



UNAM
San Antonio, TX

UNAM – SAN ANTONIO

SAN ANTONIO, TX

STUDENT HANDBOOK



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STATEMENT OF DIVERSITY

UNAM-San Antonio extends to students of any race, religion, color, or national and ethnic origin all the rights and privileges of all programs and activities accorded to students at this Institution. It does not discriminate on the basis of race, religion, color, or national and ethnic origin in the administration of its educational policies, admission policies or other school-administered programs.

MISSION

UNAM-San Antonio promotes multinational integration through language instruction, the diffusion of culture, academic extension and relations with academic institutions in the United States.

OBJECTIVE

UNAM-San Antonio's objective is to further teaching and understanding of the Mexican and American cultures with an academic and cultural presence. In addition, UNAM-San Antonio has as its objective to provide language teaching, support the internationalization of the Universidad Nacional Autónoma de México (UNAM), promote academic programs of UNAM in the U.S., establish relationships with universities in the State of Texas, and meet the academic needs of Mexican immigrants.

LEADERSHIP

The Institution's highly skilled and experienced leadership team is eager to serve you in the provision of a world-class education. Your satisfaction is the Institution's highest priority, so we hope you will contact our staff with any questions or concerns.

HOURS OF OPERATION

Instruction begins promptly at 9:00 a.m. and ends at 9:00 p.m. Monday through Thursday, and Fridays from 9:00 a.m. to 3:00 p.m. No student will be admitted into the school building before 8:30 a.m.

Regular reception hours are from 8:30 a.m. to 6:00 p.m. Monday through Thursday, and Fridays from 8:30 a.m. to 3:00 p.m.



ADMISSION

UNAM-San Antonio is open to all people. The school does not discriminate on any basis prohibited by law.

Admission of new students requires an age of 18 or older, **the completion of an application form and the payment of tuition.** For language courses, a required placement test will be given at admission to determine the level placement after the payment has been received.

Students seeking to enter UNAM-San Antonio with a student visa should see the information in the section entitled: F-1 Student Visa Information.

REGISTRATION

Registration can be done online 24 hours a day or in person during registration dates and times. This information can be found in our webpage www.unamsa.edu.

ONLINE REGISTRATION AND PLACEMENT EXAM PROCEDURE

First time students wishing to register should go to our webpage www.unamsa.edu. Click on the Menu and select NEW STUDENT, fill out the registration form, create a password and save profile.

Now check the email that you listed on the registration form, look for an email from alumnus@cepe.mx, open the message, and activate your account by clicking on the link provided. Log in using the email and password you just created.

Next, you will be able to view all the courses that you can register for at the current time English, Spanish, French and other courses.

Once the student has selected the desired course(s), there are three steps.

1. Enroll in the course by clicking on the "asignatura" check box.
2. Will display the cost of the course(s) and UNAM-San Antonio's terms and regulations. Please read them carefully, and if you agree, proceed by clicking on "Agree".
3. Select your method of payment: cash or credit/debit card. If you wish to pay by credit/debit card select "Pay/Pagar". The billing address must coincide with the credit card being provided for a successful transaction to take place. If you want to pay using cash or check, please select the print option, and bring the form to UNAM-San Antonio's reception desk to complete the registration process. If you feel unable to complete this process online, we offer an alternative registration method that can be done on paper.



After the student has completed the registration process and paid for the desired course(s), an email will be sent with instructions on how to access the online placement exam. If you feel unable to complete this process online, we offer an alternative registration method that can be done on paper at UNAM-San Antonio.

RE-ENROLLMENT

All returning students must officially re-enroll. You can do so by activating the desired courses in the online account created when you first registered, or fill out a registration form for the course the student wants to attend and pay for the courses online (www.unamsa.edu) or in person.

APPEAL PROCEDURES FOR PLACEMENT AND FINAL GRADES

Students may appeal their placement by speaking to the appropriate academic department Chair; a decision will be made based on test scores, and teachers' recommendations.

- a) Students wishing to change a course level must be authorized by the Chair of the appropriate academic department (only one level up or down) within the first three class meetings of the course.
- b) If the student has been absent for at least one calendar year with or without studying the target language, he or she will have to redo the Placement Test.
- c) For any student that has a W (withdraw), it is recommended that the student repeat the level.
- d) In the case that a student doesn't agree with his or her final grade, the Chair of the appropriate academic department and the professor involved will review the final exam and discuss the motive or reason for the failing grade. Depending on the outcome, the Chair of the appropriate academic department will assess the situation, make a decision, and talk to the student about the decision made, prior to the next registration period. In the case that a student doesn't agree with any other grade given, the student should first discuss the matter with his or her instructor. If an agreement isn't reached, then the student should discuss the matter with the Chair of the appropriate academic department. The Chair of the appropriate academic department will contact the instructor, discuss the matter, and finalize the student's grade.



STUDENT DISCOUNTS

All discounts that UNAM - San Antonio offers are as follows:

UNAM's Main Campus students, workers and faculty (with current ID)	20%
Consecutive Student Registration (Payment must be received within specified registration dates – No Exceptions)	10%
UNAM Alumni (with current ID)	10%
Conversation and Pronunciation UNAM-San Antonio students already attending a Quarter or Intensive Course	20%
Student discounts for referring family or friends:	
• First registered friend or family member in the same session	5%
• Second or more registered friend or family member in the same session	10%

All other discounts not enlisted will have to be approved by the Campus Dean. Discounts are not cumulative.

HOMEWORK

Homework will be given on an as-needed basis, or if the student does not complete the required amount of work during class instruction. Each student is responsible for completing his or her assignments and for turning them in on time.

FIELDTRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Students will receive advanced notice of all such trips. All field trips are optional. The cost of field trips varies depending on the activity. The cost of field trips is solely the responsibility of the student who wishes to participate.



GRADE REPORTS, TRANSCRIPTS, AND CERTIFICATES

Grade Reports & Certificates: At the end of each academic session, the Student Affairs & Registrar Office will issue grade reports to all students that have completed the language course they enrolled in. Students completing English levels VI and VIII with a minimum of B (85) in each attempted course will receive a certificate (diploma) issued by UNAM-San Antonio. Students completing Spanish VII with a minimum grade of B (85) will receive a certificate issued by UNAM.

- **Transcripts-** Students can request the Registrar a copy of all courses taken at UNAM-San Antonio in the form of official transcripts. The cost of issuing transcripts is ten dollars (\$10.00) and they will be issued 3 to 5 days after being requested.
- **Verification of Enrollment-** A letter to verify enrollment can be issued to students. Please speak to the appropriate academic department Chair or the Registrar to obtain a letter of verification of enrollment and pay ten dollars (\$10.00). The letter will be issued 3 to 5 days after being requested.

SATISFACTORY ACADEMIC PROGRESS

The minimum passing score for any English, Spanish, or French course is 70%. A score below 70% constitutes as failure of that course. In order to pass a level in the Intensive English Program, a student must have a cumulative overall average of 70% when all attempted courses are factored together. If the cumulative overall average is greater than 70%, then the student has successfully passed the level and will be allowed to attend the next sequential level. If the cumulative overall average is under 70%, then the student has not successfully passed the level and will be required to repeat the entire level regardless of any specific class in which the student has achieved a score of above 70%. Academic progress is from level to level and not from course to course.

In the event that the student does not pass a certain level after a second attempt, the student must gain permission from the English Department Chair in order to have a third attempt at the level. A third attempt at any level is up to the discretion of the English Department Chair. If the student does not pass a certain level after three attempts, the student will be dismissed from UNAM-San Antonio due to unsatisfactory progress.



GRADE SCALE	
LETTER	NUMBER
A+	100 – 97
A	96 – 94
A-	93 – 90
B+	89 – 87
B	86 – 84
B-	83 – 80
C+	79 – 77
C	76 – 74
C-	73 – 70
F	FAIL
I	INCOMPLETE
W	WITHDRAWL

TEXTBOOKS

Some books and workbooks are sold at our location, but these and any other supplies are responsibility of the student. The cost of textbooks is not included in the tuition. Textbooks obtained at UNAM-San Antonio are not refundable.

ATTENDANCE

Ninety percent attendance is required to be eligible to take the final exam. Classes are subject to change as deemed necessary by UNAM-San Antonio. The school reserves the right to close, cancel, or divide courses.

Please note the date of your last class day and make your travel plans accordingly if you plan to leave San Antonio after the end of your course. Your final exam on that day cannot be rescheduled. Missing the final exam will give you a grade of Incomplete (I) for the course.

TARDINESS

A student who is late misses valuable instructional time and conveys an unacceptable lack of regard for the school, the professor, and fellow students.



In English, Spanish, French and GED and other courses, students who arrive more than 15 minutes late will be considered tardy. Three tardies equal one absence.

In English, Spanish, French and GED and other courses, there is one break of no longer than 15 minutes. Students arriving more than 5 minutes late after the break will be considered tardy. Students arriving more than 30 minutes after the break will be considered absent. Students leaving class 20 or more minutes early without the instructor’s permission will be considered absent.

ABSENCES

Students must contact their teacher either by phone or e-mail whenever he/she is going to be absent. The following reasons are sufficient cause for an excused absence at the instructor’s discretion:

- a) illness
- b) death in the family
- c) inclement weather, which would be dangerous to the life or health of the student
- d) legal quarantine
- e) emergency conditions

Total Absences Allowed for Courses

English Department	Total Absences Allowed
All Spring I and Spring II Intensive English Courses	2
All Fall I and Fall II Intensive English Courses	2
All Summer I Intensive English Courses	2
All Summer II Intensive English Courses	1
All English Quarter Courses	3

Spanish Courses	Total Absences Allowed
Semester	3
Conversation	2



French Courses	Total Absences Allowed
Conversation	1

GED & Citizenship	Total Absences Allowed
Mathematics	2
Language	1
Science	1
Social Studies	1
Citizenship	1

PRIVATE COURSE POLICY

Private courses can be arranged by UNAM-San Antonio upon request. These courses are between one student and one teacher only. The appropriate Academic Department will organize the course according to the request of the private student. The appropriate Department Chair must be notified of the student's proposed schedule, course purpose, and total number of hours of instruction requested. The appropriate Department Chair must also have the student's contact information. When an instructor has been located, the private student's course will start no later than seven working days after payment for the course is received.

It is recommended that private classes meet 3 hours per week at minimum. A possible schedule could be an hour and a half class twice per week. A schedule will be arranged by the appropriate Academic Department between the private student and the instructor. Private students are expected to maintain the agreed upon schedule with the instructor; however, some flexibility is allowed. Private students can cancel a meeting with the teacher 24 hours in advance, and that course can be rescheduled. If the class meeting is canceled with less than a 24-hour notice, the course may not be rescheduled. It should also be noted that private class hours can expire. If the private student has not completed all of his or her hours in the agreed upon timeframe, the student will receive a Notice of Expiration to let the student know when his or her hours will expire. After the specified date on the Notice of Expiration, the private student understands that those unused hours are lost.

