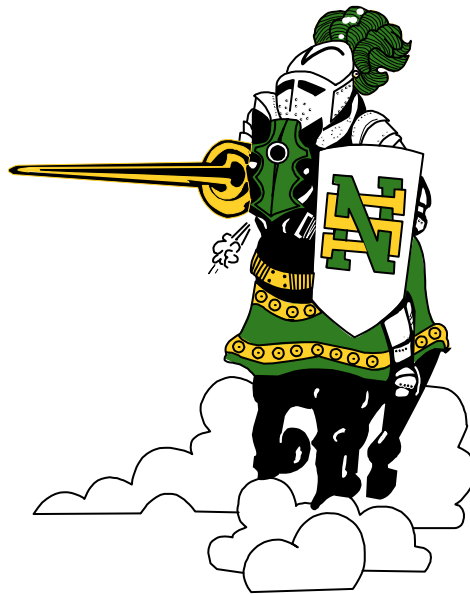


**Manual
for Advising Students of
Educational Opportunities**

At

**St. Norbert College
ESL Institute
De Pere, Wisconsin USA**



**ESL Institute
Center for International Education
St. Norbert College**

August 2009

TABLE OF CONTENTS

| | |
|------------|--|
| Page 2 - 3 | Table of Contents |
| Page 4 | St. Norbert College (SNC) SNC Special Features |
| Page 5 | ESL Institute ESL Mission Statement ESL Admission Requirements ESL Academic Program ESL Special Services ESL Students and Countries |
| Page 6 | SNC Resources for ESL Students ESL Session Dates Holidays and Vacations |
| Page 7 | Refund Policies Some Important School Rules! |
| Page 8 | ESL Grades and Level Promotion Policy Matriculation to Degree Program Policy Taking Degree Courses at SNC ESL Application Form Application Procedure Application Fees College Application Requirements |
| Page 9 | College Dormitories Reservation Dormitory Policies |
| Page 10 | Meal Plans Health Insurance Requirement Paying Fees Paying with Credit Card Exact Cost |
| Page 11 | Wire Transfer Instructions Housing Deposit Arrival, Testing, Orientation Pre-Departure Information |
| Page 12 | The City of De Pere, Wisconsin The City of Green Bay, Wisconsin Travel to De Pere/Green Bay Local Weather Local Culture |

| | |
|---------|-------------------------------|
| Page 13 | Health History Form |
| Page 14 | Arrival Form and Bedding |
| Page 15 | ESL Core Classes |
| Page 16 | ESL Graduation Requirements |
| Page 17 | Sample Class Schedule |
| Page 18 | College Scholarship Policy |
| Page 19 | 2009-2010 ESL Calendar & Fees |



About St. Norbert College

Founded in 1898, St. Norbert College (SNC) is a Catholic, comprehensive university affiliated with the Norbertines, a Catholic religious order committed to education and service. SNC offers bachelor's degrees in arts, science, music and business administration in more than 30 areas of study. Ninety-four percent of SNC professors hold doctorates or the highest degrees in their fields. The College enjoys a student-faculty ratio of 14:1. St. Norbert College is ranked among the top private liberal arts colleges in the U.S.

St. Norbert College's student body—more than 2,000 students from 23 states and 27 foreign countries—is involved: service and leadership activities; 20 men's and women's NCAA Division III sports including nationally ranked hockey, football and basketball teams; year-round intramural programs; and more than 65 student organizations.

St. Norbert College: Special Features

- More than 96 percent of St. Norbert College graduates are employed or attending graduate school when first surveyed nine months after graduation.
- Students can participate in collaborative research with faculty.
- Students can request to design their own major; apply for internships both on and off campus; minor in leadership studies and peace and justice studies; participate in the Honors Program for gifted students; study abroad in Australia, Austria, Chile, Ecuador, Egypt, England, France, Germany, Hungary, Ireland, Israel, Italy, Japan, Mexico, Netherlands, New Zealand, Philippines, Scotland, South Africa, Spain and Wales.
- SNC offers conditional admission to degree programs – a TOEFL score is not required to apply for admission.
- SNC offers foreign students merit scholarships up to \$12,000 each year (2009-2010).
- SNC guarantees graduation in four years for most majors.*
- SNC offers a wide variety of dormitory living: usually two students in each room.
- SNC encourages students to join service trips and volunteer activities.



