



STUDENT HANDBOOK

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MESSAGE FROM THE DIRECTOR

WELCOME TO UNAM-SAN ANTONIO!

We are thrilled to have you join our community of learners, where you will have the opportunity to pursue your academic and personal goals in a supportive and inclusive environment.

As you embark on this exciting journey, we want to remind you of the resources and support available to you. Our Student Handbook is a comprehensive guide that outlines the policies and procedures you need to know to make the most of your time here.

In the handbook you will find information on everything from academic requirements and services to student life and campus resources. It also provides important information about our Code of Conduct and expectations for behavior, so you can make the most of your time here while upholding the values of our community.

We encourage you to take the time to review the handbook carefully and familiarize yourself with its contents. If you have questions, please don't hesitate to reach out to the appropriate office or department for guidance.

We are committed to your success and are here to support you in every step of the way. We look forward to seeing you all that you will achieve during your time here at UNAM SAN ANTONIO.

Best wishes,

Paula de Gortari

Director of UNAM SAN ANTONIO

STATEMENT OF DIVERSITY

UNAM-San Antonio extends to students of any race, religion, color, ability, 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, disability, 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.

VISION

To be a leading institution in academic formation and the understanding of cultural diversity through academic programs and educational projects at UNAM in the United States.

VALUES

- ❖ Excellence: Comply with the highest standards in our academic efforts or endeavors.
- ❖ Learning: Improve the quality of life of our students by providing knowledge for the development of their skills.
- ❖ Diversity: Education based on values and respect for every individual.
- ❖ Integrity: Affirm our values of trust, honesty, justice, respect, and responsibility through actions that strengthen academic integrity.
- ❖ Ethics: Responsibility with values and honesty in academic projects.

GOALS

- ❖ Support the internationalization of the National Autonomous University of Mexico (UNAM), promoting the academic programs of the UNAM in the United States.
- ❖ Quality of our programs with a dynamic and innovative character with the aim of being at the forefront of methodologies, as well as the use of new educational technologies.
- ❖ Creation of programs and policies for the access and retention of students of diverse cultures
- ❖ Have highly competent and trained teaching and administrative staff to carry out teaching tasks and execute administrative processes in compliance with established standards and promoting a quality education.

HOURS OF OPERATION

Campus hours of operation: Monday - Thursday 9:00 am to 3:00 pm, and Friday from 9:00 am to 12:00 pm.

Note: No student will be admitted into the school building before 8:30 am.

Main Office hours of operation: Monday – Friday 10:00 am to 3:00 pm.

UNAM-SAN ANTONIO GENERAL INFORMATION

STUDENT RECORDS AND CONFIDENTIALITY

UNAM-San Antonio is committed to the privacy and security of our students. The UNAM-San Antonio Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA).

The student may request to review his/her records by submitting a written request to the Student Affairs & Registrar office. All records must include written consent from the student to disclose any information to a third party.

Faculty and staff are responsible for keeping the confidentiality and privacy of the students. UNAM-San Antonio will not provide or share any private information without the student's explicit consent.

The only time UNAM-San Antonio will provide any information concerning educational records, student profile, and dates of attendance is in response to a legal process.

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 Student Affairs & Registrar.

Without student consent directory:

- Name and last name
- Email Address
- Telephone number
- Nationality
- Course of study
- Level

STUDENT CONSENT TO THE USE OF VIDEOS, PHOTOGRAPHY, SOCIAL MEDIA, AND OTHER PROMOTIONAL MATERIALS

Certain materials such as videos, photography, social media, and other promotional materials are protected by privacy law in the same way that student records and other personal information are protected under FERPA.

Each student has the opportunity to authorize the use of these materials by UNAM-San Antonio when they register. If the student authorizes the use of these materials, university personnel may film, take photos of students in classrooms, the language and computer laboratory, and/or other school activities for academic and/or promotional purposes of UNAM-San Antonio.

These materials will not be shared without a student's written consent as stated in the school's registration form. The University may use these materials for the promotion of UNAM-San Antonio's academic programs and/or cultural activities. UNAM-San Antonio owns the copyright of these promotional materials previously authorized by students.

SAFETY PROCEDURES FOR SOCIAL ACTIVITIES

UNAM-San Antonio fosters student, faculty and staff participation in social, cultural, and recreational activities that can take place inside and/or outside our facilities.

UNAM-San Antonio strives to provide a safe environment for students and staff members when participating in such activities.

UNAM-San Antonio insists that all associated with the activities involved adhere to the applicable regulations regarding safety policies and procedures.

PROCEDURES:

- ❖ If an activity is organized by a faculty or staff member, permission has to be granted by the person responsible for the area with the consent of the Campus Dean.
- ❖ UNAM-San Antonio is not responsible for activities coordinated by the students outside class schedule.
- ❖ Each faculty or staff member involved in an organized activity has primary authority in providing the safety of those under their authority.
- ❖ All faculty and staff members must report to their supervisor or Department Chair any hazardous conditions which conflict with correct safety practices.
- ❖ When the activity is outside UNAM'S facilities the students, faculty and/or staff are responsible for their own transportation, expenses, etc. unless the opposite is expressed.
- ❖ The participating students must observe proper behavior and follow the etiquette and code of conduct as stated by the Student Handbook, at the site to be visited.
- ❖ Faculty and staff are accountable to confirm that corrective action is immediately taken for any incident, as well as ensuring that first aid treatment is attained, and reports are made regarding the incident.
- ❖ The Campus Dean must be notified of any unsafe conditions, incident, etc. related to our students, faculty and/or staff.

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.

STUDENT CODE OF CONDUCT

UNAM-San Antonio's behavior standards ensure a safe and secure environment for the students. Any conduct that conflicts with the school mission, vision, goals and core values that are outlined in UNAM-San Antonio's policies, terms and conditions, will be subject to disciplinary action, including (but not limited to) expulsion. These standards are in place for the rights, consideration and well-being of the student population.

STUDENT 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, vandalism and/or destruction of school grounds and property, including:
 - * Building
 - * Furnishings
 - * Any equipment and/or technology
 - * Recreational areas inside school grounds
 - * Graffiti
 - * Arson
 - * Glass breakage
 - * Restrooms, and/or
 - * General property

- ❖ 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 and/or any type of 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.

STUDENT 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.

WEAPONS IN SCHOOL

UNAM-San Antonio weapons in school and zero-tolerance policies

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

UNAM-USA San Antonio prohibits the possession and/or storage of ANY weapon, blunt instrument, firearms, and/or any other harmful device/instrument on school grounds.

UNAM-USA San Antonio has a Zero-Tolerance for any acts and/or threats of violence that can cause bodily harm and/or bodily injury.

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.

This clause excludes uniform SA police officers who are registered students at UNAM-San Antonio.

STUDENT COMPLAINTS

A complaint is either an Informal Resolution, an Informal Complaint, or a Formal Complaint request to the institution to investigate allegations of noncompliance with UNAM's "*Non-Discrimination Policy*."

NON-DISCRIMINATION 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.

DEFINITIONS:

- * **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.

- * **OTHER STUDENT-RELATED COMPLAINTS:** A student who has a complaint that a policy or procedure has been incorrectly or unfairly applied in his/her particular case, or a complaint about the behavior of a Teacher or an UNAM staff member that does not fall within any of the categories of "Discrimination or Harassment".

STUDENT REPORTING

In the particular cases of Discrimination and Harassment the procedure to follow is stated in section C. For any other student-related complaints the procedure to follow is stated, and includes, sections A, B, and C.

- A. INFORMAL RESOLUTION:** Students are encouraged to speak directly with the teacher or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint. 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.

- B. INFORMAL COMPLAINT:** A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier communication is made, however, the more likely it is to resolve the matter satisfactorily. Complaints involving academic matters should be made to the Chair of the relevant Language Department. Other types of complaints should be made to the head of the appropriate UNAM San Antonio office. Informal complaints may be made by telephone or email. The Campus Dean's Office will appoint a Commission to review the matter presented by the student and determine whether any action is required. The student will be notified of the UNAM's response within 10 days of the informal complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

- C. FORMAL COMPLAINT:** A formal complaint must be submitted in writing to the Campus Dean's Office of UNAM. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described. Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate UNAM administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of receipt of the complaint. A complete record of formal complaints will be kept by UNAM's Dean Office. Records of the outcome of all formal complaints will also be stored in the student's file at the Office of Student Affairs.

WRITTEN COMPLAINT

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.

- * **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 IDENTIFICATION CARD

Enrolled students can request a photo identification card from UNAM-San Antonio.

Requirements:

- ❖ Be **actively enrolled** in a 75+ hr. course.
- ❖ Fill out the online application (link pending)
- ❖ Pay the **non-refundable \$5.00 fee**.

Once your application is submitted, allow **5 to 7 business days to process**. The ID card will be issued for up to 6 months.

REQUEST FOR OFFICIAL RECEIPT OF PAYMENT (CERTIFIED COPY OF THE ORIGINAL)

Students can request an official copy of their payment receipt(s) through the UNAM-San Antonio main office or administration. **Fee: \$5.00 per receipt requested**. Processing times may vary but typically take **7 to 10 business days**.

Please note: UNAM-San Antonio does not issue the 1098-T (Tuition Statement) form.

MONEY AND OTHER VALUABLE PROPERTY

UNAM-San Antonio is not responsible for any theft, loss, or misplacement of any property, valuable and/or article. Students are encouraged to leave all money and other valuable property at home.

PERSONAL NEEDS

For information concerning insurance, housing, medical needs, legal needs, and counseling needs, please contact the main office for a list of recommendations.

STUDENT USE OF THE INTERNET AND ARTIFICIAL INTELLIGENCE (AI)

The Internet and electronic communication tools like e-mail and chat rooms have great potential to support learning. At UNAM-San Antonio, we believe these tools should be used as learning resources to educate and inform students.

Using the Internet helps students develop a habit of lifelong learning. It allows them to participate in online activities, ask questions, connect with experts, talk to other students, and find resources for their educational and personal needs.

UNAM-San Antonio believes that the educational benefits of the Internet and electronic tools are far greater than the risks of finding material that doesn't align with our educational goals. However, since the Internet is constantly changing, students might come across materials that could be harmful to them or the university.

Use of Artificial Intelligence (AI): As AI tools become more available, students are encouraged to use them responsibly to enhance their learning experience. AI can be helpful for tasks like research, language practice, and problem-solving. However, students must ensure that the use of AI **does not violate academic integrity policies, including plagiarism and misrepresentation. Using AI to complete assignments or exams in place of your own work is prohibited.**

Students are responsible for using computers, the Internet, and AI tools in a safe and ethical manner. They should avoid harmful content or any use that could undermine the university's educational standards. If students come across inappropriate material or misuse of AI, they should report it to a staff member. Additionally, if students notice others engaging in such behavior, they are encouraged to report it as well.

USE OF UNAM-SAN ANTONIO COMPUTERS AND COMPUTER SYSTEMS

UNAM-San Antonio owns all computers and computer systems, which are intended for educational purposes only. Students should be aware that data on these systems is not private. The institution reserves the right to monitor, inspect, copy, review, and store any usage of the computers, including all Internet activities and electronic communications, at any time and without prior notice. All materials and information accessed through the school's computers remain the property of UNAM-San Antonio.

