

Golden Gate Language Schools

INTENSIVE
ENGLISH
PROGRAM

Golden Gate



Open the Golden Gate to English Fluency

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Welcome to Golden Gate Language Schools

All of us at Golden Gate Language Schools (GGLS) would like to welcome you to our school. We are glad that you are considering GGLS to help you achieve your English language goals. Since our doors first opened in 1979, we have had the privilege of teaching English to international students and professionals from over 70 countries. Our accredited programs, many support services and student activities as well as our high level of personal attention are factors that make learning at GGLS a rewarding experience. We hope you will *open the Golden Gate to English fluency* and achieve your educational dreams.

Very truly yours,
Silke Gurlich
President

Golden Gate Language Schools' mission is to offer international learners quality English as a Second Language instruction in a friendly and dynamic environment.

The institutional goals for Golden Gate Language Schools are:

- To assist all learners in attaining their academic and professional goals.
- To provide a high quality, up-to-date and effective curriculum with a variety of course offerings.
- To enable all learners to communicate in English while furthering the understanding of American culture.
- To maintain a safe and friendly atmosphere and effective student services that promote respect for the diversity and dignity of all learners.
- To promote international understanding by supporting social interaction among all program participants.
- To demonstrate our continued commitment to excellence in education, and
- To uphold the highest standards of integrity in all areas of operation.

Our Services: Golden Gate Language Schools' friendly and professional staff offers assistance in many areas. The following is a sample of the services provided, for more detailed information, please contact the school.

Conditional College Acceptance

Program: This program enables students to apply simultaneously to GGLS and an affiliate college or university. The affiliate institution will conditionally accept the student even though his/her TOEFL score is below the institution's requirement. Upon fulfilling the English requirement at GGLS, the student automatically transfers to the affiliate institution.

Guaranteed Transfer to Affiliate Colleges without TOEFL:

GGLS maintains formal transfer agreements with several regional and national colleges and universities. Affiliate institutions will waive their TOEFL requirement for students who have satisfactorily completed level 12 at GGLS.

College Transfer Assistance:

The administrative staff can provide information and assistance for college transfer. Current college catalogues and applications are on file.

Student Visa Counseling:

The Director can provide assistance throughout the visa process.

Institutional TOEFL Testing:

The institutional TOEFL (Test of English as a Foreign Language) is offered once every six-week session.

Homestay Service:

The school's homestay coordinator is available to assist students with housing information and questions. The service screens all host families and takes special care to match interested students with a compatible family.

Airport Pick-Up and Return:

This service is available for both the San Francisco and San Jose airports.

Cultural and Social Activities: The cultural and social events of the school are not only

fun, but also provide great learning experiences for the students. There are many after school social and sports clubs, which meet each week. GGLS concludes each session with a potluck lunch and graduation ceremony. The school also hosts many annual events such as the Valentine Party, Halloween Costume Party and the Christmas Party. Examples of past field trips include San Francisco, Monterey, and Yosemite.

Facilities:

GGLS offers students modern classrooms, a computer laboratory with internet and email, a well-equipped lunchroom with complimentary coffee and tea, and free wireless internet access. The administrative offices are also conveniently located at the school.

Location:

The school is located in Campbell, California, in the heart of Silicon Valley and a suburb of San Jose. It is situated at the intersection of San Tomas Expressway and Hamilton Avenue and is easily accessible by car, with free parking on the premises, or by bus, with a major bus stop in front of the school.

Accreditation and Approval:

Golden Gate Language Schools is accredited by the Accrediting Council for Continuing Education and Training (ACCET), a U.S. Department of Education recognized agency. The school is a private institution and approved by the California Bureau of Private Postsecondary Education (BPPE).

Affiliations:

GGLS is a certified member of the American Association of Intensive English Programs (AAIEP), the Association of International Educators (NAFSA), and the California Association of Teachers of English to Speakers of Other Languages (CATESOL).

Authorization:

This school is authorized under federal law to enroll non-immigrant alien students.

Certificate:

Upon completion of studies, each student is awarded Golden Gate Language Schools' Certificate of Achievement.

INTENSIVE ENGLISH PROGRAM

This in-depth curriculum is designed to meet the needs of international students who are preparing to enter American colleges and universities, as well as professionals and other non-English speakers who wish to learn the language skills necessary for language fluency.

Class schedule: All classes are held daily, Monday through Friday, between the hours of 9:00 AM to 3:15 PM at our school's location in Campbell, CA. Sessions are four weeks in length. The scheduled time for each class will vary by session.

Beginning dates: Classes are held year-round. Session start dates are listed on the GGLS calendar. I-20 students should start classes at the beginning of a session. All other students may enter the program at any time.