STUDENT RECORDS AND CONFIDENTIALITY

Every student is required to complete and submit a registration form. It is critical that the school be notified immediately of any changes in a student's name, address, phone number, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to the Academic Department.

UNAM-San Antonio is dedicated to complying with all confidentiality laws protecting the privacy of its students. Information regarding a student's progress will be shared only with students.



COURSE CHANGES, WITHDRAWALS AND REFUNDS

Students wishing to withdraw must do so through the English, Spanish or GED Departments within **three business days after the beginning of a course in order to receive a refund of 75% of the tuition fee. No exceptions will be made.** Students who cancel their registration within three business days after the beginning of the course and have a payment plan will be reimbursed 75% of their payment taking into consideration the total price of the course. In the event a class does not meet the minimum number of students established by the school, applicants will be reimbursed 100%. Students wishing to add or change a course must be authorized by the appropriate Academic Department no later than three business days after the beginning of the course. Students who register for a course but cancel the registration before the first day of class will receive a refund of 100% of the payment made. Upon payment, you acknowledge all terms and conditions.

- Refunds will be made 5 business days after the request.
- Payments made in cash or by check will be reimbursed only in check made out to the student.
- Payments made by credit or debit card will be reimbursed back to the card used at the time of purchase.
- Returned check fee will be \$40.00.

HEALTH AND SAFETY

Students' health and safety are the school's foremost concern. If a student has any specific health, safety, or security needs, please inform the receptionist at the front desk so that appropriate accommodations can be made. It is recommended that students have health insurance while studying in the US. Information about health insurance options can be obtained from the reception.

CLASSROOM VISITORS

Any student who wishes to bring a visitor to his or her class must ask permission from the appropriate academic Department Chair, not his or her instructor. Classroom visitors must receive permission from the appropriate Department Chair to attend part or all of a class. Classroom visitors may not visit more than once per session without registering for the course. **No children under the age of 18 are allowed to visit any class.** Children must not be left unattended in common areas, such as the waiting areas, the cafeteria, an empty classroom, etc. UNAM-San Antonio is not responsible for the safety of an unattended child.



MONEY AND OTHER VALUABLE PROPERTY

Students are encouraged to leave all money and other valuable property at home. The Institution assumes no responsibility for the loss or theft of any article.

PERSONAL NEEDS

For information concerning insurance, housing, medical needs, legal needs, and counseling needs, please see the reception for a list of recommendations.

DEFINITION OF DISCIPLINE

Discipline is the positive enforcement of behavior as established by the code of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled.

CODE OF CONDUCT

UNAM-San Antonio's behavior standards ensure a safe and secure school setting for the students. Violators of acceptable behavioral standards disrupt and interfere with the rights of the student population and must be immediately addressed to curb further infractions.

CLASSROOM ETIQUETTE

- No food or drinks are allowed in the classroom, computer lab, language lab or auditorium with the exception of water
- Do not use cell phones in classroom or in the labs. Please silence them
- Do not have private conversations while in class
- Be in class on time
- Show respect and support to your teachers and classmates
- Turn in your homework on time
- Do not bring children to class
- When having academic difficulty, seek assistance
- Sleeping in class is disrespectful and it is not acceptable
- Respect the facilities
- Dress code requires that nothing worn is revealing or distracting

Any student who violates the Institution's rules may be subject to disciplinary action; no refund should be expected.



BEHAVIORS WARRANTING DISCIPLINARY ACTION

Below is a list of behaviors and offenses that would warrant appropriate disciplinary action, including expulsion:

- Aggressive behaviors, including but not limited to hitting, pushing, shoving
- Assault or attempted assault
- Cheating and/or plagiarism
- Dangerous articles as defined by law
- Defacing or destruction of school property (includes writing on walls, etc.)
- Disrespectful behavior toward teachers, fellow students or other staff members
- Disruption of class, study or instruction
- Misuse of school property or property of others
- Misuse of electronic communication devices
- Obscene and/or profane language or gestures
- Obscene and/or profane writing, pictures, or articles
- Rude behavior to others
- Sexual harassment
- Bullying by any means
- Theft or attempted theft
- Threatening bodily harm or property damage
- Threatening language or gestures
- Violence
- Any violation of this code, or local, state, or federal law
- Any other conduct considered by the Institution or Administration to be disruptive, disrespectful, or disobedient

If any of these offenses occur, the student will be subject to disciplinary action; no refund should be expected.

WEAPONS IN SCHOOL

(Applicable local and federal laws will apply, and in case of violation the Institution will expel the offender)

The possession and/or use of a weapon by students is unacceptable within the Institution.

Mandatory Expulsion in Accordance with State and Federal Law

Carrying, bringing, using, or possessing a dangerous weapon in the school building is prohibited.



STUDENT COMPLAINTS

A complaint is a formal written request to the Institution to investigate allegations of noncompliance with UNAM's "Nondiscrimination Policy."

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

- **POLICY**

It is the goal of UNAM-San Antonio to provide an educational working environment that provides equal opportunity to all members of the Institution's community. In accordance with federal and state law, the Institution prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, citizenship, genetic information and veteran status. To the extent permitted by law, discrimination on the basis of sexual orientation is also prohibited pursuant to the Institution's policy.

- **DISCRIMINATION**

Including harassment, discrimination is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of race, color, religion, sex, national origin, age, disability, citizenship, genetic information, veteran status, or sexual orientation.

- **HARASSMENT**

As a form of discrimination, harassment is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, sex, age, disability, citizenship, genetic information, veteran status, or sexual orientation, when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered harassment under the policy.

