

UNIVERSITY of

HOUSTON

LANGUAGE & CULTURE CENTER

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01.01 INTRODUCTION

The Language and Culture Center (LCC) at the University of Houston (UH) was established in 1975. The LCC serves international students who wish to improve their English, to learn about life and culture in the United States, and to attend an institution of higher learning.

The LCC is part of the Department of English in the College of Liberal Arts and Social Sciences. The LCC has a professional administrative and teaching staff; each teacher has at least a master's degree and experience in teaching English as a second language. LCC classes include reading, writing, listening, speaking, as well as grammar, vocabulary, and intercultural communication. LCC student counselors and office personnel help students adjust to living and studying in the United States.

LCC classes are held on the main campus of the University of Houston, a world-class university in one of the largest cities in the United States. LCC students benefit from an authentic university experience as they enjoy full access to all the university's facilities including the library, health center, University Center, and the Recreation and Wellness Center. LCC students are able to participate in all university services and activities including student organizations and clubs, sports and recreational activities, and cultural activities such as plays, concerts and art exhibits at the university's Blaffer Gallery.

This handbook explains how the LCC works and what students can expect. It will answer many student questions and will help students feel more comfortable as they begin their English language studies.

01.02 MISSION STATEMENT

The Language and Culture Center, the intensive English program of the University of Houston, strives to provide the highest quality instruction in academic English, to promote intercultural communication, and to provide appropriate support services to international students seeking admission to the University of Houston and to other colleges and universities in the United States. To achieve this mission, the Language and Culture Center has the following goals:

Goal 1

The Language and Culture Center will ensure that all programs are administered with excellence, responsiveness, and integrity. It will:

- ensure quality in program administration, program curricula, teaching, and student services;
- maintain compliance with the highest professional standards;
- develop and support collaborative teaching curricula;
- support staff development;
- develop new programs/courses responsive to student need;
- provide and distribute student brochures with full disclosure of program descriptions, costs, and calendars;
- provide and distribute staff, program assistant, and student handbooks with full disclosure of all policies.

Goal 2

The Language and Culture Center will support the related enrollment and academic priorities of the University of Houston. It will:

- serve as a resource for the internationalization of teaching, research, and service at the University of Houston;
- prepare students linguistically and culturally for University of Houston graduate and undergraduate degree programs;
- maintain communication with the office of International Student and Scholar Services;
- facilitate classroom visits and research by University of Houston professors, students and other professionals.

Goal 3

The Language and Culture Center will maintain an office and classroom environment that is positive, humane, service oriented, and friendly where all participants (staff, program assistants, students, and sponsors) feel welcome and want to return.

02.01 LCC TERMS – LENGTH, DATES, SCHEDULES

Term Length

Spring term:	14 weeks
Summer term:	13 weeks
Summer II term:	7 weeks
Fall term:	14 weeks

Term Dates

Spring term:	January to April
Summer term:	May to August
Summer II term:	June to August
Fall term:	September to December

13/14 Week Schedule

Check-In Week

You will take tests, attend orientation, and meet your teachers and classmates. Your class will have about 15 students whose skills are like yours.

Week 1

Your teacher will make sure you are in the right level and you will buy books with your class.

Week 2 – Week 10/11

You will attend 20 hours of class per week, and you will study English grammar, reading, writing, listening, and speaking.

Week 11/12

You will take the COMPASS ESL test while continuing to attend class.

Graduation Week (Week 12/13)

You will have a final writing sample. Also, you will take a class trip and attend the graduation ceremony.

7-Week Schedule (Summer II short term)

Check-In Week

You will take tests, attend orientation, and meet your teachers and classmates. Your class will have about 15 students whose skills are like yours.

Week 1

Your teacher will make sure you are in the right level and you will buy books with your class.

Week 2 – Week 4

You will attend 20 hours of class per week, and you will study English grammar, reading, writing, listening, and speaking.

Week 5

You will take the COMPASS ESL test while continuing to attend class.

Graduation Week (Week 6)

You will have a final writing sample. Also, you will take a class trip and attend the graduation ceremony.

Taking the Summer II term is best for:

New students who want a short term summer course in English, or
Students who are planning to study in the LCC Intensive English Program in September, but who are not ready to begin their studies until June.

Class Schedule

LCC students are expected to be available to attend classes from 8:30am – 5:30pm Monday - Friday.
Morning and afternoon schedules are determined by student skill level and not subject to change.

Requirements for admission to the LCC

You must:

- Understand the English alphabet, and
- Be at least 17 years of age, and
- Have at least a high school diploma or equivalent.

Note: Exceptions must be approved by the Director.

02.02 INTERPRETATION OF PROFICIENCY SCALE

Initial Placement

Students are given three placement tests when they enter the program: The Michigan English Placement Test, the Writing Sample, and the Initial Interview. The placement score is calculated as follows:

$$\text{Michigan English Placement Test Score} \times .5 + \text{Writing Sample Score} \times .25 + \text{Initial Interview Score} \times .25 = \text{Weighted Average}$$

So, if you scored a 75 on the Michigan English Placement Test, a 61 on the Writing Sample, and an 80 on the Initial Interview, your Weighted Average calculation would be:

$$75 \times .5 + 61 \times .25 + 80 \times .25 = 73$$

You would be placed in Level 5.

Promotion

Promotion is calculated differently. Students are given the Compass Test, the Writing Sample, and a Teacher Evaluation at the end of the term. The proficiency score is calculated as follows:

$$(\text{Compass Test Score} + \text{Writing Sample Score} + \text{Teacher Evaluation Score}) / 3 = \text{Average}$$

So, if you scored a 80 on the Compass Test, a 81 on the Writing Sample, and an 85 on the Teacher Evaluation, your Average calculation would be:

$$(80 + 81 + 85) / 3 = 82$$

You would be promoted to Level 6.

The placement/promotion score ranges, on a 100-point proficiency scale, are listed below.

(Detailed information about these tests is available at the LCC website www.lcc.uh.edu)

11/12 WEEK COURSE PLACEMENT AND PROMOTION				6 WEEK COURSE PLACEMENT ONLY			
LEVEL	WEIGHTED AVERAGE	LEVEL	WEIGHTED AVERAGE	LEVEL	WEIGHTED AVERAGE	LEVEL	WEIGHTED AVERAGE
1	0 - 26	4	59 - 71	1	0 - 35	4	66 - 76
2	27 - 43	5	72 - 81	2	36 - 51	5	77 - 83
3	44 - 58	6	82 - 100	3	52 - 65	6	84 - 100

Note: Expected level outcomes are available in Section 05.08.

02.03 PROMOTION

You will show you are ready to be promoted to a higher level by:

- Performing well in class. Your classroom grades and Teacher Evaluation Score show how well you are performing in class.
- Getting high scores on standardized tests (the Michigan English Placement test and the COMPASS ESL test), which gauge how well you did on grammar, listening, and reading).
- Writing well, which is demonstrated on the Writing Sample and in your student assignment folder.

Successful completion of a level requires:

- A passing grade in all skills. Students with a grade of F in any skill in the second half of the term will not receive a certificate of successful completion. Students in Level 6 with an F in any skill in the second half of the term will not be eligible to graduate.
- Regular attendance in all classes (no more than 39 hours of absence).
- Completion of the COMPASS ESL, Writing Sample, and final classroom exams.
- Full payment of all tuition and fees.

If you do not receive a certificate of successful completion, you may still be promoted to the next level. You may also request a letter of attendance from the LCC office if you need proof that you attended the LCC.

02.04 GRADUATION

The LCC holds a graduation ceremony for students that successfully complete Level 6. All students are encouraged to attend.

- Students who successfully complete level 6 will receive a *Certificate of Graduation*. Students in Level 6 with an F in any skill will not be eligible to graduate.
- Students in levels 1 through 5 who move to the next level will receive a *Certificate of Successful Completion* after the graduation ceremony.
- Scholarship recipients and outstanding student certificates are announced at this time. You must be present at graduation to receive a scholarship.

02.05 AWARDS

Perfect Attendance Awards

You will receive a certificate of perfect attendance at your final student/teacher conference if you have zero absences during the term.

Outstanding Student Awards

One student from each class will receive an *Outstanding Student Award* at the graduation ceremony.

- The Outstanding Student is chosen based on academic performance, attendance, interpersonal skills, and overall contribution to the class.
- Students and teachers in each class vote on who the Outstanding Student will be.

02.06 SCHOLARSHIPS

The LCC awards four scholarships to students at the end of each 13/14-week term.

Joyce Merrill Valdes Scholarship (One scholarship per term)

- This scholarship covers the cost of tuition, fees, and medical insurance for one term of study in the Intensive English Program.
- It is given to a returning student who best combines academic excellence and leadership with international awareness and cross-cultural understanding.
- The scholarship is for the next term and will be awarded at the graduation ceremony.

Joseph O. Davidson Scholarship (One scholarship per term)

- This scholarship covers the cost of tuition, fees, and medical insurance for one term of study in the Intensive English Program.
- It is given to a returning student who best combines academic excellence and leadership with international awareness and cross-cultural understanding.
- The scholarship is for the next term and will be awarded at the graduation ceremony.

LCC Merit Scholarships (Two scholarships per term)

- This scholarship awards \$1,500 toward the tuition for one term of study in the Intensive English Program.
- It is given to a returning student who best combines academic excellence and leadership with international awareness and cross-cultural understanding.
- The scholarship is for the next term and will be awarded at the graduation ceremony.

Important Note:

You cannot apply if you already have a scholarship or sponsorship from another source such as your government, university, or place of employment or have previously received an LCC scholarship. You must be present at the graduation ceremony to be awarded a scholarship.

Applying for a Scholarship

The LCC scholarship application is available on the LCC website starting in Week 8 of the term. Be sure to follow directions exactly.

02.07 WITHDRAWING FROM THE LCC

If you are in the United States on a non-immigrant visa, you must be a full-time student to keep your legal status with immigration. However, if you must withdraw from the Language and Culture Center for any reason, you are eligible for a refund of your money according to the schedule below:

TIME OF WITHDRAWAL	REFUND AMOUNT
Check-In Week	100%
Week 1 -- First week of classes	75%
Week 2 -- Second week of classes	50%
Week 3 -- Third week and after	No Refund

If you withdraw from the LCC during the week of check-in or during the first two weeks of classes, you will qualify for a refund of tuition and fees. Please note that Friday of **Week 2** is the last day to withdraw if you wish to qualify for a refund. You must talk to the Director in the LCC office in order to officially withdraw.

The application fee and late registration fee is nonrefundable. You will need to return your University of Houston Cougar 1 Card to the Language and Culture Center office before any refund can be processed. If you paid by credit card, the refund can only be applied to that credit card. If you paid by cash, check, money order, or cashier's check, you will receive a check approximately two weeks after your request.

You will be charged full tuition and fees once you register. You should pay after you complete the registration process. For any reason should you decide to change schools or leave the country, you must officially withdraw from the LCC. Otherwise, you will owe the University of Houston all tuition and fees and will not be able to apply to the University of Houston until you make a payment. Even if you have not yet paid anything, you still have to officially withdraw from the LCC in order to receive a refund.

02.08.01 ATTENDANCE

The LCC wants all of its students to reach their goals. The best way to learn English is to come to class regularly and to do your homework.

Note: If you miss one day of classes, you will miss four hours.

The LCC expects students to attend ALL classes. There are **NO EXCUSED ABSENCES**.

If you need to be absent, be sure to tell your teacher in advance, if possible, and make up all missed work. You will still be counted absent. Teachers expect students who are absent to contact a classmate to find out the assignments they missed. Ask your teacher how to make up missed class work.

