



**MEI** Maryland  
English Institute  
Language skills that last a lifetime

# SUMMER 2024 STUDENT

# H A N D B O O K



Dear MEI Student:

**Welcome to the Maryland English Institute!** We are happy that you are here. New students ask a lot of questions about the MEI Intensive English Program, about the University of Maryland, and about many things related to being a student at a U.S. university. This handbook answers some of those questions. Please read it carefully. If you still have questions, ask your teacher or a staff member.

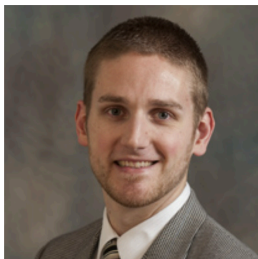
All of us at MEI wish you success during your stay at the University of Maryland.

Sincerely,



Dr. Jon Malone  
Interim Director

#### ADMINISTRATION



**JON MALONE**

Interim Director  
jmalone@umd.edu  
(301) 405-9376



**JENNIFER MOORE**

Program Management Specialist  
jmoore1@umd.edu  
(301) 405-7949



**RAYMOND SMITH**

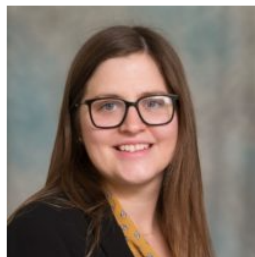
Intensive English Program Coordinator  
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#### FACULTY



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Summer 2024

## **Mission**

The mission of Maryland English Institute (MEI) is to provide English language instruction and assessment at the postsecondary level for speakers of other languages who wish to learn English for academic, professional, or personal reasons. MEI fulfills its mission by providing

- a full-time, multi-level Intensive English Program
- part-time courses for matriculated University of Maryland students
- courses for international teaching assistants
- assessment of oral communication skills of international teaching assistants
- custom-designed programs for UMD constituents and external organizations

MEI offers rigorous courses of study while providing a positive and supportive learning community and promoting cross-cultural understanding.

## **IEP Mission**

The mission of the Intensive English Program (IEP) of Maryland English Institute is to offer international students high-quality, multi-level academic English language instruction, cultural orientation, and preparation for academic study at the University of Maryland and other universities in the United States. Students who want to study English for professional or personal reasons are also welcome to enroll.

The Maryland English Institute (MEI) is part of the College of Education at UMD. Together with our colleagues in the College of Education, we at MEI work toward a common vision of being known on this campus and throughout the world as a bridge between languages and cultures, and between cultures and communities.

## MEI Summer 2024 Faculty & Staff Directory

Staff		Office	Phone Number
Interim Director	Dr. Jon Malone	SQH 3117	301-405-9376
Summer Program Coordinator	Mr. Ray Smith	SQH 3117	301-405-7343
Program Management Specialist	Ms. Jennifer Moore	SQH 3117	301-405-7949
Student Services Coordinator	Mr. Ray Smith	SQH 3117	301-405-7343
Faculty			
Heather Mehrtens Eric		SQH 3117	301-405-5183
Louise Godley		SQH 3117	301-405-5183

### Other Phone Numbers and Websites

University of Maryland Information	(301) 405-1000
MEI Front Office	(301) 405-8634
International Student and Scholar Services	(301) 314-7740
University Health Center	(301) 314-8180
University Police (non-emergency)	(301) 405-3555
Emergency	911
MEI	mei.umd.edu
International Student and Scholar Services (ISSS)	iss.umd.edu
University of Maryland (UMD)	umd.edu
Shuttle-UM	transportation.umd.edu/shuttle/html
Health Center	health.umd.edu
Washington Area Metro System	www.wmata.com
Campus Organizations	orgsync.umd.edu
Campus Recreation Services	recwell.umd.edu

# Intensive English Program

The MEI Intensive English Program is a non-credit program offered three times per year. In the summer, the IEP has 3 levels of integrated English skills: elementary, intermediate, and advanced. The summer IEP courses meet for 7 weeks.