* Tuition guarantee applies to students who pass all courses and do not change majors.

The English as a Second Language (ESL) Institute

The ESL Institute is part of the Center for International Education (CIE) at St. Norbert College (SNC). The ESL program offers non-credit intensive English language courses to students who wish to read, write, speak and understand American English for professional or academic purposes.



ESL Institute Mission and Purpose...

To offer intensive English language instruction and related support services to prepare students for success in an American university or in a professional career.

ESL Admission Requirements

Students who want to apply for admission to the ESL program must:

1. Complete secondary school and minimum age 17*
2. Have financial resources to pay school fees
3. Submit a completed application, recent bank statement and application fees

* Student age 15+ may join ESL summer programs

The ESL Academic Program

- 19 hours of class weekly (4 hours daily); 8:00 a.m. to noon.
- Classes: academic reading, writing, speaking, listening
- 3 levels of instruction: elementary, intermediate, and advanced. Beginner level classes are not usually offered unless a minimum of 4 students need this level.
- Classes are held in college classrooms on the campus of St. Norbert College
- Maximum class size: 15; Average class size: 10

* Students may advance to the next level at the end of each semester in May, August and January. Students cannot advance to the next level at mid-semester: October and March.

ESL Special Services

- Airport pickup, day or night, at Green Bay's Austin Straubel International Airport (GRB)
- Testing, orientation, introduction to campus and community
- Conversation partners with American students (not in summer)
- Tutors available afternoons and evenings
- Help with immigration issues, travel plans and transfer to other schools
- Friendship families (available to students who are here for more than 8 weeks)



ESL Enrollment and Countries of Origin

- August – May: Typically 45-65 students are enrolled
- May, June, July: Typically 40-80 students are enrolled
- Most students are from Japan, Korea, China, Saudi Arabia, and South America

St. Norbert College Resources Available to ESL Students

- College cafeteria (closed during holidays)*
 - 12 College dormitories, apartments and houses
 - Computer and internet connection in every dormitory room
 - Many College computer labs with internet, e-mail, printers
 - College library (new ultra-modern library opened in August 2009)
 - College health center services (included with SNC health insurance)
 - College sports center
 - Campus Student Center with food, study, recreation services
 - College service trips and activities (may require a fee)
 - Music practice rooms
 - Conditional admission to degree programs to qualified students (no TOEFL)
- NOTE: A College meal plan is required of all students who live in a traditional dormitory during the school year, August to May.**

ESL Session Dates

- **Summer Semester: May, June, July: 4-week sessions***
 - Summer 1: starts third week in May
 - Summer 2: starts third week in June
 - Summer 3: starts third week in July
- **Fall Semester: August to December with mid-semester (October) admission***
 - Fall 1: Starts fourth week in August
 - Fall 2: Starts fourth week in October
- **Spring Semester: January to May with mid-semester (March) admission***
 - Spring 1: Starts fourth week in January
 - Spring 2: Starts third or fourth week in March



2009-10 Calendar, Holidays, Vacations

| | |
|-------------------------|--|
| August 31, 2009 | Fall Semester: ESL classes begin - Fall 1 session |
| September 7, 2009 | Labor Day holiday |
| October 8 - 11, 2009 | Long Weekend |
| October 26, 2009 | ESL Fall 2 session begins: new student orientation |
| November 25 - 29, 2009 | Thanksgiving holiday |
| December 17, 2009 | Semester end. ESL graduation ceremony |
| Dec. 18 – Jan. 24, 2010 | College Winter break (J-term classes available) |
| January 18, 2010 | Spring semester: ESL classes begin - Spring 1 session |
| March 13 - 21, 2010 | Spring Break |
| March 22, 2010 | ESL Spring 2 session begins: new student orientation |
| April 2 - 5, 2010 | Easter holiday |
| May 14, 2010 | Semester end. ESL graduation ceremony |
| May 15 - 23, 2010 | 1 week break before the start of summer semester |
| May 24, 2010 | ESL Summer semester begins: testing & orientation |
| May 31, 2010 | Memorial Day holiday |
| July 4-5, 2010 | Independence Day holiday |

ESL Tuition Refund Policy

The ESL program plans and budgets for teachers, classrooms, services and activities based on the number of students who apply to and register for ESL classes. When students change their plans and decide to transfer or leave the program unexpectedly, this affects many aspects of the program including budget for class size, services, and activities. The ESL program therefore reserves the right to limit the amount of tuition refund offered to students who withdraw early.