- **Attendance reported from Week 1 to Week 12/13** - Your absences will be reported beginning Monday of the first week of classes and continue through the last week of classes.
- **Late to class absences** - You may be marked absent for one hour if you come to class late. Ask your teachers about their policies for being late.
- **Not prepared for class absences** – You may be marked absent and asked to leave the class if you do not bring your books or homework to class. You can be put on probation and/or dropped from the LCC if you disturb the class or if you do things that are not acceptable in a classroom setting.
- **Absent for ten consecutive days with no explanation** – You will be automatically dropped from the LCC. You may lose your status with DHS.
- **20 hours of absence (10 hours for Summer II)** - You will receive a courtesy notification of your number of absences. You may be referred to a student counselor to discuss your absences.
- **40 hours of absence (20 hours for Summer II)** – You will not get a *Certificate of Successful Completion* and may be dropped from the program.

It is important for you to be in class every day to successfully complete each term of study at the LCC. If you have problems that are causing your absences, please make an appointment with the International Student Counselor (room 120 C).

02.08.02 **TEXTBOOKS**

You are required to buy textbooks and any online components for the level in which you are placed. Your teacher will take you to the UH bookstore to buy your books. Your teachers have chosen the best and most current textbooks for your level.

- You must have your books and any online components by the first class day after Book Buying Day. (See LCC Student Calendar.)
- Do not buy your books before Book Buying Day.
- Keep your receipt when you buy books. You must have a receipt to return your books.
- Do not write in the books until you know you will keep them. You cannot get a full refund if you have written in the book.

Remember: You may be marked absent and asked to leave the class if you do not bring your books or homework to class. You can be put on probation and/or dropped from the LCC if you disturb the class or if you do things that are not acceptable in a classroom setting.

02.08.03**ACADEMIC HONESTY**

Academic honesty means that you will do your own work (tests, quizzes, textbook exercises, homework, research papers, etc.) independently, unless told otherwise by the teacher. LCC students come from many countries around the world and academic honesty standards may be different in your country and culture.

Your teachers will talk to you about academic honesty.

If you do not follow academic honesty guidelines, you may face disciplinary action. This action can include probation, failing the class and unsatisfactory status for the term, or suspension from the LCC.

You must also obey all the rules and regulations for UH students. Please see the UH Student Handbook's section on [academic honesty](#).

ACADEMIC PROGRESS

You will make progress with your English if you do the following things.

- Attend all classes.
- Do all classroom assignments and homework that your teacher gives you.
- Practice speaking English with native speakers.

If you do not make satisfactory progress, you asked to transfer to another program.

STANDARDIZED TESTING AND CONTINUING STUDENTS

If you take the COMPASS ESL test and writing sample at the end of a term, you are not retested at the beginning of the next term.

If you leave the program for seven weeks (in the summer) or 13 or 14 weeks (in the summer, fall or spring), you will be retested when re-entering the program.

PROBATION

If you fail to complete assignments, miss more than 39 hours of class (19 hours for Summer II), or are disruptive in class, you may be placed on probation.

When you are placed on probation, you will meet with the Associate Director or a student counselor. You will get a document showing the terms and length of your probation. If you do not follow the terms of your probation, you will be dropped from the LCC.

02.08.05 OTHER POLICIES

CELL PHONES AND OTHER ELECTRONIC DEVICES

You must **turn off** your cell phones and other electronic devices when you are in class. Any exception to this rule must be approved by your teacher. Your instructor has the authority to take your cell phone and other electronic devices away from you and not return them to you until the end of the class.

TEACHER EMERGENCY

Your teacher may have an emergency. Wait in the classroom 15 minutes for your teacher. If the teacher does not come after 15 minutes, check with the LCC office before leaving to see if a substitute teacher is coming. Please go to your next scheduled class on time.

VISITORS TO THE CLASSROOM

All visitors must request permission from the Associate Director to visit a class.

02.09 TUTORING

If you need help with your studies, you may request tutoring from the LCC. Ask your teacher to arrange an appointment for you.

If the LCC tutor is not enough, you can hire a personal tutor. A current list of LCC approved private tutors is available in the LCC Front Office.

You are expected to contact the tutor directly and make private arrangements for the cost, materials, and location. The LCC makes no guarantees and assumes no responsibility for private tutoring arrangements.

Tutors on the LCC Tutor List are current or former employees (in good standing) of the LCC.

- LCC program managers and teachers have a minimum of an M.A. degree.
- LCC substitute teachers have a minimum of a B.A. degree.
- LCC program assistants may be undergraduate or graduate students.

You should be aware of the following guidelines that the tutor will follow.

- Tutors will not use LCC textbooks for the current and immediately following term.
- Tutors will not correct LCC student assignments.
- An LCC student's current instructors may not be hired as his/her tutor.
- Tutors may confer with an LCC student's core teacher with the student's permission.

02.10 COMPLAINTS

Your success is important to the LCC. The LCC wants to respond to your needs and welcomes your suggestions. Your suggestions are valued and will be given serious consideration. If you have a suggestion, you should share it with you teachers and/or with a student counselor.

Sometimes, you may have larger concerns and want to make a complaint. If you wish to make a complaint, you may speak informally with teachers and/or with a student counselor. If you are unable to resolve your complaint informally, formal procedures are in place to address your concerns. Please speak with a student counselor or the associate director for further information.

Filing a Complaint

Step One – Make an informal complaint

- Talk with your teachers.
- Talk with a student counselor (Room 118 or 120 Roy Cullen).

If your problem is still unresolved:

Step Two – File a formal complaint

- Talk with a student counselor or the Associate Director (Room 116 C).
- Fill out a Formal Statement of Complaint - Student Form (See section 06.05 for the complete complaint process and complaint form).

Important note: If your formal complaint is about another person, for example, your teacher or another student, please be aware that the person you name in your formal complaint has the right to see the complaint and to respond to it.

02.11 COMPUTER RESOURCES

COMPUTER SERVICES

- You will receive an email account from the university.
- You can use some computer labs on campus.

To find the sites for email and computers with the most up-to-date information on location and hours, go to <http://www.uh.edu/infotech/services/facilities-equipment/complabs/index.php>.

COMPUTER LABS

Technology Commons

58 M.D. Anderson Library
713-743-1570

Department of Biology and Biochemistry

402 Houston Science Center
104 Science Building
355 Science & Research 2
713-743-9976

Genetics and Biology Computing Lab

104 Science Building
713-743-9976

Learning Support Services

N109 Cougar Village, Building 563
<http://www.las.uh.edu/LSS/>

M. D. Anderson Library Computer Center

1st Floor
713-743-1050

Residential Life & Housing Computer Labs (UH residents only)

210 Cougar Place, Building 2
113 Moody Towers
100E Oberholtzer
713-743-6070

For more information about the services available from Information Technology, visit the IT Web Site at <http://www.uh.edu/infotech>

02.12 UNIVERSITY OF HOUSTON ADMISSIONS

ENGLISH LANGUAGE PROFICIENCY WAIVER FOR UNDERGRADUATE AND GRADUATE ADMISSION TO UH

Students who successfully complete level 6 in the Intensive English Program of the Language and Culture Center are not required to present a TOEFL or IELTS score when seeking undergraduate or graduate admission to the University of Houston. Keep in mind that the English language proficiency waiver does NOT guarantee admission to UH.

The English language proficiency waiver is valid for two years following successful completion of level 6.

ADMISSION TO THE UNIVERSITY OF HOUSTON

You must apply separately for undergraduate and/or graduate admission to the University of Houston. International students may be admitted in the fall, spring or summer term.

Undergraduate Admission

You must apply and submit all required documentation by the university's deadline.

For more information about undergraduate admission, go to the Office of Admissions in the Welcome Center.

For information about your chosen undergraduate major, go to the Academic Advising Center.

Graduate Admission

If you are applying for graduate admissions to UH, you should consult both the Admissions Office and the department of your intended major. The application deadline can vary from department. Most graduate programs require satisfactory grades from the undergraduate level, recommendations, the GRE or GMAT tests as well as a satisfactory TOEFL or IELTS score. The Graduate and Professional Studies Committee of the University of Houston allows graduate programs to accept graduation from the Language and Culture Center as proof of English proficiency in lieu of TOEFL or IELTS scores. However, you must check with the department to which you are applying to find out if they waive their proficiency requirement for Level 6 graduates.

Texas Higher Education Assessment (THEA) Test

If you are accepted as an undergraduate student, you will have to take placement tests in order to enroll in your Math and English classes. The State of Texas requires that all undergraduate students entering a Texas public college or university take the Texas Higher Education Assessment (THEA). The THEA test gives diagnostic information

about your reading, mathematics, and writing skills. Your scores on the test do not affect your admission to the University of Houston but may affect which courses you can take. You must take the THEA test before enrolling in undergraduate classes at UH. You do not need to take the THEA test before enrolling in classes at the LCC.

02.13 OTHER UNIVERSITY POLICIES

In addition to the LCC Policies in the classroom, you are also required to follow all of the rules of the University of Houston found in the [Student Code of Conduct](#). Important prohibitions you should know from this list include the following:

3.5 Disruption/Obstruction - Obstructing or interfering with University functions or any University activity. Disturbing the peace and good order of the University by, among other things; fighting, quarreling, and disruptive behavior or excessive noise, including but not limited to, a disruption by the use of all types of cameras, electronic tablets, cell phones, and/or communication devices.

3.6 Disruptive Classroom Conduct – Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

3.17 Mental or Bodily Harm - (a) Intentionally inflicting mental or bodily harm upon any person; (b) taking any action for the purpose of inflicting mental or bodily harm upon any person; (c) taking any reckless, but not accidental, action from which mental or bodily harm could result to any person; (d) engaging in conduct, including, but not limited to stalking, that causes a person to believe that the offender may cause mental or bodily harm; (e) any act which demeans, degrades, or disgraces any person and that causes, or would be reasonably likely to cause, mental or bodily harm. "Any person" as used in this section may include oneself.

3.25 Sexual Misconduct - Violation of the UH Student Sexual Misconduct Policy including, but not limited to, engaging in or attempting to engage in sexual assault, sexual exploitation, sexual intimidation, and/or sexual harassment.

3.26 Theft - Theft, or attempted theft, of property or services from any person or any business on University grounds.

3.27 Unauthorized Use of Alcoholic Beverages - Possession, distribution, or consumption of alcoholic beverages except during events or in circumstances authorized by University officials and/or failure to comply with state or University regulations regarding the use or sale of alcoholic beverages.

Note: It is important to know and understand U.S. laws and UH rules about alcohol so that you will be successful in your goals, have a good time, and avoid trouble. What are the laws about drinking alcohol in the U.S.?

- You must be 21 to drink alcohol in the U.S.
- If you drink when you are under 21, you can get into trouble with the police.
- If you buy or give alcohol to someone under 21, you can get into trouble with the police.
- It is against the law to drink alcohol and drive a car.

03.01 IMMIGRATION DEFINITIONS

- DHS** The Department of Homeland Security (**DHS**) is responsible for all non-citizens in the U.S. **DHS** implements immigration laws and regulations through its agencies such as the U.S. Citizenship and Immigration Services (USCIS).
- I-20** An **I-20** is the “Certificate of Eligibility.” It is proof that a student has been accepted for a full course of study in the United States.
- Visa** A **visa** is a document you get at a U.S. embassy or consulate outside the U.S. This is a travel document that allows you to come to the U.S. There are many types of **visas**. Students are usually *F-1*. **F visas** cannot be renewed inside the U.S.
- I-94** An **I-94** is a stamp given to the student upon entering the U.S. This gives you legal status in the U.S. A DHS official will stamp your passport in ink with your status, for example *F-1*. It will also show how long you can stay in the U.S. Normally, *F-1* visas are marked *D/S* and you can stay until you finish your program or until the ending date on your **I-20**, whichever comes first.

What is the difference between a Visa, an I-20, and an I-94?

- A visa is a travel document that allows you to come to the US.
- At the U.S. port-of-entry (for example, the airport), the DHS takes over. If the DHS admits you into the U.S., they will stamp an I-94 on your passport.
- The I-94 gives you legal status in the U.S.
- Once you are in the U.S. with an I-94, your visa is not as important.
- The date on the I-94 tells you how long you can stay in the U.S. The dates on the visa do not tell you how long you can stay.
- An I-20 is proof that you have been accepted by a SEVP certified school.
- You need a valid I-20 to enter the U.S.

