Sino-American CHEPD 1+2+1 Program

《1+2+1 中美人才培养计划》

2018

CHEPD 1+2+1 Program Student Handbook

1+2+1 中美人才培养项目学生手册
Sino-American CHEPD Undergraduate Transfer Program

(CHEPD 1+2+1 Program)

Student Handbook

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Welcome

Welcome to Western Illinois University! Western Illinois University (WIU) offers many exciting programs and opportunities for international students, no matter where they call home. Whether students want to attend school in the United States for a Bachelor’s degree, a Master’s degree, or intensive English Language instruction, Western Illinois University has the academic programs, rewarding volunteer and cultural opportunities, and support needed to help students be successful in reaching their education goals.

In 2012, Western Illinois University (WIU) joined the US-China 1+2+1 CHEPD (Cooperation on Higher Education and Professional Development) Transfer Articulation Program (one year in China, plus two years in the United States, plus one year in China). The program is operated under the American Association of State Colleges and Universities (AASCU) and the China Center for International Educational Exchange (CCIEE). The program brings a select group of talented international students to Western Illinois University to study. In August 2016, Western Illinois University welcomed their first CHEPD students.

We look forward to having you on campus and will work hard to ensure you have the tools needed to live and learn successfully at WIU. We will maintain frequent contact with you throughout your stay at Western Illinois University. Please feel free to contact us with any questions or concerns.

Contact Us:

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What to Pack Before You Come

- Airline ticket(s)/train ticket, etc.
- All travel documents including Passport/Visa/DS2019
- The latest academic records (transcript) from the Chinese university listed first year courses and grades
- Updated list of immunizations translated in English (list of required immunizations): [http://www.wiu.edu/student_services/beu_health_center/services/immunization.php](http://www.wiu.edu/student_services/beu_health_center/services/immunization.php)
- Converter for transformer for electrical appliances (United States uses 110-volt electricity) AND a plug adapter (for plug prongs)
- One year supply of prescription medicines
- Cell phone and/or an international calling card to make phone calls
- Warm clothes (December through March is very cold in Macomb)
- Money (should be exchanged into U.S. currency), credit card/debit card, traveler’s checks (you cannot exchange money in Macomb). Do not put all of your money in one place
- Make sure your luggage is labeled with your name, address and telephone numbers inside and outside of each piece of luggage. Use covered luggage tags to avoid becoming a target, and if possible, lock your luggage
- Make copies of all of your important documents. Leave one copy at home and bring a copy with you

New International Student Orientation

CHEPD 1+2+1 Program students are required to arrive on campus one week prior to the beginning of their first semester and must participate in the New International Student Orientation. The New International Student Orientation week is a great time to meet new and returning students, learn about all of the resources available to you, and have time to adjust to a new culture before beginning classes. You will get a detailed orientation brochure when you arrive at the university.

New International Student Orientation (NISO) will provide you with the following services:

- Free pickup from the Quad City International Airport or Macomb train station
- Immigration and academic check-in
- WESL Placement Test
- Creating your WIU computer account
- Opening a bank account, shopping and restaurant trips
- Assistance with housing including temporary housing and help moving to permanent housing
- Familiarization of the WIU campus and Macomb community
**Academic Study**

**Rules and Regulations**

CHEPD 1+2+1 Program students are enrolled as full-time students at Western Illinois University from the time they arrive at the university until they graduate from both Western Illinois University and their Chinese university.

Students are obligated to follow all country, state and federal laws during their stay in the United States. Students must follow all WIU and CHEPD 1+2+1 Program rules and regulations. If a student violates the rules and regulations, depending on the nature of the violation, the student may be required to withdraw from the program or to sign an agreement with the Coordinator(s) to ensure that the violation does not recur. The Coordinator(s) are required to notify CCIEE and the Chinese university of the situation. A second violation will result in immediate dismissal from the program and the university.