If a student has applied and registered for a 16-week semester, the refund for early withdrawal will be:

- 75% refund with written notification during the first two weeks of the semester
- 50% refund with written notification during third and fourth weeks of the semester
- 0% refund after the fourth week of the semester

If a student has applied and registered for an 8-week session, the refund for early withdrawal will be:

- 75% refund with written notification during the first two weeks of the session
- 50% refund with written notification during third week of the session
- 0% refund after the third week of the session

If a student has applied and registered for the 12-week summer semester, the refund for early withdrawal will be:

- 50% refund with written notification during the first two weeks
- 25% refund with written notification during the third and fourth weeks

If a student has applied and registered for an 8-week summer program, the refund for early withdrawal will be:

- 50% refund with written notification during first and second week
- 0% refund after the second week of the summer program

If a student has applied and registered for a 4-week summer program, the refund for early withdrawal will be:

- 50% refund with written notification during first week
- 0% refund after the first week of the summer program

NOTE: In special cases where there is a proven family emergency, ESL tuition refunds may be pro-rated for the duration of time studied. The director's decision is final in all cases. Health insurance fees cannot be refunded. Requests for dormitory and meal plan refunds must be made to the appropriate College department

Important ESL School Policies and Rules

You will probably be asked to leave the ESL program if:

- You are regularly absent from classes or you do not do your homework
- You do not follow College rules
- You deliberately damage or destroy school property
- You do not maintain full-time student status
- You buy, sell or use illegal drugs
- You are convicted of a crime
- You do not respect the rights of other students and staff



ESL Grades and Level Promotion Policy

ESL students are only be promoted from elementary level to intermediate level, intermediate level to advanced level, and advanced level to College when they attain a course grade of “BC” or better. **Students may be promoted to the next level at the end of each semester: December, May, and August.**

Matriculation into Degree Courses

Students who have been conditionally admitted to St. Norbert College must either complete the advanced level in the ESL program **or** pass the TOEFL exam with a minimum score of 550 (80 iBT) or IELTS 6.0 - 6.5 in order to begin a full-time degree program. A TWE score of 4.0 or higher is also required for direct admission to College degree courses.

ESL Application Form

Students should submit the ESL application form along with financial statement, application fee and optional express mail fee.

The application form is attached to the ESL brochure. It is also available on our ESL web page (<http://www.snc.edu/esl>). The student must sign the application.



Application Procedure

Fax or e-mail the ESL completed (signed) application, and the bank financial statement and credit card information to pay the \$50 application fee, to:

ESL Director
St. Norbert College
100 Grant St.
De Pere, WI 54115-2099 USA
Fax number: 920-403-4083



Application Fees

- The ESL application fee: \$50
- Optional: express mail fee: \$50

Application fees can be paid by credit card, MoneyGram, Western Union, bank check. Make all checks payable to “St. Norbert College.” MoneyGram and Western Union payments should be payable to “Richard Porior” in the city of Green Bay, Wisconsin.

Additional Requirements for College Applications

1. Completion of a four-year high school with an academic syllabus (not a technical training high school or a GED.)
2. Average grades in high school of “B” when compared to the U.S. “four point” grading scale.
3. Proven financial resources to pay all fees: about \$36,000 per year (2009-2010 fees).

4. TOEFL 80 or IELTS 6.0-6.5; otherwise, student is required to study in the ESL program before beginning a degree program.
5. Mail original documents to:
Director of CIE
Bemis International Center
St. Norbert College
100 Grant St.
De Pere, WI 54115 – 2099 USA

College Dormitory Reservation

When the application is received, the ESL staff will automatically make arrangements for a dormitory assignment. No additional housing application is needed. We do not offer homestays. All students live in College dormitories (residence halls). Students who are over the age of 22 have permission to live off campus; however, we do not have the staff to help students find off-campus housing.