03.02 STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

What is SEVIS?

SEVIS is an Internet-based system administered by the Department of Homeland Security (DHS) that maintains accurate and current information on non-immigrant students (F and M visas), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2 visas).

What does SEVIS do?

The SEVIS system tracks information, such as where you entered the country, your changes of address, and your changes in program of study.

How much is the SEVIS fee?

The fee for SEVIS is \$200. You must pay this before your visa interview at the U.S. consulate or embassy closest to your home.

Where can I find more information about SEVIS?

Go to <http://www.ice.gov/sevis/students/>

Who can answer my questions about SEVIS?

See the SEVIS Compliance Coordinator in room 118 C.

03.03 ADDRESS CHANGE

- Any change of address must be reported within 10 days to the U.S. Department of Homeland Security (DHS). The LCC will do this for you.
- Log into the [LCC Student System](#) using your Cougarnet account and password found on your schedule.

Please tell the LCC office about any and all changes in your address, phone number or e-mail within 10 days of the change. If you do not provide your new address to the LCC, you are violating your student status and DHS may detain you.

03.04 TRAVEL

See a student counselor to make sure you a valid signature for travel.

If you leave the U.S., you will need a valid visa to return to the U.S. If you are in F-1 status, you will also need a valid I-20 to return.

03.05 TRANSFERRING

In order to transfer to another school, you must contact the new school and ask for information on applying to their program.

- Tell the new school that you are an F-1 student and you want to transfer to them.
- Follow their admissions procedures and turn in all required documents.
- Bring the new school's transfer form and acceptance letter (if available) to the LCC office.
- Continue studying at the LCC until you have been released to the new school.

If you are an F-1 student, your SEVIS record must be transferred to the new school within 60 days after completion of the current term or you risk losing your immigration status. See the SEVIS Compliance Coordinator for more information.

03.06 VACATIONS

- The LCC has three terms per year (fall, spring, and summer).
- Students can take a vacation in the U.S. after they complete any two consecutive full terms and have not completed Level 6.
- **Summer II is not a full term.**
- For example, if you entered the U.S. for the first time in the spring term, you must enroll for the summer term that starts in May.
- Vacations must be requested through the LCC Online system. Only a student counselor can approve vacation requests! See a student counselor for more information.

EXCEPTIONS TO THE RULES OF WHEN YOU MAY TAKE A SUMMER VACATION AFTER ONLY ONE TERM

- You may take a summer vacation if you finish your classes at the end of spring, and have been accepted into a college or university for the following fall term. However, you must transfer your I-20 to the new school within 60 days after completion of the spring term.
- You may take a vacation if you are leaving the U.S., but you will return to study the term after the vacation. You must leave the country no later than 60 days following the end of the spring term. See a student counselor to get a valid signature for travel.

HOW TO TAKE A VACATION

- Log into the [LCC Student System](#) using your Cougarnet account and password found on your schedule.
- Click on the vacation button.
- Complete the required information. The LCC will contact you one week after graduation with a response to the vacation.
- You have up to 60 days after graduation to request a vacation.

IMPORTANT NOTE:

Students who have completed Level 6 are not usually eligible for a vacation term following Level 6. However, students who complete Level 6 in a spring term and are accepted into the university may be able to wait until the fall term to start their university studies. See a student counselor for details.

Students who want to transfer to another school while on vacation must complete the transfer process before the next Student Check-Ins.

It is important that we have your LCC vacation recorded. If you are not on an approved vacation, you must study in the next term.

03.07 KEEPING YOUR F-1 STUDENT STATUS

Students in F-1 status must obey certain rules in order to keep their immigration status and to stay legally in the U.S.

Here are some rules you must follow:

- Have a valid passport.
- Attend the school you are authorized to attend.
- See a student counselor immediately when you are dropped from classes.
- Be a full-time student or be on an authorized vacation.
- Do not stay in the U.S. for more than 60 days after completing one term of study at the LCC, or after the end date given in item #5 on your I-20, whichever comes first. If you need more time, see a student counselor for more details.
- See the SEVIS Compliance Coordinator for an extension of your I-20 before it expires. The expiration date is given on item #5 on your I-20.
- Get your I-20 signed by a student counselor before you leave the U.S. for any reason.
- Report any change in your address to the LCC within 10 days of the change. If you do not provide your new address to the LCC, you are violating your student status and DHS may detain you.
- Work:
 - You can work on-campus at the school where you are enrolled. You can work part-time (20 hours per week) during the term and full-time during approved vacations.
 - Students in language programs usually cannot work off-campus.

IMPORTANT NOTE: It is your responsibility to see that immigration rules are followed and that procedures are completed on time. Immigration laws are very strict. Getting out of status will create big problems for you. Follow the rules and you will have no problems. A student counselor can help you follow the correct procedures and have the correct documents.

03.08 CHANGES TO YOUR STATUS

The LCC will contact you by email when there is a change to your status. This usually happens when you have excessive absences, fail to attend most of your classes, or take an unauthorized vacation. When this happens, you might be out-of-status.

In Status

If you are in status, you are not violating the rules or requirements of your status.

Out Of Status

If you are out of status, you have done something to violate the terms of your status, and you may be in trouble with immigration. When you are out of status, you need to speak to a student counselor immediately to resolve your situation.

Dropped/Terminated

When you hit 40 hour of absences (20 hours in summer II), your teacher can drop you. If you are dropped, you have 3 days from the drop to request an appeal. The student counselor is available to assist you with the appeal. If your appeal is denied and you do not transfer to another school, your I-20 will be terminated for failure to maintain status and you will be violating your F-1 status.

Withdraw

If you stop choose to withdraw from classes, tell a student counselor about this so the LCC can properly record your departure from the U.S. Your I-20 will be terminated for authorized early withdrawal. If you do not inform us about your situation, your record will reflect an unauthorized early withdrawal. If you do not leave the country, you are violating your F-1 status.

Completed

When you are not enrolled or on an approved vacation, you are in completed status. This means you have finished your term of student at the LCC and no longer studying. Most students will have returned home before their status is completed. If you are not enrolled or on an approved vacation and did not return home, you are violating your status.

04.01.01 ON-CAMPUS HOUSING

When can I get a room in the dormitories or apartments?

Spring (January) and Fall (September) terms

- Some rooms are available for these terms.
- You must reserve a room before you arrive.

Summer (May) and Summer II (June) terms

- More rooms are available for these terms.
- You must reserve a room before you arrive.

Do I need to buy a meal plan?

- You must buy a meal plan when you live on campus.
- You do not need a meal plan if you live in Calhoun Lofts.

What do I need to bring for my dormitory room?

Bring your own sheets, pillowcases, pillows, towels and blankets.

Where can I get more information?

University of Houston Residential Life and Housing Department

Telephone: 713-743-6000 / Toll free: 800-247-7184

Web page: <http://www.housing.uh.edu> (go to the FAQ)

STUDENT HOUSING INFORMATION

The University of Houston (UH) housing web page has information about your housing choices. There are links that will answer most of your questions about UH housing (dormitories) prices, dates, meal plans, and more. While we recommend you live on campus for convenience and accommodation to campus, you are not required to live on campus. You may live in an apartment or with a host family.

UNIVERSITY OF HOUSTON HOUSING

On-Campus Housing

- Cougar Village (University Freshmen Only)
- Cougar Village II
- Moody Towers
- Quadrangle
- Calhoun Lofts

Nearby-Campus Housing

- Cambridge Oaks

- Cullen Oaks
- Bayou Oaks

ON-CAMPUS HOUSING PRICES

The housing price includes a fully furnished room, all utilities, local telephone service, internet service, and basic cable. Also included are computer labs, a laundry, vending areas, and housing staff available 24 hours a day.

Housing Check-In and Check-Out Dates vary. You should go to the UH Housing website for details

Note: Calhoun Lofts may be the only on-campus housing available during the summer.

HOUSING AGREEMENT FACTS

When you sign a Housing Agreement for the term beginning in September, you are actually agreeing to stay in University Housing for two terms (Fall and Spring). If you leave University Housing at the end of the fall term and you have not completed the LCC program, you will be charged a \$400.00 penalty.

Housing Agreement Term	September (Fall)	January (Spring)	May (Summer)	June (Summer II)
Length of Agreement that you <u>must</u> sign. Read carefully the terms and conditions to avoid the penalty.	Two terms (Fall and Spring)	One term (Spring)	One term (Summer)	One term (Summer II)
Lose deposit if you do not fulfill the terms of the housing agreement.	YES	YES	YES	YES
Pay penalty if you leave UH housing at the end of the Fall term or before the end of the Spring term and have not completed the LCC program.	YES	YES	Not applicable	Not applicable

Note: If you sign the Residential Life and Housing agreement lease in the fall term, the lease will be for BOTH fall and spring terms. You will not be allowed to move out after fall term unless you pay a penalty. The amount you have to pay is listed on the lease that you signed. Be sure you understand the information in the lease before you sign it!

TWO WAYS TO APPLY FOR HOUSING

Online: Go to <http://www.housing.uh.edu> and click on *Apply for Housing*.

By mail: Fill out the Room and Board application included with the LCC application.

Return it with your LCC application.

1. After you apply (either by mail or online), wait for the Residential Life and Housing Office to email you a Housing Agreement.
2. Read the Housing Agreement carefully, then complete and sign it.

Note: Your completed Housing Agreement must be received by the deadline date found on the Housing Agreement.

ITEMS TO BRING OR BUY WHEN YOU LIVE IN UH HOUSING (DORMITORIES)

You must bring your own telephone, and your own bed linens (sheets - twin extra long, blankets, bedspread, and pillow).

You can buy these at any retail store after you arrive in Houston.

MEAL PLAN RATES

Many meal plans are available to students living in university housing.

Go to <http://www.housing.uh.edu/housing/dining-and-meal-plans> for current rates.

MEAL PLAN FACTS

- Meal plans are subject to 8.25% sales tax.
- Meal plan rates can change.
- **If you live on campus, you must purchase a meal plan.**
- If there is still money in your meal plan account when you leave the university, you cannot get your money back.
- All students may open a Flex Account that can be used for meals, laundry and other campus services. If you have money left in your flex account when the course ends, you can request to get that money back at the Cougar One Card office.

04.01.02 OFF-CAMPUS HOUSING

OFF-CAMPUS HOUSING

How will I get from my apartment to the LCC?

You can buy a car, ride with a friend, or take a bus. Be sure to see if there is a bus stop near your apartment before you rent it.

What is a deposit and why must I make one?

A deposit is money that you must pay before you can rent an apartment. You will get the money back when you move out if you do these three things:

- Pay your rent on time every month.
- Keep the apartment clean and do not break anything.
- Tell the apartment manager when you will move out. (Your lease will show how many weeks notice you must give before moving out.)

What is a lease and why must I sign it?

A lease is a legal document. It gives information about the apartment, the rent, and how long you promise to stay. Read the lease carefully before signing it. You cannot move into an apartment until you have signed the lease.

Be sure you understand the LEASE before you sign it.

What should I do before I move in?

- Look at everything in the apartment.
- Make a written list of anything that is damaged or broken.
- Give a copy of this list to the landlord or manager and keep a copy for yourself.

The list will show that you are not responsible for any damage that was already there.

How much do apartments cost?

An unfurnished one-bedroom apartment may cost between \$700 - \$900 per month while a two bedroom apartment may cost \$800 - \$1200 per month. Costs can vary based on the area of Houston you are in. Don't forget to consider other costs like:

- Deposit (You pay this amount one time. You will get the money back when you move out, if there are no damages and you do not break the lease.)

- Utilities (electricity, gas, telephone, water, trash) = \$100 - 200 per month. Sometimes utilities are included in the rent. Always ask about this.

You can save money if you share an apartment with a roommate.

Where can I get furniture for my apartment?

Rent it. This is a good idea if you are going to stay in the USA for a short time.

Buy it.