Placement: All new incoming students must take the Golden Gate Language School English Placement Test before beginning classes. This exam is scheduled by appointment only and tests grammar, conversation, listening comprehension and writing skills for placement into the Intensive English Program.

Eligibility: Any post-secondary student, regardless of academic, personal or occupational goals, may take any class for which he/she is qualified for enrollment as determined by the Director.

Class Availability: A class may be subject to cancellation if it does not meet the minimum enrollment requirements established by Golden Gate Language Schools.

Program Description: There are 12 levels of instruction and over 50 classes in the GGLS Intensive English Program (IEP). Most classes are 90 minutes long including a 15-minute break. Full-time attendance is 4.5 to 6 hours of class per day. Part-time attendance is three hours of class or less per day.

Intensive English Program Levels: Classes at each of the 12 levels of the Intensive English Program are listed below, along with each class objective, the number of hours of instruction per

class per day, and the specific classes needed to complete each level.

English Plus: Private tutoring for Intensive English Program students is available after class. For more information and prices, see the Director.

RE: Readiness

All classes at this level are preparation for entry into Introduction to English 1 classes (IEP1). This level is designed for students who have had little or no exposure to the English language. These classes are offered on a private instruction basis.

IEP1: Introduction to English 1

Requirements for completion of level: Basic Integrated Skills I, Conversation and/or Listening Comprehension

BASIC INTEGRATED SKILLS I (Grammar, Reading, Listening): Structures introduced include the simple present, WH questions, and nouns. 3 hours/day

CONVERSATION: Students learn to build the skills necessary to understand spoken English and to express themselves. 1.5 hours/day

LISTENING COMPREHENSION: Focus on improving listening skills while gaining confidence in conversation through communication practice activities. 1.5 hours/day

IEP2: Introduction to English 2

Requirements for completion of level: Basic Integrated Skills 2, Conversation and/or Listening Comprehension

BASIC INTEGRATED SKILLS 2 (Grammar, Reading, Listening): Structures covered include present progressive, the simple past, gerunds and infinitives. 3 hours/day

CONVERSATION: Students continue to learn the skills necessary to understand spoken English and to express themselves. 1.5 hours/day

LISTENING COMPREHENSION: Students continue to focus on improving listening skills while gaining confidence in conversation through communication practice activities. 1.5 hours/day

IEP3: Introduction to English 3

Requirements for completion of level: Basic Integrated Skills 3, Conversation and/or Listening Comprehension

BASIC INTEGRATED SKILLS 3 (Grammar, Reading, Listening): Structures covered include quantifiers, adverbs of manner, modals, comparative and superlative. 3 hours/day

CONVERSATION: Focus on bringing the student closer to self-expression through spontaneous, high interest topics with an emphasis on group interaction. 1.5 hours/day

LISTENING COMPREHENSION: Students learn essential skills such as listening for main ideas and details in a short description. 1.5 hours/day

IEP4: Intermediate English 1

Requirements for completion of level: Grammar and a minimum of two of the following classes – Conversation, Intermediate Writing I, Listening Comprehension and Reading

GRAMMAR: Structures covered include future, future time clauses, present perfect, gerunds and infinitives. 3 hours/day

CONVERSATION: Emphasis on listening and speaking activities that prepare a student for real-life situation. 1.5 hours/day

INTERMEDIATE WRITING I: Teaches the skills needed for effective writing such as identifying parts of a paragraph, recognizing irrelevant sentences and constructing a well-organized paragraph. 1.5 hours/day

LISTENING COMPREHENSION: Students develop a range of listening skills needed in social situations. 1.5 hours/day

READING: Designed to improve general reading skills and expand vocabulary. 1.5 hours/day

IEP5: Intermediate English 2

Requirements for completion of level: Grammar and a minimum of two of the following classes - Conversation, Intermediate Writing II, Listening Comprehension and Reading

GRAMMAR: Review and expansion of present, past and future tenses, negative and tag questions, as well as gerunds and infinitives. 3 hours/day

CONVERSATION: Emphasis on improving conversation skills by focusing on self-expression. 1.5 hour/day

INTERMEDIATE WRITING II: Continued study of skills needed for effective writing such as constructing well-organized paragraphs on advanced topics, making revisions and using signal words. 1.5 hour/day

LISTENING COMPREHENSION: Students learn strategies such as predicting what information might be heard. 1.5 hours/day

READING: Designed to develop academic reading skills with an emphasis on reading for meaning, skimming and scanning. Material focuses on American culture. 1.5 hours/day

ELECTIVES: 1.5 hours/day

PRONUNCIATION

Please refer to the Electives section for descriptions.

