

**The ELI Student Handbook
Fall 2010
August 30 – December 10**



George Mason University

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<http://eli.gmu.edu>

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1. AQUATIC & FITNESS CENTER

This newly expanded center has two indoor swimming pools, a new aerobic fitness room with treadmill, elliptical machines and exercise bikes, and a new weight room. The center offers a variety of fitness classes, activities and facilities for students who enjoy swimming and exercising. Admission is FREE with your Mason student I.D. card (photo I.D. card).

2. ARTS, ENTERTAINMENT, AND SPORTS

Patriot Center has concerts and sports events. The Center for the Arts and the Harris Theater have dance, theater and musical performances. FREE tickets are sometimes reserved for Mason students at some of these performances. For current information on what's happening on campus, call the "Events Line": 703-993-1007.

3. BANK

Johnson Center 703-323-4810

The Chevy Chase Bank in Johnson Center is open Monday through Thursday, 9 a.m. to 8 p.m., Friday 9-5 p.m. and Saturday 10 a.m. to 2 p.m. There is an automated cash machine outside the bank, and also in front of SUB I.

4. BOOKSTORE

The Barnes and Noble bookstore is located on the first floor of Johnson Center. ELI instructors will tell students what books to buy. You'll find your books in the "ELI" section in the basement. The lines at the bookstore are very long during the first week of classes, and teachers may ask students to wait until the second week of classes to buy books. There may be used books available. To return a book, please keep the receipt and don't write anything in the book.

5. CAMPUS MINISTRIES

SUB I, Room 207 703-993-3324

This office has information about some religions that are represented at Mason: Baptist, Catholic, Episcopalian, Jewish and Muslim.

6. CELL PHONES

Please turn off your cell phone during class time. Give your family the ELI office number (703-993-3660) to use while you are in class if there is an emergency. Someone in the office will come to class and tell you if you get an emergency call.

7. CHANGE OF ADDRESS OR ID NUMBER

Immediately notify the ELI Office if you move. Give the office your new address and phone number. Notify the ELI if your Student ID number changes.

8. CHILD DEVELOPMENT CENTER

703-993-3750

This center provides on-campus childcare for children two to eight years old and is open from 7 a.m. to 6 p.m. every day. ELI students have successfully sent their children to this center.

9. COMPUTERS

703-993-3446

There are computers in Robinson Hall, Johnson Center, Science and Technology Building. Innovation Hall, which opened in 2003, also has state-of-the-art computers and teaching technology. The new ELI LDC in West Building has computers and a printer for ELI student use.

10. COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

SUB I, Room 364 703-993-2380

CAPS helps Mason students with personal and academic problems. It also provides tutorial and learning services.

11. DISMISSAL FROM THE ELI

If your grades indicate that you are not making satisfactory progress in your studies at the ELI, you may be placed on probation. Failure to make satisfactory progress is a misuse of time and resources, and is also a violation of the terms of your I-20 and your student status. If you are placed on probation, you must receive a grade of C or better in each of your ELI classes that semester or you will not be permitted to re-enroll again.

Students who receive a grade of NG in their Core class for two semesters in a row will not be permitted to re-enroll in ELI classes. Students who violate the Mason Honor Code may also be dismissed from the ELI and not permitted to re-enroll in classes.

We encourage you to work hard to make good grades and to make progress in your studies. We also encourage you to seek assistance from your ELI instructors to help you overcome any difficulties you may be having.

12. ELI ADDRESSES AND NUMBERS

Telephone: 703-993-3660
Fax: 703-993-3664
e-mail: eli@gmu.edu
Web: <http://eli.gmu.edu>

13. ELI ATTENDANCE POLICY

Questions and Answers

Q: How many classes can a student miss each semester?

A: The English Language Institute (ELI) Attendance Policy allows students to miss a certain number of classes each semester due to sickness, family emergencies, or other personal reasons. The allowed number of absences is different for each class each semester. Please see the box below to find out how many times you can be absent in each class each semester.