- **New** Houston has many furniture stores from cheap to expensive.
- **Used**
 - garage sales
 - resale shops
 - newspaper ads
 - students at the LCC or the university

04.02 BANKING

How do I choose a bank?

Find a bank that is near to where you live.

Most banks have free checking accounts.

Ask how much money you must keep in your account.

Ask if the bank has an international department – this will make it easier to transfer money from your country to your American bank account.

Ask how much it costs to transfer money from your country to your account.

What are the types of bank accounts?

Checking account:

You can write checks for rent, food, and other expenses. You must have identification to use your checks (see Identification)

Savings account

You can keep extra money here. It will earn interest.

Where can I find Automatic Teller Machines (ATMs)?

On-campus:

The University Center (UC) and several the dormitories have ATMs.

Off-campus:

Banks, most stores, and gas stations have ATMs.

Be careful when you use an ATM. Look around to be sure you are safe.

04.03 HEALTHCARE AND HEALTH INSURANCE

The following applies only to Language and Culture Center students with University of Houston contracted health insurance. The complete Student Health Insurance Plan can be found at www.studentinsurance.com/Schools/TX/UHLCC.

GENERAL INFORMATION

Medical care and doctors' visits are expensive in the United States. The LCC requires health insurance for all non-immigrant students. This ensures that students who get sick or have an accident while they're in the United States will have access to the medical care they need.

You must buy the UH contracted health insurance unless you have proof of other health insurance for at least \$500,000.00.

The UH contracted health insurance is valid everywhere except in your home country. It does not cover dental bills, eye exams for glasses, or routine physical examinations. See the policy for other exclusions.

The UH contracted health insurance is valid for the entire LCC term and continues without interruption if you continue in the LCC and pay the insurance fee each term.

You may purchase health insurance coverage for your spouse and/or children. Contact the insurance company (see below for contact information) to find out the costs and to make the arrangements.

TREATMENT AND PREFERRED PROVIDERS

To get treatment, first make sure you know your insurance ID number. You can get your ID number by logging into www.studentinsurance.com/Schools/TX/UHLCC. After you log in, you can print an insurance card that will have your ID number on it. If you need to get medicine, make sure you know the Rx BIN number. This number will also be on your insurance ID card.

On-Campus Health Care

When seeking treatment, you should go to the UH Health Center (building 525) unless there is a medical emergency, the UH Health Center is closed, there is a maternity care issue, or you are more than 50 miles from campus. When you get to the UH Health Center, show your UH ID or any other picture identification at the front desk, and tell them that you are an LCC student. Fill out the claim form that they give you. Benefits for eligible expenses will be reduced by 20% if you do not go to the Health Center first.

There is no deductible for services received at the UH Health Center. However, there is a \$10 co-pay for doctor's visits, mental health visits, and UH Health Center Lab tests.

You will have a \$250 deductible if you do not go to the UH Health Center, and your insurance plan will pay 80% of reasonable and customary charges. The deductible can be waived if you are referred by the UH Health Center.

Non-Emergency Off-Campus Health Care

You should go to one of the following urgent care facilities if you are sick and cannot wait to go to the UH Health Center, but you are not in medical danger:

- Take Care Health Texas - takecarehealth.com
- Concentra Urgent Care - concentra.com

Emergency Off-Campus Health Care

You should go one of the following emergency rooms if you are very ill and in need of immediate medical attention:

- Woman's Hospital
- St. Luke's Hospital
- Methodist Hospital

Your deductible will be \$100, if you go to a preferred provider. Your deductible will be \$250 if you go anywhere else.

Preferred hospitals (Woman's Hospital, St. Luke's Hospital, Methodist Hospital) have \$150 deductibles for inpatient treatment and the plan will pay 80% of allowable charges. The deductible for all other hospitals is \$1000.

MEDICINES

The UH Pharmacy, located in the UH Health Center, is the best place to go to get your prescriptions filled. You will only pay a \$25 co-pay for each name brand drug, and a \$15 co-pay for generic drugs if you get your medicines from the UH Pharmacy. There is no co-pay for all oral contraceptives. At all other pharmacies, you will pay \$50 or a 50% co-insurance charge for name brand drugs and \$20 for generic drug.

Immunizations

There is no out-of-pocket expense for immunizations for the following:

- Hepatitis A
- Hepatitis B
- HPV
- Influenza
- Measles, Mumps, Rubella
- Meningococcal
- Pneumococcal
- Tetanus, Diphtheria, Pertussis
- Varicella

Other Notes

Please refer to the Student Health Insurance Plan for information on the following:

- Pre-existing conditions - Page 8
- Optional dental plan - Page 8
- 24-hour student emergency care hotline - Page 11
- Vision care discount plan – Page 11

CONTACTING THE INSURANCE COMPANY

The company managing your insurance policy is AIG Educational Markets. You can go to www.studentinsurance.com/Schools/TX/UHLCC to file a claim directly with them company, get your insurance ID number, and/or keep your contact information up to date.

You can also email AIG at uhlcc@studentinsurance.com.

Other Contact Numbers

- UH Health Center: 713-743-5151
- UH Health Center Insurance Office (on UH campus): 713-743-5137
- UH Health Center Insurance Office for Dental Appointments: 713-227-6453
- Campus Police: 713-743-3333 - Call this on-campus number if you have a medical emergency on campus when the UH Health Center is closed. The police will provide first aid, contact the UH Health Center physician on call, or arrange for an ambulance, if necessary.
- University Eye Clinic -Amacore Vision discount plan is included in the cost of the Student Insurance Plan.
- The University Eye Clinic is a participating provider. Call for an appointment: 713-743-2020.
- Claims Office: 1-888-622-6001.

DISCLAIMER

The above information is provided by the LCC as an informational service to our students. In the event of any discrepancies between this overview and Student Health Insurance Plan, the terms and conditions of the Student Health Insurance Plan shall apply.

04.04 CAMPUS SERVICES

You are able to access the many services that the University of Houston provides to help students.

[UH Bookstore](#)

“Enjoy one stop shopping at you campus bookstore. The bookstore is more than a store where students buy required textbooks and school supplies. It is a place to find computer software supplies, electronic merchandise, current best sellers, clothing, emblematic gifts, greeting cards, on-campus living supplies, art supplies, posters, stuffed animals, and much more. The bookstore provides material and services that complement the academic environment and that support its diverse needs in an economical, efficient manner. The bookstore also operates the UH Calhoun Lofts store, UH Fan Shop, and UH Sugar Land campus store.”

[University Career Services](#)

“University Career Services (UCS) provides a full range of career decision-making and job search services for students of all academic majors. Students who are facing the difficult decisions as to which major to choose will find a host of career development resources including one-to-one career counseling, vocational assessment, workshops on a variety of career oriented topics, computerized career guidance, and an extensive career resource library. Job search services assist students and alumni seeking part-time, internship, and career-level positions. Many services are available via the UCS website, including job postings, vocational assessment, a resume bank that is searched by employers, and interview scheduling with employers.”

[Center for Students with Disabilities](#)

“The Justin Dart, Jr. Center for Students with DisABILITIES (CSD) provides accommodations and support services to University of Houston students who have temporary or permanent health impairments, physical limitations, psychiatric disorders, or learning disabilities. CSD staff recommends reasonable accommodations for students based on their medical documentation and other sources of information.”

[Cougar Byte Computer Store](#)

“Cougar Byte has computers, computer-related supplies, printers and a wide variety of software and hardware available for discount sale to students, faculty and staff. Cougar Byte is also the authorized computer repair service center for the University of Houston.”

[Counseling and Psychological Services](#)

“Counseling and Psychological Services (CAPS) offers a variety of services to students. Mental health professionals are available to all students, faculty, and staff seeking assistance. Psychology ethics and state law require that these services be confidential except under unusual, well-defined circumstances.”

[Health Center](#)

“The Health Center provides treatment of minor illnesses and injury as well as health education for students. Most patients are seen on a walk-in basis; appointments are necessary for specialty clinics: women's clinic, men's clinic, orthopedic clinic, dermatology clinic and psychiatry clinic. Specialty clinics are for enrolled students only. Staff and faculty can be seen in the walk-in clinic. Nominal fees are assessed for lab tests, specialty clinic visits, professional services and surgical procedures. Referrals to medical specialists are available upon request. The Health Center pharmacy sells prescription medications and over-the-counter products at reduced rates.”

Learning Support Services

“The mission of Learning Support Services (LSS) at the University of Houston is to increase graduation and retention rates by helping students learn how to learn. In all of our interactions with students, we help students develop their metacognitive skills and become strategic learners. The primary services offered by LSS, free to currently enrolled students, include tutoring (provided by our College Reading and Learning Association certified tutors), Learning Strategies Counseling (including assessment), and Learning Strategies workshops (for both undergraduate and graduate students).. Since LSS is open to all students, we serve those who are in good academic standing, trying to maintain a high GPA, as well as those encountering difficulties, who may be at-risk for non-retention or graduation.”

Libraries

“The University of Houston Libraries offer a variety of services to students attending classes on campus and those studying off campus through the University's distance education programs. The Libraries consist of the M.D. Anderson Library (the central library), the O'Quinn Law Library, and the Conrad N. Hilton Library. The M.D. Anderson Library has three branch libraries: the Music Library, the Weston A. Pettey Optometry Library, and the William R. Jenkins Architecture and Art Library. Our online library catalog provides information about the collections of the University of Houston Libraries and the UH-Downtown and the UH-Clear Lake libraries. The catalog is available on workstations located throughout the Libraries or through any computer with Internet access.”

LGBT Resource Center

“The LGBT Resource Center seeks to create an environment of inclusion and acceptance for all LGBT students, staff and faculty. Through outreach, programming, education, advocacy, leadership and visibility, we strive to strengthen the UH LGBT community and to eliminate attitudes of homophobia, heterosexism, and gender identity oppression. Annual events such as National Coming Out Day are sponsored by the Center. It also provides a broad range of resources, activities, and support services such as a lending library, mentoring program, Cougar Ally Training, and a weekly Brown Bag Social Lunch. Please contact Lorraine Schroeder, Program Director for the latest information on these and other programs.”

UH Wellness

“UH Wellness, a campus wide education and prevention program, promotes healthier choices and a healthier, safer learning environment across all dimensions of wellness, including social, spiritual, intellectual, occupational, physical, and emotional.”

University Testing Services

“The University Testing Services (UTS) provides comprehensive testing and assessment services through administration of institutional, diagnostic, psychological, academic, and professional licensure examinations.”

Parking and Transportation Services

UH Police Department

“The University of Houston Police Department (UHPD), a division of the Department of Public Safety, provides comprehensive police services 24 hours a day/seven days a week. Along with emergency and non-emergency support, UHPD offers various community services including bicycle registration, vehicle watch and lost-and-found. UHPD offers safety escorts.”

Women’s Resource Center

04.05 CAMPUS LIFE AND RECREATION

CAMPUS ACTIVITIES

Play Sports

- Play tennis and handball at the Campus Recreation & Wellness Center.
- Play soccer. The LCC has one of the best soccer teams on campus! **Please sign up and play.**
- Compete in university intramural sports.
- Swim in indoor and outdoor swimming pools.
- Use the gymnasiums to work out.

Watch Sports

UH sports teams have won many awards and have earned 16 national championships in men's golf. Some of the greatest names in sports like Carl Lewis (track and field), Andre Ware (football), Hakeem Olajuwon (NBA basketball), Doug Drabek (baseball), and Flo Hyman (volleyball) have played sports for the university.

UH has an intercollegiate athletics program that includes the following sports:

- Baseball, softball, basketball, soccer, and football
- Cross country racing, track and field
- Golf, tennis, swimming and diving

UH Sports Information

Room 2008 AAF
713-743-9404

Attend Cultural Events

- See films and plays.
- Attend lectures and go to concerts.
- See world-famous musicians and stage productions at the world-renowned UH [School of Music](#) and [School of Theater](#). Events can be found [here](#). Show your Cougar Card for a student discount.
- Join the [Council of Ethnic Organizations](#) and meet American and international students.
- Find information about these events in the UH newspaper, [The Daily Cougar](#).