The integrated English skills course meets for 14 hours per week. In this class, students learn and practice skills to improve their ability to read, write, listen, and speak. This class helps students to increase their fluency and accuracy for personal, academic, or professional settings.

In addition to the Integrated English class, we will offer a vocabulary class that will meet twice a week for two hours.

**Initial placement.** New students are placed into courses based on their general proficiency in English as follows:

iTEP	Composition	Placement
0.0 – 1.7	0 – 3.0	UMEI 011
1.8 – 3.9	3.1 – 4.4	UMEI 012
4.0 – 5.0	4.5 – 5.0	UMEI 013

Note: for students with mixed scores (for example, a high iTEP score but a low writing score), placement is generally made using the lower of the two scores.

**Grades.** MEI courses are offered on a satisfactory/fail basis. Student grades are based on performance on assignments and assessments. In order to pass the course and receive a final grade of Satisfactory, students must earn an average of 75% or greater in their Integrated English and elective classes.



The differences between the course levels in terms of proficiency and what is expected of students at the end of the course are as follows:

**UMEI 011 (Elementary)** This is a **beginning to low intermediate** level class. At the end of the course, students must demonstrate their ability to perform the following tasks:

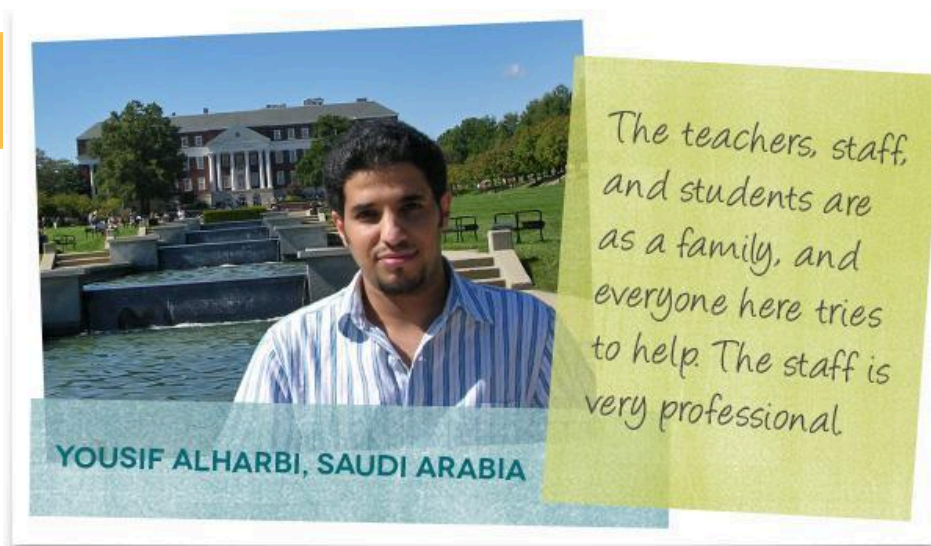
- Read a high beginning level text of at least 350 words with at least 75% comprehension
- Use the writing process to write a unified, coherent, well-developed paragraph
- Understand at least 75% of a short listening selection on a familiar topic
- Understand and participate in simple conversations
- Speak briefly on familiar, personal topics

**UMEI 012 (Intermediate)** This is an **intermediate** level class. At the end of the course, students must demonstrate their ability to perform the following tasks:

- Read a high-intermediate level text of at least 500 words with at least 75% comprehension
- Use pre-reading, reading and post-reading strategies to increase comprehension
- Use the writing process to write a unified, coherent, well-developed short essay
- Understand at least 75% of a listening selection on a simplified academic or professional topic
- Speak at length on familiar, personal topics and negotiate more complex situations
- Understand and contribute to simple academic discussions

**UMEI 013 (Advanced)** This is a **low advanced to advanced** level class. At the end of the course, students must demonstrate their ability to perform the following tasks:

- Read an authentic college-level text of at least 800 words with at least 75% comprehension
- Use pre-reading, reading and post-reading strategies to increase comprehension
- Use the writing process to write a unified, coherent and well-developed academic essay
- Understand at least 75% of an authentic listening selection on an academic or professional topic
- Participate actively in academic discussions



# Policies

## Academic Honesty

MEI students are subject to the University of Maryland's Code of Academic Integrity (<http://www.studentconduct.umd.edu/>).