Students must use these computers and systems responsibly, efficiently, ethically, and legally. Since technology is always changing, it's impossible to list all forms of inappropriate use, but here are some examples of unacceptable activities:

- ❖ **Violence and Destruction:** Accessing, creating, transmitting, or forwarding material that promotes violence or destruction of property, including information about making weapons or destructive devices.
- ❖ **Inappropriate Content:** Visiting websites with pornographic, obscene, or sexually explicit materials.
- ❖ **Harassment and Discrimination:** Sharing content that is threatening, demeaning, or promotes violence or hatred against people based on race, religion, sex, national origin, age, marital status, disability, or sexual orientation.
- ❖ **Personal Gain:** Using the system for personal profit, financial gain, advertisements, commercial transactions, or political purposes.

- ❖ **Plagiarism:** Copying someone else's work without permission or credit.
- ❖ **Offensive Language:** Using inappropriate or offensive language that could upset others.
- ❖ **Defamation:** Spreading false information that harms someone's reputation.
- ❖ **Illegal Activity:** Violating any federal or state law, such as using copyrighted material or trade secrets without permission.
- ❖ **Personal Information:** Sharing personal information about yourself or others that is confidential or protected by law.
- ❖ **Unauthorized Access:** Using someone else's account without permission, impersonating another person, or accessing paid services without permission from the system administrator.

AI Use Policy: Students are encouraged to use AI tools responsibly and in line with academic integrity. Using AI to complete assignments or exams instead of doing the work yourself is prohibited. AI should be used to enhance learning and **should not replace** personal practice.

SECURITY ON UNAM-SAN ANTONIO COMPUTER SYSTEMS

Security is a top priority for UNAM-San Antonio's computer systems. If students notice any security problems while using the Internet or electronic communications, they must immediately notify the system administrator. Students should not share the problem with other users. Logging in as a system administrator is strictly prohibited.

Students must not:

- ❖ Use another person's password or any other identifier.
- ❖ Attempt to gain unauthorized access to UNAM-San Antonio computers or systems.
- ❖ Read, alter, delete, or copy someone else's electronic communications.

Any student who is identified as a security risk, or who has a history of problems with other computer systems, may be denied access to the Internet and electronic communications at UNAM-San Antonio.

STUDENT USE OF SCHOOL TECHNOLOGY IS A PRIVILEGE

Using the Internet and electronic communications comes with personal responsibility. Students must understand what is acceptable and unacceptable when using these tools. Access to the Internet and electronic communications is a privilege, not a right. If students do not follow the rules outlined in this policy, they may lose their privilege to use these tools, face expulsion, and/or legal action. The institution has the right to deny, revoke, or suspend access to technology or close accounts at any time.

SERVICE ANIMALS AT UNAM-SAN ANTONIO

Under the Americans with Disabilities Act (ADA), service animals, such as specially trained dogs (and in some cases, miniature horses), help individuals with disabilities. These animals are trained to perform specific tasks for someone with a physical, intellectual, or emotional disability.

However, pets whose only purpose is to provide comfort or emotional support **DO NOT QUALIFY** as service animals under the ADA.

What Does Texas Law Consider a Service Animal?

According to Texas law, a service animal is a dog that has been specially trained to help someone with a disability. Disabilities covered by Texas law include:

- ❖ Deafness or hearing impairments
- ❖ Visual impairments
- ❖ Speech impairments
- ❖ Mental disabilities
- ❖ Physical disabilities
- ❖ Intellectual or developmental disabilities
- ❖ Post-traumatic stress disorder (PTSD)
- ❖ Any health condition that requires special mobility services or devices

Important Notes on Service Animals:

- ❖ Faculty and staff cannot ask about the student's disability or the qualifications of the service animal.
- ❖ They cannot ask for medical documentation, special IDs, or training certificates for the animal.
- ❖ Faculty and staff should not ask the animal to demonstrate its ability to perform tasks.
- ❖ UNAM-San Antonio recommends that students with disabilities notify the academic department chair if accommodations are needed.

Limited Inquiries: If it is not clear what task the service animal performs, faculty and staff may ask only two questions:

1. Is the dog a service animal needed because of a disability?
2. What tasks has the dog been trained to perform?

When Can a Service Animal Be Removed? A service animal can only be asked to leave if:

- ❖ The animal is not housebroken.
- ❖ The animal is out of control and the handler does not take effective action to control it.

EMOTIONAL SUPPORT ANIMAL (ESA)

The U.S. Department of Housing and Urban Development defines an emotional support animal as any animal that provides companionship, helps relieve loneliness, and can assist with conditions like depression, anxiety, and certain phobias.

UNAM-San Antonio DOES NOT accommodate emotional support animals.

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 substantially 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.

UNAM-SAN ANTONIO SPANISH DEPARTMENT

FOREWORD

¡**Saludos!** Thank you for your interest in our Spanish Program. In a city proud of its Hispanic heritage, like San Antonio, Spanish language is everywhere. The names of our Misiones, many streets and boulevards, restaurants, and traditions reflect the language and the culture that derive from it. Learning Spanish in a setting like ours will allow you to immerse yourself into the nuances and the rhythm of this beautiful language. UNAM San Antonio is not only one of the best schools, but it has also been, since 1944, the standard bearer of the Mexican culture and the Spanish language in this city. When you come and learn Spanish with us, we guarantee you the best program, the best resources and teaching practices, and the expertise of a native Spanish-speaking faculty. Aren't these very good reasons to learn Spanish with us?

Remember, by learning Spanish you will be able to:

- ❖ Actively participate in the cultural and social life of our Spanish speaking city or any Spanish speaking country when abroad.
- ❖ Articulate feelings, ideas, opinions, etc. using the appropriate language according to the context.
- ❖ Be an excellent candidate for any professional opportunity by having among their skill set to be proficient in Spanish.

Zoraida J. Serrano-Vega
Spanish Department Chair

SPANISH DEPARTMENT

The Spanish Program at UNAM-San Antonio offers a learning environment that enables the future Spanish speaker to mesh in a diverse and bilingual community, where 44% of the population speaks Spanish, with confidence.

Taking into consideration both language proficiency scales, the ACTFL (American Council on the Teaching of Foreign Languages) and the CEFR (Common European Framework of Reference for Languages), each level prepares the student to learn Spanish through the practice of the four basic language skills: oral expression, written expression, reading comprehension and listening comprehension. Learning new vocabulary and the detailed lessons on grammar solidify our curriculum.

Our experienced faculty is composed of native Spanish-speaking professors who possess a vast knowledge teaching “**español en español**” (Spanish in Spanish).

Through our Spanish Program our students obtain and further develop the necessary language skills needed to communicate effectively and in everyday scenarios: work, travel, family, etc.

SPANISH DEPARTMENT POLICIES, TERMS, CONDITIONS AND GENERAL INFORMATION

UNAM-San Antonio Spanish Department General Admission and Requirements

Admission Requirements:

- ❖ All applicants must be 18 years old.
- ❖ New registrations must fill out our online registration form located at [UNAM-San Antonio - Student Portal \(unamsanantonio.org\)](https://unamsanantonio.org)
- ❖ All students must register during session registration dates and times published on our yearly academic catalog, located on our website [Home - UNAM SAN ANTONIO TEXAS](https://www.unam-sanantonio.org).
- ❖ Pay the tuition fee of the course/class selected.
- ❖ New and returning students must complete the registration process for the session/term they wish to be enrolled in before the course/class start date posted on our academic catalog.
- ❖ UNAM-San Antonio requires that all **first-time applicants** take a written placement test to determine their level, regardless of their knowledge of the language.

Note: For those applicants unable to use a computer, UNAM-San Antonio offers an alternative registration method that can be done on paper, during registration deadlines.

Payment options: Payment can be made by credit/debit card (either at the school or through the Student Portal), cash, or check (a returned check fee will be \$40.00).

Payment Plan: Upon approval, a payment arrangement is available for students registered in full-time courses only (75 hours or more). The first payment will be due immediately, and the second will be scheduled to be charged automatically by credit card only and kept on file until the payment commitment is fulfilled. UNAM-San Antonio does not allow students to enter our programs until payment has been received. It is the responsibility of the student to ensure that they follow through with any payment agreement made, whether they attend classes or not.

Books: Are **mandatory** for all Spanish Program classes and are not included in the tuition fee. Books will be available through the publishing house landing page.

Time Zone Reminder: Ensure you **verify your time zone**, as classes will be conducted in Central Standard Time (CST) or Central Daylight Time (CDT) when applicable.

STUDENT DISCOUNTS

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

UNAM's Main Campus students, staff, and faculty (with current ID)	20%
Returning Student Discount for consecutive student registration only (Payment must be received within specified registration dates – No Exceptions)	10%
UNAM Alumni (with current ID)	10%
Spanish Conversation (for students already attending a Semester course)	20%

Important Note: All other discounts not listed will have to be approved by the Campus Dean. Discounts are not cumulative.

UPON PAYMENT, STUDENTS ACKNOWLEDGE ALL POLICIES, TERMS AND CONDITIONS OF UNAM-SAN ANTONIO

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

SPANISH DEPARTMENT PLACEMENT EXAM PROCEDURE

UNAM-San Antonio requires that all first-time applicants take a written placement test to determine their level, regardless of their knowledge of the language.

The Spanish Department assessment process involves two means of evaluation. These are written and oral placement exams. The outcome of both assessments will be used to determine the language proficiency and appropriate placement level.

For the “Zona Diálogo” – Advanced Conversation class the applicant will take an oral assessment to determine their proficiency level. To register for this class, the applicant must have a level 5 proficiency in the Spanish language.

Registration for the Spanish Skills Review Class must include the parent(s) signature complying with the rules and regulations of the school.

Note: UNAM-San Antonio offers an alternative placement exam method that can be done on paper, for those applicants unable to use a computer, during registration deadlines.

The Registrar’s Office will send the placement exam during office hours, and after tuition dues are paid.

APPEAL PROCEDURES FOR PLACEMENT LEVEL

New students may appeal their suggested placement level by speaking to the Spanish Department Chair. The assessment's results will be reviewed before a decision is made.

The following will be considered:

- ❖ A student wishing to change a course, or a class level must do so in writing. The change must be authorized by the Spanish Department Chair. The petition and the changes must occur within the **first three class meetings of the course**. The Spanish Department Chair will review the results of the student's assessments and complete the Placement System Reliability Form. The Spanish Department Chair will present the form to the Registrar's Office for the change to be official.
- ❖ If the student has not taken Spanish classes in UNAM San Antonio for at least **one calendar year**, they will have to **take the Placement Test regardless of the last level they studied**.

ALL LEVELS AND TEACHERS' DUTIES WILL BE DETERMINE BY THE SPANISH DEPARTMENT CHAIR ONCE THE REGISTRATION PROCESS HAS BEEN CONCLUDED.

Registration opens 30 days before the start of each session online. Please refer to the registration dates and times for in-person registration. Be advised that the last day for in-person registration is also the last day to request a refund. Please note that if you decide to drop a course after the refund deadline, regardless of whether you attended class, you will not receive a refund. With this in mind, please plan accordingly.

For over 80 years UNAM-San Antonio considers its Spanish Language instruction as one of its most important assets of academic excellence.

Learning Spanish as a second language is considered one of the core virtues of the Spanish Department, as are our Spanish teachers. Therefore, out of respect for our teachers and students committed to learning a new language, UNAM-San Antonio has the following policies regarding, class and/or teacher changes, course/class cancellation, withdrawal, and refunds.

UNAM-San Antonio reserves the right to change any class and/or teacher. Classes and teachers are subject to change as deemed necessary by the institution. The school also reserves the right to close, cancel, modify, or divide courses.

