STUDENT HANDBOOK

This handbook can be found at: www.studyenglishinusa.com
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Welcome to the English Language Program. We hope you will enjoy your educational experience with us. Each student is important to the program. The ELP office is sometimes very busy, so it is good to make an appointment if you want to see the director.

Our goal is to meet the individual needs of all of our students and if the director, program assistants or student assistants can be of service to you, please do not hesitate to ask for help. Our teachers in the ELP are all very qualified and will try to help you too.

The program encourages students to be responsible for their learning and to complete all their assigned work. We want all of the students to be successful and earn an ELP certificate. If you experience problems in your classes, please see your teachers or the director. Tutoring is offered one afternoon each week, and students who go to tutoring always improve their English the most.

We want everyone to become good friends that you will remember for life. We encourage students to participate in after class activities. It is a great way to have fun and to develop friendships and casual English outside of class.

Have a great semester!

Ruth Harrold
ELP Director

ELP Staff & Instructors

ELP Director: Ruth Harrold
ELP Assistant Director: Amanda McPherson
ELP Immigration Specialist: Juan Carlos Loja
ELP Student Services: Jane Braglia
ELP Administrative Secretary: Michelle Artiga
ELP Student Assistants: Naif Ghabban/Maria Gonzalez

ELP Instructors:
Irene Silas – Full Time Instructor / Tutoring Coordinator
Tia Rivera - Full Time Instructor / Tutoring Coordinator
Lauren Chase – Full Time Instructor/ Conversation Club Coordinator
Joy Lee – Full Time Instructor/ Conversation Club Coordinator

Jessica Carroll Kay Olliff-Norstrom Miriam Membrino Simon Manses
Kathy Gonzalez Kayla Devenburg Susan Osterhues Simona Folisi
Militza Garrillo Lauren Chase Sharon Saternus
ELP Office Procedures
*The ELP office opens at 8:30 A.M. and closes at 5:00 P.M.
(Please make an appointment if you need to see Mrs. Harrold, the director or Ms. McPherson, the assistant director.)

1. Please do not enter the ELP offices unless you have an appointment or an instructor has asked you to enter.

2. Student assistants are working when they are in the office. Please do not visit with them when they are at work.

3. Wait a moment when someone is talking on the phone to ask a question.

4. If you have a question or problem that will take longer than 10 minutes to discuss, please make an appointment for a longer time.

5. The computers and phones in the office are for business. Students may not use them for personal business. Please use the computers in the Computer Lab.

6. The copier in the office is for business use only. The ELP does not make student copies or print from the computer printers in the ELP Office.

7. You may make copies in the UNF library. Please do not ask for copies or printing from the ELP office.

8. It is important to remember your books for each class. The ELP will not copy pages from textbooks for students.

9. If you lose a textbook or other item, please check the Lost and Found Box in the ELP office. Please be careful with your wallet and cell phone.

10. The first week of each semester, the ELP makes an appointment for students to get a UNF ID card. **Do not go to the ID card office by yourself.**

11. The teachers need time to eat lunch. Please do not ask ELP instructors to grade papers or do class work during lunch. Make appointments with the instructors after class.

12. The ELP will not fax or mail any personal information for students.

### Important Phone Numbers

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<td>UNF General</td>
<td>(904) 620-1000</td>
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<td>ELP Office</td>
<td>(904) 620-4281</td>
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<td>UNF Police Department</td>
<td>(904) 620-2800</td>
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<tr>
<td>UNF International Student Center</td>
<td>(904) 620-2657</td>
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<tr>
<td>UNF Clinic</td>
<td>(904) 620-2900</td>
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<td>UNF Admissions (One Stop Office)</td>
<td>(904) 620-5555</td>
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<td>UNF Testing Center</td>
<td>(904) 620-2927</td>
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<td>UNF Recreation Department</td>
<td>(904) 620-2988</td>
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<tr>
<td>UNF Box Office</td>
<td>(904) 620-2875</td>
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<tr>
<td>UNF Bookstore</td>
<td>(904) 620-2665</td>
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<td>UNF Library</td>
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SECTION 2
STARTING ELP CLASSES

Tuition Payments
1. Tuition payments must be made by the first Friday of class. Students who pay late will have to pay a late payment fee of $50.00.
2. Students who do not make payments may be asked to leave class.
3. No certificates or transcripts will be given to students who have not made registration payments.