There are some assignments at MEI which you must do completely by yourself. Cheating on an assignment or submitting another person's work, or by using AI (artificial intelligence) to complete your work, is **unacceptable**. There are also some assignments at MEI which you can work with other students, and sometimes you must work in groups. If you are unsure, you can always ask your teacher.

Your English does not improve if you are cheating, or not doing your own work. For this same reason, it is important to be honest with exams. If your teacher sees that you are cheating during an exam, you may be asked to leave the room. Your score may be canceled. It is impossible in this situation to give a fair evaluation of your work.

## Active Participation

To improve your English, you must actively participate in class. Your teacher expects you to speak in class when appropriate and to participate in all class activities. It is classroom courtesy to allow all students an opportunity to speak. No one student should do all of the talking or interrupt others. You should not ask questions in class that do not relate to the class topic. You can ask these questions after class, or during your teacher's office hours.



## Alcoholic Beverages

American laws about alcohol are stricter than laws in many other countries. It is illegal in the United States for anyone under age 21 to purchase or drink alcohol. It is also illegal to purchase alcohol for someone else who is under 21. It is extremely dangerous to drive after drinking alcohol, and the legal punishments are severe. Do not drink and drive.

## Appealing a Grade

A student who believes that he or she has received a wrong grade on a test or in a course, should ask to meet with his or her teacher to explain the grade. If this is not resolved in the meeting, the student should request a meeting with the teacher and the Summer IEP Coordinator. The student must fill out a Request for Appointment form and include a written description of the problem. At this meeting, the teacher will explain the reason for the grade, and the student will present the reason why he or she believes the grade is wrong. Both the teacher and the student must bring evidence to the meeting, such as previous assignments and tests. The Summer IEP Coordinator will make a final decision regarding the grade.

## Attendance

Attendance is required and will be recorded each day. Excessive absences will hurt your performance in class as well as put you in danger of violating your visa requirements. If you need to miss a class, please contact the instructor via email before the class or you may not be permitted to make up missed work. The MEI attendance policy is as follows:

<b>If you miss:</b>	<b>You will:</b>
6 total hours of class	Receive a warning letter.
12 total hours of class	Receive a second warning letter, and be asked to meet with Mr. Smith, the Summer IEP Coordinator.
18 total hours of class	<b>Be dismissed from MEI and your I-20 will be terminated.</b>

**Please note, there are no “excused” absences!**

The MEI Summer Intensive English Program ends on July 19 with our Final Ceremony. Students may not leave before that time. To complete the program successfully, students must attend their final conferences with their teachers and attend the Final Ceremony on July 19. Signed I-20s for travel will not be distributed before July 19.

## Being on Time

You are expected to be in class on time. Your late arrival may disrupt the class. Some instructors do not allow students to enter a class after it has begun. The instructor's individual policies are stated on the course syllabus which you will receive in your class.

## Code of Conduct

Students from around the world come to MEI to learn English. All students deserve to learn in a safe and comfortable environment no matter where they are from. MEI requires that all students treat their classmates and their teachers with respect and courtesy. Students who use actions or words to hurt others risk immediate expulsion. As members of the campus community, MEI students are subject to the University of Maryland's Code of Student Conduct. <http://www.studentconduct.umd.edu/>

## Concerns, Questions, or Complaints

MEI wants to provide a positive and supportive learning community that promotes cross-cultural understanding. If you have a problem with other people at MEI, you can usually resolve the problem by speaking respectfully with the other person and looking for a resolution together. You may also talk to one of your teachers or Ray Smith, the Student Services Coordinator about the situation and how to resolve it. You can talk to your teachers during their office hours or by making an appointment with them. You can also make an appointment to talk with the (Interim) Director by going to the MEI office in Cole 1117.