UNAM-SAN ANTONIO RESERVES THE RIGHT OF ADMISSION, ENSURING THAT ALL APPLICANTS MEET THE NECESSARY CRITERIA FOR LEARNING SPANISH AS A SECOND LANGUAGE FOR BOTH ACADEMIC AND PROFESSIONAL PURPOSES.

ALL LEVELS AND TEACHERS WILL BE DETERMINED BY THE SPANISH DEPARTMENT ONCE THE REGISTRATION PROCESS HAS CONCLUDED.

ONCE PAYMENT IS MADE, THE STUDENT IS SUBJECT TO ALL POLICIES, TERMS, AND CONDITIONS OF UNAM-SAN ANTONIO.

COURSE, CLASS, OR LEVEL CHANGES

Students wishing to add or change a course, class, or level must submit a written petition and obtain authorization from the Spanish Department no later than **three (3) business days** after the course begins. The decision to accept or reject a student's request to change or add a course **rest solely with the Spanish Department and is final.**

COURSE, CLASS, OR LEVEL CANCELATION

In the event that a class does not meet the minimum number of students established by the school, or for any other reason the Spanish Department does not open a course, applicants will be reimbursed 100% of their tuition. Please allow **5 to 7 business days for processing** (refer to the **REFUND POLICY**).

COURSE DROP PROCEDURE

A student must submit an official written request to both Student Services and the Spanish Department to drop a course. It is the **student's responsibility** to ensure that these written requests are submitted directly to Student Services for processing in their student records. Failure to attend classes or simply notify your teacher of your intention to drop **does not constitute an official leave**. The student **will be subject to the terms and conditions signed upon enrollment** and may receive a final letter grade of "F" or "I".

WITHDRAWALS

Effective Spring 2024, students who seek to withdraw from a particular course must do so **before** the close of registration specific to the course indicated in the request to receive a **FULL REFUND**.

REFUND POLICY

Future students should exercise careful consideration when registering in any **Spanish Program** or any other **Spanish course listed in our academic calendar** as **NO REFUNDS will be granted after the last day of registration for the course requested.**

Refund Process:

- ❖ An original receipt of payment is required for processing the refund.
- ❖ Refunds will be issued within 7 to 10 business days after the Spanish Department processes the student's written request.
- ❖ Payments made in cash or by check will be reimbursed only via a check issued to the student.
- ❖ Payments made by credit or debit card will be refunded to the card used at the time of purchase.

LAST DAY FOR 2025 SPANISH PROGRAM IN-PERSON AND ONLINE REGISTRATION

SPANISH SEMESTER		ZONA DIÁLOGO	
Spring	January 8	Spring	January 28
Summer	May 7	Fall	September 2
Fall	August 13		

All petitions for reimbursement **must be submitted in written form** directly to the Spanish Department;
NO EXCEPTIONS WILL BE MADE.

AFTER THE DATES LISTED ABOVE, NO REFUNDS WILL BE GRANTED.

STUDENT ORIENTATION

Once the registration and level placement procedure are completed, the student will receive a welcome email with the following information:

- ❖ Course duration, meeting days, time, modality of the class (on-campus or online), and professor's name.
- ❖ Instructions on how to buy the book for the class using the landing page from the publishing house.
- ❖ Document of Rules and Regulations for the Spanish Class. This document has versions for online and on-campus classes.

During the first class of the registered course the professor will discuss the **school's policies as well as the Rules and Regulations for the Spanish Class**. The professor will advise the students to read the Student Handbook that is published in the school's webpage www.unamsa.edu.

ATTENDANCE

90% of attendance is required to be eligible to take the Final Exam. A student registered in a Spanish Semester course should commit to the days and times of the class, as well as to the academic work assigned by the professor.

ABSENCES

- ❖ The students must contact their professor and/or the Spanish Department Chair by email whenever they are going to be absent.
- ❖ The students are responsible for the class material discussed as well as for the quizzes and homework assigned during their absence. The students must seek assistance from the professor when returning to the class.

Course	Total Absences Allowed
Semester	5
Conversation	3

SPANISH SEMESTER	
Number of Absences	Percentage of Attendance
0	100
1	97
2	93
3	90
4	87
5	83
6*	80

SPANISH CONVERSATION	
Number of Absences	Percentage of Attendance
0	100
1	93
2	87
3	80
4*	73

- ❖ To be eligible to take the Final Exam for the Semester class the student must have attended 90% of the 75 instruction hours of the course.
- ❖ A student can't reschedule the Final Exam unless there is reasonable cause or serious justification to do so.
- ❖ A student who misses the Final Exam will obtain an "I" (incomplete).

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. The following applies for the on-campus and online classes:

- ❖ Students who arrive more than **15 minutes late** will be considered tardy. **Three tardies equals one absence.**

- ❖ Classes will have a 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.

CLASSROOM RULES AND REGULATIONS

Students registered in an **ONLINE CLASS** are expected to comply with the following Rules and Regulations:

To register in this class, the student must have:

- ❖ a reliable internet connection,
- ❖ a computer or a tablet with camera and microphone (cell phones will not be permitted),
- ❖ the following programs in the computer or tablet: Word and PDF,
- ❖ a designated room with no distractions during the class period,
- ❖ the textbook required to take the Spanish Course.
- ❖ knowledge that this course requires a two-night commitment and weekly homework.

Class etiquette:

- ❖ **Be on time.** Classes will begin promptly as scheduled.
- ❖ **Be prepared.** Students must have their materials, assignments, and copies ready prior to the class.
- ❖ **Be engaged in the class.** Full attention and participation are expected.
- ❖ **Be visible.** Have the computer's camera on. Not having your camera on will count as being absent from the class.

Attendance:

- ❖ A student registered in a Spanish Semester course should commit to the days and times of the class, as well as to the academic work assigned by the professor.
- ❖ The student must attend 90% of the 75 instruction hours of the course. This is no more than 5 absences.
- ❖ Students who arrive 15 minutes late to class will be considered tardy. Three tardies equals one absence. Absences will start accumulating the first day of class.
- ❖ Students leaving class 20 or more minutes early without the instructor's permission will be considered absent.
- ❖ Not having your camera on will count as being absent to the class.
- ❖ The students must contact their professor and/or the Spanish Department Chair whenever they are going to be absent.
- ❖ The students are responsible for the class material discussed as well as for the quizzes and homework assigned during their absence. The students must seek assistance from the professor when returning to the class.

Academic Progress:

- ❖ The minimum passing score to approve the semester course is 75%. A score below 75% constitutes a failure of the course.
- ❖ A student registered in the Spanish Department who obtained a "W" (withdrawal) will receive a recommendation to repeat the level.

- ❖ Any student registered in the Spanish Department who obtained an “I” (incomplete) will be recommended one of the following: 1/ repeat the level or 2/ take the Final Exam, but only if they have a Mid-term Exam grade.

Students are responsible for reading the Student Handbook. A copy of the Student Handbook is available at www.unamsa.edu.

UNAM-San Antonio reserves the right to change any class and/or teacher. Classes and teachers are subject to change as deemed necessary by UNAM-San Antonio. The school reserves the right to close, cancel, modify, or divide courses.

Students registered in an **ON-CAMPUS** class are expected to comply with the following Rules and Regulations:

To register in this class, the student must have:

- ❖ the textbook required to take the Spanish Course.
- ❖ a reliable electronic device in case the textbook is in its digital version.
- ❖ knowledge that this course requires a two-night commitment and weekly homework.

Class etiquette:

- ❖ **Be on time.** Classes will begin promptly as scheduled.
- ❖ **Be prepared.** Students must have their materials, assignments, and copies ready prior to the class.
- ❖ **Be engaged in the class.** Full attention and participation are expected.

Attendance:

- ❖ A student registered in a Spanish Semester course should commit to the days and times of the class, as well as to the academic work assigned by the professor.
- ❖ The student must attend 90% of the 75 instruction hours of the course. This is no more than 5 absences.
- ❖ Students who arrive 15 minutes late to class will be considered tardy. Three tardies equals one absence. Absences will start accumulating the first day of class.
- ❖ Students leaving class 20 or more minutes early without the instructor’s permission will be considered absent.
- ❖ The students must contact their professor and/or the Spanish Department Chair whenever they are going to be absent.
- ❖ The students are responsible for the class material discussed as well as for the quizzes and homework assigned during their absence. The students must seek assistance from the professor when returning to the class.

Academic Progress:

- ❖ The minimum passing score to approve the semester course is 75%. A score below 75% constitutes a failure of the course.
- ❖ A student registered in the Spanish Department who obtained a “W” (withdrawal) will receive a recommendation to repeat the level.
- ❖ Any student registered in the Spanish Department who obtained an “I” (incomplete) will be recommended one of the following: 1/ repeat the level or 2/ take the Final Exam, but only if they have a Mid-term Exam grade.

Students are responsible for reading the Student Handbook. A copy of the Student Handbook is available at www.unamsa.edu.

UNAM-SAN ANTONIO RESERVES THE RIGHT TO CHANGE ANY CLASS AND/OR TEACHER. CLASSES AND TEACHERS ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTITUTION. THE SCHOOL ALSO RESERVES THE RIGHT TO CLOSE, CANCEL, MODIFY, OR DIVIDE COURSES.

CLASSROOM VISITORS

Any student who wishes to bring a visitor to their class must ask permission from the Spanish Department Chair, **not their instructor. No children under the age of 18 are allowed to visit any class**, nevertheless UNAM reserves the right to receive our students' children in extreme cases with prior authorization from the Spanish Department Chair. **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.**

EXPULSION

Students who violate policies regarding the Code of Conduct, Class Rules and Regulations, Student use of Technology or any other official policy may be subject to expulsion from UNAM San Antonio, and no refund should be expected. All policies for admission and expulsion are in the Student Handbook published in the school's webpage www.unamsa.edu.

SEMESTER HOUR

A semester hour is defined in the Regulations of the Commissioner of Education as "a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments".

According to this definition, the typical 3-credit course would require 45 hours in class and 90 hours of supplementary, outside assignments.

Spanish Semester: **75 hours = 5 Sem. hrs. (75 / 15= 5)**

SATISFACTORY ACADEMIC PROGRESS

In order to pass a level in the Spanish Semester course, a student must have an average of **75%** to pass the level. If the cumulative overall average is greater than **75%**, then the student has successfully passed the level and will be allowed to attend the next sequential level. If the average is under **75%**, then the student has not successfully passed the level and will be required to repeat the entire level.

GRADE SCALE	
LETTER	NUMBER
A+	100 – 97
A	96 – 94
A-	93 – 90
B+	89 – 87
B	86 – 84
B-	83 – 80
C+	79 – 78
C	77 – 76
C-	75
F	FAIL
I	INCOMPLETE
W	WITHDRAWAL

- ❖ A student registered in the Spanish Department who obtained a “W” (withdrawal) will receive a recommendation to repeat the level.
- ❖ Any student registered in the Spanish Department who obtained an “I” (incomplete) will be recommended one of the following: 1/ repeat the level or 2/ take the Final Exam, but only if they have a Mid-term Exam grade.

APPEAL PROCEDURES FINAL GRADES

In the case that a student does not agree with their final grade, they should present their concern to the professor first. If the student does not agree with the teacher’s decision, they should present their concern to the Spanish Department Chair. The Spanish Department Chair will contact the instructor to discuss the disagreement. After deciding, the student will be informed by email.