IEP6: Intermediate English 3

Requirements for completion of level: Grammar and a minimum of two of the following classes – Academic Writing I, Conversation, Listening Comprehension and Reading

GRAMMAR: Structures covered include adjective clauses, passive voice, conditionals, indirect speech and embedded questions.
3 hours/day

ACADEMIC WRITING I: Introduction to a variety of academic writing styles and the structures of formal written English.
1.5 hours/day

CONVERSATION: Students improve speaking skills by focusing on content. 1.5 hours/day

LISTENING COMPREHENSION: Students improve listening skills and explore different listening genres from a variety of real-world sources. 1.5 hours/day

READING: Emphasis on developing key reading skills such as previewing, paraphrasing and summarizing. 1.5 hours/day

ELECTIVES: 1.5 hours/day
PRONUNCIATION
Please refer to the Electives section for descriptions

IEP7: Advanced English 1

Requirements for completion of level: Grammar, Academic Writing II, Listening Comprehension and Reading

GRAMMAR: In-depth review of verb tenses, time adverb clauses and subject-verb agreement.
1.5 hours/day

ACADEMIC WRITING II: Continued practice using a variety of academic writing styles and the structures of formal written English.
1.5 hours/day

LISTENING COMPREHENSION: Emphasis on improving listening skills for academic studies through a series of high-interest lectures.
1.5 hours/day

READING: Focus on critical reading and analyzing material more actively.
1.5 hours/day

ELECTIVES: 1.5 hours/day
AMERICAN IDIOMS
BUSINESS CONVERSATION 1
BUSINESS CONVERSATION 2
PRONUNCIATION
Please refer to the Electives section for descriptions.

IEP8: Advanced English 2

Requirements for completion of level: Grammar, Advanced Writing I, Listening Comprehension and Reading

GRAMMAR: Includes an in-depth analysis of nouns, expressions of quantity, reflexive pronouns and modals. 1.5 hours/day

ADVANCED WRITING I: Focuses on techniques and formats important to college-level academic writing. Students learn how to compose, critique, edit and revise their work.
1.5 hours/day

LISTENING COMPREHENSION: Expansion of listening skills needed for class lectures and note-taking as well as techniques for inferential listening. 1.5 hours/day

READING: Students sharpen critical reading skills by analyzing and interpreting complex short stories. 1.5 hours/day

ELECTIVES: 1.5 hours/day
AMERICAN IDIOMS
BUSINESS CONVERSATION 1
BUSINESS CONVERSATION 2
CONVERSATION 8 (VALUES & BELIEFS)
CURRENT EVENTS
PRONUNCIATION
TOEFL PBT LISTENING COMPREHENSION
VOCABULARY 1
Please refer to the Electives section for descriptions.

IEP9: Advanced English 3

Requirements for completion of level: Grammar, Advanced Writing II, Listening Comprehension and Reading

GRAMMAR: An in-depth study of the passive, noun clauses and adjective clauses.

1.5 hours/day

ADVANCED WRITING II: Continued focus on techniques and formats important to college-level academic writing. Students will be able to write various types of essays and do research.

1.5 hours/day

LISTENING COMPREHENSION: Continuation of the listening skills needed for class lectures and note-taking such as inferential listening.

1.5 hours/day

READING: Students read analytically from a variety of genres and learn skills such as supporting answers with evidence from the text.

1.5 hours/day

ELECTIVES: 1.5 hours/day

AMERICAN IDIOMS
BUSINESS ENGLISH: ADVANCED
CONVERSATION 8 (VALUES & BELIEFS)
CULTURALLY SPEAKING 1
CULTURALLY SPEAKING 2
CURRENT EVENTS
PRONUNCIATION
SPEECH 1
SPEECH 2
TOEFL PBT GRAMMAR
TOEFL PBT LISTENING COMPREHENSION
TOEFL PBT READING
VOCABULARY 1
VOCABULARY 2

Please refer to the Electives section for descriptions.

IEP10: Advanced English 4

Requirements for completion of level: Grammar, Advanced Writing III, Listening Comprehension and Reading

GRAMMAR: In-depth study of gerunds and infinitives, coordinating conjunctions and adverb clauses.

1.5 hours/day

ADVANCED WRITING III: Continued focus on college-level academic writing. Students will be able to write various types of essays and peer review the writings of others.

1.5 hours/day

LISTENING COMPREHENSION: Focus on the listening skills for class lectures. Students learn how to recognize lecture organization, use lecture cues and predict information.

1.5 hours/day

READING: Students learn to read critically and analyze material more actively.

1.5 hours/day

ELECTIVES: 1.5 hours/day

AMERICAN IDIOMS 1 (ADVANCED)
AMERICAN IDIOMS 2 (ADVANCED)
BUSINESS ENGLISH: ADVANCED
CONVERSATION 8 (VALUES & BELIEFS)
CULTURALLY SPEAKING 1
CULTURALLY SPEAKING 2
CURRENT EVENTS
PRONUNCIATION
SPEECH 1
SPEECH 2
TOEFL PBT GRAMMAR
TOEFL PBT LISTENING COMPREHENSION
TOEFL PBT READING
VOCABULARY 1
VOCABULARY 2

Please refer to the Electives section for descriptions.