Before meeting with the Director, you must give a written description of your concern or complaint on the appointment request form. When you meet with the Director, he will listen to your concerns and advise you on what to do. Depending on the problem, he may choose or may be required to contact other campus offices and will tell you if this is the case.



If the situation is serious, or if you cannot resolve your concerns within MEI, the Director will ask you, or you may choose, to file a formal complaint. A formal complaint can be made for a very serious offense, such as unfair treatment, sexual harassment, discrimination, plagiarism, destruction of property, assault, and other such actions that cause harm to you or others. If you make a formal complaint, you will be asked to write your complaint and submit it to the Director. You will also be advised of your rights and responsibilities. The Director will work with you to reach a satisfactory resolution of the problem within the options available. The Director keeps a copy of all written complaints and follows up with you and the other people involved as needed.

## Conferences

All MEI students are required to attend a final conference with their instructor on July 19. At the final conference, students receive their *Intensive English Program Final Evaluation Report* and discuss their progress, exam results, and future plans with their instructor.

## Confidentiality

MEI is not allowed to give information about you to anyone, including your parents or your sponsor, unless you give your permission by signing a form called a waiver. Sponsored students should sign waivers at the beginning of the semester. MEI follows the University of Maryland policy on confidentiality (privacy) of student records. UMD obeys the regulations of the Buckley Amendment, which is a part of the Family Educational Rights and Privacy Act.



The University will not give information to people outside of the University administration without your prior consent. The University will give information to school officials of the University of Maryland if they need to see it – for example, if you applied to the University.

## Email

All students will receive a University of Maryland email address (your Directory ID@terpmail.umd.edu) which will be used by MEI and the University of Maryland to communicate with you. This email address will be set up during computer lab orientation. Students can get their messages directly from the University of Maryland email account or forward them to another account. Forwarding can be set up during the computer lab orientation. Students should check their email for updates from MEI every day.

## English Only

The goal of all MEI students is to improve their English. To help all students reach this goal, MEI has an English-only policy. This means that during classes and activities, you must speak **only** English unless your teacher gives you permission to speak your native language.



## Final Evaluation Reports

You will receive your *Intensive English Program Final Evaluation Report* at your final conference. If you want to receive an additional copy, you must go to the MEI office, or send a letter with your signature requesting the information. Your friend or family member *may not* request the information for you. Processing these forms takes two business days. MEI does not give scores via email, phone, or fax.

## Homework

In addition to the work you do in your classes, you will be asked to do assignments outside of classes. You can expect to do about two hours of homework each night. Your instructors expect each assignment to be submitted on time. Each instructor has his/her own policy regarding late homework.

## Letters of Attendance

If you need a document that states you are attending MEI classes, MEI can give you an official letter of attendance. To get an attendance letter, you need to come to Cole 1117 and complete a request form. Please allow two business days for MEI to prepare the letter. Your first letter will be free. Each additional letter will cost two dollars (\$2.00).

## Document Check and I-20 Information

All U.S. schools and universities must send international student information to the United States Citizenship and Immigration Services (USCIS), and UMD students update their documents and follow immigration regulations through an online system called iTerp. ISSS staff will help new MEI students to complete this process on Monday, June 3, at 1:30 pm in SQH 3116. Bring your MEI acceptance letter and clear photos or PDF files of the following documents: passport, visa, and I-20. You will also provide the local address and telephone number of a relative or friend in the US.