STUDENT GRADE REPORTS AND CERTIFICATES

- ❖ **Grade Reports:** At the end of each academic session, the Student Affairs & Registrar Office will issue **official grade reports to all students** that have completed the Spanish course they enrolled in. Standard set of grades (A through F and numerical) of a student's academic progress are reported from level to level. The student can also check the **Common European Framework cross reference** printed on the back of every transcript issue.

Important note: If for any unforeseen circumstances or reason a student did not receive a grade report via regular mail or hand-delivered by the next academic session, UNAM-San Antonio will not re-print any grade reports and you will have to submit a Transcript Request.

It is the responsibility of the student to inform the Student Affairs & Registrar office of any change of address.

- ❖ **Certificates:** Any student who satisfactorily completes **Level seven (7)** of the Spanish Semester Program with a minimum average of **85% (B)** will receive a certificate from UNAM-San Antonio that verifies students' knowledge of the Spanish Language.

Important Note: Past years Certificates **will not be reissued.**

TRANSCRIPTS AND VERIFICATION OF ENROLLMENT

- ❖ **Transcript Requests:** An official transcript is UNAM-San Antonio's certified statement of the student academic records. Students can request a copy of their academic records, through the office of Student Affairs and Registrar. There is a **fee of \$30.00 for each official transcript requested.** Processing times vary per request (up to 7 to 10 business days), depending on the year studied. **Transcripts will not be issued if any financial obligations are due to UNAM-San Antonio.**

Note: Transcripts apply only to UNAM-San Antonio's former and current students.

- ❖ **Verification of Enrollment:** Any verification requests presented to the Student Affairs and Registrar's Office are subject to authorization and are issued under specific circumstances. External or third-party verification requests require written and signed release forms from the student. Processing times and fees may apply per request. No verification will be released if there are outstanding financial dues to UNAM-San Antonio.

Note: verification of enrollment applies only to UNAM-San Antonio's former and current students.

PRIVATE COURSE POLICY

UNAM-San Antonio offers private courses. These courses are developed according to the goals and the interests of the student. The Spanish Department Chair will interview the prospect student and will make recommendations as needed. These are the basic guidelines for the Spanish Private course:

- ❖ The basic private class includes 15 instruction hours.
- ❖ Meeting twice a week for a period of between 1.5 to 2 hours is recommended.
- ❖ Following the class schedule is expected.
- ❖ A class cancellation should occur 24 hours in advance. In this case the class will be rescheduled.
- ❖ No shows, and class cancellations less than 24 hours in advance will not be rescheduled.
- ❖ Private courses have an expiration date.
- ❖ Any changes to the schedule must have authorization from the Spanish Department Chair.

SPANISH SEMESTER PROGRAM AND ACHIEVEMENT LEVELS

UNAM-San Antonio's Spanish Program offers semester courses from Level 1 to Level 7. Each level consists of 75 semester study-hours that reinforce the development of the language skills of reading, writing, oral expression and listening comprehension in addition to grammar skills. Our semester courses emphasize teaching "Spanish in Spanish" (español en español) since the very first class. Besides having a native Spanish-speaking professor, the student will have access to a digital bank of additional exercises.

SPRING SEMESTER SESSION

MORNING SCHEDULE (ON CAMPUS)

Levels 1, 3, 5 & 7	Monday & Wednesday	9:00 - 11:30 am	75 hrs.	30 Sessions
Levels 2, 4 & 6	Tuesday & Thursday	9:00 - 11:30 am	75 hrs.	30 Sessions

EVENING SCHEDULE (ONLINE)

Levels 1, 3, 5 & 7	Tuesday & Thursday	6:00 - 8:30 pm	75 hrs.	30 Sessions
Levels 2, 4 & 6	Monday & Wednesday	6:00 - 8:30 pm	75 hrs.	30 Sessions

SUMMER SEMESTER SESSION

MORNING AND EVENING SCHEDULE (ONLINE ONLY)

All Levels	Monday, Tuesday & Thursday	9:00 - 11:30 am	75 hrs.	30 Sessions
All Levels	Monday, Tuesday & Thursday	6:00 - 8:30 pm	75 hrs.	30 Sessions

FALL SEMESTER SESSION

MORNING SCHEDULE (ON CAMPUS)

Levels 1, 3, 5 & 7	Tuesday & Thursday	9:00 - 11:30 am	75 hrs.	30 Sessions
Levels 2, 4 & 6	Monday & Wednesday	9:00 - 11:30 am	75 hrs.	30 Sessions

FALL EVENING SCHEDULE (ONLINE)

Levels 1, 3, 5 & 7	Monday & Wednesday	6:00 - 8:30 pm	75 hrs.	30 Sessions
Levels 2, 4 & 6	Tuesday & Thursday	6:00 - 8:30 pm	75 hrs.	30 Sessions

LEVEL 1

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 the 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 and Speaking: Demonstrate recognition and understanding of a number of high frequency, contextualized words and phrases including cognates. Show evidence of understanding 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 2

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 and 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 3

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 a recombination of learned vocabulary and structures.

Listening and 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 4

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 and 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 5

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, conjectures, claims and complaints, as well as talking 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 and 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 6

Integrated skills: Capable of expressing cause and purpose in real and hypothetical conditions and expressing 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 identifying 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 wide general vocabulary. Show the capacity to write about a variety of topics with significant precision and detail.

Listening and 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 7

Integrated skills: Demonstrate a good command of structure and vocabulary which includes idiomatic expressions and a variety of words related to specific topics. Depending 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 and 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.

ACTFL	UNAM-San Antonio	CEFR
Novice – Intermediate Low	1	A1
		A2
Intermediate Mid	2	B1
Intermediate High	3	B2
Advanced Low	4	
Advanced Mid	5	C1
Advanced High	6	
Superior - Distinguished	7	C1-C2

American Council on the Teaching of Foreign Languages (ACTFL)
Common European Framework of Reference for Languages (CEFR)

UNAM-SAN ANTONIO ENGLISH LANGUAGE DEPARTMENT

WELCOME LETTER

The English Language Department at UNAM-San Antonio warmly welcomes you to an educational institution that is proudly known for its strong tradition of helping diverse groups of students and professionals. We push our students to excel academically in learning English whether, it is for personal, career or industry-specific purposes. We pride ourselves in having a dynamic curriculum that can incorporate innovative teaching methods for students learning English as a second language (ESL). We aim to enhance students' fluency and proficiency to foster a community of confident English speakers. We have only the best teachers for your academic success. We will challenge you regardless of your gender, age, or English proficiency to do the best you can, both inside and outside of the language classroom.

We promise to:

- ❖ Facilitate high-quality English language learning opportunities in all skill areas: reading, writing, listening, and speaking.
- ❖ Develop and put into practice, fully accredited curriculum and assessments that are implemented by exceptionally qualified instructors; and
- ❖ Create a friendly campus and classroom environment that fosters confidence in English language proficiency, joy, and creativity.

Thank you for joining our English language community and we look forward to making your experience at UNAM-San Antonio unforgettable.

Dr. Cindy Peña
cindy.pena@unamsa.edu
English Language Department Chair & Coordinator

Mtra. Tess Pantoja Perez
tess.perez@unamsa.edu
English Language Department Assistant Chair

ENGLISH LANGUAGE PROGRAM

The UNAM-San Antonio English Language Department offers accredited programs for ESL (English as a Second Language), ESOL (English for Speakers of Other Languages), and EFL (English as a Foreign Language) learners. Our diverse student body includes international learners from various backgrounds. We emphasize an inclusive teaching approach with smaller class sizes and an English-only policy to help students master essential language skills for life in the U.S., their careers, and academic goals. Our program features intensive study and immersive English experiences in a practical learning environment. Our highly qualified ESL instructors are dedicated to students' progress and engagement with the language. To ensure effective learning, we implement a system of assessments, including tests, quizzes, and assignments. Maintaining accurate grade records helps us track student progress, and students must achieve passing grades in each class to advance to the next level of English proficiency.

Our Goals are to:

- ❖ Prepare students for real-world, practical uses of the English language so as to achieve college readiness and career advancements.
- ❖ Expose students to culturally diverse societies within the United States through an assortment of English language learning experiences.

ENGLISH DEPARTMENT POLICIES, TERMS, CONDITIONS AND GENERAL INFORMATION

ADMISSION

Students seeking to enroll at UNAM-San Antonio with a student visa should review the information contained in the *Student Handbook* section entitled: F-1 Student Visa Information.

UNAM-San Antonio General Admission and Requirements

Admission Requirements

- ❖ All applicants must be at least 18 years old and have **valid Government-issued Identification** such as a Driver's License or Passport.
- ❖ Prospective students must access and complete our online registration form: [UNAM-San Antonio - Student Portal \(unamsanantonio.org\)](http://unamsanantonio.org)
- ❖ All new and returning students *must* register and complete the registration process during the designated session registration dates and times published in our yearly academic catalog: [Home - UNAM SAN ANTONIO TEXAS](#)
- ❖ Each new and returning student(s) must pay their tuition fee for the course(s)/class(es) they have selected within the payment deadline.
- ❖ Students wishing to enroll in an Online course must also complete the registration process.
- ❖ Student visa holders **are not permitted** to register for **Quarter or Private courses**.

Note to applicants: For those unable to access a computer, UNAM-San Antonio offers an alternative registration method that can be done on paper, during registration deadlines.

Payment options: Credit/debit card, cash, and check payments are accepted in-person at our school located at: 600 Hemisfair Plaza Way, San Antonio, TX 78205. Please note that our returned check fee is \$40.00. Additionally, UNAM-San Antonio accepts credit/debit card payments online through its website: [PAYMENT - UNAM SAN ANTONIO TEXAS](#)

Payment Plan (not applicable for F1 student visa holders): Upon approval, a payment arrangement is available for students registered in full-time courses only (75 hours or more). The first payment will be due immediately, and the second will be scheduled to be charged automatically by credit card only and kept on file until the payment commitment is fulfilled. UNAM-San Antonio does not allow students to enter our programs until payment has been received. It is the responsibility of the student to ensure that they follow through with any payment agreement made, whether they attend classes or not.

REGISTRATION OPENS 30 DAYS BEFORE THE START OF EACH SESSION ONLINE. PLEASE REFER TO THE REGISTRATION DATES AND TIMES FOR IN-PERSON REGISTRATION. BE ADVISED THAT THE LAST DAY FOR IN-PERSON REGISTRATION IS ALSO THE LAST DAY TO REQUEST A REFUND. PLEASE NOTE THAT IF YOU DECIDE TO DROP A COURSE AFTER THE REFUND DEADLINE, REGARDLESS OF WHETHER YOU ATTENDED CLASS, YOU WILL NOT RECEIVE A REFUND. WITH THIS IN MIND, PLEASE PLAN ACCORDINGLY.

At UNAM-San Antonio, learning English as a second language is very important. This shows the hard work and dedication of our English teachers. We are committed to helping students improve their language skills and succeed in their studies.

To support both teachers and students, UNAM-San Antonio has clear rules for changing classes or instructors, canceling courses, withdrawing from classes, and getting refunds. These rules help make sure the educational environment is fair and respects the time and effort of both students and teachers.

UNAM-SAN ANTONIO RETAINS THE AUTHORITY TO DECLINE ADMISSION TO ITS PROGRAMS, ENSURING THE MAINTENANCE OF ACADEMIC STANDARDS, PROGRAM COMPATIBILITY, AND THE OVERALL INTEGRITY OF OUR LEARNING COMMUNITY.