The College has six traditional residence halls and six non-traditional residence halls. The non-traditional residence halls are for older students (junior and senior students in College). Each hall/dormitory has a slightly different price, so our estimated housing cost may be a little high or low. During long holidays the cost of staying in the dormitories is about \$48 per week (2010). Residence hall rooms are normally “double” or shared rooms. It is difficult to get a “single” or private room.

Foreign students may be assigned to live in one of 12 residence halls. The Office of Residential Life makes all dormitory room assignments. **No guarantee is made or implied that foreign students will have an American roommate.**

College residence halls do not include blankets, sheets, pillow, mattress pad or towels. We ask the students to complete the arrival form and tell us if they want us to buy the bedding for them. The cost is \$80 for new bedding if we buy it for the students. Used, clean bedding is \$40. We add this amount to the student’s account in the College business office.

Residence Hall Policies include the following:

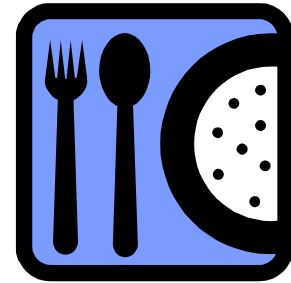
1. Students are issued keys to the building and to their rooms. If keys are lost, the student will be charged for the cost of replacing the keys and may also be charged for the cost of replacing the locks.
2. Students are responsible for all damages to their room. The College will charge students for repairs. If common property is damaged in the residence hall, the cost is divided among all the students who live in the building.
3. Students must follow all residence hall check-in and check-out procedures.

4. For long distance calls, we recommend students use international calling cards or cell phones which can be purchased at the College.
5. Each residence hall has kitchen facilities. Many students take advantage of this and prepare some of their own meals in the residence hall.
6. Each residence hall room is wired for a computer connection to the College computer network and internet. Students are encouraged to bring their own computer, but it is not required. The college has many computer labs.

Meal Plans

Students who live in a “traditional” College residence hall must have a college meal plan. The price of the meal plan may vary. Students use their SNC ID card to enter the cafeteria or pay for food at other food services on campus. Each meal plan has two parts:

- A. Cafeteria meals: 10 to 15 meals per week in the student cafeteria. There is no refund for meals not eaten.
- B. “Meal Dollars” is money on the meal plan which can be used at any of the College food service outlets (outside the student cafeteria.)



Health Insurance

Health insurance must be purchased from the College—no exceptions. The cost of the College health insurance policy is about \$70 per month. This insurance plan does not cover dentist fees or eyeglasses; it does not cover pre-existing conditions. It does cover 70-80 percent of all major medical bills at hospitals. It covers all costs (100 percent) of fees associated with the College Health Center and referrals to doctors made by the Health Center. The College business office adds the monthly cost of health insurance to student’s accounts in the business office.



Paying Fees

Students pay all fees in the College Finance (business) Office. Usually students pay their fees about two weeks after classes begin. This gives the ESL office, housing office, cafeteria and other offices time to send all student bills to the business office, and the business office time to enter the information into the student accounts.

Credit Card Payment

To pay fees by credit card, go to: www.snc.edu/financedepartment Click 'On Line Payment'. This site accepts MC, AMX and Discover. It does not accept VISA card.

Exact Cost of School

It is not possible to give an “exact” cost because dormitory fees, meal plans and textbook costs vary. Usually the fees that are printed in our marketing materials are estimated a little high. College and ESL fees increase about 3 to 4 percent each year on September 1.

Wire Transfer of Money

After an application has been faxed or mailed to the ESL Institute, students and parents may wire funds directly to the student account at St. Norbert College. Before the wire transfer is made, send an e-mail or fax to the ESL director (esl@snc.edu) to ask for the student's College ID number. With the student ID number, you can wire money to:

J.P. Morgan - Chase Bank

SWIFT: CHASUS33

Beneficiary: St. Norbert College

Account: 670003573

Student Account: (SNC student ID number): _____

Student Name: _____



Housing Deposit

The College does not require a housing deposit from ESL students.