## I-20 Information

Students who come to study here (on F-1 visas) receive I-20s from the University of Maryland. An expiration date is on the I-20 form. You must get a new I-20 before this expiration date if you want to continue studying after the expiration date. In order to get a new I-20, you must be in good standing and be continuing your education. During an Exit Plan workshop, you will need to complete an MEI “Exit Plan” to tell us of your plans after the summer. Jennifer Moore, Program Management Specialist will then give you the information and the forms you need. If you have any questions about your visa status, you should make an appointment with Jennifer Moore or an ISSS advisor. You are responsible for maintaining your visa status.

## **Smoking**

The University of Maryland is a non-smoking campus. You may not smoke anywhere on campus, including outdoor spaces.



## **Student Identification Cards**

You will receive your student ID card during the first week of the program. You will need your ID card while you are here at the University. You must use it for admission to campus recreation facilities, to check out library books and to use the university shuttle bus. If you return in the fall semester, you will get a picture ID. If you lose your ID card, go to the ID desk on the first floor of the Mitchell Building to ask for a replacement. There is a fee for a new card.

## **Textbooks**

All students must buy their textbooks for their classes. Do not buy the books until your teachers tell you to. For most classes, textbooks will be available at online bookstores such as Amazon.com. Textbooks for the summer cost approximately \$135, but the exact amount will depend on which classes you are taking.

## **Transfer Policies and Procedures**

If you decide to transfer to another school, you must complete some forms and supporting documents. Students who want to transfer for the following semester must complete the forms within 60 days of the last day of class at MEI.

To request a transfer, you must submit a request and your documents electronically via the University’s immigration system called iTerp:  
<http://globalmaryland.umd.edu/offices/international-student-scholar-services/iterp-your-online-portal-services-iss>

For instructions on how to login to iTerp, please visit  
<http://globalmaryland.umd.edu/offices/international-student-scholar-services/logging-iterp>

To submit your request and documents to iTerp, please visit  
<http://globalmaryland.umd.edu/offices/international-students-scholar-services/sevis-transfer>

If you have any questions about using iTerp, please contact the International Student & Scholar Services office:

### **International Student & Scholar Services**

1126 H.J. Patterson Hall  
University of Maryland  
College Park, MD 20742

**Phone:** 301-314-7740

**Fax:** 301-314-3280

### **Tuition and Fees**

Students must have enough to pay for their tuition and fees on the first day of the program during orientation. **Students cannot register for classes until the bill is paid in full. Failure to register for class will result in cancellation of your I-20.** Basic tuition and fees for the Summer 2024 semester are **\$3,585.00. (need to confirm)**

### **Withdrawal and Tuition Refund Policy for Summer**

If you must withdraw from the program due to circumstances beyond your control (for example because of an illness or an illness in the family), you must fill out a withdrawal form and make an appointment to meet with the Director. On the form and during this meeting, you will need to explain the reason for your request. The Director will review the request to ensure that MEI and the student comply with all existing U.S. government laws. You will then be advised of your options for a formal withdrawal.

MEI follows the University of Maryland policy on refunds. **Fees** (such as the application fee and university fee) **are not refunded if you withdraw from a course.** Tuition refunds are granted based on the refund schedule below:

- 100% refund for classes canceled prior to the first day of the course
- 70% refund for withdrawals processed within 7 calendar days from the first day of the course
- 50% refund for withdrawals processed within 14 calendar days from the first day of the course
- 20% refund for withdrawals processed within 21 calendar days from the first day of the course
- No refund granted for withdrawals processed after 21 calendar days from the first day of the course

Tuition refunds are based on the date of withdrawal or cancellation as described above. These dates may be different from the University's official deadlines because MEI classes are not on the same schedule as university classes. For further information on tuition refunds, please see Mr. Smith, Summer IEP Coordinator.