We carefully consider factors like academic qualifications, program requirements, and our policies when making admission decisions. Our goal is to make sure every student admitted has the skills, background, and dedication to succeed and contribute to the learning environment. While we value diversity and inclusion, our decisions help maintain the high standards of our academic programs.

If an applicant is not admitted, it's based on a thorough review of their qualifications, which may include things like academic records, test scores, recommendation letters, personal statements, and other relevant information. We strive to make the admission process fair and transparent for everyone.

It's important to understand that being denied admission does not mean a person lacks potential or worth. Instead, it helps us keep the quality of our programs high. Applicants who are not admitted are encouraged to explore other ways to reach their educational goals, such as additional preparation or different programs. In the end, our right to deny admission protects the quality and reputation of our programs and helps create a strong, inclusive learning community for all students.

UNAM-SAN ANTONIO RESERVES THE RIGHT TO CHANGE ANY CLASS AND/OR TEACHER. CLASSES AND TEACHERS ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTITUTION. THE SCHOOL ALSO RESERVES THE RIGHT TO CLOSE, CANCEL, MODIFY, OR DIVIDE COURSES.

ALL LEVELS AND TEACHERS WILL BE DETERMINED BY THE ENGLISH DEPARTMENT ONCE THE REGISTRATION PROCESS HAS CONCLUDED.

ONCE PAYMENT IS MADE, THE STUDENT IS SUBJECT TO ALL POLICIES, TERMS, AND CONDITIONS OF UNAM-SAN ANTONIO.

STUDENT DISCOUNTS

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

UNAM's Main Campus students, staff, and faculty (with current ID)	20%
Returning Student Discount for <u>consecutive</u> student registration only (Payment must be received within specified registration dates – No Exceptions)	10%
UNAM Alumni (with current ID)	10%
Conversation / Pronunciation / American Film and Conversation Students already attending a Quarter, Intensive English Program, Academic Preparation Program or American Studies only (75+ hrs. of instruction).	20%

Note: the TOEFL Preparation Course (50 hrs.) does not have a discount.

Additional considerations regarding discounts that do not appear on the list featured above, require the expressed approval of UNAM-San Antonio's campus director. Be advised that student discounts are not combinable.

UPON PAYMENT, STUDENTS ACKNOWLEDGE ALL POLICIES, TERMS, AND CONDITIONS OF UNAM-SAN ANTONIO ENGLISH DEPARTMENT

PLACEMENT EXAM PROCEDURE

At UNAM-San Antonio, we have implemented a comprehensive evaluation process to ensure that all first-time applicants, irrespective of their prior exposure to or experience with English, undergo a written placement test. This assessment is designed to gauge proficiency levels accurately and enable our department to tailor educational experiences accordingly. Additionally, returning students may also be required to retake these placement exams as part of **conditional admission requirements**, reflecting our commitment to facilitating ongoing academic growth and development.

Our assessment methodology consists of **two primary components**: a series of **written placement** exams and an **oral evaluation**. Through these instruments, we aim to provide a holistic understanding of each student's language capabilities, encompassing both written and verbal communication skills. By combining the results of these assessments, the English department is equipped to make informed recommendations regarding the most appropriate level placement for each individual.

It is important to underscore that our placement process **is not solely reliant on written examinations**; rather, we recognize the **significance of oral proficiency in language acquisition**. Therefore, our assessment framework incorporates oral evaluations to complement the insights gleaned from written assessments, ensuring a comprehensive and balanced approach to determining proficiency levels.

Ultimately, the recommendations provided by the English department regarding level placement are founded on a thorough analysis of both written and oral exam outcomes. This holistic approach allows us to accurately ascertain each student's proficiency level and tailor our instructional strategies to meet their specific needs and aspirations. By upholding rigorous assessment standards, we endeavor to foster an environment conducive to language learning and academic success for all members of our diverse student body.

Note: For applicants who do not have access to a computer, UNAM-San Antonio offers an alternative registration method that can be done on paper, during registration deadlines.

The office of the Registrar will send the placement exam during office hours, and after tuition dues are paid.

The registration process and placement exam will take approximately 2 hours, depending on the student's current level of English proficiency.

APPEAL PROCEDURES FOR PLACEMENT LEVEL

New students may appeal their placement level by speaking to the English Department Chair; a final decision will be made based on test scores, and the Chair's recommendations.

- ❖ Students who wish to change a course level must seek the authorization of the English Department Chair and may **only advance or regress one level up or down**. A special request can be granted before the session begins.
- ❖ If the student has been absent for at least **one calendar year** with or without studying the target language, they will have to **retake the Placement exam regardless of the last level studied**.

ALTERNATE LEVEL PLACEMENT

The volume of enrollment directly impacts the number of levels the English Department is able to open each session. This means that we are sometimes limited to opening only particular levels at a time. If a new student's level is not available due to low enrollment, we may offer an "alternate" level that is one level higher or lower than the recommended level for the student to begin their studies.

A student must accept this alternate level by signing the "Alternate Level Placement Form." A grace period of (3) class days will be given to both the student and their course-assigned teacher to decide if the alternate level is appropriately suited for the student's language development.

At any given time, a student may voluntarily 'drop' or discontinue the program. However, please note that any student that wishes to 'drop' and be entitled to 100% refund of their tuition payment **must** submit a written request (i.e., an email) to the English Department Chair before 2:00 p.m. no later than the (3rd day) of the session. Additionally, the department may drop a student in an alternate level by the end of the first week (or 3rd day) based on teacher recommendation and will be refunded 100% of their tuition payment.

Note: The concession will ONLY be granted to students who have signed the Alternate Placement Form and ONLY for the session indicated on the form.

COURSE, CLASS, OR LEVEL CHANGES

Students wishing to add or change a course, class, or level must submit a written petition and obtain authorization from the English Department no later than three (3) business days after the course begins. The decision to accept or reject a student's request to change or add a course **rest solely with the English Department and is final.**

COURSE, CLASS, OR LEVEL CANCELATION

In the event that a class does not meet the minimum number of students established by the school, or for any other reason the English Department does not open a course, applicants will be reimbursed 100% of their tuition. Please allow **5 to 7 business days for processing** (refer to the **REFUND POLICY**).

COURSE/CLASS DROP PROCEDURE

Students who seek to drop a course must immediately submit an official written request to both Student Services and the English Department to initiate the process. ***Please note that notifying your course instructor about dropping is by no means part of the formal request process.***

With this in mind, students will be subject to:

- ❖ Terms and conditions acknowledged (signed and agreed) by each student during the initial enrollment process.
- ❖ The outcome of the terms and conditions include but are not limited to receiving a final letter grade of an "F" or "I" resulting from but not limited to the following:
 1. Failure to submit the required documentation to the appropriate departments within the time and date specified.
 2. Failure to attend classes.

WITHDRAWALS

Effective Spring 2024, students who seek to withdraw from a particular course must do so **before** the close of registration specific to the course indicated in the request to receive a **FULL REFUND**.

REFUND POLICY

Future students should exercise careful consideration when registering in any **English Program** or any other **English course** listed in our academic calendar as **NO REFUNDS will be granted after the last day of registration for the course requested.**

Refund Process:

- ❖ An original receipt of payment is required for processing the refund.
- ❖ Refunds will be issued within 7 to 10 business days after the English Department processes the student's written request.
- ❖ Payments made in cash or by check will be reimbursed only via a check issued to the student.
- ❖ Payments made by credit or debit card will be refunded to the card used at the time of purchase.

**2025 LAST DAY FOR FULL REFUND FOR
 INTENSIVE PROGRAM, ACADEMIC PREPARATION, AND AMERICAN STUDIES /
 CONVERSATION, PRONUNCIATION, TOEFL EXPRESS, AND FILM & CONVERSATION**

SPRING I	SPRING II
January 8	March 5

SUMMER I	SUMMER II
May 7	July 1

FALL I	FALL II
August 13	October 8

**2025 LAST DAY FOR FULL REFUND FOR
 EVERYDAY ENGLISH (ONLINE EVENING QUARTER PROGRAM)**

SPRING	January 8
SUMMER	May 7
FALL	September 2

Important note: All petitions for reimbursement **must be submitted in written form** directly to the English Department; **NO exceptions will be made. After the dates listed above, no refunds will be granted.**

STUDENT ORIENTATION – MATERIALS AND ACTIVITIES

In the first week of classes, both new and returning students receive the ***Student Information and Orientation*** materials which include their class schedules, book information, grading, and attendance policies, as well as other important information for their classes and sessions. Student Orientation is held for both in-person and online classes. All students are guided through the contents of the UNAM Student Handbook where they can find the answers to most questions about the school and the English Department. Following this review, students are asked to acknowledge receipt of the information with their signature.

STUDENT ATTENDANCE, ABSENCE AND TARDINESS POLICY

ATTENDANCE & ABSENCES

Since our English language courses are fundamentally ***intensive*** and taught in a fast-paced manner, it is important to note that **one** absence *can* affect a student's overall grade and/or the quality of their learning experience. In addition to this, students *must* keep in mind that they are **required to attend 90% of their class sessions**.

The policy of **Excused Absences** grants students the opportunity to compensate for missed exams, quizzes, or any in-class assignments, thereby providing a mechanism to mitigate the risk of course failure. Conversely, **Unexcused Absences** entail the forfeiture of this privilege, prohibiting students from making up any missed work or exams incurred during their absence.

This distinction underscores the significance of **attendance in maintaining academic progress** and underscores the principle of accountability within the educational framework. While Excused Absences acknowledge unforeseen circumstances that may necessitate time away from class, they also emphasize the importance of responsibility in fulfilling academic obligations through subsequent makeup opportunities.

On the other hand, **Unexcused Absences** serve as a reminder of the consequences of nonattendance and highlight the critical role of consistent engagement in achieving learning objectives. By adhering to these policies, students are encouraged to prioritize their educational commitments and recognize the direct correlation between attendance, participation, and academic success.

Note: Students with valid reasons for missing class **must** initiate email communication with the English Language Department and provide both an explanation and the proper documentation for each absence.

The following reasons constitute an **excused absence**, at the discretion of Department Chair:

- ❖ Death in the immediate family (i.e., parents, siblings, spouse, and children)
- ❖ Illness, with a doctor's note
- ❖ Natural disasters (i.e., a hurricane, tornado, earthquake) which would be dangerous to the life or health of the student.
- ❖ Quarantine to prevent the spread of an infectious disease – must have a valid doctor's note about the illness that requires it.
- ❖ Emergency conditions – at the discretion of the Department Chair

Important note: The English Department will arrange a one-on-one meeting with students who are on the brink of **exceeding the threshold for excessive absences** in one or more of their courses, to discuss the student's future at UNAM-San Antonio and/or explore potential remedies that could help prevent further absences such as Student Attendance Success Plans.

TOTAL ABSENCES ALLOWED FOR ENGLISH COURSES

Class	Class Days	Class Hours	Total Class Hours	Total Class Days	90 % Equivalent Hours	Total Allowable Unexcused Absences Before Penalty
Grammar	Monday, Wednesday & Friday	9:00 - 11:30 am	50 hrs.	20	45	2
English Practice	Tuesday & Thursday	9:00 - 11:30 am	35 hrs.	14	31.5	1.5
Complementary Course	Tuesday & Thursday	12:00 - 1:30 pm	21 hrs.	14	19.0	1.5

TARDIES

All students are *required* to sign in and out of class upon their arrival and dismissal. Students who enter the classroom more than 15 minutes after class start time *will* be counted as tardy (late) and *will* lose a quarter of instructional time. Additionally, any student who leaves the classroom for an extended period of time *will* be signed out of the classroom by their teacher. Please note that students who routinely leave the classroom for an extended amount of time during a session *will* be dismissed from the program. Permission in writing received directly from the English Language Department chair is the only authorized exception to this rule.