Allowed Absences for Each Class:		
	<u>Fall or Spring</u>	<u>Summer</u>
Core	10 absences	7 absences
Oral Communication Skills (OCS)	6 absences	4 absences
Electives	4 absences	3 absences
Preparation for Graduate Study	10 absences	7 absences
Experiencing Graduate Study	4 absences	3 absences
Transition Support	6 absences	4 absences
Advanced Writing	4 absences	3 absences
Advanced Speaking	4 absences	3 absences
Advanced Reading	4 absences	3 absences

Q: Can a student still pass a class if he/she has missed more than the number of allowed absences?

A: Students who have more than the allowed number of absences for any class will receive a No Grade (NG) at the end of the semester. The student will not receive a certificate of completion at the end of the semester. If a student receives an NG in a Core or OCS class, he/she may be required to repeat the same level during the next term.

Q: Can a student receive a certificate of completion at the end of the semester if he/she misses too many electives, but has good attendance in Core and OCS class?

A: Students who go over the maximum number of allowed absences in elective class, but have good attendance in Core and OCS class, will **not** receive a certificate at the end of the term. Students must attend **all** of their classes regularly in order to receive a certificate at the end of the semester.

Q: How does class attendance affect a student's visa status?

A: Student visas are granted only for the purpose of study and participation in an academic program. A student in the US on a student visa is required to attend classes full-time.

If a student holds an F-1 student visa or J-1 student visa, the student is in danger of losing his/her visa status if he/she gets too many absences. The ELI checks on student absences regularly. If a student starts to miss classes, he/she will be contacted and warned about the risk of failing classes and losing his/her visa status.

If an F-1 student continues to miss classes and goes over the maximum number of allowed absences after receiving a warning, several different actions can be taken. The ELI will decide if the student should be asked to sign an attendance contract for the next term, ask the student to transfer to another school, or cancel the student's I-20. The ELI's decision will be made on an individual basis.

If a J-1 student continues to miss classes, the ELI office will ask the student to sign an attendance contract for the next term and consider reporting the student's absences to his/her sponsoring program.

Q: How is a student's enrollment for the next term affected by his/her absences during the current term?

A: Any student who goes over the maximum number of allowed absences for any class, including electives, and is allowed to continue at ELI for the next term, will be required to sign an attendance contract for the next term. If a student violates the terms of the attendance contract, he/she will no longer be allowed to study at ELI. In addition, the student may lose his/her F-1 or J-1 status, and could be subject to deportation.

14. ELI CLASS TIMES Fall 2010

CORE classes	M-W-F T-Th	10:30-12:20 8:50-10:20
Elective ONE	M-W	1:30-2:20
Elective TWO	M-W	2:30-3:20
Oral Communication Skills	T-Th F	2:50--4:20 1:30-3:20
High Advanced Writing	T-Th	8:50-10:20
High Advanced Reading	M-W	1:30-3:20
High Advanced Speaking	F	1:30-3:20
Support Course	M-W-F	10:30-12:20
Preparation for Graduate Study	M-W-F T-Th	10:30-12:20 8:50-10:20
Experiencing Graduate Study	T-Th	2:50-4:20

15. ELI LANGUAGE DEVELOPMENT CENTER

West Building (basement) L200

The Language Development Center (“the LDC”) has computers, English-learning software, books, videos and more. You can learn about pronunciation, grammar, vocabulary, TOEFL, and many other aspects of English. ELI teachers, student assistants, and other students can help you explore what the LDC has to offer. Only English-language web sites may be used. It is possible to print **a few pages (no more than five)**. You must see the student assistant in the LDC to get paper.

16. ELI MISSION STATEMENT

“The English Language Institute provides its students with quality instruction in English as a second language aimed at developing the language and academic skills, as well as the cultural awareness they need for their own academic, personal, an/or professional purposes. Additionally, they receive a wide variety of support services designed to facilitate their transition to living and studying in the United States.”

