



College of Arts and Sciences | [Program in Intensive English](#) | 2021-2022

The Program in Intensive English

Student Handbook 2021 – 2022



Program in Intensive English

Welcome Message from the PIE

Welcome to the Program in Intensive English (PIE) at Northern Arizona University in Flagstaff. We are very happy that you will be studying with us this year. The PIE is a great program to prepare you for success at a U.S. university because we are committed to your success at the PIE and throughout your entire academic experience at Northern Arizona University.

We expect you to study, practice, and attend and participate in all your classes. This is your opportunity to become an effective and confident English speaker. Please contact us at (928) 233-2302 or (928) 233-2302ap-4 (rca(o)12 - (y))

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NAU Emergency – 928-523-3000

Flagstaff Emergency – 911

NAU Police, Non-emergency – 928-523-3611

Center for International Education – 928-523-2409

Campus Health Service Urgent Care – 928-523-3121

Parking and Transportation – 928-523-6233

NAU Escort Service SAFE Ride – 928-523-6233

Residence Life – 928-523-6223

PIE students are enrolled as either Conditionally Admitted to NAU, or PIE ONLY. Upon exiting the program, Conditionally Admitted students will be fully admitted to NAU and begin their degree programs. PIE ONLY students must go to the Center for International Education (CIE) to apply for NAU admission before starting a degree program. Students should contact their immigration advisor at the CIE for admission questions.

Students may request a certificate of completion after successfully compl.005 T7u7n 0Tw (mig)2 (rTw -23.8 -1.

All PIE students are enrolled in a one-credit NAU course. Enrollment in this course gives PIE students access to all NAU services and benefits, including meal plans, student housing, health insurance, and campus recreation services. This course does not count toward degree progress.

Students must be officially enrolled to attend classes. Students are expected to attend classes beginning on the first day of instruction.

The PIE enrolls students according to their level of proficiency, based on placement test re(n)99.76 -1.43.221n



Charges for tuition and fees come in two separate parts: NAU tuition and fees, and PIE fees. All NAU tuition and fees will be charged to the student account upon enrollment. NAU tuition is based on credit hour, so advanced students taking an academic class other than ENG 105 may incur additional fees.

The PIE fees will be charged to the student account no later than 2 weeks after the start of the semester. PIE fees are not eligible for any type of payment plan.

All students must pay their accounts in full or include a 16% (18ar20)2016 payment plan.



A hold on a student account means the person cannot register for classes because they have a specific requirement to fulfill, such as seeing an adviser or going to the Health Center.

There are many different types of student holds, such as advising, measles or other vaccination holds, or past due charges.

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repairs. Even things like overnight guests, pool privileges, and parking lot access might be mentioned in a lease agreement.

(Adapted from <http://home.howstuffworks.com/community-living/apartments/apartment-lease.htm>)

Questions you should ask concerning off-campus housing:

- x How much is the rent?
- x Is there an application fee?
- x Is a credit check required?
- x Is there a security deposit?
- x How much of the deposit is refundable?
- x How long is the lease?
- x When is rent due, and how much are the late fees?
- x

languages. To live at iHouse, students must submit applications both to iHouse and to Residence Life.

2. For more information, visit: <http://nau.edu/cie/international-house/>

The [NAU Campus Health Center](http://nau.edu/campus-health-services/) offers a variety of student health services. See their website: <http://nau.edu/campus-health-services/>

All international students in F-1 and J-1 status are required to have the NAU student health insurance, which will be charged to all students' LOUIE accounts each semester. There are some exceptions to this policy. To check for exceptions, contact the CIE or see the [International Student Orientation Handbook](#).

For more information about health insurance for international students, see the [CIE website](#).

The Campus Health Center is the most convenient place for you to go when you need [medical attention](#). Visit the health center for sickness, immunizations, physical therapy, massage, and more. There is also a pharmacy in the center to get any necessary medications. <http://nau.edu/Medical-Services/>

If you are feeling sad, homesick, or stressed, contact the [Campus Health Center](#) for help. They offer professional counseling services, and the first visit is free for students. <https://nau.edu/Counseling-Services/>

[Disability Resources](#) works with all departments on campus to make sure the campus is accessible to students with disabilities. They also provide free services and accommodations to students with disabilities. <http://nau.edu/Disability-Resources/>

NAU has an outstanding library. It is a great place to study or find information. [Cline Library](#) has many quiet places for individuals to read or study, and it also offers study rooms for groups to work or study together. Cline has a variety of materials available for use in the library or to borrow and use at home, then return when you are finished, including books, newspapers, movies, magazines, and music. <http://library.nau.edu/>

NAU has a high-quality recreation center available to all NAU students, including PIE students. At the [NAU Recreation Center](#), students can use the exercise machines, attend group exercise classes, and enjoy the climbing wall. <http://nau.edu/recreation-services/recreation-center/>

PIE attendance is mandatory, and attendance affects your immigration status. Students are allowed a limited number of absence hours per semester. If you exceed this limit, your immigration status is subject to termination. If you have to be absent for any reason, let your teachers and the PIE administration know immediately, although there are no excused absences. It is your responsibility to make up the work you have missed.

PIE students can check their attendance for the current semester through the PIE Student System.

Since July 1, 2016, Northern Arizona University has become a tobacco and smoke-free campus.

Smoking and the use of all tobacco products, including those not approved by the FDA for cessation, is prohibited at all facilities and in vehicles owned, operated or leased by Northern Arizona University. This includes, but is not limited to, the use of cigarettes, e-cigarettes, hookah, e-hookah, chew, dib, snuff, cigars, pipes, vaporizers, etc.

Smoking and the use of all tobacco products shall not be permitted in any enclosed space, including private residential space or private vehg p,a-0.006 (u)-4- uth4-0icut iskTpeersto.

If a student has followed the PIE complaint procedure and is not satisfied with the outcome, they may appeal to the Independent Review Panel (IRP) within 10 working days of the final decision. The IRP is an independent body that reviews the university's decision and makes a recommendation to the university. The IRP's decision is final and binding on the university.