Therefore, it is imperative that all students who enter the classroom late **must** do so quietly so as to **not disturb** classroom instruction.

STUDENT CONDUCT & CLASSROOM ETIQUETTE

The manner by which students conduct themselves in the classroom directly impacts their teacher's ability to maintain a positive and effective learning environment. As a result, it is important to observe how some actions are interpreted as either **respectful** (acceptable) or **disrespectful** (unacceptable) in the classroom. To better help our students adjust to a new academic community within an American-styled classroom, we have compiled the following guidance:

ACCEPTABLE CLASSROOM BEHAVIORS	UNACCEPTABLE CLASSROOM BEHAVIORS
❖ It is respectful to exclusively speak in English during class time.	❖ Making and/or accepting phone calls, checking personal emails and/or voice messages, texting and/or instant messaging, and scrolling through social media accounts during class time are regarded as exceptionally disrespectful.
❖ Arriving on-time to class demonstrates that you respect your teacher and fellow learners.	❖ Speaking over the teacher and/or engaging in separate conversations with a fellow colleague is highly discourteous and demonstrates a lack of respect towards the entire class.

❖ Quietly entering the classroom when arriving late exhibits mindfulness and is a courteous way to avoid disturbing the lecture.	❖ Arriving to class unprepared, and/or without the course materials constitutes unacceptable conduct.
❖ It is respectful to inform the teacher when you need to leave early or if you are expecting an important phone call during class time before you arrive for class (via WhatsApp or an email).	❖ It is considered rude and inconsiderate to eat and drink liquids from an open container in the classroom, computer lab, language lab, or the auditorium.
❖ Speaking to your teachers and fellow classmates in a courteous and responsive manner exemplifies respectful conduct.	❖ Inviting visitors or family members to class without the written approval of the Chair of the English Department is entirely unacceptable.
❖ Asking the teacher for clarification is indicative of a student's interest and curiosity to learn and remain highly engaged in the course content and materials.	❖ Falling asleep during a class lecture displays a lack of preparation and is considered rude.
❖ Students who refrain from conducting personal business during class time demonstrate a healthy sense of impulse control.	❖ Lewd, rowdy, and/or obscene gestures and behaviors are without exception, socially unacceptable and in many cases, give rise to criminal liability.

It is important to note that the English Department is here to provide support and assistance to any student who experiences academic distress. For this reason, we implore students to communicate their concerns to the Chair or the Assistant Chair of the English Department. Conversely, teachers and/or an administrator from the English Department may determine that a student is exhibiting signs of academic distress in which case, the department will intervene on the student's behalf.

EXPULSION

Otherwise, any student who consistently violates the Institution's rules governing student conduct, attendance, tardies *will* be subject to disciplinary action, including a one-on-one conference with the English Department Chair which could very well lead to an expulsion. Should the occasion arise, the English Department will respond in accordance with the following:

- ❖ The student under consideration will be promptly notified of the complaint and will receive an opportunity to provide the department with a written and verbal explanation of the events;
- ❖ An investigation of the allegations will be conducted by the English Department Chair in addition to administrators from Student Affairs, and the office of the Director of UNAM-San Antonio;
- ❖ Upon the conclusion of their investigation, the English department will notify the student of the findings and will determine the appropriate disciplinary action, if applicable;
- ❖ After two (2) written warnings, the English Department will expel the student from UNAM-San Antonio and will provide an explanation of the expulsion in verbal and written form. Please note that there is *no* appeal process and the department's decision is **final**.

BOOKS

Students are **required** to have books for their classes *no later than the end of the first week of the session*. If used books are purchased, students are required to ensure that their books are clear of all previous writing. Please note that digital books (i.e., PDF versions) **are not allowed** unless required for *online* classes.

All information regarding course-assigned textbooks required for all UNAM classes can be found at [Textbook List \(unamsa.edu\)](https://unamsa.edu). Some textbooks can be purchased at UNAM-San Antonio's main office. All other textbooks can be purchased either online through the institution's website or via Amazon. Please note that all textbooks purchased at UNAM-San Antonio are *non-refundable*.

COMMUNICATION

Students *must* check their emails on a daily basis for new information. Please note that teachers and students will use a Google Classroom platform to communicate and access course assignments.

HOMEWORK

All coursework assigned is mandatory and *must* be completed and submitted on-time.

CHEATING, PLAGIARISM & USE OF ARTIFICIAL INTELLIGENCE PROGRAMS

Plagiarism (copying and/or reproducing the work and/or ideas of another person without proper citation) is regarded as a serious offense at UNAM-San Antonio. All confirmed instances of plagiarism *will* result in disciplinary action up to and inclusive of expulsion from the institution. With this in mind, students must learn to paraphrase (reinterpret and rephrase **not copy and/or paste**) and habitually cite (document and quote) their source materials.

Additionally, the English Department at UNAM-San Antonio *does not* accept AI-generated texts, images, sources, or content of any kind. The use of platforms such as Chat-GPT and the like are not permitted, therefore the use of such applications and/or programs **will** place students at risk of expulsion.

PHONES, COMPUTERS, AND OTHER DIGITAL DEVICES

The use of digital devices and smart phones for non-academic purposes during class time hinders the teacher's ability to foster and maintain student engagement and/or an effective learning environment. However, the English Department at UNAM-San Antonio recognizes that our students are adults who manage businesses, families, careers, and other non-school related affairs that could occasionally require their attention during class time.

Accordingly, students **must**:

- ❖ keep phones, computers, tablets, or other digital devices out of sight and off desks;
- ❖ not check their voicemails when in the classroom or during class lecture;
- ❖ not check their social media accounts, send or respond to instant messages, post to or scroll through social media in the classroom or during class lecture;
- ❖ not use their digital devices to access online games and/or mobile games in the classroom or during class lecture;
- ❖ **exit** the classroom to answer and/or make phone calls;
- ❖ **exit** the classroom to check, send, or respond to text messages;
- ❖ not take *excessive* phone call breaks and keep emergency phone calls brief.

Please note: Students who **exit or leave the classroom** for an excessive period of time (more than 15 minutes) **will be signed out of class**. Upon reentry, students **must** sign in to show proof of attendance for the remaining class time.

CLASSROOM VISITORS

At UNAM-San Antonio, we extend a warm invitation to visitors; however, **we have specific protocols in place regarding guests attending classes**. Should any student wish to bring a visitor to their class, it is imperative that they first obtain written permission from the English Department. This can be done by sending an email to unam.english@unamsa.edu.

Upon receiving approval, invited guests must adhere to our campus security procedures. They are required to sign-in with Ms. Laura Carreon at the front office before gaining access to campus facilities. Additionally, **visitors must present a valid government-issued identification for verification purposes**.

It is essential to note that **unauthorized individuals**, including inactive students and faculty, are not permitted to visit during class hours unless they have been specifically invited by UNAM-San Antonio or the English Department. This policy ensures the safety and security of our learning environment while maintaining the integrity of academic activities.

Furthermore, it is important for students to understand that teachers **do not have the authority** to grant authorization for visitors to enter the classroom. Therefore, all requests for guest attendance must be directed to the English Department for proper review and approval.

By adhering to these guidelines, we uphold a conducive learning atmosphere while also respecting the privacy and security of our students and faculty. Thank you for your cooperation in maintaining the standards of our educational community.

Moreover, it is important to note that individuals visiting a classroom are limited to a single visit per session unless they are formally invited and/or registered for the course. Additionally, **we strictly enforce a policy that prohibits children under the age of 18 from attending any class**. Exceptions to this rule are only granted in rare and exceptional circumstances, and such requests must receive prior authorization from the English Department.

Furthermore, it is crucial to emphasize that children **must not be left unattended in any common areas** of the campus, including waiting areas, the cafeteria, or empty classrooms. **UNAM-San Antonio assumes no responsibility for the safety and well-being of any unattended child on campus premises**. This policy is implemented to ensure the safety of all individuals on campus and to maintain an environment conducive to learning. We appreciate your understanding and cooperation in adhering to these guidelines. If you have any questions or concerns, please do not hesitate to contact the appropriate department for clarification.

“EVERYDAY ENGLISH” EVENING ONLINE PROGRAM

Embark on an enriching linguistic adventure with our vibrant and interactive "Everyday English" online course. It is designed to increase your English proficiency during a 10-week course and offers a dynamic blend of interactive learning experiences aimed at enhancing your speaking, listening, reading, and writing skills. Our online course allows you to step into a world where learning English is an exciting journey rather than a chore. From mastering basic grammatical structures to confidently conversing on diverse everyday topics, you'll find yourself empowered to express yourself fluently in English. Our interactive online approach ensures that every lesson is an opportunity for growth, as you immerse yourself in real-life scenarios and practical language use. Come join us on this exhilarating journey, where every click, conversation, and comprehension propels you closer to fluency in English.

Important Note: As an online student, you will receive the same high-quality educational experience as our on-campus students, with the added convenience of connecting from your tablet or computer. **Please note, this course is not intended to prepare students for academic English or English for specific purposes.**

Time Zone Reminder: Ensure you **verify your time zone**, as classes will be conducted in Central Standard Time (CST) or Central Daylight Time (CDT) when applicable.

ONLINE CLASS REQUIREMENTS

Minimally, each student must possess:

- ❖ Familiarity with the use of a computer and the internet
- ❖ An E-mail address that is regularly checked.
- ❖ A reliable internet connection (high-speed internet is recommended)
- ❖ A computer with an operating system capable of supporting the latest compatible web browsers in addition to a fully-functional camera, microphone, and headphones (Note: tablets, cell phones, and other mobile devices are not optimally suited for our online courses.)
- ❖ A Word Processing program installed: Microsoft Word 2007 or newer is recommended
- ❖ Adobe Reader/Acrobat or another PDF reader application installed
- ❖ Routine access to a quiet designated study space
- ❖ A time commitment to attend and actively participate in an online course that meets three-nights a week in addition to the capacity to dedicate time to complete homework assignments

STUDENT CONDUCT & ONLINE CLASS “NETIQUETTE”

Minimally, each student must:

- ❖ Log-in to class on time
- ❖ Arrive fully-equipped with the necessary tools, books, materials, and homework assignment(s)
- ❖ Socially interact and engage with the teacher and fellow classmates in a respectful and positive manner
- ❖ One 15-minute break is scheduled during a 2 ½ hour session.
- ❖ Refrain from using profanity and/or vulgarities
- ❖ Participate and contribute to class discussions
- ❖ Remain visible at all times during the class by ensuring the video camera feature remains ‘ON’
- ❖ Abstain from cheating, plagiarizing, using Artificial Intelligence programs and other acts of academic dishonesty to complete course-related assignments

ONLINE CLASS ATTENDANCE

Students are expected to be in attendance at least 90% of the time; as English Department Policy. Absences may be considered **Excused** if there are extenuating circumstances but must be approved by the English Department.

Class participation is of the utmost importance for you to succeed in this course. This online course is designed to be interactive and student-centered, therefore, your attendance also contributes to the success of the whole class. Attendance is also counted from the first scheduled class meeting.