COMMUNITY ACTIVITIES

Watch Sports

Houston has six professional sports teams:

- Soccer - [Houston Dynamos](#)
- Baseball - [Houston Astros](#)
- Basketball - [Houston Rockets](#)
- U.S. Football - [Houston Texans](#)

There are usually student and group prices for tickets.

Attend Cultural Events

Houston has world-class entertainment:

- [The Houston Symphony](#)
- [The Houston Ballet](#)
- [The Houston Grand Opera](#)

Houston has large and small theaters:

- [The Alley Theater](#)
- [The Miller Outdoor Theater](#)
- [Hobby Center for the Performing Arts](#)
- [The Wortham Theater](#)
- [Jones Hall](#)

You can find more information at <http://www.visithoustontexas.com/things-to-do/performing-arts/>.

Houston has many museums and a zoo:

- [Fine Arts Museum](#)
- [Contemporary Arts Museum](#)
- [Health Museum](#)
- [Menil Collection](#)
- [Houston Museum of Natural Science](#)
 - Baker Planetarium
 - Cockrell Butterfly Museum
 - IMAX theater
- [Houston Museum of Printing History](#)
- [Houston Fire Museum](#)
- [Children's Museum of Houston](#)
- [Houston Zoo](#)
- [Holocaust Museum Houston](#)
- [Houston Center for Photography](#)
- [John C. Freeman Weather Museum](#)

The University of Houston has its own radio and TV stations:

- public radio at [KUHF FM 88.7](#)
- public television at [KUHT Channel 8](#)

Find information about upcoming events of all kinds in the:

- [Houston Chronicle](#)
- [Houston Press](#)
- [Culture Map Houston](#)

04.06 SHOPPING AND EATING

DEPARTMENT STORES

A department store is a large store that sells many kinds of things such a clothing, bedding, furniture, kitchen items, and electronics.

CHEAPEST: Walmart, Target

MORE EXPENSIVE: Dillard's, Macy's, JC Penney, Sears

MOST EXPENSIVE: Neiman Marcus, Saks Fifth Avenue, Nordstrom's, and small specialty stores

FOOD STORES

CHEAPEST: Fiesta (international foods), H.E.B, Kroger, Walmart, Target.

MORE EXPENSIVE: Randall's, Whole Foods Market (health foods), Hong Kong Market (Asian foods), Central Market (international foods)

MOST EXPENSIVE: small convenience stores such as Stop N Go (These stores may be close to your home, but they charge high prices. It is better to go to a grocery store once a week, than a convenience store everyday. Car pool with some friends to go food shopping.)

FAST FOOD / RESTAURANTS

Houston has many restaurants and food markets of different cultures: African, Chinese, Korean, Indian, Mexican, Middle Eastern, Thai, and many more.

CHEAPEST: McDonald's, Burger King, Jack in the Box, Taco Bell, Kentucky Fried Chicken

MORE EXPENSIVE: Pizza Hut, Denny's, coffee shops, cafeterias, the dorm and other on-campus restaurants

MOST EXPENSIVE: Steak houses and fancy restaurants

The Houston Press has a dining guide [here](#).

The Houston Chronicle has a dining guide [here](#).

04.07 EMERGENCY AND SAFETY TIPS

WHAT IS AN EMERGENCY?

An emergency is any time that you need the help of the police, the fire department, or medical personnel.

WHAT ARE SOME KINDS OF EMERGENCIES? (CALL 911)

- You are very sick or injured.
- You have been the victim of a crime such as robbery, rape, etc.
- You have had a car accident.
- There is a fire in your home, your car, or in your neighborhood.
- Your car has been stolen.
- Someone is trying to hurt you or to get into your apartment.

WHAT IS NOT AN EMERGENCY? (CALL 411)

- You are sick, but you can wait to get help.
- You are injured, but you can wait to see a doctor.
- There is a loud party near you.
- There is a car blocking you from getting out of your parking place.

On campus:

- Go to a red emergency phone box (in the parking lots).
- Call the campus police **713-743-0600**
- Life-threatening emergencies **911**
- Non-life threatening situations **713-743-3333**
- Fire **911**

Off campus:

- Life-threatening emergencies **911**
- Non-life threatening situations **411**
- Fire **911**

Safety Tips: Houston is a big city and some areas can be dangerous.

- Do not walk alone on campus at night.
- Do not walk alone on the city streets at night.
- Do not give your name, address, or phone number to strangers.
- Do not let a stranger into your room or apartment.
- Lock your doors and windows at all times, including the dorms.
- Do not fight or argue with a stranger at any time.
- Do not carry large amounts of cash.

04.08 WEATHER EMERGENCY

Emergency Closing Information

The University of Houston sometimes closes because of a weather emergency. If UH closes, the Language and Culture Center closes too. You can find out if UH and the LCC will close in several ways.

- **On-line** at [UH Emergency Information](#) and [UH Emergency Operations Center](#)
- **Call** 713-743-1000 or 713-743-2255
- **TV / Radio** 5 am to 7 am and 5 pm to 6 pm

TV STATIONS		RADIO STATIONS	
			AM
2	KPRC	700	KSEV
8	KUHT	740	KTRH
11	KHOU	950	KPRC
13	KTRK		FM
20	KTXH	88.7	KUHF
26	KRIV	90.1	KPFT
39	KHWB	97.5	KFNC
45	UNIVISION	99.1	KODA
47	TELEMUNDO	104.5	KRBE

Hurricane Vocabulary

- Hurricane Alert - A hurricane has entered or formed in the Gulf of Mexico.
- Hurricane Watch - A hurricane may arrive within 24-36 hours.
- Hurricane Warning - A hurricane may arrive within 24 hours or less.
- Eye of the hurricane - This is the center of the storm (usually 20 to 30 miles wide).

PREPARING FOR A HURRICANE

Make a supply kit containing:

- Water – 1 gallon per person per day for 3 to 7 days
- Food – Packaged or canned (also plates, utensils, non-electric can opener)
- Clothing – Sturdy shoes, seasonal clothing, rain gear
- First-aid kit/Medicine/Prescription drugs
- Flashlight and extra batteries
- Radio and extra batteries
- Cash (Banks and ATMs may be closed.)
- Waterproof container for copies of important papers, including passport, visa, bank account and insurance.

Hurricane Watch:

- Check your **supply kit**. Be sure nothing is missing.
- Watch TV for hurricane reports.
- Store drinking water in clean bathtubs, jugs, bottles and cooking utensils.
- Fill your car's gas tank.

Hurricane Warning:

- Be sure your **supply kit** is ready.
- Watch TV for hurricane reports.
- Follow instructions if ordered to evacuate.
- Fill your car's gas tank.
- Store valuables and personal papers in a waterproof container.

How To Evacuate:

- Leave as soon as possible. Go to a storm shelter.
- Take your **supply kit** with you.
- Avoid flooded roads.

After A Hurricane:

- Return to your dorm, apartment, or house when it is safe.
- Be careful of downed or loose power lines. Report them to the electric/gas company, police, or fire department.

Hurricane Classification System:

Category 1 = 74 to 95 miles per hour (119-152 kilometers per hour)

Category 2 = 96 to 110 miles per hour (154-177 kilometers per hour)

Category 3 = 111 to 130 miles per hour (178-209 kilometers per hour)

Category 4 = 131 to 155 miles per hour (210-249 kilometers per hour)

Category 5 = 155 + miles per hour (249 + kilometers per hour)

Some Helpful Weather Sites on the Internet

- [City of Houston Office of Emergency Management](#)
- [Federal Emergency Management Agency](#)
- [Harris County Office of Emergency Management](#)
- [Houston/Galveston National Weather Service Office](#)
- [National Hurricane Center/Tropical Prediction Center](#)
- [National Weather Service Headquarters](#)
- [NWS Southern Region Headquarters](#)
- [State of Texas Division of Emergency Management](#)
- [Storm Prediction Center](#)
- [West Gulf River Forecast Center](#)

For more information about being ready you can go to <http://www.ready.gov>.

04.09 CAR OWNERSHIP

BUYING A CAR

How do I buy a car?

Do some research

- Read about American cars before you shop.
- Go to www.edmonds.com to learn more about car prices.

Shop carefully

- Go to a good, reputable car dealer.
- Go to [Greensheet](#) or [Craigslist](#).
- Choose a car that is clean and gets good gas mileage.
- Expect to pay \$3,000.00 or more for a good car.
- Avoid cars with high mileage. In Texas, 15,000 miles per year is normal.
- Find out how much it will cost to buy insurance for the car you are going to buy. The insurance for some cars is very expensive.

Buy carefully

- Get a friend who knows about cars to help you choose a good car.
- Pay a mechanic (someone who works on cars) to look at the car before you buy.
- Pay cash or buy the car on credit from the car dealer or a bank.
- Find the best rate of interest before you borrow the money to buy the car.
- Get a guarantee with the car.

Be careful! Car repairs are very expensive. Be sure your new car runs well before you buy it.

DRIVING A CAR

You must have a valid Texas Driver's License.

- You should get a Texas driver's license as soon as possible.
- If you have an accident or are stopped by the police, and do not have a driver's license, you will be in serious trouble. You could go to jail.
- You can get a TDL at a Department of Public Safety (DPS) office. Go to <http://www.txdps.state.tx.us/> for more information or see a student counselor for a list of DPS offices.
- For more information on how to get a Texas Driver's License see section 04.10.

You must have automobile insurance.

- If you have an accident and you do not have insurance, you can be sued for a lot of money and lose your license to drive.

Shopping for Insurance

- Shop carefully.
- Prices can be high or low depending on the insurance company. It is better to pay a little more and get good service when you need it.
- Use a reliable company.
- Ask your friends which company they use.
- Ask about discounts (cheaper rates) for:
 - low-mileage use. (This is for drivers who don't drive a lot.)
 - automatic seat belts or air bags.
 - good-driver, defensive-driving, or other discounts.
- The kind of car you drive affects the amount you pay for insurance.

You must have automobile insurance and a paper from the insurance company called "Proof of Insurance."

You must have an inspection sticker.

- In Texas, all cars must be inspected and have an inspection sticker on the windshield (good for one year).
- You must take your car to a station that inspects cars.
- Your car must be able to pass the inspection process. An old car may not pass and you will pay a lot of money to fix it so that it can pass.
- For more information go to <http://www.txdps.state.tx.us/vi/>.

CAMPUS PARKING

- You must buy a permit from [Parking and Transportation](#) located in the Welcome Center.
- You will get a parking ticket if you do not have one.
- Do not park in fire, handicapped, or reserved places or your car will be towed!
- For more information go to <http://www.uh.edu/pts/parkfaqs.htm>.

TRAFFIC TICKETS

What will happen if I don't obey traffic laws while I am driving?

The Houston Police Department can give you a ticket if you do not obey traffic laws.

- The police officer will stop you
 - if you going too fast (or too slow!).
 - if you are driving dangerously.
 - if you are not following driving rules.
- The police officer will stand next to your window.
 - Roll down your window

- Put your hands on the steering wheel until the officer asks you for your identification.
 - Move slowly as you get your ID.
 - Be very polite. Call him “sir”; call her “ma’am.”
 - Do whatever he or she tells you to do. Do not argue.
- The police officer will ask you for
 - your driver’s license
 - your proof of insurance
 - The police officer will
 - tell you what you did wrong.
 - give you a ticket.
 - ask you to sign it.
 - After you get the ticket you must
 - pay it by mail (if you are guilty)
 - go to court (if you are innocent)

If you are involved in a car accident, be sure to get the other person’s name, driver’s license number, and the name and policy number from their insurance.

What will happen if I try to give the police money?

Do not try to give money to the police if you want them to stop writing a ticket. You will get in serious trouble. You may be arrested and taken to jail.

Be very polite when you are talking to a police officer. Do not argue or fight. The police can take you to jail if you do.

Note: The LCC is not liable for any traffic violation incurred by any student.

04.10 IDENTIFICATION

What identification should I use and where can I use it?