Testing and Orientation

A typical ESL student orientation includes:

- English language placement testing including writing sample and oral interview
- Introduction to staff and services offered by the foreign student advisor
- Tour of campus with emphasis on health center, computer labs, library, sports center, classrooms, cafeteria, student center, etc.
- Explanation of program policies and procedures
- Health insurance registration
- College ID card, food service contract, review of housing policies
- Visit to local bank to open bank accounts
- Tour of De Pere and Green Bay including shopping malls

Pre-Departure Information

Before students depart for their ESL program at St. Norbert College, they should have their immunization records from their doctor. A copy of our **health history form** is at the end of this handbook. Please help students complete the health history form, otherwise they may be required to get additional immunizations after they arrive here. The College health center checks all students for proper immunizations. Students will pay a fee for some immunizations.



Along with the I-20 and health history form, we also send a form asking students:

- Their flight schedule, so that we can meet them at Green Bay's airport (GRB).
- If they want us to buy bedding for them. College dormitories do NOT include mattress pad, sheets, blanket, pillow, towel and washcloth. The cost of these items is \$70 for new items; \$35 for used (clean) items.

Location

The campus of St. Norbert College is a park-like setting on the Fox River in the suburb of **De Pere** (20,000 people). The city of De Pere is part of the greater **Green Bay** area (200,000 people). Near the College are many restaurants, hotels (Kress Inn), department stores (Shopko), banks (Associated Bank), shops and schools. Many students use city bus, taxi or private car to visit local shopping malls, movie theaters and clubs.

The City of De Pere, Wisconsin <http://www.depere.com>

The City of Green Bay, Wisconsin <http://www.packercountry.com>

Travel to De Pere and Green Bay

International flights to Green Bay's airport (GRB) usually arrive through three regional airports: Chicago, Minneapolis and Detroit. Flights from Chicago, Minneapolis or Detroit are one hour to Green Bay.

We are located about two hours by car from Milwaukee and Madison, Wisconsin; and about 3.5 hours by car from Chicago, Illinois. Flights from Chicago are often delayed. We recommend flights from Detroit or Minneapolis.

Local Weather:

We have snow from December through March. All buildings are heated during the winter. Summers are warm and comfortable.

Average daytime high temperatures (Celsius):

| | | | |
|---------|------------|-----------|----------|
| Jan: -5 | April: +12 | July: +27 | Oct: +14 |
| Feb: -3 | May: +19 | Aug: +26 | Nov: +6 |
| Mar: +4 | June: +25 | Sept: +21 | Dec: -2 |



Local Culture:



- It is against the law to drink alcohol in Wisconsin if you are under the age of 21.
- Smoking is not allowed in College buildings and in most public buildings.
- You must be age 25, have a credit card and an international drivers license to rent a car in Wisconsin.
- You should leave a tip of 15 to 20 percent in restaurants.
- Some people in De Pere and Green Bay have not traveled overseas, so they may not know much about your country, your language and culture. However, you will find people are very friendly and eager to learn about you and your family and your country. Bring your pictures, special clothes, music and maps to share with your American friends.

Complete This Form BEFORE Entering the USA!

Student Health History

Name _____
(Last) (First) (Middle)

Date of Birth _____ Male _____ Female _____
(Month) (Day) (Year)

Address _____
(Street) (City) (State / Country)

In case of emergency, please contact: (name, relationship, phone, e-mail)

| Vaccine | Type | Dose | Date MM/DD/YY | Vaccine | Type | Dose | Date MM/DD/YY |
|--|------|------|------------------|-----------------------------|---------------------------|------|------------------|
| Diphtheria/ Tetanus Pertussls (DTP or DT) | | 1 | | Measles | | 1 | |
| | | 2 | | Mumps | | | |
| | | 3 | | Rubella | | 2 | |
| | | 4 | | (MR or MMR) | | | |
| | | 5 | | Had Measles Blood Titres | | | |
| | | | | Had Mumps Blood Titres | | | |
| | | | | TB Mantoux Test | _____ mm of Induration | | |
| Tetanus/ Diphtheria (Adult) | Td | 1 | | Chest x-ray Report | | | |
| | Td | 2 | | Other Vaccines | | | |
| | Td | 3 | | | | | |
| | Td | 4 | | | | | |
| Polio (Specify OPV or IPV) | | 1 | | | | | |
| | | 2 | | | | | |
| | | 3 | | | | | |
| | | 4 | | | | | |
| | | 5 | | | | | |

Allergies

Medical: _____

Food: _____

Plant: _____ Insect: _____

Other: _____

List any medications used for allergies: _____



TO: SNC ESL Institute
FAX # 1-920-403-4083

Name: _____

Date: _____

Please help us plan for your arrival at St. Norbert College by completing this form. Fax it back to us as soon as you know your travel plans.