- **REPORTING**

UNAM-San Antonio encourages any person who believes that he or she has been subjected to discrimination to immediately report the incident. Complaints will go directly to the Campus Dean.

The Student Complaint form can be found on our website or at the administration office. The form must be completed and signed by hand for the student complaint to be official. This form should be delivered to the reception desk so the Campus Dean may review it and involve the appropriate Department Chair. Acknowledgement of your complaint will take place no later than three business days from the day it was submitted. The Chair of the appropriate Department will notify the student(s) via email when all parties that need to be involved with the investigation



have been made aware of the issue. This notification can be proof of acknowledgment of the student's complaint. Complaints should be filed as soon as possible, but no later than thirty (30) working days after the event occurred.

In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant's name, signature and contact information, the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation, the date(s) and location(s) of the occurrence(s), the names of any witnesses to the occurrence(s), the resolution sought and any documents or information that is relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint before official action can take place.

- **RESOLUTION PROCESS**

The office of the Campus Dean will contact the individual(s) involved in the complaint via email or in person to clarify that the matter has been resolved *one week from the day of resolution*. Five business days after the student was notified of the resolution, the Chair of the appropriate Academic Department will contact the student for a follow-up. If the issue has been resolved, no further action is needed, and the complaint can be closed and finalized for record keeping.

If the issue still persists, the complaint and the resolution must be reviewed for a more final resolution to the issue. A resolution must be met within a reasonable amount of time.

All resolutions will be completed within a reasonable amount of time. UNAM- San Antonio will maintain a complete written record of each complaint and how it was resolved in **strict confidentiality**. If a copy of the complaint or the procedures taken to resolve the matter is needed, a student can ask for a printed copy from the appropriate Department Chair.

- **FALSE COMPLAINTS:**

Any person who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements within the course of the investigation is subject to disciplinary action up to and including dismissal from the Institution.

- **DISSEMINATION OF POLICY:**

Any policy updates will be included in this Student Handbook.

STUDENT USE OF THE INTERNET

The Internet, the global computer network referred to as the World Wide Web, and electronic communications (e-mail, chat rooms, and other forms of electronic communication) have vast potential



to support curriculum and student learning. UNAM-San Antonio believes they should be used in school as a learning resource to educate and to inform.

Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

UNAM - San Antonio believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational objectives of the institution. However, the Internet and electronic communications are fluid environments in which students may access materials and information from any sources including some that may be harmful to students.

Students shall take responsibility for their own use of computers and computer systems to avoid contact with material or information that may be harmful. Students shall report access to material and information that is obscene, pornographic, or otherwise in violation to this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member as well.

NO EXPECTATION OF PRIVACY

UNAM - San Antonio computers and computer systems are owned by the Institution and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of UNAM-San Antonio computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through the school's computers and computer systems remain the property of the Institution.

Students shall use UNAM - San Antonio computers and computer systems in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, unacceptable use of UNAM - San Antonio computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
- That is related to UNAM - San Antonio educational objectives.



- That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feeling or appeal to prurient interest in nudity, sex, or excretion.
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability, sexual orientation, or handicap.
- For personal profit, financial gain, advertising, commercial transaction, or political purposes.
- That plagiarizes the work of another without express consent.
- That uses inappropriate or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- In violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret.
- That contains personal information about themselves or others, including information protected by confidentiality laws.
- Using another individual's Internet or electronic communications account without written permission from that individual.
- That impersonates another or transmits through any anonymous remailer or that accesses fee services without specific permission from the system administrator.

ONLINE SECURITY

Security on UNAM - San Antonio computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify the system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited. Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to UNAM-San Antonio computers or computers systems
- Read, alter, delete, copy, or attempt to do so, electronic communications of other systems users

Any user identified as a security risk, or as having a history of problems with other computer systems may be denied access to the Internet and electronic device communications.



UNAUTHORIZED SOFTWARE

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

STUDENT USE OF SCHOOL TECHNOLOGY IS A PRIVILEGE

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in expulsion and/or legal action. The Institution may deny, revoke, or suspend access to technology or close accounts at any time.

RESPONSIBILITIES IN COMMON AREAS

The Institution's common areas include the cafeteria, balcony, art gallery, waiting areas, hallways, and restrooms. Because students from every class will be using these areas under the supervision of faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied. With such rules in place, staff can focus on encouraging good character among students rather than correcting misbehavior.

Cafeteria, balcony, art gallery and waiting areas: Students will behave showing consideration and respect for others.

Hallways: The hallways of the school will be a safe and quiet environment where people interact with courtesy and respect.

Restrooms: The restrooms at the school will be clean and safe.

Meals: Snacks at the school will be enjoyed in the cafeteria or on the balcony in a safe, clean, and friendly environment where people interact with courtesy, manners, and respect.



F-1 STUDENT VISA INFORMATION

ADMISSION: Students who wish to study at UNAM-San Antonio with an F-1 student visa must complete an application and pay the application fee of \$20.00. Other required materials are the affidavit of financial support accompanied by a bank statement or other evidence of funds, and a copy of the photo page of the passport. Once these documents have been received, UNAM-San Antonio will send to the prospective student's address an acceptance letter, the form I-20, and a list of the next steps to follow. If the prospective student successfully gains an F-1 visa, the student should contact UNAM-San Antonio to make arrangements for registration, tuition payment, placement testing, and arrival in San Antonio.