To receive credit for your class attendance, please log in at the specified time. In the chat box, make sure that you sign your full name along with your two-digit month and two digit day of your birthday. **NO BIRTH YEAR is Required!** Make sure that you sign in and out of your class upon arrival and before departure. Please see example below:

IN - Jane Doe 01/23

OUT- Jane Doe 01/23

Please make sure that you check your email daily for any announcements or updates from your teacher.

FINAL EXAMS

Final exams are an integral component of UNAM-San Antonio classes and constitute 30% to 40% of a student's final grade. It is important to note that no final exam may be taken ahead of time. Additionally, students that are unable to complete their final exam on its scheduled date and time will receive an "Incomplete" on their academic transcript. Eligible students may request permission from their teacher as well as the English Department Chair to reschedule the final exam for a later date. Once the Final exam is submitted and calculated, the "Incomplete" status will be removed from the student's academic transcript and replaced with a letter grade average.

Please note that Final exams must be completed before any student can advance to the next level.

APPEAL PROCEDURE FOR FINAL EXAMS OR FINAL GRADES

In the event that a student disagrees with their final grade or a final exam grade, the student *must* first discuss the matter with their teacher. If an agreement is not reached, then the student should discuss the matter with the Chair of the English Department. The Chair of the English Department will contact the instructor to discuss the matter and finalize the student's grade.

STUDENT GRADE REPORTS AND CERTIFICATES

- ❖ **Grade Reports:** At the end of each academic session, the Student Affairs & Registrar Office will issue **official grade reports to all students** that have completed the English course they enrolled in. Standard set of grades (A through F and numerical) of a student's academic progress are reported from level to level. The student can also check the **Common European Framework cross reference** printed on the back of every transcript issue.

Important note: If for any unforeseen circumstances or reason a student **did not receive a grade report via regular mail or hand-delivered by the next academic session**, UNAM-San Antonio **will not re-print** any grade reports, and the student will have to submit a Transcript Request.

IT IS THE RESPONSIBILITY OF THE STUDENT TO INFORM THE STUDENT AFFAIRS & REGISTRAR OFFICE OF ANY CHANGE OF ADDRESS.

- ❖ **Important Note:** Any student who has a grade of “W” (**withdraw**), it is recommended for that student to repeat the level. Any student with a grade of “I” (**incomplete**), it is expected for the student to take steps to complete the level before advancing to the next appropriate level.
- ❖ **Certificates:** Any student who satisfactorily completes **Level VI (Intermediate) or Level VIII (Advanced)** with a minimum average of **85% (B)** in each attempted course (in each class), will receive a certificate from UNAM-San Antonio.
Important Note: Certificates from previous years will not be reissued.

TRANSCRIPTS AND VERIFICATION OF ENROLLMENT

- ❖ **Transcript Requests: An official transcript is UNAM-San Antonio’s certified statement of the student academic records.** Students can request a copy of their academic records, through the office of Student Affairs and Registrar. There is a **fee of \$30.00 for each official transcript requested.** Processing times vary per request (up to 7 to 10 business days), depending on the year studied. **Transcripts will not be issued if any financial obligations are due to UNAM-San Antonio.**
Note: Transcripts apply only to UNAM-San Antonio’s former and current students.
- ❖ **Verification of Enrollment:** Any verification requests presented to the Student Affairs and Registrar’s Office **are subject to authorization and are issued under specific circumstances. External or third-party verification requests require written and signed release forms from the student. Processing times and fees may apply according to the request. No verification will be released if there are outstanding financial dues to UNAM-San Antonio.**
Note: verification of enrollment applies only to UNAM-San Antonio’s former and current students.

SATISFACTORY ACADEMIC PROGRESS

A student must have an **average of 75% to pass either a class or a level.** However, Academic progress is from **level to level** and not from course to course for the Intensive English Program, Academic Preparation Program, American Studies Program & Everyday English Online Quarter Program.

If the cumulative average of the **three (3) core courses/classes** in a program is less than 75%, the student has not successfully passed the level and will be required to repeat the **entire** level. (A cumulative average is calculated of **all 3 classes** in the English Intensive, Academic Preparation or American Studies is factored together).

If a student **fails the same level twice consecutively**, they must have the **approval of the English Department Chair** to continue the program. The student may be dismissed from the program for unsatisfactory progress.

Important note: If a student receives an **Incomplete (I)** and does not retake the course by the next semester session or make-up the final exam the (I) **will automatically become a Fail (F).** *If a student is expelled from the program and receives an (I) their opportunity to retake the course is forfeited and they will automatically receive a final grade of an (F) after 45 days.*

- ❖ **Intensive English Program:** If a student **fails the grammar class for 2 consecutive sessions, or two or more classes in a level**, the student must conference with the English Department Chair and gain permission to repeat the last attempted level.

GRADE SCALE	
LETTER	NUMBER
A+	100 – 97
A	96 – 94
A-	93 – 90
B+	89 – 87
B	86 – 84
B-	83 – 80
C+	79 – 78
C	77 – 76
C-	75
F	FAIL
I	INCOMPLETE
W	WITHDRAWAL

ENGLISH PROGRAM ACHIEVEMENT LEVELS

The UNAM English Department uses a written and oral placement exam based on the Common European Framework of Reference ([CEFR](#)) that corresponds to the textbooks for the various courses. The CEFR levels are noted on the Course Information sheets given to students at the start of each course. CEFR levels and corresponding UNAM levels are noted in the chart below:

ENGLISH LEVELS: COMMON EUROPEAN FRAMEWORK OF REFERENCE

EU Reference		US Reference	Grouped Levels
A1	→	Pre-level 1	Beginner
A2	→	1 - 2	
B1	→	3 - 4	Intermediate
B2	→	5 - 6	
C1	→	7 - 8	Advanced
C2	→	Academic Advanced	

CONTINUING EDUCATION UNITS (CEU'S)

A CEU is a unit of credit equal to 10 hours of participation in an accredited program.

One Continuing Education Unit (CEU) is defined as 10 contact hours (1 hour = 60 minutes). Typically, **1 CEU equals 10 contact hours**, 3 CEU's equal 1 semester hour and 30 contact hours equal 1 semester hour. The **CEU** number is tied to the **hours** in which the student participates in **continuing education** class course work. The primary purpose of the CEU is to provide a permanent record for the individuals who have completed one or more non-credit educational experiences.

Intensive English Program: 106 hours = **10.6 CEU's** (3.5 Sem. hrs.)

Quarter Program: 75 hours = **7.5 CEU's** (2.5 Sem. hrs.)

PRIVATE COURSE POLICY

UNAM-San Antonio organizes private or special courses for those who request them. These courses are customized according to the needs of the student or the corporation. The English Department Chair will organize the course according to the request of the interested party or interested parties, for which reason the Chair will prepare a schedule proposal with the objective of the course and the total number of class hours that were requested. Once the appropriate instructor is located, the private or special course will begin no later than seven business days after the payment for this course has been received.

Private Class requirements are as follows:

- ❖ These private or special classes will be at least 15 hours
- ❖ Twice a week of 1.5 hours to 2 hours per class (recommended)
- ❖ The English Department Chair will organize the schedules depending on the needs of the student or corporation.
- ❖ Canceling and rescheduling a class must be done within a 24 hour advance notice to the teacher
- ❖ Absence or No-shows will not be rescheduled
- ❖ All private classes have an end date and are not considered cumulative, as determined by the English Department Chair

INTENSIVE ENGLISH PROGRAM

Our Intensive English Program consists of **three classes per level**, during a **7-week session**, totaling **106 hours of instruction**, that are equivalent to 10.6 CEUs (Continuing Education Units). We offer **Levels Pre-1 to 8**, providing fundamental instruction **of English as a second language (ESL)** in the following skills: listening, speaking, reading, writing, and grammar. Our classes follow a mini-semester format for each session throughout the year (two sessions equal one semester).

7 Week Intensive Sample Schedule (all levels)

Grammar:	Monday, Wednesday & Friday	9:00 - 11:30 am	50 hrs.	20 Classes
English Practice:	Tuesday & Thursday	9:00 - 11:30 am	35 hrs.	14 Classes
Complementary Course:	Tuesday & Thursday	12:00 - 1:30 pm	21 hrs.	14 Classes

EVERYDAY ENGLISH ONLINE EVENING PROGRAM

UNAM-San Antonio offers English courses on a **quarterly basis**, following an evening schedule. Classes meet **three (3) times per week for 10 weeks**. Students will develop and enhance their English language skills through practice in speaking, listening, reading, writing, grammar, and vocabulary. Courses are available **year-round**, catering to levels ranging from **basic to advanced**. No academic credits are awarded.

Important Note: As an online student, you will receive the same high-quality educational experience as our on-campus students, with the added convenience of connecting from your tablet or computer. **Please note, this course is not intended to prepare students for academic English or English for specific purposes.**

Time Zone Reminder: Ensure you **verify your time zone**, as classes will be conducted in Central Standard Time (CST) or Central Daylight Time (CDT) when applicable.

Schedule:	Tuesday, Wednesday & Thursday	6:00 – 8:30 pm	75 hrs.	30 Classes
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ACHIEVEMENT LEVELS FOR INTENSIVE ENGLISH PROGRAM AND EVERYDAY ENGLISH ONLINE EVENING PROGRAM

LEVEL PRE 1 (Beginner A1)

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 the concept of the complete sentence with correct punctuation between sentences.

Listening and 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 (Beginner A2)

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 and 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 (Beginner A2)

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 and 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 (Intermediate B1)

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 and 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 (Intermediate B1)

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 and 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 (Intermediate B2)

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 and 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 (Intermediate B2)

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 adverbs, 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 and 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 (Advanced C1)

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 nonfiction 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 and 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 (Advanced C1)

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 nonfiction 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 and 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.

ACADEMIC PREPARATION PROGRAM / TOEFL PREPARATION, AND ACHIEVEMENT LEVELS

This program is specifically designed for ESL (English as a Second Language) learners interested in pursuing a college degree in the U.S. One important requirement for international students at most universities is an adequate score on the TOEFL (Test of English as a Foreign Language). This test assesses whether a student's English language skills are sufficient to function successfully in an advanced academic environment. The ability to perform at an advanced level in reading, writing, listening, and speaking is required to pass the TOEFL and meet the high expectations of an English-speaking university.

This program consists of two parts = 2 sessions (total of 14 weeks) 106 hrs. per session. Each session provides hands-on practice focused on specific aspects of the TOEFL, along with classes designed to enhance other skills essential for both the test and overall university success. We highly recommend that students attend the two parts to gain the maximum benefit from the program.

TOEFL PREPARATION COURSE: This advanced course is designed to prepare students for the international standard of the **TOEFL iBT (Test of English as a Foreign Language)** test and covers the areas of listening, speaking, reading, and writing. Students will be introduced to strategies and techniques for approaching the various question types and managing the time limits of each section of the TOEFL test. While this course may review grammar, vocabulary, and pronunciation, **it is not designed** to improve a student's ability to speak or comprehend English, but rather to utilize existing English skills to achieve the highest score possible on the test.

This course consists of two parts = 2 sessions (total of 14 weeks) 50 hrs. per session (5 CEU's per session).

Prerequisite: Students **must be Level 8** or possess equivalent knowledge. Permission from the English Department Chair is required for admission to this program.

Pre-Assessment: The TOEFL test will be administered during the first (1) week of class.