IEP11: Advanced English 5

Requirements for completion of level: Grammar, Critical Thinking 1 and Reading/Writing

GRAMMAR: An in-depth study of adverb clauses, reduction of adverb clauses to phrases, connectives, conditional sentences and wishes.

1.5 hours/day

CRITICAL THINKING 1: College level, integrated skills approach. Students analyze an argument, distinguish biased from objective texts and express their own opinions on a variety of topics.

3 hours/day

READING/WRITING: Advanced strategies and skills needed for academic reading and writing. Students learn to skim, scan, read for thorough comprehension and read critically.

1.5 hours/day

ELECTIVES: 1.5 hours/day
AMERICAN IDIOMS 1 (ADVANCED)
AMERICAN IDIOMS 2 (ADVANCED)

BUSINESS ENGLISH: ADVANCED
 CONVERSATION 8 (VALUES & BELIEFS)
 CULTURALLY SPEAKING 1
 CULTURALLY SPEAKING 2
 CURRENT EVENTS
 PRONUNCIATION
 SPEECH 1
 SPEECH 2
 TOEFL PBT GRAMMAR
 TOEFL PBT LISTENING COMPREHENSION
 TOEFL PBT READING
 VOCABULARY 1
 VOCABULARY 2

Please refer to the Electives section for descriptions.

IEP12: Advanced English 6

Requirements for completion of level: Critical Thinking 2, Listening/Speaking and Reading/Writing.

CRITICAL THINKING 2: Continued development of critical thinking skills. Students analyze an argument, distinguish between and respond to various opinions on a variety of topics. 3 hours/day

LISTENING/SPEAKING: Students learn to maintain discussions on complex issues in clear and coherent language. 1.5 hours/day

READING/WRITING: Continuation of advanced strategies and skills needed for academic reading and writing. 1.5 hours/day

ELECTIVES: 1.5 hours/day

AMERICAN IDIOMS 1 (ADVANCED)
 AMERICAN IDIOMS 2 (ADVANCED)
 BUSINESS ENGLISH: ADVANCED
 CONVERSATION 8 (VALUES & BELIEFS)
 CULTURALLY SPEAKING 1
 CULTURALLY SPEAKING 2
 CURRENT EVENTS
 PRONUNCIATION
 SPEECH 1
 SPEECH 2
 TOEFL PBT GRAMMAR
 TOEFL PBT LISTENING COMPREHENSION
 TOEFL PBT READING
 VOCABULARY 1
 VOCABULARY 2

Please refer to the Electives section for descriptions.

ELECTIVES

Please see the Director regarding the availability of a course.

Business Courses

Business Conversation 1 (Intermediate): Focus on developing business skills such as taking part in meetings, telephoning, and socializing. **Open to IEP levels: 7, 8**

Business Conversation 2 (Intermediate): Focus on developing presentation and negotiation skills. **Open to IEP levels: 7, 8**

Business English: Advanced: Focus on effective communications in international business situations. Skills learned include using culturally appropriate negotiating strategies and leading and participating in effective business meetings. **Open to IEP levels: 9, 10, 11, 12**

Conversation Courses

American Idioms: Teaches students to recognize and produce frequently used American idioms with an emphasis on improving pronunciation, listening and speaking skills. **Open to IEP levels: 7, 8**

American Idioms (Advanced) 1: Students learn frequently used phrasal American idioms with an emphasis on speaking, listening and writing. **Open to IEP levels: 9, 10, 11, 12**

American Idioms (Advanced) 2: Students learn frequently used phrasal American idioms with an emphasis on speaking, listening and writing. **Open to IEP levels: 9, 10, 11, 12**

Conversation 8 (Values & Beliefs): Designed to produce lively discussions on topics of international interest. Students develop discussion, research, presentation, and critical thinking skills. **Open to IEP levels: 8, 9, 10, 11, 12**

Culturally Speaking 1: Students share and compare their own cultural thoughts and traditions with contemporary American customs and everyday situations.

Open to IEP levels: 9, 10, 11, 12

Culturally Speaking 2: Students share and compare their own cultural thoughts and traditions with contemporary American customs and everyday situations.

Open to IEP levels: 9, 10, 11, 12

Current Events: An exploration of current issues in the news, Students will learn to express supporting and opposing opinions and lead a discussion.

Open to IEP levels: 9, 10, 11, 12

Speech 1 Advanced Communication Skills: Emphasis on developing strategies for making effective presentations.

Open to IEP levels: 9, 10, 11, 12

Speech 2 Advanced Communication Skills: Students further develop strategies for making effective presentations. Continued study of speech techniques.