Cougar Card: The University of Houston gives you this card. Go to the Cougar Card Office to get it.

- Use for UH identification purposes.
- Use for paying for various services on campus

Texas ID card: You can get this card from the Department of Public Safety (DPS). DPS advises all students to get this card if you do not have a driver's license. You must prove that you have been a Texas resident for at least 30 days.

- It is not a driver's license, but you can use it to cash checks.
- To get a Texas Identification Card, you must show a valid form of identification.
 - birth certificate
 - driver's license
 - resident alien card
 - passport

Driver's License: You must have this license to drive a car. Get it at the Texas Department of Public Safety (DPS). You must prove that you have been a Texas resident for at least 30 days.

- Go to <http://www.txdps.state.tx.us/DriverLicense/ApplyforLicense.htm> for more details.
- Anyone 25 and under will have to take a minimum 6 hour driver's education course.
- You must take a written exam.
- You must take a road test. You must provide a car (it can be yours or a friend's) to take the road test. The car must be insured and have an inspection sticker.
- Use it as your primary ID.
- Use it to cash checks.
- Use it to get into clubs and events requiring proof of age.
- You do not have to have a social security card to get a driver's license.

Note: Take your passport, I-20, and electronic copy of I-94 when you go to the DPS office.

Passport: You can use this to cash checks at a bank.

Social Security Card: How to obtain one.

- You can get a social security card only if you have a job on campus.
- You must get a letter from your employer saying you have a job.
- You must get a letter from the LCC showing you are enrolled in school.
- Take both letters to the Social Security office to apply for a Social Security number.
- In addition, you must also take your passport, I-20, and electronic copy of I-94.

Important: A social security card is necessary to work, but is not used as an ID card.

04.11 WORKING

WORKING ON-CAMPUS

You can work on-campus at the school where you are enrolled.

- You can work part-time a maximum of 20 hours per week during the semester and full-time during vacations.
- You should apply for jobs on-campus at the place where you want to work. For example, if you want to work at the UH bookstore, go to the bookstore to apply. Other places you may find a job on-campus are the UH library, food services, and the Hilton Hotel.
- You can get a handout about finding on-campus jobs from University Career Services in the Student Services Building (first floor).

WORKING OFF-CAMPUS

If you are on an F-1 visa, you cannot work off-campus without permission from the U.S. government. See a student counselor for details.

05.01 THE SOURCE

What do I want to know? Who should I ask? Where are they?

Please see a Program Assistant or the Admissions Manager about:

- Applications and brochures
- Lost and found items
- Directions around campus
- Verification letters
- Driver's license information
- General information
- To make appointments with program staff and administrators

Program Assistants and the Admissions Manager are located in room 116 of the Roy Cullen Building.

Please see the Program Coordinator about:

- Account statements
- Housing
- Banking

The Program Coordinator is located in room 116 of the Roy Cullen Building.

Please see a member of the counseling team about:

- Academic, attendance, medical, personal, or school problems
- Conflicts with teachers or other students
- Immigration questions
- Employment and social security numbers
- University/college information
- Insurance questions

The counseling team is located in rooms 118 and 120 of the Roy Cullen Building.

Please see the Associate Director about:

- Class schedules
- Curriculum
- Textbooks

The Associate Director is located in room 116B of the Roy Cullen Building.

Please see the Director about refunds. The Director is located in room 116A of the Roy Cullen Building.

You can call **713-743-3030** to reach any of the above people.

05.01 USEFUL LINKS

University of Houston – <http://www.uh.edu>

- Admissions - <http://www.uh.edu/about/offices/enrollment-services/admissions/>
- Blaffer Art Museum - <http://www.blafferartmuseum.org>
- Bookstore – <http://uh.bncollege.com/>
- Campus Activities – <http://www.uh.edu/csi/>
- Child Care Center – <http://www.uh.edu/clc/>
- Cougar Byte – <http://www.cougarbyte.com>
- Counsel of Ethnic Organizations - <http://www.uh.edu/csiceo/>
- Counseling and Psychological Services – <http://www.uh.edu/caps/>
- The Daily Cougar - <http://thedailycougar.com>
- Emergency Operations - <http://www.uhnewsroom.info/go/site/1093>
- Events - <http://www.uh.edu/calendar/index.php>
- Eye Institute (Optometry) - <http://www.opt.uh.edu/>
- Health Center - <http://www.uh.edu/healthcenter/>
- International Student and Scholar Services - <http://www.issso.uh.edu>
- Library - <http://info.lib.uh.edu>
- Metropolitan Volunteer Program - <http://www.uh.edu/mvp/>
- Parking and Transportation Services - <http://www.uh.edu/pts/>
- Police (UH) - <http://www.uh.edu/police/home.html>
- Recreation - <http://www.uh.edu/recreation/>
- Religion Center (A.D. Bruce) - <http://www.uh.edu/adbruce/>
- Residential Life and Housing - <http://housing.uh.edu>
- Testing - <http://www.las.uh.edu/uts/>

Community Organizations

- Houston Area Woman’s Center - <http://www.hawc.org>
- YMCA - <http://www.ymca.net>
- Neuhaus Education Center - <http://neuhaus.org/adult-classes/>
- Houston Multi-service Centers - <http://www.houstontx.gov/health/MSC/>
- Asia Society Texas - <http://asiasociety.org/texas>

05.03 CONVERSATION TABLES

1 foot = 0.304 meter
1 yard = 0.914 meter
1 mile = 1.609 kilometer
1 kilogram = 2.2 pounds
1 gallon = 128 fluid ounces
1 liter = 33.82 fluid ounces
1 gallon = 3.78 liter
60 miles per hour = 96.5 kilometers per hour

To convert from *Fahrenheit* to *Celsius* :

$$\frac{(^{\circ}F - 32) \times 5}{9}$$

To convert from *Celsius* to *Fahrenheit* :

$$\frac{(^{\circ}C \times 9)}{5} + 32$$

Celsius (°C)	Fahrenheit (°F)
-10	14
0	32
10	50
20	68
30	86
40	104
50	122
60	140
70	158
80	176
90	194
100	212

05.05.01 COMPLAINT PROCESS

Students have the right to voice their concerns about policies, procedures, conditions, or any other issues that have a negative effect on their studies, on their learning environment, or on their ability to function effectively within the academic community.

The LCC provides structured procedures to address student concerns, which are commonly of two types:

1. Concerns regarding promotional or informational materials about the LCC program
2. Concerns about a teacher, classmate, classroom situation, a program procedure, or program personnel

Students should proceed through the channels of an informal complaint followed by a formal complaint if and when the concern has not been resolved to the student's satisfaction.

1. Informal complaint procedure
 - First, the student may be counseled to talk with his/her teachers.
 - The teacher may be able to help the student solve the concern or may advise the student to make an appointment with the Program Director of Counseling and Student Services (PD-CSS). (In some cases, the student may wish to talk with the PD-CSS without consulting the teacher.)
 - Second: The student may be counseled to talk with a student counselor.
 - The PD-CSS or the International Student Counselor may be able to help the student resolve the concern through informal channels. For example, all parties involved may be called into the counseling office for consultation. If the problem cannot be solved in this manner, the student may be referred to the Associate Director (AD) or could be advised of the right to file a formal complaint.
 - Third: The student may be counseled to talk with the AD.
 - The AD may be able to help the student resolve the concern through informal channels. For example, all parties involved may be called into the AD's office for consultation. If the concern cannot be solved in this manner, the student will be advised of the right to file a formal complaint.
2. Formal complaint procedure
 - First: Filing a *Formal Statement of Complaint* should follow the informal complaint process described above.
 - Second: The student completes and signs a *Formal Statement of Complaint*.
 - This form is in the *LCC Student Handbook*, section 06.05 and is accessible to all students online and in hardcopy distributed during orientation.
 - Third: The *Formal Statement of Complaint* is received by the AD.
 - The AD will meet with the Director and the PD-CSS to discuss the issues and the possible resolution of the student's concern.
 - Fourth: The AD meets with the student.
 - The AD advises the student of the steps being taken to resolve the concern.

- Fifth: The *Formal Statement of Complaint* and its resolution are filed in the Director's office.
 - Upon successful resolution of the complaint, the file becomes a matter of record.

**LANGUAGE AND CULTURE CENTER
INTENSIVE ENGLISH PROGRAM
FORMAL STATEMENT OF COMPLAINT**

Name (Please print.)

LCC ID Number

Level and Section

Date

Please write in the space provided below and/or attach sheets if necessary.

Formal Statement of Complaint:

This written complaint and notes regarding the resolution of this complaint will be filed in the Associate Director's office and will become a matter of record.

Signature

05.06 **LCC STUDENT CALENDAR**

The current student calendar is available [here](#) download.

05.07 UH HANDBOOK AND CODE OF CONDUCT

Please click [here](#) to view the current UH Student Handbook.

Please click [here](#) to view the current UH Student Code of Conduct.

05.08.01 Level One

Schedule: 4 hours a day/5 days a week

Core 2 hours daily

Co-op 2 hours daily

Goals:

1. To achieve basic communicative competence in reading, writing, listening, and speaking.
2. To acquire the skills necessary to progress to intermediate levels of English proficiency.

A student who successfully completes level one will demonstrate the ability to:

READING OUTCOMES

- Read and understand short passages.
- Answer simple comprehension questions.
- Identify topic and main idea.
- Identify supporting details.
- Preview and predict content.
- Scan a passage for specific information.
- Skim a passage for the main idea.
- Recognize word forms: noun, verb, adjective, and adverb.
- Identify synonyms and antonyms.
- Use a monolingual English picture dictionary.
- Follow simple written directions.

WRITING OUTCOMES

- Write simple sentences.
- Recognize and use correct paragraph format.
- Write related sentences on a given topic.
- Use descriptive, narrative, and other rhetorical modes.
- Proofread for errors in grammar, spelling, punctuation, and capitalization.
- Avoid plagiarism.

LISTENING OUTCOMES

- Understand the spoken letters and sounds of the English alphabet.
- Understand numbers, including those in dates, addresses and telephone numbers.
- Understand contractions, third person singular, and past tense endings.
- Follow simplified instructions given at a reduced rate of speed.
- Understand simple questions.
- Identify the main idea of a short listening passage.
- Identify details of a short listening passage.

SPEAKING OUTCOMES

- Produce the sounds of the English language.
- Say the alphabet and numbers, including dates, addresses and telephone numbers.
- Imitate correct stress and intonation.
- Express basic needs and wants.
- Ask and answer simple questions.
- Describe people, places, and things.
- Speak using simple sentences, basic grammar structures, and English word order.

A student who successfully completes level one will be familiar with:

GRAMMAR STRUCTURES

- regular and irregular verbs
- subject-verb agreement
- present tenses: simple and continuous
- past tense: simple
- future time verb forms
- basic modals
- indicative mood
- sentence formation: subject-verb-object
- question formation: yes/no and wh- questions
- nouns – count and non-count
- pronouns
- adjectives
- adverbs of frequency
- articles
- prepositions: time and location
- basic coordinating conjunctions

05.08.02 Level Two

Schedule: 4 hours a day/5 days a week

Core 2 hours daily

Co-op 2 hours daily

Goals:

1. To improve communicative competence in reading, writing, listening, and speaking.
2. To acquire the skills necessary to progress to intermediate levels of English proficiency.

A student who successfully completes level two will demonstrate the ability to:

READING OUTCOMES

- Read and understand simplified articles or short stories.
- Answer comprehension questions.
- Identify topic and main idea.
- Identify supporting details.
- Preview and predict content.
- Scan a passage for specific information.
- Skim a passage for the main idea.
- Reproduce text in a graphic organizer, timeline, or outline.
- Recognize word forms: noun, verb, adjective, and adverb.
- Identify synonyms and antonyms.
- Use structural analysis to identify root words, prefixes, and suffixes.
- Use context clues to guess meanings of words.
- Use a monolingual English dictionary.
- Follow simple written directions.

