout Gwinnett County with connecting service to MARTA rail and buses. Transfers to MARTA buses and train are free. The GCT also has express bus service to downtown Atlanta. The GCT operates Monday through Saturday.
Website: www.gctransit.com

Road Service/Auto Clubs

If you drive or own a car, we strongly urge you to purchase membership with an auto club or road service, which provides services such as towing, opening cars when keys have been locked inside, charging dead batteries, and changing flat tires.  One of the most common and reliable auto clubs is AAA-Auto Club South (1-800-222-1134). The cost of AAA for 1 year is approximately $100.  Road service is often available to customers who carry credit cards with gasoline/oil companies such as AMOCO, TEXACO, BP, or CITGO.  If you are able to receive a credit card from one of these companies, you should be able to purchase this service for a reasonable fee.

Zipcars

There are other options for people who need access to a car occasionally, but not on a daily basis. The Zipcar company provides 24 hours a day/7 days a week access to Zipcars parked on campus to borrow for short-term use.  Once you join, you can reserve a car online, let yourself in with your Zipcard, and drive.  Hourly and daily rates are available, and include gas and insurance. Students age 18-20 can use the cars that "live" on campus, while members age 21 and older can access thousands of Zipcars around the world.  It costs $25 to join.  Please refer to the website for more information.

Car Rental Companies

- Hertz— www.hertz.com
- Enterprise—www.enterprise.com
- Budget—www.budget.com
- Sixt—www.sixt.com/atlanta

If you are involved in an automobile accident:

1. Stop your vehicle - It is against the law to leave the scene of an accident, whether or not the accident was your fault, or you are in a hurry.
2. Keep calm - This is very important.  You will have a lot of things to remember!  Do not accuse anyone of causing the accident and do not admit that you may have caused the accident.
3. Call the police - Call 911 to report the accident to the police and to request medical assistance for anyone who is injured. Take pictures, if possible, of all cars and damages before moving the car out of traffic.
4. Gather driver information - From every driver and car involved in the accident collect the following information:
   - Full name, phone number and driver's license number.
   - Name of the insurance company, the name of the insured person and the insurance policy number from each driver.
   - Make, model, year, and color of the car.
   - State and license plate number.
   - If the person driving the other car is different from the owner of the car, remember to get the name of the owner of the car, and the full name, address and phone number of the registered owner of the vehicle.
5. Gather witness information - Get the names, and telephone numbers of all the witnesses. Potential witnesses could be:
   - Passengers in your car and other cars involved in the accident,
   - People from other cars not involved in the accident, or
   - Pedestrians
6. Wait for the police to arrive - A police investigation is extremely helpful in gathering information that may be needed later on in a court of law or by the insurance companies. The police officer should give you information on how to obtain the accident report. Remember to ask the officer about the accident report if you do not receive that information when it is time to leave the scene of the accident.
7. After the Accident
   - If you feel at all injured or unwell, get medical attention as soon as you leave the accident location.  Do not delay – injuries can turn out to be more serious than they seem at first.
   - Write down the details of the accident so that you don't forget them.
   - Notify your insurance company of the accident, whether or not you think you were at fault.
   - Contact the police for the accident report.

- Provide your insurance company with a copy of the accident report.

Follow this procedure even if the accident is minor.


**Weather**


Atlanta has four distinct seasons, allowing residents and visitors to enjoy a range of comfortable climates. During the fall and spring, Atlanta is quite comfortable with temperatures between 70 and 80 degrees Fahrenheit (21-26 Celsius). Summers can be quite hot and humid, and winters are normally mild with a few colder spells.  The annual rainfall is only about 48 inches (122cm).  You should bring clothing suitable for both hot and cold temperatures, although extreme cold weather is very rare. Student dress on campus is quite casual and entirely according to your personal taste.