# Student Services

## Academic and Personal Advising

### Visa Assistance

Most MEI Students have F-1 visas, with I-20s issued from the University of Maryland. MEI helps students with questions about their visa status and requirements. Students may make an appointment with Ms. Jennifer Moore. Students also can talk to international student advisors at the Office of International Student and Scholar Services (ISSS).

### Academic Advising

If you have questions regarding your classes or progress, or if you need extra help, you should schedule an appointment with your teacher. Your teacher will help you or refer you to someone else who can help. Your teacher's office hours and contact information are in your course syllabus.

### Applying to the University of Maryland

**Admission to the Maryland English Institute (MEI) is not the same as admission to any other program of the University of Maryland.** If you wish to apply to the University of Maryland, you must complete a separate application. Admission to UMD is not guaranteed. Students may meet with Ray Smith, MEI's Student Services Coordinator, for questions about applying to the University of Maryland. You can also ask international student advisors at ISSS for help. Admission to UMD is based on your high school and/or university academic record. You should begin the application process as early as possible.

In order to meet application deadlines, you need to apply **before** you have completed your English language coursework.

### Counseling

There are many differences between the United States and your country. At times you may not understand the actions of Americans or particular aspects of American culture. While you are in the United States, you may experience "culture shock"—a feeling of disorientation or confusion that often happens when someone leaves a familiar place and moves to an unfamiliar place. At first you may feel happy and extremely positive about your new life. It may take days or even weeks for any uncomfortable feelings to set in. Symptoms of culture shock include a change in appetite, low energy, sleeping a lot or inability to sleep, sadness, frustration, and even anger. If you experience any of these symptoms, remember that many other students (and most of your teachers) have been in the same situation. As time passes you will make new friends. As you become more accustomed to life in the United States and to American culture, you will probably feel more comfortable.



Living in a foreign country and learning a new language can be very difficult. It is quite normal to feel lonely or depressed in this situation. You may feel that you need to talk to someone about your particular problems. If your uncomfortable feelings do not get better or get worse, or if you have any other personal issues for which help is needed, you can go to the Counseling Center on campus for further assistance. You can make an appointment at the Counseling Center by calling 301-314-7651.

## **MEI Administrative Staff and Office Hours**

### Office Hours

The office hours of MEI staff are as follows:

Dr. Malone, Interim Director	By appointment only (until July 1)
Ms. Moore, MEI Admissions Coordinator	Tuesday & Wednesday 12:00 – 1:00 pm Friday 11:00 – 12:00
Mr. Smith, IEP Coordinator	Tuesday, Thursday 1:30-3:30 pm

If you wish to make an appointment with Dr. Malone, please see Ms. Moore in the main MEI office.

Your teacher's office hours are listed in your class syllabus.

If you have a question about:	Ask:
Health Insurance	Mr. Ray Smith, Student Services Coordinator
Applying to U.S. universities	Mr. Ray Smith, Student Services Coordinator
Campus Activities	Mr. Ray Smith, Student Services Coordinator
Your Visa or I-20	Ms. Moore, Program Management Specialist
Payments and official letters	Ms. Moore, Program Management Specialist
Your UM ID and password	Mr. Smith, Summer Program Coordinator

## **Office of International Student and Scholar Services (ISSS) Office Hours**

If you have a question about your visa or I-20, please see Ms. Moore, the Program Management Specialist. She can answer most of your questions. In some cases, Ms. Moore may ask you to go to ISSS, which is located in H.J. Patterson Hall room 1126.

If Ms. Moore tells you to go to ISSS, you can make an appointment to visit an international student advisor, or you can go during walk-in hours without an appointment. The ISSS Office Hours are listed below. To make an appointment, please call 301-314-7740.