Refund Policy *
1. Requests for refunds must be submitted to the office of the English Language Program and must be made in writing before the end of the second week of class.
2. Application fees are non-refundable.
   - Withdrawal during the first week of class:
     o 75% refund of the tuition will be issued if the student withdraws at the end of the first week of classes.
   - Withdrawal during the second week of class:
     o 25% refund of the tuition will be issued if the student withdraws during the second week of classes.
   - No refunds will be issued after the second week of classes.

NOTE: Additional refund requests may be considered in special extenuating circumstances and will be reviewed on a case-by-case basis.

UNF I.D. Card
1. New ELP students will receive a UNF I.D. card during new student orientation. Students will go with the ELP to get their cards.
2. If you lose your UNF/ID card, you can go to the ID card office and purchase a new one.
3. I.D. cards are important and students should carry it in their wallet. You can use your I.D. card on and off campus.
SECTION 3
IMMIGRATION

Immigration regulations are important for students with the F-1 student visa.

Visa Expiration
1. Students may have a single-entry or multiple-entry visa for the U.S. The expiration date on the visa does matter while students are in the U.S., as long as the I-20 has not expired.
2. If a student travels home, an expired visa must be renewed for reentry.
3. Students need to look at the I-20 and know the expiration date, so they can ask for an I-20 extension one month before the expiration date.
4. Students must report a change of address or phone number within 10 days of any change.

I-20
1. The I-20 is a legal document that allows students to study in the U.S. The SEVIS number is printed on the I-20 and is the student’s personal record.
2. Students must have a current I-20 to enter or reenter the U.S.
3. Students must have a current I-20 to transfer to another institution.

Documents
1. Students will be required to show passport, visa, I-20 at the entry inspections. They may also ask to see the Certificate of Financial Responsibility.
2. Be sure that you have the ELP general phone number (904) 620-4281 so that you can contact the office if there is a problem at the airport.
3. If you are a returning student, immigration may ask for a copy of your certificate or transcript.

Enrollment
1. Students with the F-1 visa must be enrolled as a full-time student for two semesters before a vacation will be allowed.
2. Students may take the normal university vacation in the summer semester if they have enrolled for the two previous semesters.

Passport
1. Students should keep passports current and apply to renew the passport 6 months before its expiration. Students will not be permitted reentry to the U.S. without a current passport.

Employment
1. F-1 students may work on campus up to 20 hours/week. Students must present a letter of intended employment to the ELP office. The ELP office will assist with the application for the social security card.
2. Social Security cards are not issued to students who are not working.

Travel Outside the United States
1. If students travel outside the United States during a break in studies, they must have the third page of the I-20 signed before the intended travel time. If the I-20 is not signed they may not be able to reenter at the port of entry.

Transferring to another school
1. If you wish to transfer or change your school, you must report the change to the ELP office.
2. You must apply to the new school and get an acceptance.
3. Bring the acceptance letter and the transfer form from the new school to the ELP office.

Vacation
1. Students must study 2 consecutive semesters to ask for a vacation. The ELP prefers to give vacation during the summer semester.
2. No vacation will be given to students who complete the program.
SECTION 4
ATTENDING CLASSES

Schedule
1. ELP classes meet Monday, Tuesday, Wednesday and Thursday from 9:00 A.M. to 3:00 P.M. and Friday from 9:00 A.M. to 11:00 A.M.
2. Lunch is scheduled from 12:00 to 1:00 P.M.
3. Classes may meet at different times of the day, and if students are attending a UNF class the UNF class may vary according to the times when the class is offered.
4. Students receive a schedule for their classes on the first day of class.

Placement Testing
1. New students to the ELP take a placement test at the beginning of a semester. This test places the students in the correct level of instruction.
2. Students may not select the level of instruction. Only the ELP staff may decide the level.
3. Placement tests are not given to students at the end of a semester or for level advancement.