WRITING OUTCOMES

- Write simple and compound sentences.
- Write a paragraph with a simple topic sentence and support.
- Write multiple paragraphs on a given topic.
- Use descriptive, narrative, and other rhetorical modes.
- Proofread for errors in grammar, spelling, punctuation, and capitalization.
- Avoid plagiarism.

LISTENING OUTCOMES

- Understand diverse number forms such as ordinal and cardinal
- Understand commonly used reductions and stressed words.
- Follow simplified instructions given at a normal rate of speed.
- Understand simple questions.
- Identify the main idea of a short listening passage.
- Identify details of a short listening passage.
- Listen and make an outline or graphic organizer of a short passage.
- Differentiate between formal and informal English.
- Understand meaning through tone of voice.

SPEAKING OUTCOMES

- Say the alphabet and numbers, including dates, addresses and telephone numbers.
- Use some stress and intonation correctly.
- Express basic needs and wants.
- Ask and answer simple questions.
- Participate in a simple conversation.
- Give a simple pair or group presentation.
- Describe people, places, things and events.
- Speak using simple and compound sentences, basic grammar structures, English word order, and simple word forms.

A student who successfully completes level two will be familiar with:

GRAMMAR STRUCTURES

- regular and irregular verbs
- subject-verb agreement
- present and past tenses: simple and continuous
- future time verb forms
- simple modals
- indicative, imperative mood
- sentence formation: subject-verb-object
- question formation: yes/no and wh- questions
- nouns – count and non-count
- pronouns
- adjectives
- comparisons: adjectives/adverbs
- adverbs of frequency

- articles
- prepositions
- coordinating conjunctions

05.08.03 Level Three

Schedule: 4 hours a day/5 days a week

Core	2 hours daily
Co-op	2 hours daily

Goals:

1. To achieve intermediate level communicative competence in reading, writing, listening, and speaking.
2. To acquire the skills necessary to progress to upper intermediate and advanced levels of English proficiency.

A student who successfully completes level three will demonstrate the ability to:

READING OUTCOMES

- Read and understand simplified academic material.
- Read and understand simplified periodicals.
- Answer comprehension questions.
- Identify topic and main idea.
- Identify supporting details.
- Distinguish facts from opinions.
- Understand simple charts, graphs, and diagrams.
- Make inferences.
- Preview and predict content.
- Scan a passage for specific information.
- Skim a passage for the main idea.
- Reproduce text in a graphic organizer, timeline, or outline.
- Recognize word forms: noun, verb, adjective, and adverb.
- Identify synonyms and antonyms.
- Use structural analysis to identify root words, prefixes, and suffixes.
- Use context clues to guess meanings of words.
- Use a monolingual English dictionary.
- Follow simple written directions.

WRITING OUTCOMES

- Write simple, compound, and complex sentences.
- Write a paragraph with: a topic sentence containing a controlling idea, supporting details, and a conclusion.

- Write an essay of 3 or more paragraphs, with an introduction, body, and conclusion.
- Use descriptive, narrative, comparison/contrast, and other rhetorical modes.
- Use transitions.
- Proofread for errors in grammar, spelling, punctuation (including comma splices, run-ons, fragments, and deletions), and capitalization.
- Avoid plagiarism.

LISTENING OUTCOMES

- Understand diverse number forms such as ordinal and cardinal.
- Understand reductions and stressed words.
- Follow instructions given at a normal rate of speed.
- Understand questions.
- Identify the main idea of a listening passage.
- Identify details of a listening passage.
- Listen and make an outline or graphic organizer of a short passage.
- Differentiate between formal and informal English.
- Understand meaning through tone of voice.

SPEAKING OUTCOMES

- Produce contractions, third person singular, and past tense endings.
- Use stress and intonation correctly.
- Give information and express opinions.
- Ask relevant questions and give appropriate answers.
- Initiate and sustain a conversation on a given topic.
- Give a simple individual, pair or group presentation.
- Talk about familiar topics.
- Demonstrate some familiarity with spoken academic vocabulary.
- Rephrase statements.
- Speak using simple and compound sentences, some complex sentences, mostly accurate intermediate grammar structures and simple word forms.

A student who successfully completes level three will be familiar with:

GRAMMAR STRUCTURES

- regular and irregular verbs
- subject-verb agreement
- present and past tenses: simple and continuous

- present perfect and present perfect continuous
- future time verb forms
- simple modals
- gerunds/infinitives
- indicative, imperative mood
- sentence formation: subject-verb-object
- question formation: yes/no and wh- questions
- real conditionals
- clauses – adjective/adverb
- nouns – count and non-count
- pronouns
- adjectives
- comparisons: adjectives/adverbs
- adverbs
- articles
- prepositions
- coordinating conjunction

05.08.04 Level Four

Schedule: 4 hours a day/5 days a week

Core 2 hours daily

Co-op 2 hours daily

Goals:

1. To improve intermediate level communicative competence in reading, writing, listening, and speaking.
2. To acquire the skills necessary to progress to advanced levels of English proficiency.

A student who successfully completes level four will demonstrate the ability to:

READING OUTCOMES

- Read and understand simplified academic material.
- Read and understand selected articles in current periodicals.
- Answer comprehension questions.
- Identify topic and main idea.
- Identify supporting details.
- Distinguish facts from opinions.
- Understand charts, graphs, and diagrams.
- Recognize the author's purpose and point of view.
- Recognize organizational patterns.
- Make inferences.
- Draw conclusions.
- Paraphrase a portion of a text.
- Summarize a passage.
- Express and support own opinion.
- Preview and predict content.
- Scan a passage for specific information
- Skim a passage for the main idea.
- Reproduce text in a graphic organizer, timeline, or outline.
- Recognize word forms: noun, verb, adjective, and adverb.
- Identify synonyms and antonyms.
- Use structural analysis to identify root words, prefixes, and suffixes.
- Use context clues to guess meanings of words.
- Use a monolingual English dictionary.
- Follow written directions.

WRITING OUTCOMES

- Write simple, compound, and complex sentences.
- Write a paragraph with a topic sentence containing a controlling idea, supporting details, and a conclusion.
- Write a unified and coherent essay of 3-5 paragraphs with an introduction (including a strong thesis statement that reflects the development of the essay), body, and conclusion.
- Use descriptive, narrative, comparison/contrast, cause/effect, persuasive, and other rhetorical modes.
- Use transitions.
- Proofread for errors in grammar, spelling, punctuation (including comma splices, run-ons, fragments, and deletions), and capitalization.
- Avoid plagiarism. Use summarizing and paraphrasing.

LISTENING OUTCOMES

- Understand diverse number forms common to academic discourse.
- Understand reductions and stressed words.
- Follow instructions given at a normal rate of speed.
- Understand questions.
- Identify the main idea of a listening passage or short lecture.
- Identify details of a listening passage.
- Make inferences based on a listening passage.
- Listen and make an outline or graphic organizer of a short passage.
- Listen and take notes on a short listening passage.
- Differentiate between formal and informal English.
- Recognize changes of tone as it affects meaning.

SPEAKING OUTCOMES

- Produce contractions, third person singular, and past tense endings.
- Use appropriate stress and intonation.
- Give information and express opinions and ideas accurately.
- Ask relevant questions and give appropriate answers.
- Initiate and sustain a conversation on a given topic.
- Contribute to group discussions.
- Give an individual, pair, or group presentation.
- Demonstrate some familiarity with spoken academic vocabulary.
- Rephrase and clarify statements.
- Speak using simple and compound sentences, some complex sentences, mostly accurate intermediate grammar structures and simple word forms.

A student who successfully completes level four will be familiar with:

GRAMMAR STRUCTURES

- regular and irregular verbs
- subject-verb agreement
- present tense: simple, continuous, perfect, and perfect continuous
- past tense: simple, continuous, perfect, and perfect continuous
- future time verb forms
- modals: present/future time
- gerunds/infinitives
- passive voice
- indicative, imperative mood
- sentence formation: subject-verb-object
- question formation: all types and tenses
- real conditionals
- clauses –noun and adjective/adverb, including reduced
- parallel structure
- reported speech
- nouns – count and non-count
- pronouns
- adjectives
- comparisons: adjectives/adverbs
- adverbs
- articles
- prepositions
- coordinating, subordinating conjunctions

05.08.05 Level Five

Schedule: 4 hours a day/5 days a week

Core	2 hours daily
Co-op	2 hours daily
University Observation	optional

Goals:

1. To acquire advanced communicative competence in reading, writing, listening, and speaking.
2. To acquire the skills necessary to progress to the upper advanced level of proficiency and to function in an academic setting.

A student who successfully completes level five will demonstrate the ability to:

READING OUTCOMES

- Read and understand university-level academic material.
- Read and understand current periodicals.
- Answer comprehension questions.
- Identify topic and main idea.
- Identify supporting details.
- Distinguish facts from opinions.
- Understand charts, graphs, and diagrams.
- Recognize the author's purpose and point of view.
- Recognize organizational patterns.
- Make inferences.
- Draw conclusions.
- Paraphrase a portion of a text.
- Summarize a passage.
- Express and support own opinion
- Preview and predict content.
- Scan a passage for specific information.
- Skim a passage for the main idea.
- Reproduce text in a graphic organizer, timeline, or outline.
- Recognize word forms: noun, verb, adjective, and adverb.
- Identify synonyms and antonyms.
- Use structural analysis to identify root words, prefixes, and suffixes.
- Use context clues to guess meanings of words.
- Use a monolingual English dictionary.
- Follow written directions.

WRITING OUTCOMES

- Write a variety of sentence types with clauses, phrases, and mixed tenses.
- Write a fully developed paragraph for academic purposes, such as test questions.
- Write a unified and coherent essay of 5 or more paragraphs with an introduction (including a strong thesis statement that reflects the development of the essay), well-developed body, and conclusion.
- Use descriptive, narrative, comparison/contrast, cause/effect, persuasive, process, and other rhetorical modes.
- Use transitions.
- Proofread for errors in grammar, spelling, punctuation (including comma splices, run-ons, fragments, and deletions), and capitalization.
- Avoid plagiarism. Use summarizing and paraphrasing. Acknowledge reference sources.
- Produce a document in an academic format using a word-processing program.

LISTENING OUTCOMES

- Understand diverse number forms common to academic discourse.
- Understand reductions and stressed words.
- Follow instructions given at a normal rate of speed.
- Understand complex questions.
- Identify the main idea of an extended listening passage or lecture.
- Identify details of an extended listening passage.
- Make inferences based on explicit and implicit details in a listening passage.
- Listen and make an outline or graphic organizer of a passage.
- Listen and take detailed notes on a listening passage.
- Differentiate between formal and informal English.
- Understand spoken English from a variety of authentic sources.
- Recognize changes of tone, discourse markers, and features of stress, rhythm and intonation common to academic and social discourse.

SPEAKING OUTCOMES

- Produce contractions, third person singular, and past tense endings.
- Use appropriate stress and intonation.
- Give information and express opinions and ideas accurately.
- Ask relevant questions and give appropriate answers.
- Initiate and sustain a conversation on a wide range of topics.
- Contribute to group discussions.
- Give an extended individual presentation on an approved topic.
- Demonstrate ability to incorporate spoken academic vocabulary.

- Rephrase and clarify statements.
- Speak using simple, compound, and complex sentences, mostly accurate advanced grammar structures and varied word forms.

A student who successfully completes level five will be familiar with:

GRAMMAR STRUCTURES

- regular and irregular verbs
- subject-verb agreement
- present tense: simple, continuous, perfect, and perfect continuous
- past tense: simple, continuous, perfect, and perfect continuous
- future time verb forms
- all modals
- gerunds/infinitives
- passive voice
- phrasal verbs
- indicative, imperative, subjunctive mood
- sentence formation: subject-verb-object
- question formation: all types and tenses
- real/unreal conditionals
- clauses –noun and adjective/adverb, including reduced
- parallel structure
- reported speech
- nouns – count and non-count
- pronouns
- adjectives
- comparisons: adjectives/adverbs
- adverbs
- articles
- prepositions
- coordinating, subordinating conjunctions

05.08.06 Level Six

Schedule: 4 hours a day/5 days a week

Core	2 hours daily
Co-op	2 hours daily
University Observation	optional

Goals:

1. To achieve advanced communicative competence in reading, writing, listening, and speaking.
2. To acquire the English proficiency and the skills necessary to function effectively in an academic setting in an American college or university.