TRAVEL PLANS:

I plan to arrive at the Green Bay airport:

Date:

Time:

Airline and Flight Number:

BEDDING:

You may bring your own bedding or the ESL Institute will provide bedding for a fee. Please tell us what you want to do:

- Yes, I want to buy the following items from the ESL Institute for \$67. The College Business Office will bill me for these items:
- 2 sheets, 1 pillowcase and 1 pillow
 - 1 mattress pad
 - 1 blanket
 - 1 towel and 1 wash cloth
- No, I do not want to purchase bedding from the college. I will bring my own.

St. Norbert College
English as a Second Language (ESL) Institute

ESL Core Classes

The ESL Institute offers non-credit intensive English classes to foreign students who seek to improve their English language skills for academic and professional purposes. Classes meet 4 hours daily, 19 hours weekly in 4 levels: beginner, elementary, intermediate and advanced. Each class meets approximately 80 hours per semester. Each level includes classes in reading, writing, speaking and listening. **At the end of a semester students must earn a minimum grade of “BC” in each class in order to advance to the next level. Semesters end in May, August, and December. Advanced level students must complete all course requirements with a grade “BC” or higher to graduate and receive a recommendation to register for College credit classes.**

“B” Beginner level classes: (“B” classes are only offered when 4 or more students test in at this level)

| | |
|-------------------|--|
| ESL 42: Reading | Vocabulary building and basic reading strategies |
| ESL 43: Writing | Simple and compound sentences, punctuation, short paragraphs |
| ESL 44: Speaking | Asking/answering questions, simple dialogues, use of phone, simple conversations |
| ESL 45: Listening | Recognition of English sounds, words, and intonation patterns; understanding phrases, simple sentences and questions |

“E” Elementary level classes:

| | |
|-------------------|---|
| ESL 52: Reading | Reading speed, comprehension and strategies |
| ESL 53: Writing | Writing paragraphs in a variety of rhetorical forms; grammar study |
| ESL 54: Speaking | Pronunciation, intonation, demonstrations & short speeches |
| ESL 55: Listening | Listening for details, inferences, main ideas, possession markers & plurality |

“I” Intermediate level classes:

| | |
|-------------------|---|
| ESL 72: Reading | Reading speed, comprehension and strategies using short stories, magazines, and abridged novels |
| ESL 73: Writing | Coherent 5-paragraph essays in a variety of rhetorical modes; grammar study |
| ESL 74: Speaking | Speeches, pronunciation, intonation, body language, and conversation strategies |
| ESL 75: Listening | Introduction to lectures and note-taking; topics include current issues and culture |

“A” Advanced level classes:

| | |
|---------------------------------|---|
| ESL 91: Lectures & Note-taking: | Note-taking strategies while listening to recorded and live college lectures |
| ESL 92: Reading | Speed, comprehension, strategies using essays, readings from college texts, journals, essays and novels |
| ESL 93: Writing | Research paper, timed and drafted essays with emphasis on proper citations |
| ESL 94: Speaking | Discussion of current political, social and culture issues |
| ESL 95: Listening | Gather information from natural speech discourse |
| ESL 96: Debate: | Class discussions, debates, and oral presentations on controversial issues |

* Optional classes in pronunciation and TOEFL preparation are offered on demand.

REQUIREMENTS TO COMPLETE THE ESL PROGRAM

The ESL Institute offers three program certificates:

1. Completion of the ESL program with recommendation to SNC degree program.
2. Completion of the ESL program.
3. Certificate of Participation

1. ESL completion with recommendation to degree program

Students wishing to receive a certificate of program completion with a recommendation to begin a full-time degree program at St. Norbert College need to successfully complete the following courses with a minimum grade of “BC”:

- a. Advanced Academic Reading
- b. Advanced Academic Writing
- c. Advanced Lecture and Notetaking
- d. Advanced Listening and Speaking

2. Certificate of ESL completion

Students wishing to receive a certificate of program completion (without a recommendation for college courses), need to complete the following courses:

- a. Advanced Academic Reading
- b. Advanced Academic Writing
- c. Any two listening/speaking courses with a course number of “80” or higher.