ELP Attendance Policy
1. Full semester students may be absent 36 hours in one semester.
2. 10 Minute Rule: Students who are more than 10 minutes late for class at the beginning of the first class are counted absent - 1 hour.
3. Students may not be late after break or lunch. Students who are late after break or lunch will be counted 1 hour absent.
4. All absences are counted, excused or unexcused. Students should carefully consider their absences before non-attendance.
5. Students who are absent more than the allowed hours will not receive a certificate of completion and may have to repeat a level or may be dismissed from the program for exceeding absences.
6. Locked Doors: Sometimes teachers lock the door when they have begun class. If the door is locked, do not knock. Find a place to wait until the next break time. This is counted as one hour absent.
7. Students who are absent must see their teachers to make up missed tests or work. If work is not made up the student may receive a grade of “0”. Instructors make decisions about making up tests and classwork.
8. Students with the F-1 visa must follow the above attendance policy or the student may be dismissed and the I-20 may be terminated by the program director.
9. Students in Level 5 (Concurrent Enrollment) may only be absent 22 hours during the semester due to their reduced schedule.

Classroom Rules
1. Students must come to class prepared with books, paper and pens or pencils. Teachers may ask unprepared students to leave class.
2. Students must complete all classwork and homework.
3. Students must turn off cell phones during class. Cell phone calls and text messaging during class are considered disrespectful.
4. Instructors may take away your cell phone if you are using it in class for texting or searching the internet. Students can pick up cell phones at the end of class from the instructor or from the office.
5. UNF/ELP Cell Phone Policy: There is NO cell phone use in UNF classrooms.
6. Please keep your classroom clean by throwing trash away and pushing in chairs.
7. Do not write on tables or chairs.
8. **Speak English only when you are in class.** When you are speaking your language with others from your country, it is disrespectful to the teacher and your classmates.

**Tips for being a Good Student**
1. Always be on time to class.
2. If you are absent, first call the office; ask your classmates and teachers what you have missed and make up work that has been missed.
3. Turn in your work on time. That helps the teacher know what areas you need help in.
4. Take notes! If your teacher is writing on the board. It will help you understand and remember the lesson better.
5. Study a little every night. Don’t try to learn everything the night before a test. It’s better to learn with your classmates in study groups.
6. Go to after-class activities and tutoring. If you want to speak English better, it's the best place to practice.

**Student Behavior**

**Students who sleep or use electronic devices:** Class participation is one of the requirements of the program as stated in the ELP contract; sleeping or using electronics during class is considered to be non-participation. Your grade may be affected by your participation in class.

**Grades**
1. Student classes are graded with the following scale:
   - A: Excellent work
   - B: Good work
   - C: Average work
   - P: Pass
   - NP: No Pass
   - I: Incomplete
2. Rubric grading: May be used by instructors. Instructors will explain their rubric grading.
3. Progress Reports: Each student will receive a progress report at the half semester. Teachers will make comments about how students can improve their English.
4. Transcript: Each student will receive a transcript at the end of the semester. The transcript will reflect attendance, grades and level of study.
5. Repeating a level:
   1. Students may be asked to repeat a level if there is not enough fluency to achieve in the next higher level.
   2. Students may have to repeat a level when there is incomplete classwork or homework.
   3. Students will be warned at the half semester and receive periodic warnings.
   4. Students may only be permitted to repeat a level 1 time. Students who do not make enough progress may be asked to leave the ELP.
   5. Students may not repeat level 5. (Concurrent or Non-concurrent)

**Books**

**Textbooks:**
1. Students must buy textbooks.
2. You can buy them from the UNF bookstore. (expensive)
3. You can buy them used on-line. (cheaper)
4. Students must buy books by the end of the first week of classes.
5. Students **will not** be permitted to share books.
6. If students do not have books, teachers may ask students not to return to class.

**Workbooks:**
1. **No used workbooks** will be accepted in the classroom for any reason.
2. Each student must have his or her own workbook.

**Probation**
- Probation is a period of time in which a person who has made a serious mistake or has not complied with ELP or UNF rules must behave well in order not to risk being dismissed from the ELP.
- During the probation period, students must correct inappropriate behavior immediately.
- If the behavior continues, the student will be dismissed. There will be no refunds for dismissed students.
- F1 visa students on probation risk losing their status. The I-20 may be terminated.

**Students can be placed on probation for the following reasons:**
1. Failure to comply with ICE and ELP attendance rules.
2. Failure to complete class work in a timely manner.
3. Refusal to participate in classroom activities.
4. Disrespect of teachers, other students, and administrators.
5. Inappropriate language and behavior in ELP classes or on the UNF campus.
6. Violation of United States or Florida law.
7. Violation of UNF policies.
8. Sexual harassment.
9. Violation of immigration laws
10. Failure to report immigration changes.
11. Failure to turn in the required immigration papers to the ELP office.