Students must follow Western Illinois University’s Code of Student Conduct ([http://www.wiu.edu/student_services/student_judicial_programs/codeofconduct.php](http://www.wiu.edu/student_services/student_judicial_programs/codeofconduct.php)), which outlines the standards of behavior expected of every student at Western Illinois University.

Students should check their WIU email regularly to receive important university and CHEPD 1+2+1 Program announcements until they graduate. All program students must attend regular 1+2+1 meetings during their study time at WIU.

Students will have an individual academic advisor. We encourage students to work actively and communicate frequently with their advisors. This will enable the advisor to better help students in developing their course plans and solving problems in studying and college life.

Students are required to attend class and arrive on time. If an emergency or unexpected event causes a student to be absent from class, students are required to inform the class instructors. Students found cheating on exams or homework or plagiarizing (copying others work) may result in expulsion from the university and the program. Students must maintain a 2.0 cumulative GPA at all times. Students receiving consistently poor grades may be required to sign an agreement with the Coordinator(s) to ensure that they will improve their GPA. CCIEE and the student’s Chinese university will be notified. If the situation continues, the student may be required to withdraw from the university and return home.

Upon arrival, students will sign a release form to authorize the release of their student records to CCIEE and their home institutions.
Transfer Credits

Western Illinois University’s International Admissions Office will evaluate the courses taken at the Chinese university as shown on a CHEPD 1+2+1 Program student’s official Chinese transcript to determine the equivalent Western Illinois University course and the appropriate credits to be transferred. Transfer credit evaluations are considered final after the first year of enrollment.

Re-evaluation Process for existing transfer credits

- Read the description of the course you want to receive credit for to make sure that it seems equivalent to the course you took in China and want re-evaluated.
- Get an official description and/or syllabus (the syllabus may be needed to make the evaluating decision) of the Chinese course. This description needs to be on the Chinese university letterhead, out of the university catalog, or on the university website. Students may not write their own course descriptions. All re-evaluation decisions are final.

English Language Proficiency Requirements

CHEPD 1+2+1 Program students must meet the university’s English Language Proficiency Requirement before they are permitted to begin academic classes at Western Illinois University. Students may take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). We require the following minimum TOEFL or IELTS scores:

- Internet-based (IBT): 73/533
- IELTS: 6.0

All students who have not provided evidence of English Language Proficiency before arrival on campus must take the WESL placement test during New International Student Orientation week. The Western’s English as a Second Language Institute (WESL) placement test includes reading, speaking, listening, language use, and written structure components. Students scoring sufficiently high on each component of the WESL placement test may be eligible to enroll in academic courses without further English language instruction.

Based on the test scores, students are placed into one of three levels, which are Foundation (Basic), Intermediate, and University Preparation (Advanced). Students who successfully complete the program will then move into their degree program.

Anyone who takes the WESL placement test must pay a fee of $100.00 in cash. In order to take the test, you must bring the following to the test site:

- A valid picture ID (i.e. your passport, WIU ID card)
- Two pencils
Students who do not meet Western Illinois University’s English Language Proficiency Requirement after one year of study in WESL may be required to withdraw from the program and the university.

**Major**

Approved Majors for CHEPD 1+2+1 Program students at Western Illinois University

Undergraduate Programs
- *Accountancy
- *Agriculture
- Art
- Biological Sciences
- Broadcasting
- Chemistry
- *Computer Science
- *Engineering Technology
- Geography and Geographic Information Science
- Geology
- Meteorology
- Music

Graduate Programs
- *Accountancy
- Biology
- Chemistry
- *Computer Science
- Engineering Technology Leadership
- Geography
- Health Science
- Music
- Physics
- Political Science
- Recreation, Park and Tourism Administration

*Extra time and coursework at Western Illinois University is required for these majors.*

During the first year at Western Illinois University, a CHEPD 1+2+1 Program student may want to change his/her major to another approved major. The student needs to get approval from both WIU and their Chinese university. Students are not encouraged to change majors after they arrive on campus unless there is a strong reason to do so. Changing majors upon arrival could result in having to take additional courses and staying longer on campus to complete degree requirements.
Students must follow the procedures listed below:

- Seek advice from the academic advisor at Western Illinois University and gain approval.
- Contact the program coordinator at the Chinese university to provide written application to change major at Western Illinois University.
- The Chinese university needs to provide written approval (send a letter or email to the office) stating that they allow you to change your major from X to Y.
- CCIEE will also be notified.