A student who successfully completes level six will demonstrate the ability to:

READING OUTCOMES

- Read and understand university-level academic material.
- Read and understand current periodicals.
- Answer comprehension questions.
- Identify topic and main idea.
- Identify supporting details.
- Distinguish facts from opinions.
- Understand complex charts, graphs, and diagrams.
- Recognize the author's purpose, point of view, and tone.
- Recognize organizational patterns.
- Make inferences.
- Draw conclusions.
- Paraphrase a portion of a text.
- Summarize a text.
- Express and support own opinion.
- Preview and predict content.
- Scan a passage for specific information.
- Skim a passage for the main idea.
- Reproduce text in a graphic organizer, timeline, or outline.
- Recognize word forms: noun, verb, adjective, and adverb.
- Identify synonyms and antonyms.
- Use structural analysis to identify root words, prefixes, and suffixes.
- Use context clues to guess meanings of words.
- Use a monolingual English dictionary.
- Follow written directions.
- Understand how to research a specific topic.

WRITING OUTCOMES

- Write a variety of sentence types with clauses, phrases, and mixed tenses.
- Write a fully-developed paragraph for academic purposes, such as test questions.
- Write a unified and coherent essay multi-paragraph essay with an introduction (including a strong thesis statement that reflects the development of the essay), well-developed body, and conclusion.
- Use descriptive, narrative, comparison/contrast, cause/effect, persuasive, process, argument, and other rhetorical modes.
- Use transitions.
- Proofread for errors in grammar, spelling, punctuation (including comma splices, run-ons, fragments, and deletions), and capitalization.
- Express ideas taken from a number of texts with proper acknowledgement of sources and without plagiarism.
- Produce a document in an academic format using a word-processing program.
- Write a short academic research paper using a variety of academic sources.*
- Demonstrate writing competence needed at the undergraduate and graduate level.

***RESEARCH PAPER GUIDELINES**

The research paper should:

- Be between 1300-1500 words.
- Cite at least 5 academic sources in the final draft.
- Have a working bibliography of 10 to 15 sources.
- Follow either Modern Language Association (MLA) or American Psychological Association (APA).

LISTENING OUTCOMES

- Understand diverse number forms common to academic discourse.
- Understand reductions and stressed words.
- Follow detailed instructions.
- Understand complex questions.
- Identify the main ideas of an extended academic listening passage or academic lecture.
- Identify details of an extended academic lecture or listening passage.
- Make inferences based on explicit and implicit details in an academic lecture or listening passage.
- Listen and make an outline or graphic organizer of an extended passage.
- Listen, take and organize accurate notes from academic lectures.

- Differentiate between formal and informal English.
- Understand spoken English from a variety of authentic sources.
- Recognize changes of tone, discourse markers, and features of stress, rhythm and intonation common to academic and social discourse.
- Demonstrate the listening competence needed at the undergraduate or graduate levels.

SPEAKING OUTCOMES

- Produce contractions, third person singular, and past tense endings.
- Use appropriate stress and intonation. Refine stress and intonation skills.
- Demonstrate the speaking competence needed at the undergraduate or graduate levels.
- Ask relevant questions and give appropriate answers.
- Initiate and sustain a conversation on a wide range of topics.
- Contribute to group discussions.
- Give an extended individual presentation on an academic topic.
- Demonstrate ability to incorporate spoken academic vocabulary.
- Rephrase and clarify statements.
- Speak using simple, compound, and complex sentences with near-native control of advanced grammar structures and varied word forms.

A student who successfully completes level six will be familiar with:

GRAMMAR STRUCTURES

- regular and irregular verbs
- subject-verb agreement
- present tense: simple, continuous, perfect, and perfect continuous
- past tense: simple, continuous, perfect, and perfect continuous
- future time verb forms
- all modals
- gerunds/infinitives
- phrasal verbs
- passive voice
- indicative, imperative, subjunctive mood
- sentence formation: subject-verb-object
- question formation: all types and tenses
- real /unreal conditionals
- clauses –noun and adjective/adverb, including reduced

- parallel structure
- reported speech
- concise sentences
- sentence variety
- nouns – count and non-count
- pronouns
- adjectives
- comparisons: adjectives/adverbs
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- articles
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- coordinating, subordinating conjunctions

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 - www.lcc.uh.edu
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 - [HTTP://WWW.UH.EDU/DOS/STUDENTHANDBOOK/ACADEMICPOLICY/A_HONESTY.HTML](http://www.uh.edu/dos/studenthandbook/academicpolicy/a_honesty.html)
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 - <http://www.uh.edu/infotech/services/facilities-equipment/comp-labs/index.php>
 - <http://www.las.uh.edu/LSS/>
 - <http://www.uh.edu/infotech>
- 02.12 UNIVERSITY OF HOUSTON ADMISSIONS
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 - [HTTP://WWW.UH.EDU/DOS/STUDENTHANDBOOK/UNIVERSITYPOLICY/SP_CODEOFCONDUCT.HTML](http://www.uh.edu/dos/studenthandbook/universitypolicy/sp_codeofconduct.html)

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- 03.01 IMMIGRATION DEFINITIONS
- 03.02 STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEMS (SEVIS)
 - <http://www.ice.gov/sevis/students/>
- 03.03 ADDRESS CHANGE
 - <http://www.uh.edu/class/english/lcc/index.php>
- 03.04 TRAVEL
- 03.05 TRANSFER
- 03.06 VACATIONS
 - <http://www.uh.edu/class/english/lcc/index.php>
- 03.07 KEEPING YOUR F-1 STUDENTS STATUS

Section 04. LIVING IN THE USA

- 04.01 HOUSING
 - 04.01.01 ON-CAMPUS HOUSING
 - <http://housing.uh.edu/>
 - <http://housing.uh.edu/>
 - <http://housing.uh.edu/housing/dining-and-meal-plans-3>
 - 04.01.02 OFF-CAMPUS HOUSING
- 04.02 BANKING
- 04.03 HEALTH CARE AND HEALTH INSURANCE
 - <http://www.studentinsurance.com/Schools/TX/UHLCC/>
 - <http://www.studentinsurance.com/Schools/TX/UHLCC/>
 - <http://www.walgreens.com/topic/pharmacy/healthcare-clinic.jsp> (takecarehealth)

<http://www.concentra.com/patients/urgent-care/>
<http://www.studentinsurance.com/Schools/TX/UHLCC/>
uhlcc@studentinsurance.com (AIG email)

04.04 CAMPUS SERVICES

http://www.uh.edu/dos/studenthandbook/services/s_bookstore.html (bookstore)
http://www.uh.edu/dos/studenthandbook/services/s_career.html (career services)
http://www.uh.edu/dos/studenthandbook/services/s_justindartcenter.html (CSD)
http://www.uh.edu/dos/studenthandbook/services/s_cougarbyte.html (store)
http://www.uh.edu/dos/studenthandbook/services/s_counseling.html (CAPS)
http://www.uh.edu/dos/studenthandbook/services/s_healthcenter.html (clinics)
http://www.uh.edu/dos/studenthandbook/services/s_lss.html (LSS)
http://www.uh.edu/dos/studenthandbook/services/s_libraries.html (libraries)
http://www.uh.edu/dos/studenthandbook/services/s_lgbt.html (LGBT)
http://www.uh.edu/dos/studenthandbook/services/s_uhwellness.html (wellness)
http://www.uh.edu/dos/studenthandbook/services/s_uts.html (UTS)
http://www.uh.edu/dos/studenthandbook/services/s_parkingservices.html (PTS)
http://www.uh.edu/dos/studenthandbook/services/s_uhpd.html (UHPD)

04.05 CAMPUS LIFE AND RECREATION

<http://www.uh.edu/class/music/> (UH music)
<http://www.uh.edu/class/theatre-and-dance/dance/dance-season/index.php> (theatre)
<http://www.uh.edu/class/music/events-performances/calendar/index.php> (events)
<http://www.uh.edu/csiceo/> (Council of Ethnic Organizations)
<http://thedailycougar.com/> (Daily Cougar)
<http://www.houstondynamo.com/> (Houston dynamo)
http://houston.astros.mlb.com/index.jsp?c_id=hou (Astros)
<http://www.nba.com/rockets/> (Rockets)
<http://www.houstontexans.com/> (Texans)
<http://www.houstonsymphony.org/> (Houston Symphony)
<http://www.houstonballet.org/> (Houston Ballet)
<http://www.houstongrandopera.org/> (Houston Opera)
<http://www.alleytheatre.org/alley/default.asp> (Alley Theatre)
<http://milleroutdoortheatre.com/> (Miller Theatre)
<http://www.thehobbycenter.org/> (Hobby Center)
<http://www.worthamtheaterhouston.com/> (Wortham Theatre)
<http://www.houstonfirsttheaters.com/JonesHall.aspx> (Jones Hall)
<http://www.visithoustontexas.com/things-to-do/performing-arts/> (Things to do)
<http://www.mfah.org/> (Fine Arts Museum)
<http://camh.org/> (Contemporary Arts Museum)
<http://www.mhms.org/> (Health Museum)
<http://www.menil.org/> (Menil)
<http://www.hmns.org/> (Museum of Natural Science)
<http://www.printingmuseum.org/> (Printing Museum)
<http://www.artcarmuseum.com/> (Art Car Museum)
<http://www.cmhouston.org/> (Children's Museum)
<http://www.houstonzoo.org/> (Zoo)
<http://www.hmh.org/> (Holocaust Museum)
<http://www.hcponline.org/pages/home.asp> (Houston Center for Photography)
<http://buffalosoldiersmuseum.com/cms/> (Buffalo Soldiers Museum)
<http://app1.kuhf.org/> (KUHF)
<http://www.houstonpbs.org/> (KUHT Channel 8)

<http://www.chron.com/> (Houston Chronicle)
<http://www.houstonpress.com/> (Houston Press)
<http://houston.culturemap.com/> (Culture Map Houston)

04.06 SHOPPING/EATING

<http://www.houstonpress.com/restaurants/> (Houston Press dining guide)
<http://www.chron.com/entertainment/restaurants-bars/> (Chronicle food guide)

04.07 EMERGENCY AND SAFETY TIPS

04.08 WEATHER EMERGENCY

<http://www.uh.edu/emergency/links.html> (UH emergency info)
<http://www.uhnewsroom.info/go/site/1093> (UH Emergency Operations Center)
<http://www.houstonoem.net/go/site/4027/> (Houston OEM)
<http://www.fema.gov/> (FEMA)
<http://www.hcoem.org/> (Harris County OEM)
<http://www.srh.noaa.gov/hgx/> (National Weather Service)
<http://www.nhc.noaa.gov/> (National Hurricane Center)
<http://www.weather.gov/> (National Weather Service)
<http://www.srh.noaa.gov/> (Southern Region NWS)
<http://www.txdps.state.tx.us/dem/> (Texas division of Emergency Management)
<http://www.spc.noaa.gov/> (Storm Prediction Center)
<http://www.srh.noaa.gov/wgrfc/> (West Gulf River Forecast Center)
<http://www.ready.gov/> (Info about being ready)

04.09 CAR OWNERSHIP

<http://www.edmunds.com/> (to learn about car prices)
<http://houston.thegreensheet.com/> (Greensheet)
<http://houston.craigslist.org/> (Craigslist)
<http://www.txdps.state.tx.us/> (TXDPS- License)
<http://www.txdps.state.tx.us/rsd/vi/> (TXDPS – Vehicle Inspection)
<http://www.uh.edu/pts/> (Campus Parking)
<http://www.uh.edu/pts/parkfaqs.htm>

04.10 IDENTIFICATION

<http://www.txdps.state.tx.us/DriverLicense/ApplyforLicense.htm> (License)

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