**Attendance Probation:**
- **1st Incident:** Students will receive a notice after every 10 hours of absence.
- **2nd Incident:** At 30 hours of absence, students will meet with the program director and sign the Notice of Attendance Probation.
- **3rd Incident:** Students will be dismissed from classes when they have 37 hours of absence. The I-20 will be terminated and the student will be asked to leave the program. Students must prepare to leave the United States immediately.

**Academic Probation:**
- **1st Incident:** Students will receive a mid-semester report concerning academic progress.
- **2nd Incident:** At the end of the semester, the instructors will make final decisions concerning the student’s level of English
- **3rd Incident:** Students who do not make academic progress may be dismissed from the ELP.

**Plagiarism and Cheating**
1. Students must understand that copying another person’s words or answers is cheating and students can be dismissed from the University for cheating and plagiarism.
2. The first time a student is caught cheating, the student will receive a verbal warning from the instructor.
3. The second time a student is caught cheating, the student receives a written warning from the instructor and grade of ‘0’.
4. The third time a student is caught cheating, the student meets with the disciplinary committee and renders a punishment.
5. The fourth time a student is caught cheating, the student meets with the director and must sign a letter of academic probation.

**Concurrent Enrollment Classes**

1. Level 5 students who score 470 on the TOEFL test given in the ELP or have a teacher recommendation can take one UNF class for credit and continue to take ELP classes part-time.
2. Students who successfully complete Level 5C and have a satisfactory grade in their UNF class can enter UNF with no TOEFL score.
3. Students must meet all other admissions requirements and test scores.
4. Students who do not meet the minimum TOEFL score will not be enrolled in UNF classes.

**Communication**

1. **Bulletin Board:** Check the bulletin board in the hall for news and information about the ELP or UNF.
2. Each week students will be able to read the *Weekly Update* on the ELP website: [www.studyenglishinusa.com](http://www.studyenglishinusa.com). The *Weekly Update* will be e-mailed to students each week.
3. **Wiki:** Many teachers use the Wiki as a way of communicating to students about homework, class work and assignments. Students should ask their teachers about the Wiki or other websites as assigned by their instructors.
4. **Facebook:** Students should go to the ELP Facebook page and like the page to see updated student information and photos. [http://www.facebook.com/home.php?#!/pages/Jacksonville-FL/ELP-English-Language-Program-at-UNF/204725515284](http://www.facebook.com/home.php?#!/pages/Jacksonville-FL/ELP-English-Language-Program-at-UNF/204725515284)

**Complaints**

1. Students may have complaints. Students should write down their complaint and bring it to the office.
2. Students should not talk to other students about personal issues or issues with teachers. These complaints will be considered by the office of the ELP.

**SECTION 5**

**Admissions to UNF**

1. Students must prepare to enter the university by completing entrance examinations.
2. SAT or ACT are required for undergraduate students and GRE or GMAT are required for graduate students.
3. TOEFL or IELTS are also required for international students.
4. Students who complete level 5 may request a letter of language proficiency from the ELP. The letter is given to students who complete the contract for level 5 and who show adequate proficiency.
5. Once each semester, there will be an after class meeting to discuss admissions policies to UNF and Florida State College at Jacksonville.
6. **Students must:**
   - Complete the appropriate application early in the semester.
• Pay the application fee.
• Pay attention to the application deadlines.
• Take admissions exams.
• Translate and evaluate appropriate documents for admission.
• Attend the after-class meeting for more information.
• Ask for a transfer when you have been admitted to the university.
• ELP students will not be transferred until all tuition to UNF has been paid.

7. The ELP office does not promise admissions to UNF or FSCJ. The student must make an appointment with the international advisor at the schools.
8. The ELP will advise students about procedures and documents needed.

TOEFL/IELTS Scores for Full Admission to UNF

1. For admission to UNF undergraduate or graduate programs of study, a TOEFL score of 500 paper based or 61 iBT is required. A score of 6.5 is required for IELTS. UNF may raise admissions scores at any time.

   OR

2. Completion of level 5, a letter of recommendation from the Program Director, and other admissions requirements including entrance test exams.
3. The Coggin School of Business and the College of Engineering require a TOEFL score of 550 paper based or 79 iBT for all MBA applicants. All MBA students must have a TOEFL score.