Graduation

Specific requirements for each degree will be found in the catalog descriptions under the appropriate colleges and departments. In addition, CHEPD Program students who wish to graduate must meet all requirements:

- General Education: Complete all the General Education Curriculum requirements. (See http://www.wiu.edu/catalog/2016-2017/requirements/gened_requirements.php)
- Grade Point Average (GPA): Earn a minimum overall grade point average of 2.00 (C), and a minimum grade point average of 2.00 or better in their major. (See individual college requirements)
- Complete the departmental requirements for their major.
- Graduation Application: File an application for graduation in the Office of the Registrar during the last semester.

Full time academic load for undergraduate students:

- Minimum load for full-time status 12 semester hours
- Normal or average load 15-16 semester hours
- Maximum load (without approvals) 18 semester hours (students may not take more than 18 semester hours without special permission from their dean)

Full time is defined as 9 credits per semester for graduate students.

Students must return to China for their final year of study. Besides taking classes during Fall and Spring semesters, students are required to take classes during the Summer sessions. Students may stay at WIU extra semesters to complete their degree requirements. If a student needs to stay at WIU longer than two and half years to complete required courses, they must receive permission from their Chinese university and from the Coordinator(s) at WIU.

In the final semester at WIU, students must have the individual study plan listing the courses they need to finish in China, and get the plan approved by their academic advisor. If a student wants to take more than 3 required courses in the fourth year in China, the student must get permission from the academic advisor.
During the final year in China, students must graduate from Chinese university before their WIU degree is awarded. Students are required to submit to the Coordinator(s) a form listing all courses they will take for the last year and it must be signed by both the student and their Chinese university. The Chinese university will also be asked to send official course descriptions for each class.

The Chinese university must submit the student’s official Chinese transcript of last year study to WIU each semester. WIU will evaluate the credit hours and transfer credits. Students can review the transferred credits by checking their academic record on WIU’s STARS system.

All students will graduate from Western Illinois University in June (summer semester) instead of May (spring semester) due to the different semester system in China. Students must receive their degree from the Chinese university before WIU will award its degree.

**Maintain Immigration Status**

**Visa/Passport/DS2019**

CHEPD 1+2+1 Program students must attend all classes regularly and meet basic grade requirement in order to maintain J-1 visa status.

Students must possess a valid passport throughout your stay at WIU. Students must renew their DS-2019 forms if it is necessary. Students should start the DS-2019 renewal process as early as possible prior to DS-2019 expiration date.

The DS-2019 renewal process:

- Contact the Chinese university to request an extension of the study time at Western.
- Fill out the application form (Application for Extension of the CHEPD 1+2+1 Program Studies in the US).
- Once the request is approved, the Chinese university sends the signed application form to the office for records.
- Contact the Immigration Adviser at Western to renew the DS-2019.

**Ms. Angie Veith**

Assistant Director

International Admissions/Immigration Adviser

Memorial Hall 342

Phone: (309)298-2426

Fax: (309)298-2405

Email: aj-veith@wiu.edu
**Campus Life**

**Health Insurance**

All CHEPD 1+2+1 Program students are required by law to carry active health insurance while attending WIU. All students (including WESL) who enroll for nine hours or more during the spring and fall semesters, or six or more hours for summer are assessed the health insurance fee. Students are automatically enrolled in the WIU student health insurance plan each semester. WIU student health insurance is billed as part of your student fees. The plan protects all participating students 24 hours a day, worldwide. A brochure explaining the coverage of the student health insurance program is available at the Student Health Insurance Office, Beu Health Center – Lower Level, 309-298-1882.