MAINTAINING LEGAL STATUS: All F-1 student visa holders must attend full-time classes which are equal to or greater than 18 hours per week. For this reason, F-1 students are not allowed to take any quarter courses. Students on F-1 visas must register for the Intensive English Program and a Conversation course, which amounts to 18.5 hours of study per week. All students must attend at least 90% of all of their classes. If a student has missed more than the allowed number of classes, the English Department will be notified. The student will be contacted by the English Department with a warning. UNAM- San Antonio may determine to terminate students' visa status in the event that a student becomes out of status according to their F-1 visa academic requirements.

ATTENDANCE: F-1 visa holders can only miss 10% of any of their classes. If a student misses more than 10% of any class, the student will be expelled from UNAM-San Antonio and their F-1 student visa will be terminated.

ADVISING: Any issues relating to transferring to other schools, maintaining legal status, returning to home countries, etc. must be handled by the English Department. Students are asked to speak to the English Department for any concerns related to visa status.

OUT OF TOWN TRAVEL: During breaks between sessions, students are allowed to travel domestically and internationally. Please inform the English Department of your travel plans. International travel will require a signature on the form I-20 to be able to return to the United States. Traveling while classes are in session is only permitted in emergency cases. Please notify the English Department in case of emergency situations that require travel out of San Antonio.

F-2 VISAS: Students who have been admitted to UNAM-San Antonio and who are eligible for an F-1 visa may request F-2 visas for close family members if

- The family members are the spouse and unmarried dependent children under the age of 21
- The F-1 student plans to stay in San Antonio for at least a minimum of six months

TRANSFERRING OUT: A student who wishes to transfer out of UNAM-San Antonio and to another university in the US must inform the English Department of this decision as soon as possible. The student must apply to and be accepted at another American university in order to transfer out of UNAM-San



Antonio. UNAM- San Antonio requires a copy of the acceptance letter from the transfer-in university in order to start the transfer process.

TRANSFERRING IN: Transfer students who have F-1 student visas are subject to the same rules and policies as other F-1 students at UNAM-San Antonio. To initiate the transfer process, the student must speak with the English Department Chair. The student will be asked to complete a Transfer Form in addition to the other required admission materials. Please see admission policies, attendance policies, etc. for more information.

CHANGE OF ADDRESS: All students who have an F-1 student visa must report their local address (in San Antonio) to the English Department. This information must be kept on file. If a student moves to a new address in San Antonio, the student must report this change to the English Department immediately. It is important to inform the English Department of any address changes.

WORKING WHILE STUDYING: Students who have an F-1 visa are NOT permitted to work. UNAM-San Antonio does not offer employment opportunities to F-1 visa students. Obtaining work while on a student visa is strictly prohibited. Students who work while on an F-1 visa run the risk of having their student visa terminated and being dismissed from UNAM-San Antonio.

Steps in the Application Process for students seeking F-1 visa admission:

1. Fill out the application: online or print version
2. Pay the application fee: \$20.00 USD
3. Send your affidavit of financial support and required bank statement
4. Send a copy of the photo page of your passport

After these items have been collected, UNAM- San Antonio will send you an acceptance, the form I-20, and information concerning the next steps in the process.

Make an appointment with the US embassy or consulate in your country. Take with you the acceptance letter, the form I-20, the affidavit of financial support, and all other information that the embassy/consulate asks for.

If you have been approved for a student visa, please contact us to let us know of your approval. We will send to you an English placement test that must be completed before starting the English program. We will also send you information on how to register and pay for your English courses.

If you have not been approved for a student visa, please contact us to let us know. You may wish to try again for a visa in order to start UNAM- San Antonio at a later date.

For questions about the application process, please contact Danny Meadows at dmeadows@unam.mx.



FILING A COMPLAINT AGAINST A CEA ACCREDITED PROGRAM

A program or institution that is accredited by the Commission on English Language Program

Accreditation must continue to meet the *CEA Standards for English Language Programs and Institutions* throughout its period of accreditation. To ensure such compliance, CEA offers the public the opportunity to report any evidence that the standards are not being met.

Why to file:

An accredited program must continue to meet the *CEA Standards*. Complaints may be filed for noncompliance.

An accredited program must report any substantive change that affects its eligibility for accreditation. Complaints may be filed for failure to report substantive change.

Who may file:

Students, faculty members, staff members, and others outside the program who may have knowledge of an alleged failure by an accredited program to maintain the *CEA Standards*, may file.

How to file:

An accredited site must have a copy of the *CEA Standards* available for public view. If you have a concern, ask the site for a copy.

Complaints for non-compliance of the *CEA Standards* must be written and signed, must refer to a specific standard, and must document the nature of the non-compliance.

Complaints for failure to report a substantive change must be written and signed and should explain how, in process or content, the program has substantively changed from when it was accredited.

Adjudication of complaints:

CEA sends a copy of the complaint to the program for response. The complaint is adjudicated by the CEA Standards Compliance Committee, which reviews the complaint and the program's response. Complaints must contain the name, address, and telephone number of the complainant on a separate page and should be mailed to the address below. If you have questions, please contact CEA.

Commission on English Language Program Accreditation
1001 North Fairfax Street, Suite 630, Alexandria, VA 22314
(703) 665-3400

NOTE: These policies may be subject to change without notification.



ENGLISH PROGRAM PROFICIENCY LEVELS

LEVEL PRE 1

Grammar:

Decode alphanumeric expressions for basic communication of everyday situations. Use basic vocabulary in simple present tense; construct subject-verb-object/complement syntax with S-V agreement; correctly use subject and object pronouns; form negatives and questions in simple present tense with BE and basic lexical verbs.

Reading:

Demonstrate comprehension of short readings about everyday situations in present tense. Understand the reading's main idea. Use preview and prediction, and scan for simple key words. Recognize new vocabulary through related readings on level-appropriate topics.