TRANSFERRING AT THE END OF THE SEMESTER

• Students may transfer to another college, university or ESL school at the end of the semester.
• Students must show a letter of acceptance and get a transfer form from the new university.
• The new university will issue an I-20 for their program.
• Students will be transferred on the final day of the semester.
• Students are advised to continue to have good attendance, classwork and test scores. Students who do not complete the program, may be dismissed and the I-20 terminated.

SECTION 6
ELP After-Class Activities

1. Tutoring
   a. You can improve your English by practicing your English in tutoring after class. Get help with writing or reading.
   b. The tutor/s will be glad to help you study for tests or explain a language point.
   c. Bring your book or questions to tutoring.

2. Hang Out Activities at 3:00 PM: These activities are a good way to improve your fluency in a relaxing way.

3. Language Partners/Speaking Clubs: UNF students come and join ELP students to practice speaking. These meetings are every week at 3:00 PM.

4. Field trips, volunteer activities and other fun activities
   Students should take advantage of these ways of improving social language and fluency. (Check your semester calendar to see what is offered.)
The Computer Lab
1. **Open: Monday thru Friday until 5:00**
2. When teachers are teaching a class in the lab, other students may not enter to complete work. Students may enter when the lab is open or at break times.
3. **Students must not eat or drink in the computer lab;** students who bring food or drink will not be allowed to use the lab.
4. Students must clean up the area around their computer and push in chairs when finished in the lab.
5. Students cannot use the printer in the lab unless the teacher requests it.
6. **Students should save documents to their personal e-mail account.** Documents will be erased from the computer screens on weekly basis. Students may lose important work.

Lunch
1. No eating in the classrooms.
2. There are picnic tables outside. Please clean the tables when you finish eating.
3. Students can go outside to eat at Outtakes, the Student Union Building or the UNF cafeteria.
4. There are two microwaves for students. Students must clean up the microwaves after using them.
5. The Student Union Building has a food court, café and restaurants.
6. The cafeteria has many kinds of food. Students can buy a meal plan.
7. Afternoon classes start promptly at 1:00 pm. Students are late if they are not back in class at 1:00 p.m.

**SECTION 7**
**YOUR HEALTH AND SAFETY**

Immunizations
1. It is mandatory for UNF students to have 2 injections of MMR. If you brought your injection record, you may not have to get new injections.
2. If your injections were given before you were 1 year old, you are required to take new injections.
3. The ELP will make an appointment for you to get your injections at the UNF Health Clinic or you may go to your own doctor.
4. Students who do not have injections will be asked to leave class until the injection records are presented.

Medical Health Insurance
1. **F-1 students must** have medical health insurance or buy a student insurance policy **before attending ELP classes.** If you don’t have medical insurance, you must buy medical health insurance for 4 months.
2. Health Insurance: All students are required to have health insurance at UNF. Students can buy health insurance on-line. The coordinator of student services will help students purchase a health insurance policy. Students should have a printed health insurance card.

3. International medical insurance policies will be accepted as proof of insurance if accompanied by a letter or statement of explanation in English.

4. You are insured 1 day after you submit your payment on-line.

5. Students with international insurance policies must present an up-to-date insurance card for proof of insurance.

UNF Campus Health Clinic (not health insurance)

1. Campus Health Services provides a student clinic on campus.
2. Only students may use this service – NO FAMILY.
3. There may be charges for prescriptions and tests.
4. The ELP office will make appointments at the clinic. See the coordinator of student services.
5. The clinic is only open from 9:00 AM - 5:00 PM.
6. Someone from the ELP will go with you to the clinic. Do not go to the clinic alone.

Doctors and Dentists

1. There are many doctors and dentists in Jacksonville. The Student Coordinator can help you find a doctor or dentist.
2. Emergency rooms at hospitals are for emergencies only. Doctors are very busy and it can take 1-5 hours to see a doctor.
3. If you do not have a doctor, you can go to the UNF clinic or an urgent care center. If you complete the on-line registration before you go, you will not have to wait when you arrive at the center.
4. There is an urgent care center near UNF. It is open Monday - Friday: 7 a.m. - 9 p.m. and Saturday - Sunday: 8 a.m. - 8 p.m. The address is 8705-2 Perimeter Park Blvd. Jacksonville, FL 32216 -Phone: (904) 248-3910.

Homesick

It is common for students to feel homesick. You may miss your family, friends, and home very much. Not speaking English can make you feel lonely and afraid. Many students feel the same way that you do. There are many things you can do.