ESL elective courses:

Speaking/Listening electives may include the following courses:

- Intermediate Listening
- Speech and Drama
- American Society
- Culturally Speaking
- Public Speaking
- Literature and Video
- Current Events
- Issues for Debate and Discussion
- American Film and Culture

3. Certificate of Participation

The Certificate of Participation is given to students who made satisfactory progress in their classes, but the advanced level courses were not completed.

ESL Institute

SAMPLE: Class Schedule

Classes meet every day, Monday through Friday

| Time | Instructor 1 | Instructor 2 | Instructor 3 | Instructor 4 |
|---------------|---|---|--|--|
| 8:00 - 9:05 | ESL 93: Advanced Writing <i>Sourcework: Ac Writing</i> <i>Azar: Understanding Grammar</i> Cofrin 206 | ESL 73: Interm Wrting <i>College Writing Skills</i> <i>Azar: Understanding Grammar</i> BIC 214 | ESL 53: Elem writing <i>1st Steps in Ac Wrtg</i> <i>Azar: Fundamentals Grammar</i> Cofrin 204 | ESL 73b: Interm Wrting <i>College Writing Skills</i> <i>Azar: Understanding Grammar</i> Library 312 |
| 9:15 - 10:00 | ESL 55: Elem Listening <i>Quest: Listening Bk I</i> Cofrin 206 | ESL 91: Advanced Level Lectures & Notetaking BIC 214 | ESL 91: Advanced Level Lectures & Notetaking Cofrin 204 | ESL 81b: Interm Level Current Events Library 312 |
| 10:10 - 10:55 | ESL 72: Interm Rding <i>Vocab in Use</i> <i>Mosaic One: Rding</i> <i>The Scarlet Letter (CS)</i> Cofrin 206 | ESL 52: Elem Reading <i>For Your Info 2</i> <i>Inter. Rding Practices</i> <i>A Christmas Carol (CS)</i> BIC 214 | ESL 72b: Interm Rding <i>Vocab in Use</i> <i>Mosaic One</i> Cofrin 204 | ESL 92: Advanced Rding <i>Rder's Choice</i> <i>To Kill a Mockingbird (CS)</i> Library 312 |
| 11:05 - 11:50 | ESL 54: Elem Spking <i>Person to Person 2</i> <i>Impact Issues (CS)</i> Cofrin 206 | ESL 65: Interm Spking American Society <i>American Ways</i> BIC 214 | ESL 65b: Interm Spking American Society <i>American Ways</i> Cofrin 204 | ESL 96b: Adv Spking Issues for Debate <i>Face the Issues</i> <i>Success w Present. (CS)</i> Library 312 |

WEDNESDAY special schedule: there is no reading class on Wednesdays from 10:10 – 10:55. All College classes stop for one hour for “sacred hour”. All students and faculty are encouraged (not required) to attend “Common Prayer” in the College church at this time.

TUTORS are usually available every afternoon from 1:00 to 3:50, and evenings 7:00 to 9:00 p.m.

SPECIAL CLASSES: Pronunciation class and TOEFL preparation class are optional classes. These classes are offered two afternoons each week when 5 or more students register for the classes.

Saint Norbert College International Student Scholarship Awards 2009 – 2010 Academic Year

In order to internationalize its campus and increase its enrollment of well-qualified international students, St. Norbert College offers merit-based tuition awards to highly qualified foreign students who apply to study in a degree program at St. Norbert College. Award decisions are made after application documents are received and the applicant's file is complete. Awards are renewable each year on condition the student remains in good academic standing. No separate application is required for award consideration.

Secondary school grades must be from a challenging college preparatory curriculum. Students who complete a technical secondary school program will not be considered for admission to a St. Norbert College degree program. St. Norbert College merit award guidelines use a 4.0 grading system, where 4.0 is the highest possible cumulative grade point average (GPA). Student grades will be converted to this system during the admissions process, before consideration for the awards.

