



# IELI WEEKLY MEMO



University of North Texas

Intensive English Language Institute

Spring 2, 2009

Week VII and VIII: May 4 — May 15

## A. Graduation



IELI Spring Graduation will be **Friday, May 15, from 11:30 a.m. to 1 p.m.**, in the **Silver Eagle Suite** in the University Union. All IELI students are welcome to come and support those who are graduating.

Graduation includes a formal lunch, speeches by IELI students, musical performances, and recognition of all Spring graduates.

## B. Eagle Alert

### WHAT IS EAGLE ALERT?

**Eagle Alert** notifies the UNT campus with immediate emergency information. **Students** should update their phone numbers at [my.unt.edu](http://my.unt.edu).

**Eagle Alert** allows UNT administrators to quickly contact the campus community members by phone about emergency situations affecting the safety and well being of people on and around the UNT campus.

- The system sends voice messages to the **phones**, including **cell** phones, of all active faculty, staff and **students**.
- The system also can send **text** messages to cell phones if you grant the system permission to do so before hand.

### HOW CAN YOU MAKE SURE IT WORKS?

You should check your contact information regularly and update it whenever it changes by logging in to [my.unt.edu](http://my.unt.edu).

- On your **My Page**, you will find a green **Eagle Alert** banner that includes a link to take you directly to a page where you can update **three phone numbers – cell, home, and office**. In case of an emergency, a message will be sent to all three phone numbers. On the **Phone Numbers** page, you also will be able to indicate if you would like **text messages** sent to your cell phone

### WHAT'S AN EMERGENCY?

**Eagle Alert** is only used for critical situations, including:

- severe weather alerts, such as tornado warnings affecting campus
- campus closings due to inclement weather
- public safety emergencies like chemical spills, fires, or violence



Messages not only notify you about the situation but also let you know what kind of action you need to take.

### WHAT WILL HAPPEN WHEN THE UNIVERSITY CLOSES?

When a decision is made to close the university, UNT will:

- notify you with an **Eagle Alert** message
- provide the information to campus telephone operators
- post a message to the university web site
- send campus emails

source: <http://www.unt.edu/eaglealert/>



# C. Spring 2 Exam Schedule

Thursday, May 7:

Friday, May 8:

Monday, May 11:

**Exit Composition Final**, regular class time

**Level 6 Listening Final**, regular class time

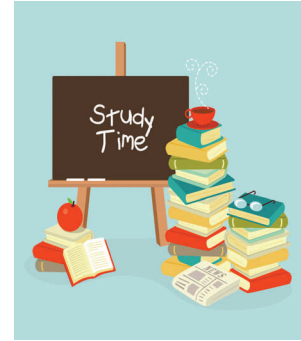
**Final Grammar Test**

- Levels 3, 4, and 5 — 8:30 to 10:30 a.m.
- Levels 0, 1, and 2 — 1 to 3 p.m.
- Levels 6U and 6G — regular class time

Tuesday, May 12:

**Communication Final**

- Levels 3, 4, and 5 — 8:30 to 11:00 a.m.
- Levels 0, 1, and 2 — 1 to 3:30 p.m.
- Level 6 reading final — regular class times



**Please make travel plans accordingly. No exams will be given early.**

## Dates to know:

*May Mini-term:* Monday, May 18—June 5

*Summer term:* Monday, June 8—July 31

*Fall 1 term:* Thursday, August 27—October 23

# D. Grades

Students can pick up their grade reports from **9 a.m. to 11 a.m. on Friday, May 15, in ISB 203**. After that, go to ISB 211. Grades will be held until all Spring 2 bills are paid in full.

If a student needs further explanation of a grade (either passing or not passing), the student must follow these steps on Friday when grades are distributed:

- Sign up in the Main Office (ISB 211) for an appointment to talk with a committee of teachers about the grade. Grade appeal panels take place on March 13 from 9:30 –11 a.m. and 1:30—3 p.m.
- When the committee of teachers talks with you, they will look at your grades and answer any questions you have. If an error is discovered, they will talk to the Curriculum Coordinator about correcting the situation.
- Bring your class grade reports to the grade appeal meeting.

## **What do I do if I am unable to pick up my IELI grade report?**

You have two options:

- You can have your grade report mailed to you by going to the Main Office (ISB 211) and leaving your address with the staff.
- If you want one of your friends to pick up your grade report, you need to go to the Main Office (ISB 211) sometime this week with your ID card and a letter. In this letter, put your name, your friend's name, and your signature, giving him/her permission to pick up your grades. One of the staff members in the Main Office will check to make sure the letter is OK. She will sign it and give it back to you. Be sure to give your friend the letter signed by the IELI Main Office staff for him/her to bring when s/he picks up your grades. Your grade report will not be given to anyone but you unless this letter has been signed by a staff member.



# E. Class Photos

## Winner of Best Crazy Class Photo:

Janet Souther's 4.4 Communication Class

You can view all the class photos on the IELI website: <http://www.ieli.unt.edu/ielitoday>.