17. ELI OFFICE

Krug Hall 202, 703-993-3660

The English Language Institute is an intensive English program that started at MASON over 20 years ago. John Pope is the Director. Tran Beatson is the Assistant Director. Karyn Mallett is an Assistant Director. Johanna Koh and Jonathan Kirk are the Program Administrators. There are various student assistants in the office to help students, faculty and staff. Teachers' offices are in Krug 201, 103 and 107.

18. ELI "PASSPORT" PROJECT

The ELI encourages students to learn and practice English in and outside of class. Students will receive an ELI "Passport" booklet at the beginning of Fall and Spring semester. For each ELI workshop that they attend, they receive a "stamp". At the end of the semester, students with 20 stamps (or more) will be recognized and given prizes.

19. ELI STUDENT PLACEMENT AND ADVANCEMENT

ELI classes are taught at different levels depending on the English language ability of the students. When new students arrive at the ELI they take the Comprehensive English Language Test (CELT). The score they receive on the CELT determines which classes they are initially assigned to. During the first week of classes, the ELI Core and OCS instructors evaluate students' performance in class. At the end of the week, instructors may recommend that a student move up or down a level if they believe the students' assignment based on the CELT was in error. Students may also talk to their teachers and request a change if they believe they have been placed in the wrong Core or OCS class. A "level-change" meeting is held during the second week of classes on Thursday, Sept. 4th and changes are made based on the recommendations of instructors, after they have evaluated students' abilities and needs.

Returning students also take the CELT each semester. The ELI considers CELT results, proficiency test scores, final grades, and placement recommendations from Core and OCS instructors for the previous semester before assigning returning students. Students who received a grade of NG in their Core or OCS class the previous semester are required to repeat the class.

Students are evaluated each semester at the ELI by their instructors. Instructors use their own tests and assignments during the semester, and usually give a comprehensive final exam. Students will also be asked to take a variety of proficiency tests at the end of the semester. The ELI uses these tests, student grades, and instructor recommendations to determine whether a student is ready to progress to a higher level. Most students progress to the next level in the ELI program. Some students may be required to repeat a level, while others may advance more than one level. There is no requirement for ELI students to complete every level offered in the ELI program.

The ELI tries very hard to ensure that students are initially assigned to the right level of instruction and make progress toward their goal of admission to George Mason University as quickly as possible.

20. ELI SERVICE REQUESTS

If you plan to travel, if you need a new I-20, or a transfer letter, or some other service from the ELI, please come into the ELI Office and fill out a Service Request form. Please talk to the student assistant and be specific about what you need. Your request will be processed in five to seven days.

21. ELI WORKSHOPS

The ELI is offering a variety of workshops this semester. There are workshops on topics such as: e-mail, LDC Software, Baseball Idioms, Pronunciation, and Overcoming Stress, movies and TOEFL. These free workshops are a way for students to improve their knowledge of the English language and expand their awareness of American culture. Students will receive information about the times, topics, and locations of these workshops from their Core teachers, and also by checking the bulletin board in front of the ELI Office, Krug Hall 202. You will also find information on your gmU email account. These workshops will be held on Tuesdays, Wednesdays, and Thursdays before class.

22. F-1 STATUS

If you have an F-1 visa, there are several things you must pay attention to. You can ask Tran Nguyen to help you. Here are a few of the regulations:

1. Maintain a valid passport at all times.
2. Attend the college or university that you are authorized to attend.
3. Complete an official transfer whenever you change college or university.
4. Complete a full course of study Fall and Spring semesters.
5. Report changes of address to the ELI office within ten days of moving.

23. THE FIELD HOUSE

The Sports and Recreation Complex 703-993-3220

There are basketball, volleyball, handball, racquetball, and tennis courts. You will usually need to make reservations. There are indoor and outdoor tracks, a weight room, and saunas. Enjoy staying physically fit!