Open to IEP levels: 9, 10, 11, 12

Pronunciation Courses

Pronunciation: Students learn to speak more clearly and accurately with an emphasis on sound, stress, rhythm, and intonation.

Open to IEP levels: 5, 6, 7, 8, 9, 10, 11, 12

TOEFL Courses

TOEFL PBT Grammar:

Prerequisite: Completion of IEP8 Grammar.

Grammar review and strategies for improving grammar scores on the TOEFL test. Practice tests are given. **Open to IEP levels: 9, 10, 11, 12**

TOEFL PBT Listening Comprehension:

Prerequisite: Completion of IEP7 Listening Comprehension.

Students learn strategies for improving listening comprehension scores on the TOEFL.

Open to IEP levels: 8, 9, 10, 11, 12

TOEFL PBT Reading:

Prerequisite: Completion of IEP8 Reading.

Students learn a variety of strategies to improve reading scores on the TOEFL.

Open to IEP levels: 9, 10, 11, 12

Vocabulary

Vocabulary 1: Students learn general and academic vocabulary through a variety of thematic readings and interactive exercises.

Open to IEP levels: 8, 9, 10, 11, 12

Vocabulary 2: Further expansion of academic vocabulary. The student will be able to identify prefixes, roots and suffixes as well as discover the meaning of new words via context clues.

Open to IEP levels: 9, 10, 11, 12

GGLS POLICIES AND PROCEDURES

This section contains important information, policies and procedures that will help guide you through school. We have divided the information into sections: *Before Starting Classes, While Attending School, Leaving the School and Other Information.*

The staff and instructors are always here to help you. If you have any questions, please ask one of us.

BEFORE STARTING CLASSES

MATERIALS

You should have a notebook or a three-ring binder with college-ruled paper and several dividers, as well as pens, pencils and erasers.

OBTAINING YOUR CLASS SCHEDULE

When you register for classes, the Administrative Assistant at the front office will tell you the day and time to pick up your schedule, buy your books, and pay for your classes. If you have any questions regarding your schedule, please speak to the Director immediately.

BOOKS

Books are sold at the same time you receive your schedule. Most of our books are consumable; that is, you will need to write in them. If you want to sell your books back to the school at the end of the session, please make sure that they are clean and in good condition, and there are no visible answers or notes in them. GGLS will buy back only those books that are still used in the school's curriculum. For more information, please refer to ***SELL YOUR BOOKS*** in the **Leaving the School** section of this booklet.

TUITION PAYMENT

- All tuition payments are due and payable on or before the first day of class. You can pay

for your classes when you pick up your schedule.

- I-20 students who have paid the Registration Fee and Tuition Deposit when the I-20 was issued are required to pay the full balance of the tuition for the Initial Enrollment Period on or before the first day of class.
- I-20 students are required to have health insurance coverage. Proof of health coverage is required by the first day of class.
- There is a return check fee for any check returned by the bank.
- There is a late fee for any balance outstanding by the end of the first day of classes.
- Students are expected to attend continuously for their period of enrollment. No tuition credit is given for days missed. Any special circumstances will require written pre-approval from the Director.

WHILE ATTENDING SCHOOL

STUDENT ORIENTATION

All new I-20 students must attend an Orientation Meeting held during the first week of each session. Information about F-1 status, Health Insurance, Social Security and other important information is given. Attendance is required for I-20 students.

SCHEDULE CHANGES

All **schedule changes**, i.e. adding or dropping a class, must be completed within the first two days of class attendance. All schedule changes must be authorized by the Director. A Drop/Add Request Form must be completed and signed by instructors before any class change is complete.

BOOK RETURNS OR EXCHANGES DURING THE SESSION

You may return or exchange books for full credit or refund if you have schedule changes within the first two days of class attendance. You **MUST** bring the cash register receipt and

the books must be in their original condition for a full refund.

CLASS TIMES AND PUNCTUALITY

All classes are 90 minutes long including a 15-minute break. Please refer to your class schedule for your class times.

You must be in class, ready to begin, at the designated times. If you are not on time, you may be considered tardy.

LUNCH HOUR

Our lunchtime is 11:45 a.m. to 12:30 p.m.

ATTENDANCE POLICY

Regular and on time attendance is required to reach the goals established for each class and to maintain the quality of education at Golden Gate Language Schools.

TARDINESS

It is unacceptable to be late for class. How many minutes you are late determines your status.

	<u>Minutes after class begins</u>
Present/On Time	0-5 minutes
Late	6-10 minutes
Absent	11 + minutes

EARLY DEPARTURE

It is unacceptable to leave your class early. How many minutes you leave early determines your status.