1. Don’t stay home alone.
2. Join ELP and UNF activities after class.
3. Exercise every day. You can work out, take a UNF exercise class and swim.
4. Study with friends. Find a place on campus where you can study and do homework together.
5. Talk to your teachers and friends about your country.
6. Go to UNF and international club activities.
7. Sleep regularly and drink lots of water in the hot Florida climate.
8. On the weekends make plans to have fun with friends. Go out to eat or watch a movie.
9. Don’t drink too much alcohol.
10. Talk to your family via Skype or other video messaging.
11. If you feel really lonely, talk to the Coordinator for Students or the Program Director.
Personal Safety
1. Do not carry large amounts of money to campus. Students only need about $10.00.
2. Do not leave expensive technology equipment in the classrooms (cameras, computers etc.) unless you ask the teacher to lock the classroom door during break or lunch time.
3. Follow U.S. laws. If you are arrested, you may be suspended from the ELP and asked to leave the country immediately.
4. Do not leave personal possessions unattended especially in the computer lab or bathrooms.
5. Do not carry your passport and I-20 to class. Carry a copy with you and leave the original at home.
6. Don’t stand in dark places by yourself or with friends. Go indoors.
7. Let someone know where you are if you are traveling or somewhere in Jacksonville.
8. Always drive the speed limit. Do not speed. Speeding tickets are expensive too.

Personal Relationships
1. There are strict laws in the United States concerning a person’s decision to have an intimate relationship.
2. Drinking alcohol can cause you to make bad decisions about sexual encounters.
3. If a person you are with says, “NO” you must respect this answer and leave the situation immediately.
4. If you are accused of a sexual offense, you can go to jail for a very long time.

Safe Driving in the United States
Auto Insurance
1. To drive a car in Florida, or anywhere else in the United States, you must have liability automobile insurance and a Florida driver's license.
2. It is illegal to drive without insurance coverage and valid driver’s license.
3. Go to the division of Motor Vehicle to get your Florida license.
4. There are two basic types of insurance for automobiles: liability and collision.

**Liability Insurance:**
If you have an accident, and it is your fault, liability insurance pays for damage to other cars, and pays for medical expenses for injured. Liability insurance is much less expensive than collision insurance, but if you have an accident and it's your fault, you are responsible for paying your own damages. You must have liability insurance.

**Collision Coverage:**
Collision insurance pays for damage to your car, even if the accident is your own fault. Collision coverage is not required.

5. Florida Motor Vehicle Driver’s License (904) 630-1916
6. If you own a car, you must register your car and buy automobile insurance.

Drinking and Driving
1. Drinking alcohol and driving a car is extremely dangerous and illegal in the United States. If the police catch you, and you have been drinking, you will be arrested. You will have to go to court, and pay a lot of money.
2. If you have been drinking, and you have an accident and someone is killed, the law considers it a kind of murder. It is possible that you could go to prison for up to twenty years if you kill a person while drunk. **DON'T DO IT!**
3. If you are out with a group of people, make sure that one person doesn't drink any alcohol. We call this person the "designated driver (DD)." He/she is responsible for making sure everyone gets home safely.

4. Take money for a taxi when you go out with friends and plan to drink alcohol. Add a phone number for a taxi service to your cell phone and call a taxi if you have been drinking.

Remember: Friends don't let friends drive drunk.

**Hurricanes:**

1. Hurricane season in Florida is from June to November. Hurricanes can be very serious. If a hurricane is coming, you will hear about it on the news.
2. You should get supplies and be prepared.
   a. Fill your car with gas.
   b. Get some cash.
   c. Buy a flashlight and batteries.
   d. Charge your cell phone and have a car adaptor for charging.
   e. Buy a bag of ice and a couple bottles of water.
   f. Buy canned or dried food that does not need refrigeration.
3. UNF will notify you by cell phone about the university schedule.

**Smoking Policy**

1. No smoking is permitted in any classrooms.
2. No smoking is permitted inside any UNF building.
3. If students wish to smoke, they should walk 25 feet away from the building and only smoke in designated smoking areas.
4. Do not smoke next to the ELP office doors, or in covered areas.
5. Do not smoke by the green area.
6. Smoke only by the picnic tables under the trees.
7. Use the cigarette butt trash cans for used cigarette butts. Smokers will have to clean the ground areas if there are cigarette butts on the ground.
8. Students will be asked to stop smoking in restricted areas. If the behavior continues, students risk being asked to leave the ELP.

