



# IELI WEEKLY MEMO



University of North Texas

Intensive English Language Institute

Spring 1, 2009

Week VII—VIII: March 2—13

## A. IELI Exams

### Spring 1 Final Exams:

*Grammar exams, Monday, March 9*

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

*Communication exams, Tuesday, March 10*

- Levels 3, 4, and 5: 8:30—11 a.m.
- Levels 0, 1, and 2: 1—3:30 p.m.
- Level 6: regular class time

## B. Tax Seminar

If you had an on-campus job in 2008, you must file taxes with the U.S. Government. You should attend the UNT-International Tax Seminar on **Friday, March 6, at 2 p.m. in ESSC Room 255** to learn how to file your taxes.

If you *did not* have an on campus job in 2008, you may still have to file taxes. You should attend the tax seminar “No Job/No Income” on Wednesday, April 8, at 5 p.m. in Terrill Hall Room 120.



## C. Dates to Know

**No IELI classes:** March 11 — 24

**Spring 2 dates:** Wed., March 25 — Fri., May 15

**May mini-term:** Mon., May 18 — Fri., June 5  
(Only writing classes available during the mini-term)

**Summer term:** Mon., June 8 — Fri., July 31



## D. Dorms

All UNT dorms will remain open during Spring Break. However, if you plan to stay in the dorms over the vacation (March 16—20), you must go to the front desk of your dorm and sign up to stay over the break.



## E. End of term party

Celebrate the end of classes with a root beer float on **Friday, March 6, from 12:15 — 1:10 p.m. outside the IELI Student Lounge**. Stop by and try this American treat, or just have some ice cream if you prefer.



**Good luck on exams! Have a fun, safe Spring Break.**



# F. Grades

Students can pick up their grade reports from **9 a.m. to 11 a.m.** on **Friday, March 13 in ISB 203**. After that, go to ISB 211. Grades will be held until all Spring 1 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.
- DO NOT make an appointment with the Curriculum Coordinators or the Director. They will only become involved in discussions of grade reports at the direct request of the teachers.
- 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.



# G. End-of-Term Questions

## 1. What do I do if I am moving or returning to my home country?

If you are moving to another address or returning to your home country, then be sure to fill out a change of address form at the post office so that your mail will be forwarded to your new address. Also, go to ISB 211 and ISB 288 to change information for IELI records.

## 2. 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.

## 3. What do I do if I need a transcript or attendance certificate?

Students who are leaving IELI may request a transcript or attendance certificate from ISB 211. It will be ready 24 hours after requested.

## 4. What if I change my plans to leave or stay at IELI?

There is no penalty for changing your plans; just go to ISB 211 and change your blue registration sheet!



# H. Lab Hours

The IELI Lab hours will change during Spring Break:

**Monday, March 16: Lab CLOSED**

**Tuesday, March 17—Friday, March 20: Lab open 1—5 p.m.**