	<u>Minutes before class ends</u>
Late	10 minutes or less
Absent	11 + minutes

BEING "LATE" CAN AFFECT YOUR GRADE

Each three (3) "lates" will be counted as one (1) "absent."

TYPES OF ABSENCES

Excused absences include family and personal emergencies, special religious holidays and extraordinary circumstances such as required college orientations.

Unexcused absences include, but are not limited, to personal obligations such as airport pick-ups, friends visiting from abroad, DMV appointments, etc.

MANDATORY DISMISSAL

Unexcused absences of 17 consecutive days will result in mandatory dismissal.

MAKE-UP WORK

The Director has the right to determine what is an excused or unexcused absence. A student may make up work for an excused absence only. All make-up work must be completed before the end of the session.

CONSEQUENCES OF EXCESSIVE ABSENCES

You must attend at least 80% of each class. Absences of more than 20% (or more than six hours per class per four-week session) will affect your grades.

ABSENCES for a 30 Hour Course will have the following effect on grades:

<u># of Absences</u>	<u>% of Absences From Class</u>	<u>Consequence</u>
1 - 4	5% - 20%	No change in grade
5 - 7	25% - 35%	Half-grade drop
8 - 9	40% - 45%	Full-grade drop
10+	50%+	F (Failing)

If you are unable to attend a class, you must notify the school within 24 hours. You or your sponsor should call GGLS at (408) 374-9954 to inform a staff member or leave a message on the GGLS answering machine (24 hours a day).

ACADEMIC POLICY & CONSEQUENCES

Grades are assigned at the end of each session. Grade definitions are as follows:

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point Value</u>
A	Excellent	4.0
A-		3.7-3.9
B+		3.3-3.6
B	Good	3.0-3.2
B-		2.7-2.9
C+	Satisfactory	2.3-2.6
C		2.0-2.2
C-		1.7-1.9
D+		1.3-1.6

Symbol	Definition	Grade Point Value
D	Passing, Unsatisfactory	1.0-1.2
D-		0.7-0.9
F	Failing	0
AU*	Audit	No Value
W**	Withdrawal	No Value

Students must maintain a cumulative Grade Point Average (GPA)* of 2.0 (C) or risk Academic Probation or Academic Jeopardy, which can lead to dismissal.**

*Students who take 2 weeks or less of a four-week session, qualify for **Audit**. If a student chooses to audit a class, he/she will not receive a final grade. Please discuss this option with the Director before enrolling.

**Students who request withdrawal from a class must consult with the Director.

***Cumulative GPA is determined by dividing the total number of grade points earned by the total number of classes taken. A grade point with “No Value” is not counted towards the GPA.

Repeating Classes

A class may be repeated a maximum of two times to improve a “D” or “F” grade.

Academic Probation

A student who has a cumulative GPA of less than 2.0 (C) is given a verbal warning. With the Director’s approval, the student can repeat a class in which he/she received a “D” or “F” grade. If a student’s grades have not risen to at least a 2.0 GPA during the second session, the student is placed on **Academic Probation**.

Academic Jeopardy

If a student’s cumulative GPA remains below a 2.0 during the third session, the student is placed in **Academic Jeopardy**.

Dismissal

A student is dismissed if, after three sessions, a student’s cumulative GPA is still less than 2.0.

HOMEWORK

Your teachers will assign homework. If you cannot complete an assignment because it is too difficult for you, please speak to your teacher.

MIDSESSION FEEDBACK

Instructors will provide you with written feedback in the middle of each session. At the same time instructors will notify the Director regarding students whose progress and/or attendance is unsatisfactory.

SPEAK ONLY ENGLISH

GGLS encourages students to speak English at the school. Speaking English consistently is so important that it is one of the criteria for the *Student of the Week* award, which is presented at the weekly school assembly.

SOCIAL ACTIVITY CLUBS

Each session, new social activity clubs form that reflect the interests of the students. Each club meets once or twice per week at lunchtime or after school.

CULTURAL ACTIVITIES

Throughout the year you will learn about American holidays and traditions. Cultural activities include an Easter egg hunt, a Halloween costume party, Thanksgiving celebration and Christmas caroling.

SCHOOL TRIPS

School trips are organized excursions to places of interest in Northern California. They may be a one-day trip to San Francisco or a three-day trip to Yosemite National Park. The date, destination and cost of each trip will be announced in advance. Every participating student (or his/her sponsor if the student is under 18) must sign a field trip release form before the trip begins.

WIRELESS ACCESS

There is free wifi throughout the school. Your class schedule will have the current password to access the internet.

COMPUTERS

Computers are available from 9:00 a.m. to 5:00 p.m., Monday through Thursday and 9:00 a.m. to 4:00 p.m., Friday. You may use them for class work, word processing, Internet, and email.