Beu Health Center does not provide optometry or dental services and WIU student health insurance does not cover dental or vision visits. Please visit the following website for more information: [http://www.wiu.edu/student_services/beu_health_center/resources/other.php](http://www.wiu.edu/student_services/beu_health_center/resources/other.php)

**Housing**

CHEPD 1+2+1 Program students are **required** to live on campus during the first school year. We encourage students to remain in WIU housing for their entire stay at WIU and follow all residence hall policies.

Housing fees vary depending on the type of dormitory. Residence Halls are semi-private and have shared bathroom facilities. Residence Hall rooms do not have a kitchen, but residents have access to a shared kitchen in their building. Residence Halls are divided by gender (males only live with males and females only with females) and age (younger students live in certain halls; older students live in other halls).


**Transportation**

CHEPD 1+2+1 Program students are not allowed to purchase a car during their stay for security reasons. American Association of State College and Universities (AASCU) issued A Statement about Campus Safety in the United States (see the full statement), which have implemented a no-car policy for the 1+2+1 Program students.

Free public transportation is available on campus, and the Macomb community. Free bus service (Go West Transit): [www.gowesttransit.com](http://www.gowesttransit.com)
Bank

International Student Services staff will assist CHEPD 1+2+1 Program students in opening a bank account during the new orientation week.

Cell Phone

We do not encourage CHEPD 1+2+1 Program students to open a contract-based cell phone program. Students can buy pre-paid cell phones and plans in Walmart. Prepaid plans are easier for new international students to obtain because they do not require a Social Security Number and/or a credit history check.

Extracurricular Activities

Besides focusing on major courses, we encourage CHEPD 1+2+1 Program students to participate in school organizations and events to complement the academic experience and foster a sense of belonging. For more information, please visit following websites:

1. The Office of Student Activities
   www.wiu.edu/student_services/student_activities/

2. International Student Services
   http://www.wiu.edu/international_studies/student_activities/campus.php
   You will be notified of these events by e-mail.

3. There are many student organizations that you may participate in.
   http://www.wiu.edu/student_service/student_activities/student_organizations/organizationsPortal.php

Work

CHEPD 1+2+1 Program students are not allowed to work off-campus. Students are not encouraged to work on campus during the first semester. Students can start to look for on campus job opportunities in the second semester, as long as the students have a 3.0 grade point average or higher and have completed WESL requirements. The students can work up to 20 hours per week during the semester and up to 40 hours per week during winter and summer break.

Travel

CHEPD program students who plan to travel outside of the United States during break will need to have their DS-2019 signed by Immigration Advisor prior to traveling. A signature is not required if students are traveling within the US.
Tax Return

ALL CHEPD students who were present in the U.S. during any portion of the past calendar year are required to submit the income tax form(s). International students that are enrolled in classes but did not work will only need to complete the Federal 8843 form and will not owe any taxes.

International students that did work will need to fill out the Federal 1040 and Illinois 1040 forms, as well as the 8843 form.

There will be tax sessions held in the Spring Semester to help you complete the necessary paperwork.

Emergency Information

Reporting Emergencies:

Contact CHEPD Coordinator (s)

For an emergency on campus, call the Western Illinois University Office of Public Safety (OPS) at (309) 298-1949. If you live off campus, call 911.
**Additional Resources**

There are numerous resources available to international students to help you with your stay at WIU and to help with educational experiences. They include:

**International Admissions**  
Memorial Hall 342  
(309) 298-2426  
International-ed@wiu.edu

**International Student Services**  
Memorial Hall 347  
(309) 298-3734  
CIS-Activities@wiu.edu

**Study Abroad and Outreach**  
Horrabin Hall 8  
(309) 298-2504  
StudyAbroad@wiu.edu

**WESL (Western’s English as a Second Language) Institute**  
Memorial Hall 346  
(309) 298-2485  
wesl@wiu.edu

**Campus Recreation**

Donald S. Spencer Student Recreation Center  
(309) 298-1228  
[http://www.wiu.edu/campusrec](http://www.wiu.edu/campusrec)

Campus Recreation offers fitness classes, intramural sports, sports clubs, outdoor courts, a pool, spa, and sauna, Vince Grady Field and more!