Writing:

Write simple and compound sentences in simple present; demonstrate correct use of level's vocabulary, structure, and mechanics. Demonstrate concept of the complete sentence with correct punctuation between sentences.

Listening, Speaking:

Demonstrate understanding of basic classroom vocabulary and instructions. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation using level appropriate structure and high-frequency vocabulary. Discuss and comprehend basic topics related to personal introductions, greetings, shopping, food, and family members.

LEVEL 1

Grammar:

Demonstrate expanded basic vocabulary for use in simple present, present continuous tenses and in the two futures; include correct negative and question forms. Show understanding of count/non-count; vocabulary includes quantities, prepositions of place, demonstratives, and expressions of time and frequency.

Reading:

Comprehend short readings about everyday situations in present, future, and a few narrative past tenses. Express text's main idea. Preview, predict, and scan for keywords. Recognize new vocabulary through related readings, such as holidays, places, health and customs.



Writing:

Write simple and compound sentences in present and future tenses. Demonstrate correct use of level's vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level-appropriate statements, questions, negatives, and short answers. Write sentences with attention to word order, comparisons, and adverbs.

Listening, Speaking:

Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation with level's structures and high-frequency vocabulary. Discuss and comprehend basic topics such as holidays, places in the world, health, and customs. Introduce themselves and others and have short social conversations about familiar topics.

LEVEL 2

Grammar:

Demonstrate expanded vocabulary for use in present and past simple tenses and in future time; use correct negative and question forms. Show understanding of count vs. non-count; vocabulary includes quantifiers, prepositions of place, demonstratives, and expressions of time and frequency. Correctly use present-time modals. Understand, form, and distinguish common adjectives and adverbs.

Reading:

Comprehend short readings about everyday situations in present, future, and past simple and continuous tenses. Express text's main idea. Preview, predict, and scan for keywords. Recognize new vocabulary through related readings, such as food, inventions, and famous people.

Writing:

Write simple and compound sentences in simple and continuous present, past, and future tenses. Use level vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level appropriate statements, questions, negatives, and short answers. Write sentences with attention to pronoun reference, prepositions of time, and biographical writing.

Listening, Speaking:

Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation with level's structures and high-frequency vocabulary. Discuss and comprehend basic topics such as food, inventions, and famous people.



LEVEL 3

Grammar:

Demonstrate use of simple and continuous present and past tenses and the two future time formations, including correctly formed negatives and questions in those tenses. Correctly use appropriate personal pronouns in subject, object, reflexive, and both possessive forms. Use correct number agreement with *There is/are, There was/were* plus count and non-count nouns.

Reading:

Demonstrate comprehension of short readings on human interest topics in present, future, and past simple and continuous tenses. Express text's main idea. Preview, predict, and scan for keywords. Recognize new vocabulary through related readings, such as personality types, food, international celebrations, and celebrities.

Writing:

Write simple and compound sentences in present, future, & past tenses, simple and continuous. Use level's vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level-appropriate statements, questions, negatives, and short answers. Correctly organize sentences into a cohesive single paragraph of a descriptive nature.

Listening, Speaking:

Demonstrate understanding of level's structures and vocabulary; correctly respond orally to teacher and peer spoken language to produce comprehensible basic conversation related to familiar topics. Discuss and comprehend basic topics such as personality, food, celebrations around the world, and famous people.

LEVEL 4

Grammar:

Demonstrate understanding of level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation with level's structures and vocabulary. Demonstrate 4-skills use of present simple and perfect tenses and of past simple/continuous and in future time; use correct negative and question forms. Show knowledge of modal structure and meaning in present and future time. Discriminate gerund and infinitive use. Correctly include adjective clauses. Correctly use comparatives and superlatives.

Reading:

Demonstrate comprehension of short readings on human interest topics in present and past simple and perfect tenses and in future time. Express text main idea. Preview, predict, and scan for keywords.



Recognize and use new vocabulary through related readings, such as nature, inventions, customs, and traditions.

Writing:

Write compound and complex sentences in simple and perfect present and past tenses and in future. Use level vocabulary, structure, and mechanics, especially the concept of a complete and correctly punctuated sentence. Write level appropriate statements, questions, negatives, and short answers. Correctly organize sentences in a cohesive single paragraph related to narration, advantages and disadvantages, and comparison and contrast.

Listening, Speaking:

Demonstrate level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation related to familiar topics. Converse about and comprehend level appropriate topics which may include the environment, inventions, and international customs and traditions.

LEVEL 5

Grammar:

Demonstrate use of simple and perfect present and past tenses and of the two future time formations, including correctly formed negatives and questions in those tenses. Correctly select and use passive voice. Correctly select and use modals in present, future, and past time.

Reading:

Demonstrate comprehension of short readings on human interest topics in present, and past, simple and perfect tenses and in future time. Express text's main and supporting ideas. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as cultural symbols, customs, personality, and historical figures.

Writing:

Write compound and complex sentences in present, future, & past tenses—simple and perfect. Use level's vocabulary, structure, and mechanics, especially in complete sentences; correctly organize & transition sentences in single paragraphs with details. Write paragraphs that include practice with outlining, topic sentences, concluding sentences, description, and narration.

Listening, Speaking:

Demonstrate understanding of level's structure and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible conversation. Discuss and comprehend topics related to cultural symbols, holiday customs, health, and people from history. Use and comprehend some high-frequency idioms and common expressions.



LEVEL 6

Grammar:

Demonstrate use of present simple and perfect tenses and of past simple/continuous and in future time; use correct negative and question forms. Discriminate gerund and infinitive use. Correctly include adjective adverb, and noun clauses. Discriminate and express real and unreal conditions and results.