24. FIELDTRIPS AND ACTIVITIES

The ELI provides several opportunities for you to practice your English outside of the classroom. These trips are considered part of the ELI curriculum and students who don't attend ELI-wide field trips are marked absent. Your instructors will give you information about trips

Labor Day	Monday, September 6	Mason Closed
Mason's Annual Fall for the Book	September 19-24	Various events on and off campus
ELI Field Trip	Tuesday, September 28	Meet buses at Finley Parking lot 9:30 a.m.
Columbus Day	Monday, October, 11	Mason Closed
Daylight Savings Time Ends	Sunday, November 7	Turn Clock back ONE HOUR!
International Thanksgiving Lunch	Tuesday, November 23	12:30-2:30 p.m. JC Dewberry Hall
Thanksgiving Recess	November 24-26.	Enjoy your Holiday!
Closing Ceremony	Friday, December 10	12-3 p.m. Dewberry Hall

25. GRADING POLICY

Students receive grades of A, B, C or NG (No Grade) based on the following categories: attendance, performance, and progress.

A= 90-100%

B= 80-89 %

C= 70-79%

These grades are considered "passing". Students who receive NGs (69% and below) in Core and/or OCS classes will be required to repeat the class.

26. HEALTH AND WELLNESS CENTER

SUB I, 238 AND 232

703-993-3686

This center provides information on community health and fitness. There is information about dance, aerobics and yoga classes. The center also provides drug and alcohol education, health education, sexual assault services and student health services. This is a good place to learn how to improve your overall health, well-being, and sense of safety while you are living in the U.S.

27. HEALTH INSURANCE and “What to Do”

You **MUST** have health insurance at Mason if you have an F-1 visa or a temporary visa. You must either subscribe to the Mason health insurance plan or provide proof that you are covered by another insurance plan that meets the same coverage requirements.

What to Do in the Event of Illness or Accident

1. If possible, first go to the Student Health Center at Mason (SUB 1, Room 219); they will help you or refer you to a doctor.
2. If you need to see a doctor, take a copy of your health insurance brochure and enrollment card with you. The doctor's staff can check that the policy covers your condition.
3. Discuss with the doctor or hospital whether they will require you to pay (and claim reimbursement from the insurance company) or whether they will bill the company directly.
4. If you need to claim reimbursement, you can get a claim form from the ELI Office.
5. If you require overnight hospitalization, you must call Chickering at 1-800-878-1945 for approval before entering the hospital. If you are hospitalized for emergency treatment (emergency room), you must notify Chickering within one business day.
6. If you have been receiving treatment for a specific illness or injury before enrolling in the Mason health insurance policy, any claims related to this illness or injury may not be covered.

28. HEALTH SERVICES

SUB 1, Room 232

703-993-2831

If you are ill or injured on campus, go to the Student Health Services. You must always show them your Mason ID card. There is a full-time nurse on duty, as well as a part-time nurse, and a part-time physician.

Student Health is open M, W, and Th from 8:30 a.m. to 7 p.m. and on Tues. from 10:30-5 p.m. and on Friday from 8:30 a.m. until 5 p.m. They can give you information about doctors, hospitals, and clinics in the Fairfax area.

If you have the Mason health insurance plan, and you are sick, you should go to Student Health Services first. They will refer you to a doctor. This reduces your health care costs. In an emergency, call 911.

29. HONOR CODE

At Mason, this rule says, “On my honor, I pledge that I have neither given or received any aid on this examination.” This means that if you cheat, you will get into serious trouble. You can be dismissed from the ELI and required to return to your country.

30. HOUSING

Dormitory rooms may be available on campus. Contact the Office of Housing and Residential Life. If you have any questions about the dorms or about your roommates while you are living in the dorms, please speak with a residential advisor or one of your ELI teachers.

The web site for the Office of Housing and Residence Life is:

<http://housing.gmu.edu> You can also look for rental advertisements on bulletin boards around campus.

31. I-20

Pay careful attention to the expiration date on your I-20 (item #5). To renew your I-20, bring in new financial and bank statements. Make an appointment to see Tran Nguyen in the ELI Office, Krug 202 . Do this at least ONE MONTH before your I-20 expiration date. Your new I-20 will be ready in three to five days.