**SECTION 8 AROUND UNF**

**UNF Parking Regulations**

1. Parking anywhere on campus is **$3.00**. This is a daily fee.
2. ELP students can park in lot 14, 18 or 53 and ride the shuttle bus to campus. Most spaces on campus are for "premium, designated or reserved" parking. These passes are more expensive and some are not sold to students.
3. Parking passes for one semester or one year are available at Parking Services after you receive your N number and ID card.
4. If you park without a pass on campus, you will get a parking ticket.
5. Do not park in the first floor of the garages or in or designated parking even though you have a pass. Your parking ticket may be more costly.
6. Students with a premium pass can park in the garages 2nd floor and higher.
7. The ELP office will not pay for any tickets.
8. The ELP office will not write a request for your parking ticket to be appealed.
9. If you want to appeal your ticket, you must get the appeal form from the UNF Parking Building.

<table>
<thead>
<tr>
<th>Parking Decals</th>
<th>1 semester</th>
<th>1 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot #14, 53 and 18</td>
<td>$ 55.00</td>
<td>$ 95.00</td>
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</table>

Recreation at UNF
1. UNF has many recreational offerings. Students can use the arena to play or watch basketball, the aquatic center to swim in the Olympic size pool, the fitness center to workout, free exercise classes, a student wellness clinic, racquetball and tennis courts, camping equipment, and many other choices for activity.

Dining at UNF
1. Students can dine at the Student Cafeteria next to the ELP building or at the Student Union Building in the food court or in the Boathouse Restaurant or in the new cafeteria.
2. There is a Starbucks coffee bar in the library and the Outtakes snack bar is near the ELP classes.
3. The ELP has two microwaves ovens for students to heat their food for a quicker lunch.

Nature at UNF
1. UNF is a protected wetland and has a nature trail where students can walk, canoe and relax.

Library
1. The UNF library is a great place to study and find quiet places to do homework. Students can check out books, videos, CD’s and many other things.

Student Union Building
1. The Student Union is the university’s community center. It offers our community a variety of facilities, programs, services and activities. The bookstore, restaurants, coffee shop, student government offices, game room and international center are located in the Student Union Building.

SECTION 9
AROUND JACKSONVILLE

Banking
1. Students should open a bank account so that they do not need to carry cash. Students should get an ATM card from an American Bank. UNF has ATM machines for the Community
2. First Credit Union and Wells Fargo Banks. Bank of America is located inside Publix Grocery stores. Publix has an ATM machine that does not charge a user fee if you have an ATM card from an American bank. There are many other banks in the area. You can look on-line at local banks.

Shopping
1. There are many stores where you can shop. The St. Johns Town Center is just one mile from the entrance of UNF. There are many stores in the Town Center.
2. Students like to shop at Wal-Mart and The Dollar Store for great prices. There is a Wal-Mart on Beach Blvd. and another one on Atlantic and Kernan Blvd. The Dollar Store is in the Town Center Plaza.

Apartments
1. There are student apartments just minutes from the ELP. The Flats and The District at Kernan are furnished student apartments where students can have a private bedroom and bathroom. Students share the kitchen and living spaces. You can find these apartments on-line.
2. Families can check out Water Ridge Apartments and the Retreat. These complexes are near the university also.

Parks/Museums
1. There are many parks in Jacksonville for picnics and a relaxing afternoon. Check out http://attractions.uptake.com/parks/florida/jacksonville/867047088.html to find a park to visit.
2. Cummer Gallery and MOCA are two interesting art museums downtown.

Fruit and Vegetable Markets
1. There are some open fruit and vegetable markets. There is one at UNF every Wednesday in the plaza by the Student Union.
2. The Jacksonville Farmers Market on Beaver Street and The Riverside Market are very large markets where you can buy fresh fruits and vegetables. There are also farmers markets at the Beaches.

Jacksonville Annual Events
1. There are many events in Jacksonville that happen every year.
2. The Jacksonville agricultural fair, The Beaches Blues Festival and the Jacksonville Jazz festival are just a few. Go to http://devanstuart.suite101.com/top-10-annual-jacksonvillearea-events-a83465 to see more events in Jacksonville.

Beaches
1. The beaches are just a 15 minute drive from UNF. There are many restaurants and clubs at the beach. There are also parks at the beach. Go to http://www.visitjacksonville.com/beaches-waterways to read more about the beaches.