Reading:

Demonstrate comprehension of nonfiction readings on human interest topics. Express main & supporting ideas. Show understanding of inferred ideas. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as food, linguistics, environment, and literature.

Writing:

Write compound and complex sentences in simple and perfect present and past tenses and in future. Use level vocabulary, structure, and mechanics, especially in complete sentences; correctly organize and transition sentences in cohesive single paragraphs with details. Develop short essays concerning comparison, contrast, cause, effect, and argumentation with at least two points to discuss.

Listening, Speaking:

Demonstrate level's structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible meaningful conversation. Converse about and comprehend topics that may be more specialized which may include food, language, the environment, and basic literature. Use and comprehend some high-frequency idioms and common expressions.

LEVEL 7

Grammar:

Demonstrate domination of simple and perfect present and past tenses and of the two future time formations, including correctly formed negatives and questions in all verb tenses. Correctly mix verb tenses. Show accurate subject-verb agreement ability. Correctly use more difficult noun and pronoun expressions and quantifiers.

Reading:

Demonstrate comprehension of non-fiction readings on human interest topics. Express main and supporting ideas. Show understanding of inference, tone, and point of view. Preview, predict, and scan for keywords. Recognize and use new vocabulary through related readings, such as artists, linguistics, hygiene, and world organizations.



Writing:

Write simple and complex sentences in present, future, & past tenses—simple and perfect. Use level’s vocabulary, structure, and mechanics, especially for complete sentences; transition sentences in single paragraphs; organize paragraphs in basic 5-paragraph essay with main and supporting ideas and details. Write essays of various styles which may include process, definition, and descriptive.

Listening, Speaking:

Demonstrate understanding of level’s structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible conversation with reasonable fluency. Discuss and comprehend very specialized topics. Discuss and comprehend topics such as famous artists, the history of English, hygiene, and international groups and organizations. Recognize some common, high-frequency phrasal verbs, idioms, and expressions used in North American English.

LEVEL 8

Grammar:

Demonstrate use of advanced modal language, present and past tenses of modal verbs. Demonstrate domination of passive voice and active voice in English. Correctly comprehend and use noun clauses, adverb clauses and adjective clauses. Show understanding of real and unreal conditional tenses.

Reading:

Demonstrate comprehension of non-fiction readings on human interest topics in present, and past, simple and perfect tenses and in future time. Express main and supporting ideas. Show understanding of inference, tone, and point of view. Preview, predict, and scan keywords. Recognize and use new vocabulary through related readings, such as psychology, gender, nutrition, and animal rights.

Writing:

Write simple and complex sentences in present, future, & past tenses—simple and perfect. Use level’s vocabulary, structure, and mechanics, especially for complete sentences; transition sentences in single paragraphs; organize paragraphs in basic 5 paragraph essay with main and supporting ideas and fine-focused details. Write essays of various styles which may include classification, comparison-and-contrast, cause-and-effect, and argumentative.

Listening, Speaking:

Demonstrate understanding of level’s structures and vocabulary. Correctly respond orally to teacher and peer spoken language to produce comprehensible conversation with reasonable fluency. Discuss and comprehend very specialized topics which may include psychology, gender, nutrition, and animal rights. Recognize some medium-frequency phrasal verbs, idioms, and expressions used in North American English.



SPANISH PROGRAM PROFICIENCY LEVELS

LEVEL I

Integrated Skills:

Demonstrate knowledge of the Spanish phonological system and use of simple present tense of regular and some irregular verbs in affirmative, negative and question forms. Show understanding of formal and informal speech patterns. Vocabulary learned includes cardinal numbers, days, months, professions and occupations, religious and political affiliations, and nationalities.

Reading:

Comprehend short readings about everyday situations in present tense. Recognize word cognates. Comprehend text's main ideas.

Writing:

Write simple sentences in present tense. Demonstrate correct use of level's vocabulary and structure. Write level-appropriate statements, questions, and negative forms.

Listening, Speaking:

Demonstrate recognition and understanding of a number of high-frequency, contextualized words and phrases including cognates. Show evidence of understanding of basic instructions and sentence-length utterances that deal with familiar topics and vocabulary. Communicate by using isolated words and phrases limited to familiar topics, using the level vocabulary and structures. Can express possession, ownership and age, and introduce himself/herself and others.

LEVEL II

Integrated skills:

Demonstrate expanded vocabulary to converse with more confidence in real-life situations about simple and routine tasks using the simple present, present progressive, and future tenses. Vocabulary learned includes colors, clothing, ordinal numbers, parts of the body, physical characteristics, the seasons, and the weather.

Reading:

Demonstrate understanding of short, non-complex texts that convey basic information and deal with basic personal and social topics. Readers at this level may get some meaning from short descriptive texts dealing with familiar topics. Predict and scan for keywords. Identify text's main ideas.

Writing:

Show evidence of control of basic sentence structure and verb forms. Can write simple and compound sentences in simple and continuous present, and future tenses in level appropriate texts about personal preferences, daily routines, common events, and other personal topics

Listening, Speaking:

Demonstrate recognition and understanding of a number of high-frequency, contextualized words and phrases including cognates. Conversation is restricted to predictable topics such as basic personal



information, basic objects, preferences and needs. Communicate in straightforward social situations. Can express likes, dislikes, and plans, accept and decline invitations, and talk about work-related activities, health, dates, and weather.