Using the Computers

- **DO NOT** change the desktop or any of the settings.
- **DO NOT** save any documents you have created on the computer's hard drive. Personal files and folders will be deleted from all computers every week. To save personal documents, please email them to yourself.
- **DO NOT** bring food or drinks into the computer area.
- Please print only what you need.
- Please print only one copy - don't waste paper and ink.
- If there is no more paper ask for assistance in the lobby.

LUNCHROOM

Free coffee and tea are available in the kitchen area. Select a cup you will use regularly. Request a name label for your cup at the front office. At the end of each day, please wash your cup and hang it up.

We also have a soft drink machine and a snack machine in the lunchroom. You may use the refrigerator and microwaves. Please don't forget leftover food in the refrigerator. Wash and take home your dishes, and throw away any trash.

GGLS STUDENT CARD

Students may request a GGLS Student Card. The student card may be used for discounts at some movie theaters, museums, aquariums, and parks.

NOTICE OF CHANGE OF ADDRESS

You must inform the school immediately of any change of address or telephone number. Please fill out the **Change of Address** form available at the front office.

COMMENTS AND SUGGESTIONS

We are constantly trying to improve the school. If you have any comments or suggestions, please tell us. Your feedback is very important.

IF THERE IS A PROBLEM OF ANY KIND, PLEASE SPEAK WITH US RIGHT AWAY!

Talk to your instructor or one of the administrative staff members. We want to help each of you complete your classes successfully and reach your goals as quickly as possible.

GRIEVANCES

If you have a complaint, please bring it to the attention of the Director. If your grievance has not been satisfactorily resolved by the school, you may address your complaint to ACCET. The procedures for filing grievances are posted in the lunchroom.

LEAVING THE SCHOOL

LEAVE OF ABSENCE

A leave of absence is a temporary break, maximum ten weeks, in a student's attendance. During this time period, the student is considered to be continuously enrolled.

The student must request authorization for a leave of absence from the Director in advance and complete the Leave of Absence Request form.

If the student does not restart classes by the Date of Return specified on the Leave of Absence Request form, the refund policy will go into effect immediately.

GRADUATIONS

- Graduating students can receive a Certificate of Achievement. Please fill out the **Graduation Notice** form at least 5 – 7 days before your last day of class. The form is available at the front office.
- We will have a graduation ceremony on the last day of each session during lunch for those students who have completed their programs.
- Every quarter (3 months), on the last day of the session, classes are shortened and GGLS will have a potluck lunch and graduation ceremony to celebrate with the graduates.

SELL YOUR BOOKS

The school will buy back used books if they are part of the current curriculum, in good condition, and all answers are completely erased. If the book comes with a CD-ROM, the original CD must be returned and in usable condition. Books can be returned according to the schedule posted at the end of the session in the lunchroom. Students will receive 50% of the price paid for each book.

CANCELLATION OF ENROLLMENT

Enrollment may be cancelled and the full tuition refunded if there is a) cancellation after attending the first day of class or b) no attendance during the first 7 days of class. The Director must be officially notified in writing of all cancellations.

WITHDRAWAL FROM ALL CLASSES

Student may withdraw from all classes after attending for two or more days. The Director must be officially notified in writing of all withdrawals.

REFUND POLICY

Refunds will be calculated from the date specified on the Withdrawal from All Classes form. The withdrawal date determines the percentage of days taken in a session. The amount to be refunded is the unused portion of the tuition less a withdrawal fee.

<u>Official Withdrawal Date</u>	<u>Amount of Withdrawal Fee</u>
0 – 1 st day	No withdrawal Fee
2 nd day – 60% of session	30% of unused tuition
60% or more of session	100% of unused tuition

Cancellation and Refund Procedure

- Notify the Director of your intention to cancel your enrollment in writing.
- Complete the Notice of Withdrawal From All Classes form.
- Complete the Refund Request form.
- Refunds will be issued within 30 days.

NOTICE TO AGENCY STUDENTS

Should you shorten your Initial Enrollment period, please contact your agency.

- If your agency prepaid your tuition, you will need to request your refund from your agency.
- If you prepaid your tuition, you will receive the refund from the school less the fees GGLS paid to your agency.

TRANSCRIPTS

You may request a free student copy or an official copy of your transcript at the front office. In order to receive the official transcript, you must complete a Transcript Request Form and make your payment. It could take up to two weeks to prepare the transcripts.

RECORD RETENTION

GGLS maintains records for each student. The records are kept on file for seven years. All official financial and academic records are kept in this file. To maintain confidentiality, any information regarding a student must be authorized by the student and the Director before any records are released.

MAINTAINING F-1 STUDENT STATUS

It is **your responsibility** as a student to maintain your F-1 status. The following information is provided to help you understand US Immigration and Golden Gate Language School policies. Please speak with the Director if you need assistance.