St. Norbert College

International Tuition Scholarship Awards

| | | |
|-----------------------------------|-------------------|-----------------------|
| George Washington Scholar: | GPA: 3.80 to 4.0 | Award: up to \$12,000 |
| Abraham Lincoln Scholar: | GPA: 3.60 to 3.80 | Award: up to \$9,500 |
| Thomas Jefferson Scholar: | GPA: 3.40 to 3.60 | Award: up to \$7,500 |
| Woodrow Wilson Scholar: | GPA: 3.0 to 3.40 | Award: up to \$6,500 |
| Benjamin Franklin Scholar: | GPA: 2.7 to 3.0 | Award: up to \$5,000 |

While cumulative GPA alone determines the award level, the College will consider demonstrated financial need and special achievements in leadership, music, art, and community service when determining specific award amounts with each level. Applicants will be notified in the admission acceptance letters if they have been selected to receive an award. Once a scholarship offer has been officially offered and accepted by the student, the award cannot be increased. Additionally, it should be noted, that St. Norbert College offers all full-time degree-seeking international students the option of applying for jobs on campus as allowed under the terms of their student visas.

St. Norbert College
English as a Second Language (ESL) Institute

2009 – 2010 ESL Calendar and Estimated Fees

| | | Session Dates | ESL Tuition | Dormitory* | Meals | Total |
|--------------------------------|----------------|-----------------------|----------------|------------|----------|------------|
| 2009 Fall 1 | 8 weeks | August 31 - Oct. 23 | \$1,980 | \$980* | \$840.00 | \$3,800.00 |
| 2009 Fall 2 | 8 weeks | October 26 - Dec. 18* | \$1,980 | \$980 | \$840.00 | \$3,800.00 |
| 2010 Spring 1 | 8 weeks | Jan. 18 - March 12 | \$1,980 | \$980 | \$840.00 | \$3,800.00 |
| 2010 Spring 2 | 8 weeks | March 22 - May 14* | \$1,980 | \$980 | \$840.00 | \$3,800.00 |
| 2010 Summer 1 | 4 weeks | May 24 - June 18 | \$1,100 | \$240 | \$300.00 | \$1,640.00 |
| 2010 Summer 2 | 4 weeks | June 21 - July 16 | \$1,100 | \$240 | \$300.00 | \$1,640.00 |
| 2010 Summer 3 | 4 weeks | July 19 - August 13* | \$1,100 | \$240 | \$300.00 | \$1,640.00 |
| 2010 Fall 1 | 8 weeks | August 30 - Oct. 22 | \$2,060 | \$1,020 | \$875.00 | \$3,955.00 |
| 2010 Fall 2 | 8 weeks | Oct. 25 - Dec. 17* | \$2,060 | \$1,020 | \$875.00 | \$3,955.00 |

* Dormitory fees listed here are an average of four freshmen dorms, double occupancy

* Meal plan fees listed here are “a weighted average of two gold/silver food plans, and two platinum food plans.”

IMPORTANT NOTES:

1. Students may complete one level of instruction in December, May and August.
2. The ESL program offers 3 levels of instruction: Low, Intermediate, and Advanced
3. Students may pass a level with a grade of "A" or "B". Below "B/C" is "Repeat"
4. Dormitory fees are based on the average cost of 4 freshman dormitories: shared room
5. **Additional fee:** Activity fee \$30 each month; \$60 for 8-week session
6. **Additional fee:** Health Insurance fee is \$68 each month (\$18 per week)
7. **Additional fee:** Orientation fee \$50 (new students only)
8. **Additional fee:** Textbooks: about \$200 - \$250 each level
9. **Additional (optional) fee:** \$80 for bedding - blanket, pillow, sheets, mattress cover, towel

PAYING FEES

Students pay fees about two weeks after classes begin. Students pay fees in the College Finance Office. The Finance Office charges 1% (one percent) late fee each month that fees are not paid. **To pay fees with MasterCard, American Express and Discover Card, go to: CREDIT CARD PAYMENT <<http://www.snc.edu/financedepartment>>**