LEVEL III

Integrated skills:

Demonstrate use of present and future tenses to make plans. Capable of expressing opinion and emotions, as well as using the preterit, imperfect and past progressive tenses to describe and narrate in the past. Show knowledge of direct and indirect object pronouns, as well as of reflexive pronouns. Vocabulary learned is related to means of transportation, lodging, life situations, personal care items, sports, and hobbies and pastimes.

Reading:

Demonstrate understanding of short, non-complex texts that convey basic information and deal with basic personal and social topics. Able to get some meaning from short connected texts featuring description and narration.

Writing:

Capable of writing short, simple communications, compositions, and requests for information in level appropriate texts about personal preferences, daily routines, common events, and other personal topics. Most sentences are recombinations of learned vocabulary and structures.

Listening, Speaking:

Capable of accurate comprehension of highly familiar and predictable topics. Capable of understanding longer conversations about familiar topics. Conversation is generally limited to those predictable and concrete exchanges necessary for survival in the target culture. These include personal information related to self, family, home, daily activities, interests and personal preferences, as well as physical and social needs, such as travel, lodging, daily routine, and hobbies and pastimes.

LEVEL IV

Integrated skills:

Demonstrate use of indicative tenses, including irregular verbs. Show knowledge of the imperative mood and of some uses of the subjunctive mood. Capable of giving advice, instructions, expressing preferences about food and drinks, describing art, and the importance of the environment. Vocabulary learned includes food and meals, cookware and tableware, animals, plants, nature, natural phenomena, gems and metals, art styles, architecture, literature and dwellings.

Reading:

Able to understand some connected texts featuring description and narration related to vocabulary, structures, and writing conventions learned. Demonstrate understanding of the main ideas and some details in non familiar written texts.



Writing:

Capable of writing compositions and simple summaries related to work, school, and personal experiences. Can narrate and describe in different time frames when writing about everyday events and situations. These narrations and descriptions are often of paragraph length.

Listening, Speaking:

Show evidence to understand, with ease and confidence, simple sentence-length speech in basic personal and social contexts. Can derive substantial meaning from connected texts related to vocabulary and structures acquired. Demonstrate ability to converse about the topics reviewed, using indicative and some subjunctive tenses and speak with more confidence within the context of the language that was learned.

LEVEL V

Integrated skills:

Demonstrate use of complex structures. Show knowledge of a wider range of uses of the subjunctive, and capable of distinguishing meaning in sentences that use either indicative or subjunctive. Capable of making hypotheses, suppositions and conjectures, claims and complaints, as well as talk about expectations and desires in the past and related to the present and the future. Vocabulary learned includes experiences in other countries, family life, and interpersonal relationships.

Reading:

Demonstrate the capacity to understand some connected texts featuring description and narration. Show evidence of understanding the main ideas, facts, supporting details, and the author's intentions in written texts that mainly contain high-frequency vocabulary and structures.

Writing:

Demonstrate the ability to narrate and describe in major time frames, and compose simple summaries on familiar topics. Capable of combining and linking sentences into texts of paragraph length and structure. The vocabulary, grammar and style of writing correspond to those of the spoken language.

Listening, Speaking:

Capable of deriving substantial meaning from some connected texts, and understanding the main facts and some supporting details. Comprehension may often derive primarily from situational and subject-matter knowledge. Demonstrate the ability to converse with ease and confidence when dealing with the routine tasks and social situations studied. Show the ability to handle successfully uncomplicated tasks and social situations requiring an exchange of basic information related to their work, school, recreation, particular interests, and areas of competence.

LEVEL VI

Integrated skills:

Capable of expressing cause and purpose in real and hypothetical conditions, and express impersonal actions and unintentional occurrences. Show knowledge of the passive voice and the difference between pronominal and non pronominal verbs. Vocabulary includes words about art, history, mythology, excursions, nature, rituals, carnivals, and popular festivities among others.



Reading:

Capable of understanding main ideas, details and identify antecedents and synonyms of specific words or phrases as well as conventional narrative and descriptive texts of any length as well as more complex factual material. Able to follow some of the essential points of argumentative texts in areas of special interest or knowledge.

Writing:

Capable of writing narrative, descriptive, and argumentative texts with good control of a range of grammatical structures and a fairly wide general vocabulary. Show the capacity to write about a variety of topics with significant precision and detail.

Listening, Speaking:

Capable of understanding conventional narrative and descriptive texts of any length as well as complex factual material such as summaries or reports, and follow some of the essential points of more complex or argumentative speech in areas of special interest and derive some meaning from oral texts that deal with unfamiliar topics or situations. Able to provide arguments to support opinions and points of view, and make hypotheses.

LEVEL VII

Integrated skills:

Demonstrate a good command of structure and vocabulary which includes idiomatic expressions and a variety of words related to specific topics. Depend on context to use transition words, the correct verb tense and mood, and identify synonyms of words. Vocabulary learned includes information, touristic and archeological sites, idiomatic expressions, adjectives to describe spaces and sensations, architecture, geographic elements, and migration.

Reading:

Demonstrate understanding of main ideas, facts, details, and inferring in written texts about general interest topics. Able to understand texts from many genres dealing with a wide range of subjects, both familiar and unfamiliar.

Writing:

Show evidence of writing argumentative and narrative compositions with coherence and cohesion. Demonstrate control of grammar and syntax, of both general and specialized/professional vocabulary, of spelling or symbol production, of cohesive devices, and of punctuation.

Listening, Speaking:

Demonstrate understanding speech that typically uses precise, specialized vocabulary and complex grammatical structures. Show evidence of comprehending main ideas and supporting details, and inferring from indirect evidence in oral texts and messages. Expression includes giving advice, expressing opinions and points of view, arguing for or against a proposal, and making propositions.