I-94 ARRIVAL/DEPARTURE RECORD

You must obtain your I-94 Arrival and Departure Record online. This document is required to apply for a driver's license, register a car, or contact the U.S. Citizenship and Immigration Services. Please go to www.cbp.gov/I94 and print out your I-94.

ENROLLMENT CHANGES

If you terminate your enrollment, you have 60 days in which to obtain an I-20 from the new school and complete your transfer. Failure to comply will place you "out of status"

and you will no longer be in the U.S. legally.

NOTE: If you extend your stay in the U.S. beyond the expiration date on the Form I-20 without having requested continued attendance or a transfer, SEVIS (Student Exchange Visitor Information System) will automatically declare you “out of status.”

REPORTING REQUIREMENT

If you enter the United States using a GGLS I-20, you are required by law to report to GGLS on the date specified on the I-20. Failure to do so will place you “out of status” and is a violation of US. Immigration law.

REGULAR ATTENDANCE

To maintain F-1 student status, you must be enrolled full-time in the Intensive English Program and maintain regular attendance. A minimum attendance of 80% is required. Please refer to the ***ATTENDANCE POLICY*** in the **While Attending School** section of this booklet.

VACATIONS

You may take a 1-month vacation after completion of **seven** consecutive sessions OR you may take a 3-months vacation after completion of **nine** consecutive sessions.

If you need to leave the U.S. during your authorized vacation, you must obtain a travel signature on your I-20 form from the Director.

LEAVE OF ABSENCE

If you take a leave of absence, you are required to leave the United States within 15 days of this action. The only exception to this rule is a medical leave of absence. You must see the Director as soon as possible to discuss your immediate plans.

OTHER INFORMATION

INSTITUTIONAL TOEFL

GGLS offers the Institutional TOEFL test

(paper-based TOEFL). The schedule of GGLS test dates for the TOEFL is available at the front desk. You may register and receive your test date confirmation and the Examinee Handbook and Admission Form on the dates specified on the schedule.

iBT TOEFL

If you are planning to take the iBT TOEFL (internet based TOEFL), refer to the Educational Testing Service website for more information at www.ets.org.

GUARANTEED TRANSFER WITHOUT TOEFL PROGRAM

Golden Gate Language Schools maintains a formal guaranteed transfer agreement with several regional and national colleges and universities. Each participating institution will waive its TOEFL score requirement for students who have successfully completed level 12 at GGLS. Local institutions participating in this program are indicated in the list of colleges and universities on the next page. See the Director for additional information.

APPLYING TO A US COLLEGE OR UNIVERSITY

It is important that you begin applying several months before you enter a US college or university. It often takes more than four months to request, receive, and complete the application form, to take the required tests, to get letters of recommendation, and to have your school records evaluated by the college admissions officer. It is a good idea to apply to at least three colleges in order to get accepted to a school of your choice without delay.

Request Information and Application

You may request information and application materials for international students by emailing the colleges that interest you.

Fill Out and Send Application

When you receive the materials from the college of your choice, read through all the information and application form. Then, if you do not understand everything, you may ask the

Director to help you. Fill out the application and return it to the college before the deadline.

Allow at least 4 weeks to gather all of your documents.

TOEFL WAIVER GUARANTEED TRANSFER PROGRAM AFFILIATES

Local Community Colleges – Two-Year Institutions

San Jose City College
San Jose, CA 95128
www.sjcc.edu

De Anza College
Cupertino, CA 95014
www.deanza.edu

Foothill College
Los Altos Hills, CA 94022
www.foothill.edu

Cañada College
Redwood City, CA 94061
www.canadacollege.edu

College of San Mateo
San Mateo, CA 94402
www.collegeofsanmateo.edu

Skyline College
San Bruno, CA 94066
www.skylinecollege.edu

West Valley College
Saratoga, CA 95070
www.westvalley.edu

Out-of-State Community Colleges – Two-Year Institutions

Red Rock Community College
Lakewood, CO 80401
www.rccc.edu

Southwestern Oregon Community College
Coos Bay, OR 97420
www.socc.edu

Yakima Valley Community College
Yakima, WA 98907
www.yvcc.edu

Local College/Universities – Four-Year Institutions

DeVry University
Fremont Campus
Fremont, CA 94555
www.devry.edu

Notre Dame de Namur University
Belmont, CA 94002
www.ndnu.edu

Lincoln University
Oakland, CA 94612
www.lincolnuca.edu

Out-of-State College/Universities – Four-Year Institutions

Davenport University
Grand Rapids, MI 49503
www.davenport.edu

Texas Wesleyan University
Fort Worth, TX 76105
www.txwes.edu

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

Golden Gate Language Schools does not participate in federal and state financial aid programs nor does it have any bankruptcy proceedings against it.

The State of California created the Student Tuition Recovery Fund (STFR) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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