**Career Development Center**

Memorial Hall 125  
(309) 298-1838  
Email: careers@wiu.edu  
[http://www.wiu.edu/student_services/career_development_center/](http://www.wiu.edu/student_services/career_development_center/)
The Career Development Center assists with career preparation such as writing resumes/letters, searching for jobs, developing interviewing skills, exploring careers, etc. The Center is not a job placement service.

Libraries

Access Services: (309) 298-2705
Reference and Information Desk (Research Assistance): (309) 298-2700
http://www.wiu.edu/libraries

The University Libraries offer an extensive physical and online collection of research materials. Services include research assistance, instruction in library use, and access to specialized collections such as government documents and archival materials. Group study space, computers, and other electronic resources are available for student use.

University Writing Center

Malpass Library
(309)298-2815
http://www.wiu.edu/uwc

The University Writing Center offers all students one-on-one help on writing projects from any discipline at any point in the writing process. Services also include teaching proof-reading strategies, but do not include editing for grammar, punctuation or spelling.

myID (ID Card Services)

University Housing & Dining Services, Seal Hall Student Assistance and Parent Services Center, University Union
(309) 298-3000
http://www.wiu.edu/myID

Your Western ID is your official University identification. Many departments on campus, including the Library, Campus Recreation, and University Housing & Dining Services, require you to use your ID as a means to grant access to information and services. Learn more, including how to add Rocky Dollars and meal plan money, at http://www.wiu.edu/myID.

Office of Public Safety (OPS)

Mowbray Hall on Murray Street
(309) 298-1949
911 (Emergency)
http://www.wiu.edu/ops
OPS is a full-service organization providing police and safety services to the WIU community. The office is open 24/7 year-round. All police officers are fully Commissioned law enforcement officers in the State of Illinois and have full jurisdiction at the University and in the surrounding county.

Office of Student Activities (OSA)

University Union, 1st Floor
(309) 298-3232
http://www.wiu.edu/osa

OSA provides co-curricular experiences that complement the formal classroom education. Individual students and organizations are advised in the planning, management, and evaluation of programs and organizational activities. Creative and diverse developmental learning experiences ensure a broad spectrum of programs is provided to the campus and community.

Tutoring
http://wiu.edu/advising/tutoring

Information about tutoring services can be obtained through the individual academic department in which assistance is being sought, by going to wiu.edu/tutoring, or through the WIU mobile app.

Union Service Center

University Union, ground level
(309) 298-1941 or (309) 298-1254
http://www.wiu.edu/student_services/university_union/service.php

At the Union Service Center, students can cash checks, purchase stamps and envelopes, make payments on student accounts and reserve rooms in the Union Hotel.

University Counseling Center

Memorial Hall, 1st floor
(309) 298-2453
Email: ucc@wiu.edu
http://www.wiu.edu/student_services/ucc

The University Counseling Center offers many services, including help with relationships, study skills, and group counseling. Counseling services are free and confidential. There are many different types of counseling services available including: individual, group, couples, career, as well as study skill series and the Self-Help Library.
University Housing & Dining Services (UHDS)

Seal Hall, 1st floor
(309) 298-3000
http://www.wiu.edu/student_services/housing/

UHDS offers a wide range of services to students including on-campus housing and on-campus dining. Students can eat at any of the dining halls located on campus using the meal money on their ID or Rocky Dollars.

University Technology (uTech)

Stipes Hall 126
(309) 298-8324
http://www.wiu.edu/utech

uTech provides universal computing access to all students: email, network file storage, and the internet. Also, there are uTech labs in most academic buildings and residence halls. For additional information, visit Western’s knowledgebase at wiu.edu/kb, the uTech Support Center located in Stipes Hall 126, the Help Desk at (309) 298-8324 (298-TECH), or email supportcenter@wiu.edu.

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