32. INTERNATIONAL STUDENT ASSOCIATION

SUB I, Room 255 B

703-993-2998

This is an “umbrella” organization for international clubs on campus. The ISA Office is a good place to find out about clubs that you might want to join. They also sponsor International Week during Spring Semester, April 5-11, 2009.

33. JOHNSON CENTER

This is one of the largest buildings on George Mason University’s main campus. It is named for George Johnson, who was the president of Mason before the current president, Alan Merten. Johnson Center has a library, computer rooms, a bank, fast-food restaurants, a bookstore, a movie theater, and much more. There are quiet places to study, as well as small meeting rooms. Enjoy exploring!

34. LEARNING SERVICES

SUB 1, Room 350

703-993-2999

There are audiotapes, videotapes, and computer-assisted programs that students can use on their own with the help of a counselor. These programs help students improve their academic skills.

35. LIBRARIES

Fenwick Library 703-993-2250

Johnson Center Library 703-993-2223

You can check out books by using your photo ID. Go to the library information desk and they will put your ID number into the library computer. You can check out books for three weeks. There is also a good video library and a wide selection of college catalogs and information. Ask a librarian to help you.

36. LOST AND FOUND

If you lose something on campus, contact:

University Police 703-993-2810

Johnson Center 703-993-9000

SUB I 703-993-2855

SUB II 703-993-2859

37. MASON: THE UNIVERSITY AND THE MAN

THE UNIVERSITY: George Mason University was originally established in 1957 as a part of the University of Virginia. In 1964 the main campus opened at its present location in Fairfax. In 1972 the university became independent. It currently has over 25,000 students who attend classes during the day and at night. The university is continuing to expand, as you can see by the construction sites on campus. And in 1998, the university surprised the community by choosing NOT to have a football team.

THE MAN: George Mason (Dec. 11, 1725-Oct. 7, 1792) played an important role in the American Revolution. He was the primary author of the Virginia Bill of Rights. The United States Bill of Rights is based on this document. Mason believed that people needed a strong "Bill of Rights" in order to protect them against a strong national government. You can visit George Mason's home, Gunston Hall, near Mason Neck, Lorton, Virginia. It was built in 1755 and is a National Historic Landmark.

38. MID-TERM CONFERENCES

Mid-term conferences are scheduled during the middle of Spring, Summer, and Fall Semesters. This fall they are scheduled for the week of October 18-22. Students will meet with their Core and OCS instructors during class time or outside of class time to talk about the students' plans for progress. Instructors will make suggestions and give feedback.

39. OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES

SUB 1, Room 305

703-993-2970

When you become a regular student at Mason, this office can help you with visa problems and other related questions. This office also sponsors “International Week”. This is a week-long celebration of international food, dance, movies, lectures and more which takes place during Spring Semester in April.

40. PARKING

703-993-2710

703-993-2711

<http://parking.gmu.edu/>

You must have a valid parking sticker (“decal”) when you park at any of the lots at Mason. Take your car registration to Parking Services, next to the Sandy Creek Parking Deck on York River Road.

Park in STUDENT parking lots ONLY. If you park in the wrong place, you must pay a fine of \$60. If you park in a handicapped parking space, you have to pay \$100. Parking tickets **MUST** be paid.

41. PHOTOCOPYING

Students can use the copying facilities in Johnson Center and at other locations on campus. You can purchase a “copy card” for this purpose. The copy machine in the ELI Office is not for student use.

42. PHOTO IDENTIFICATION CARD (Mason Student I.D. card)

SUB II, lower level, across from student mailboxes

703-993-1004

Take your student number (from your tuition bill or class schedule) and your driver’s license or passport. Report your weight in pounds or kilos, and your height in inches or centimeters. Your picture will be taken. Keep your photo ID in your wallet at all times. It allows you to use student health services, the library, the gym, the CUE bus, and facilities at Mason. If you lose it, you must pay \$10 for a new card.