DAY	TIME	IES SCHEDULE
MONDAY	9:00 am – 12:30 pm	Consultations by <b>Appointment</b>
	1:30 pm – 4:00 pm	<b>Walk-In</b> consultations (No appointment necessary)
TUESDAY	9:00 am – 12:30 pm	Consultations by <b>Appointment</b>
	1:30 pm – 4:00 pm	<b>Walk-In</b> consultations (No appointment necessary)
WEDNESDAY	9:00 am – 12:30 pm	Consultations by <b>Appointment</b>
	1:30 pm – 4:00 pm	<b>Walk-In</b> consultations (No appointment necessary)
THURSDAY	9:00 am – 12:30 pm	Consultations by <b>Appointment</b>
	1:30 pm – 4:00 pm	<b>Walk-In</b> consultations (No appointment necessary)
FRIDAY	9:00 am – 12:30 pm	Consultations by <b>Appointment</b>

## Campus Facilities

MEI students can use campus facilities including the libraries, the Campus Recreation Services (swimming pools, tracks, weight rooms, basketball courts, etc.), computer labs, and the University Health Center. MEI students may buy tickets for performances at the Clarice Smith Center for the Performing Arts at the student rate. There are several places to eat on campus. There are fast food restaurants, snack bars, a natural food co-op and a restaurant in Stamp Student Union. There are also several cafeterias on campus and many restaurants located on Route 1.



## Extracurricular Activities

MEI offers a variety of activities for students. The dates and locations for the activities are in the Student Activities Calendar. Sign-up sheets for activities will be made available several days before each activity. You do not need to pay for transportation or admission tickets for most activities (these are covered by the Activities Fee charged at the beginning of the semester.) However, students may need to pay for their own meals and beverages.

## Health Insurance

Each student enrolled in MEI courses must have health insurance and provide proof of their insurance. You can get help with your health insurance application during the Health Insurance Enrollment session on June 3. Check your calendar for the time and place. If you are sick or hurt, you can see a medical provider at the University Health Center. You should call the Health Center to make an appointment (301-314-8184). When you go to the Health Center, you need to take your University ID card and medical insurance card. The cost will depend on your health insurance plan. You can get more information from the Health Center's website: [www.health.umd.edu](http://www.health.umd.edu).

## International Student Organizations

There are many international clubs and organizations on campus. ISSS has a list of all organizations on campus. You can also find a link to the complete list of organizations on the Stamp Student Union web page, [www.orgsync.umde.du](http://www.orgsync.umde.du).

We encourage you to join an organization on campus to practice English and to make friends! Please note, though, that not all clubs and organizations will be meeting during the summer.

## Computer Labs

MEI has a computer lab located in SQH 3116. MEI classes are sometimes scheduled in the labs. The lab is open for independent study on weekdays from 8:30 am to 4:30 pm, unless a class is in session. You must use the user name and password that you set up during the computer lab orientation session. The lab is closed occasionally for special purposes. You should always check the lab schedule to make sure it is available for use. No food or beverages are allowed in the lab. Students are permitted to use the printers in the lab for class work only.



## MEI Website

The MEI website, [mei.umd.edu](http://mei.umd.edu) has the answers to many of your questions about MEI and its programs. You can also find pictures of our students and activities on the “Meet Our Students” page. If you have pictures that you would like to share with others, please submit them to Ray Smith, the Student Services Coordinator, to be posted to the website. If you do not want to have your picture posted to the website, please tell Mr. Smith. If you find your photo on the website by mistake, please tell Mr. Smith as soon as possible.

## Transportation

All MEI students can use the Shuttle-UM service. The Shuttle-UM has routes around the campus and to the College Park Metro Station and to off-campus housing. The Washington, D.C. Metropolitan Area Transportation System (WMATA) has several routes to D.C. and areas in Maryland and Virginia. Check the Shuttle UM website for routes and schedules. <http://www.transportation.umd.edu/shuttle.html>



# Safety

Your personal safety and the safety of your property depend mainly upon you. Here are a few basic suggestions:

## Personal Security

- o Do not allow strangers into your room or apartment.
- o Do not enter any environment that you think might be dangerous to you.
- o Know what is happening around you.
- o Do not take deserted short-cuts through the campus or enter campus buildings which are empty.