43. PIANOS

Performing Arts Building I

On the first floor of the Performing Arts Building I, across from classrooms A-311 and A-315, there are several small piano practice rooms. These rooms are open 24 hours a day, and can be used by any Mason student.

44. PLAGIARISM

“Plagiarism” means copying information (from books, from the internet, from friends, etc.) that you did not write or create yourself and claiming that it is your own work. Copying work without crediting the source is a violation of Mason’s honor code.

45. POLICE

Lot C, near Patriot Center

The on-campus university police are here to help and protect students, faculty and staff.

POLICE EMERGENCY NUMBER: 703-993-2800

Non-Emergency: 703-993-2610 or 703-993-2811

Remember that the speed limit on campus is **25 miles per hour**. You can get a ticket if you drive faster than that. There is a \$25 "court fee" for each ticket plus additional fines depending on how fast you were driving.

46. POST OFFICE

The Mason Post Office is located on the first floor in Johnson Center, across from the food court area.

47. SNOW! TORNADOS! FLOODS! ... 703-993-1000

Snowstorms sometimes occur in this area of the U.S. during fall and spring semesters. Mason also occasionally cancels classes when there are severe storms, tornados, and flood watches. Call this main information number to find out if the university is open or closed.

48. STUDENT COMPLAINTS AND QUESTIONS

If you are dissatisfied with something at the ELI (an experience, an interaction, or some communication that you've had with an ELI employee), please speak directly to that person about your complaint. If you feel that the response from that person is unsatisfactory, you can make an appointment to see John Pope, the director of the ELI, in Krug Hall 201, 993-3660. If you feel the problem still hasn't been solved after taking these steps, you may contact the University Vice President who is charge of the ELI. (Come to the ELI Office to get that person's name and number.) This is the usual procedure for complaints in the U.S. Most complaints at the ELI will be dealt with in the manner described above, however allegations of discrimination or harassment must be forwarded to the University Equity Office for resolution.

49. STUDENT ORGANIZATIONS AND PROGRAMS

SUB I Basement 703-993-2909

There are over 200 student organizations and clubs at Mason. If you are interested in finding out more information about any of these clubs, visit the basement office of SOAP next to the Cash Office in SUB 1.

50. STUDENT UNION BUILDINGS

SUB1: Student Health Services is on the second floor. The Office of International Programs and Services is on the third floor. The Cash Office is in the basement. There is a lounge area on the first floor. On the lower level you will find “fast food” and “Damon’s”, a sit-down restaurant.

SUB II: There are meeting rooms, lounge areas, and a cafeteria.

51. TAKING AN ACADEMIC COURSE AT MASON

ELI students who meet certain requirements might be permitted to take one (or in some situations two) academic course(s) along with their ELI courses.

Undergraduate Level

Returning Students

Returning students who meet the following requirements may be allowed to take an academic course along with part-time study at the ELI:

Have successfully completed (grade C or better) Advanced Core or higher and Advanced Oral Communication Skills **and** be recommended by the instructors of those classes for part-time academic study. Undergraduate students who meet this requirement will generally move into Transition Level. In some instances, students may be permitted to enroll in a Communications, Math, or Information Technology course. Students who meet these requirements should make an appointment to meet with an ELI academic advisor to discuss the possibility of taking an academic course.

New Students

New students who have a high TOEFL score might be allowed to take one undergraduate level academic course during their first semester at the ELI. Students who believe they qualify to take an academic course should make an appointment with an academic advisor or the ELI director as soon as they arrive in the area. A high TOEFL score does not guarantee that a student will be able to take an academic course. The advisor will consider many factors, including the student's listening, speaking, and writing skills, major area of study, etc.

Graduate Level

Students who plan to study at the masters or PhD level generally do not take an academic course until they have been fully admitted into their degree program. In some cases a student may have the necessary English skills to take one graduate-level course while studying at the Preparation for Graduate Study level at the ELI. Permission must be given by the academic department for an ELI student to take a graduate-level course.