- o Do not walk on campus alone at night. You can call 301-405-3555 at any time to arrange for a security escort to walk you to your car or bus stop. Shuttle-UM also operates a special service from sundown until sunrise for areas on campus not served by evening service routes. You can request this service by calling Shuttle-UM at 301-314-NITE..
- o Report any threats to the police immediately. Call 301-405-3555 for non-emergencies or 911 for emergencies.

## **Security of Property**

- o Never leave coats, books, or other personal property unattended—even for a few minutes.
- o Do not carry large amounts of cash (over \$100).
- o If you ride a bicycle, use a heavy chain lock to secure your bicycle to a rack outside the building.
- o Do not carry important documents, such as your passport, unnecessarily.
- o Keep a list of credit card account numbers and phone numbers on a piece of paper in a safe place. Never give your credit card number over the phone to a stranger. If you lose your card, call the company immediately to inform them of the situation. Usually you will not have to pay for charges made after you have reported that your card is missing.
- o Always lock your door even when you are home. Be sure that your apartment has a lock on the mailbox with a key that is yours and yours alone. Keep your keys in a safe place.

## **Early Warning System**

The campus's Early Warning System is designed to provide instant warning to students, faculty and staff of imminent danger such as a tornado. In such an emergency, sirens around campus will sound continuously for at least three minutes. NOTE: Siren testing occurs at 11:55 am the first Wednesday of every month.

### **If you hear the Early Warning siren (other than the test on the first Wednesday at 11:55)**

- o If you are at home, stay indoors/in your room and seek information.
- o If you are outdoors, seek shelter inside the closest building.
- o Tell friends and neighbors what you learn from the resources below.
- o Save work on your computer, shut it down & disconnect it from the wall jack.
- o Do not pull the fire alarm (which tells people to go outside), unless directed to do so by the information sources below.
- o When the danger is gone, you will hear one 30-second siren blast.

Sources of information during a campus emergency:

- WMUC 88.1 FM radio
- 1640 AM radio
- Comcast cable channel 76 (Terp TV)
- x5-SNOW or 301-405-7669 (recorded message)



## University of Maryland Emergency Closings

If there is very bad weather, the university sometimes cancels classes, closes early, or opens late. If there is a severe storm, listen to the radio, watch the TV news, call the UM information line at (301)405-SNOW (7669), or check the UM website at [www.umd.edu](http://www.umd.edu) to find out if classes are canceled or if the university will open late.

## Emergency Telephones

There are blue emergency phones located around campus. In an emergency, call 911 from any phone. If you can, tell the operator whether you need the police, the fire department, or an ambulance.

## UMD Alert

UMD Alert is an alert system administered by the Department of Public Safety that allows the University Police to contact you during an emergency by sending text messages to your email or cell phone.

If there is an emergency, authorized senders will notify you immediately using UMD Alert. UMD Alert will give you real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

Visit [www.alert.umd.edu](http://www.alert.umd.edu) to learn more and to sign up to receive these alerts. UMD Alert is free, but your wireless carrier may charge you a fee to receive messages on your cell phone.

## Safety During Activities

Before participating in MEI activities, you must sign a waiver that says you will not hold MEI responsible for any injury or damage. If there is an emergency during an activity, tell the MEI trip leader with the group. In a serious emergency call 911 and ask for help.

## Covid protocols

Please note that as of June 2024, **the University of Maryland does not require masks to be worn in the classroom.** The use of masks is recommended in other indoor settings and outdoors in crowds of people.

**If you feel sick, please do not come to school.** Notify your teachers as soon as possible about your reason for missing class.

If you are sick and you think you have Covid, please get tested as soon as possible.

For information about getting tested on campus at the University Health Center, please follow this link:

[on-campus covid testing information](#)

For information about getting tested off campus, please follow this link:

[state of Maryland covid testing information](#)



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