Students who believe that they have the high level of English proficiency required to take a graduate course should make an appointment to meet with an ELI academic advisor to discuss the possibility of taking an academic course the following semester.

ELI Academic Advisors

Undergraduate Students -- Ellen Kohn
Graduate Students -- Michael Smith

Krug Hall 107 ekohn@gmu.edu
Krug Hall 103 msmit2@gmu.edu

Students who meet these requirements to take an academic course while taking ELI courses will be registered for their academic course by their ELI academic advisor as non-degree students.

**Requirements for F-1 Visa Holders
 To Maintain Full-Time Status**

	One Academic Course (3-4 credits)	Two Academic Courses (6-7 credits)
Undergraduate	14 hours of ELI coursework	10 hours of ELI coursework
Graduate	12 hours of ELI coursework	6 hours of ELI coursework

52. TOEFL (iBT)

You can register to take the new computerized TOEFL in Virginia, Maryland, or D.C. Call 1-800-468-6335 or go to their web site <http://www.toefl.org> Mason requires a TOEFL score of 88 (with at least 20 points in each section), on the computerized TOEFL for international undergraduate students.

53. TRANSFER LETTERS

If you are transferring to another school, you must have a transfer letter. See the Assistant Director, Tran Nguyen, in the ELI Office in Krug 202. Bring your I-20 from the ELI and also bring your I-20 from your new school.

54. TRANSPORTATION

Using your Mason photo ID card, you can ride the CUE bus for **free**. These buses travel routes in Fairfax, to and from GMU and the Vienna Metro Station with multiple stops. Call 703-385-7859 for information. The Reston Limousine shuttle is also free and travels directly, with no stops, from “Mason to Metro” and Metro to Mason”.

Metro buses stop at the bus stop across from Mason, on University Drive. Call 202-637-7000 for information about their routes and schedules.



A “SmarTrip” card can be purchased at the metro web site: <http://www.metroopensdoors.com/> It’s a plastic card that can be encoded with from \$10-\$300 for use on the subway, metro buses, and for parking at metro stations. A one-day metro pass is \$6.50 and works from 9:30 a.m.-12:p.m. on weekdays and all day on weekends.

Because of higher gas prices and increased concern about global warming, taking public transportation in the Washington area can be a good choice!

55. TRAVEL

If you leave the United States and you plan to return next semester, you must get your I-20 signed. See the Assistant Director, Tran Nguyen, in the ELI Office. Bring your I-20, travel passport, and a deposit of \$100.

56. TUITION

You must pay your tuition in the Cash Office in the Basement of SUB I. You will receive your tuition bill the first or second week of classes. Take it to the Cash Office and pay your tuition by check, cash, or credit card (Visa or Mastercard) within 48 hours of receiving it.

After you register for classes, you are responsible for tuition payment. If you want to drop any classes, you **MUST** come to the ELI Office in Krug 202 to fill out a drop form as soon as possible to avoid tuition charges.

NOTE: Students with F-1 Visas must be enrolled full-time (20 hours/week) during Fall and Spring Semesters, and the summer session if it is the first term of enrollment.

57. TUTORING

ELI Office, Krug 202

Melissa Allen can match you with a tutor. The tutor is an ELI teacher who works with you individually on areas that you want to improve: writing, speaking, TOEFL, pronunciation, reading, writing, or any other English skills that are important to you.

58. VOLUNTEERING

Johnson Center, 240 H

703-993-2900

“The Center for Service and Leadership” provides volunteer and community service opportunities for MASON students. You can work with children, homeless people, and many other groups.

59. WORKING ON CAMPUS

SUB I, Room 348

703-993-2370

Students with F-1 or J-1 Visas can work on campus, but not off campus. There may be jobs available in Marriott Food Services, the Library, the bookstore, and other offices. A list of currently available on-campus jobs is at the Career Development Center in SUB I, Room 348. After living in the U.S. for one year, students may be eligible to work off-campus.