Post-Assessment: The TOEFL test will be administered between weeks 10 and 11.

Notice: These tests use a scaled scoring system and provide an estimated score for the official TOEFL exam. They are designed to assess your strengths and weaknesses in preparation for the official TOEFL exam. Results cannot be used for university entrance applications.

Note: Students with F-1 visas must register for all four courses to maintain legal status in the US. Non-visa holders may register for one or more classes.

TOEFL Preparation:	Monday, Wednesday & Friday	9:00 - 11:30 am	50 hrs.	20 Classes
Academic Class 1:	Tuesday & Thursday	9:00 - 11:30 am	35 hrs.	14 Classes
Academic Class 2:	Tuesday & Thursday	12:00 - 1:30 pm	21 hrs.	14 Classes

PART A Session Classes (Advanced C2): TOEFL Listening & Speaking, Academic Reading, Academic Writing, Pronunciation (Optional)

TOEFL Preparation: Develop strategies and techniques to approach the various question types of the reading, writing, speaking, and listening sections of the TOEFL iBT version. Demonstrate organization of ideas, support, detail, precision, time limitations, and concision in writing sections and speaking sections in both independent and integrated formats. Demonstrate comprehension of academic-based topics that may or may not be familiar to them in listening sections and reading sections. Develop and refine strategies for notetaking and use.

Academic Writing: Demonstrate understanding of the basic and progressive format for English essays. Demonstrate use of academic language, ability to synthesize, paraphrase, edit, and summarize in writing appropriate to the university setting. Demonstrate ability to recognize and produce various essay formats. Demonstrate understanding of academic requirements for the format and writing techniques used in research papers and bibliographies or works cited pages.

Academic Reading: Demonstrate comprehension of non-fiction readings of an academic nature and caliber. Develop academic reading skills pertaining to vocabulary in context, relationships in context, main idea identification, inferencing and fact vs. opinion differentiation in advanced level academic texts. Demonstrate understanding of level's structures and vocabulary in spoken and written academic English.

Pronunciation Course: Demonstrate listening comprehension skills through the relationship between listening and speaking activities. Demonstrate production of rhythm and melody in the English language. Demonstrate pronunciation ability related to word stress, sentence stress, and vowel rules. Demonstrate comprehension of spoken English at a normal rate of speech in a variety of contexts.

PART B Session Classes (Advanced C2): TOEFL Reading & Writing, Academic Speaking, Academic Listening & Notetaking, Pronunciation (Optional)

TOEFL Preparation: Develop strategies and techniques to approach the various question types of the reading, writing, speaking, and listening sections of the TOEFL iBT version. Demonstrate organization of ideas, support, detail, precision, time limitations, and concision in writing sections and speaking sections in both independent and integrated formats. Demonstrate comprehension of academic-based topics that may or may not be familiar to them in listening sections and reading sections. Develop and refine strategies for notetaking and use.

Academic Speaking: Demonstrate ability to speak about the academic topics presented in class. Express ideas effectively in group discussion situations. Speak fluently, politely, and with grammatical accuracy in academic settings. Organize and deliver presentations of an academic nature and caliber with visual aids.

Academic Listening: Demonstrate ability to recognize important information and recover meaning from listening. Demonstrate comprehension and use of academic language and restate information adequately. Demonstrate ability to personalize a variety of note taking strategies necessary for academic success.

Pronunciation Course: Demonstrate listening comprehension skills through the relationship between listening and speaking activities. Demonstrate production of rhythm and melody in the English language. Demonstrate pronunciation ability related to word stress, sentence stress, and vowel rules. Demonstrate comprehension of spoken English at a normal rate of speech in a variety of contexts.

TOEFL EXPRESS

TOEFL Express Course: Develop strategies to approach the *listening and speaking* sections of the TOEFL iBT TEST. Focus on skill-building, self-evaluation and test-taking tips and strategies. Use existing English skills to improve possible TOEFL scores.

AMERICAN STUDIES PROGRAM AND ACHIEVEMENT LEVELS

This ESL program is designed for advanced English language learners who wish to practice and improve their language production and comprehension. Students will also gain insight into the English language skills required in the business environment, as well as American Film, Culture & History, Literature, and Journalism. Discussion and critical thinking are key components of each class, and every session focuses on developing all four language skills: listening, speaking, reading, and writing.

This program consists of two parts = 2 sessions (total of 14 weeks) 106 hrs. per session.

Prerequisite: Students **must be Level 8** or possess equivalent knowledge. Permission from the English Department Chair is required for admission to this program.

Business English (Part A & B) (Advanced C2): This course combines specialized classes in **International Business English communication skills and concepts** with general English language proficiency. It is designed to equip students with the **English skills necessary to work effectively in today's global marketplace**. Language skills and vocabulary are developed through exercises, case studies, role plays, and research on **business topics such as IT, finance, accounting, marketing, advertising, sales, negotiation, business practices, and cultural comparisons in business operations, alongside appropriate grammar**.

As global **business practices continue to expand**, many ESL learners face challenges in finding **opportunities to practice and apply the language skills required in various business contexts**. This course focuses on the **language used in different business areas, common business topics, and global communication strategies** essential for building strong relationships and networking in an **English-speaking environment**.

Note: Students with F-1 visas must register for all four courses to maintain legal status in the US. Non-visa holders may register for one or more classes.

Business English:	Monday, Wednesday & Friday	9:00 - 11:30 am	50 hrs.	20 Classes
American Culture and History:	Tuesday & Thursday	9:00 - 11:30 am	35 hrs.	14 Classes
American Journalism/Literature:	Tuesday & Thursday	12:00 - 1:30 pm	21 hrs.	14 Classes
Film and Conversation (optional):	Monday & Wednesday	12:00 - 1:30 pm	21 hrs.	14 Classes

Business English (Part A & B): Demonstrate English skills needed to work effectively in today's global marketplace including the use of specialized business vocabulary in spoken and written formats. Develop awareness of American business practices and American cultural approaches in business.

American Culture and History (Part A & B): Increase knowledge of American culture and history to enhance integration into and understanding of the American community. Give international students a historical background for the American viewpoint and to reduce common misconceptions and perceptions about the United States and Americans that are held by international students.

American Journalism (Part A & B): Develop English language skills through the study of the American approach to journalism. Demonstrate academic level reading, writing, listening, and speaking skills using a variety of journalistic sources.

American Literature (Part A & B): This course is designed to give students the opportunity to develop their English reading and vocabulary skills through the reading of short stories of a literary nature. As such, students are expected to speak on a variety of topics introduced in the course, acquire new vocabulary, and read a variety of advanced level literary works intended for ESL students. Since the goal is to develop overall competency in the language, all work will also include development of vocabulary skills and reinforce both meaning and correctness in speaking and writing.

Film and Conversation (Part A & B): Develop English speaking and listening skills using the American film as a subject of conversation. The focus is on the visual text and details of films and their relation to the broader historical and cultural questions of American culture.

ENGLISH CONVERSATION COURSES

These courses focus on developing students' spoken English abilities. Four levels (basic, beginner, intermediate, and advanced) are offered in a two-part class session throughout the year, with each level consisting of 21 hours of instruction based on the students' knowledge of English. These courses provide students with the opportunity to practice listening and speaking skills while learning new vocabulary to understand conversations on a variety of topics. No credits are awarded.

PART A Session Classes: Conversation Basic, Beginner, Intermediate, Advanced (Optional)

Students will get instruction on the first part of their conversation book and practice their conversation skills through interaction with teacher and classmates on topics such as and not limited to: introductions, family, shopping, food, music, free time activities, talking about impressions, food, the weather, work, hobbies, sports, and transportation, self-expression, crime and punishment, superstitions, education, fame and fortune, languages, and technology.

PART B Session Classes: Conversation Basic, Beginner, Intermediate, Advanced (Optional)

Students will get instruction on the second part of their conversation book and practice their conversation skills through interaction with teacher and classmates on topics such as and not limited to: talking about the mind and the body, money, the news, relationships, adventure, self-improvement, tourism, employment, taking vacations, inventions, the environment, the news, safety, art, the past, and humor.

ENGLISH PRONUNCIATION COURSES

This course consists of 21 hours of instruction. Pronunciation courses include practice distinguishing and reproducing difficult sounds through exercises for listening comprehension, speaking, and vocabulary development. These courses are equivalent to 2.1 CEUs.

Prerequisite: English Department approval required.

PART A Session Classes: Pronunciation (Optional)

This first section gives students instruction on pronunciation and provides the student the opportunities to listen to, pronounce, and repeat English word stress, sentence stress, and vowel sounds. Students will learn how rhythm and melody are used as signals in English. Students will improve their listening comprehension and pronunciation by studying the relationship between speaking and listening.

PART B Session Classes: Pronunciation (Optional)

This second section also gives students instruction on pronunciation and the opportunity to improve their listening comprehension and pronunciation by studying the relationship between speaking and listening. Students will learn how rhythm and melody are used as signals in English.

UNAM-SAN ANTONIO INTERNATIONAL STUDENT DEPARTMENT

INTRODUCTION

Accredited by the **Commission on English Language Program** (CEA) and endorsed by the United States Department of Education, UNAM-San Antonio international students succeed in their English Studies. UNAM-San Antonio excels at academics in language teaching. As part of UNAM's family, students will find the highest quality of instruction, the development of language speaking, listening, and writing skills, as well as intercultural exchange with native speakers.

For 80 years UNAM-San Antonio has become **one of the most prestigious language schools in the state of Texas.**

UNAM-SAN ANTONIO INTERNATIONAL STUDENT SERVICES

UNAM-San Antonio offers advising and guidance to our international students. The school provides pre-arrival information, orientation, advising and visa immigration requirements.

UNAM-San Antonio also provides enrolled students ongoing orientation and advising regarding registration, maintenance of "active" student status during the visa period and other academic issues or concerns.

The school also offers on-campus and off-campus cultural and academic activities and events, so that our international students can take advantage of and participate in what the City of San Antonio and the state of Texas have to offer to the community.

Student visas UNAM-San Antonio:

- ❖ processes F-1 student visas
- ❖ provides guidance on maintaining F-1 immigration status
- ❖ navigates policies, conditions and restrictions for F-1 student visa holders
- ❖ ensures school and student compliance with USCIS policies
- ❖ provides educational tools, including workshops and tutorials

STUDENT ADVISING

Students are asked to speak to UNAM-San Antonio's international student advisor, student services official, and/or academic advisors (academic department chairs) for any questions or concerns they might have.

Including any issues relating to:

- ❖ Registration & enrollment
- ❖ Course and class information
- ❖ Costs and tuition payment
- ❖ Schedules
- ❖ Grades and certificates
- ❖ Academics
- ❖ Transferring to other schools

- ❖ Maintaining legal status
- ❖ Out of country travel
- ❖ Pre-arrival information and orientation

Any other questions or doubts regarding immigration processes and F-1 student visas, will be handled by UNAM-San Antonio's *Designated School Officials* (DSO's).

Important Note: International student advisors, academic advisors, faculty, and staff of UNAM-San Antonio are not attorneys and are unable to provide legal advice.

STUDENT HOUSING

UNAM-San Antonio **is not** a residential campus and **does not** offer housing. However, we can provide our international students with **options and/or recommendations**, while studying at our school. Contact the main office for more information (210.222.8626).

Important Note: UNAM-San Antonio is not responsible for any agreement, nor responsible for any external or third-party arrangements for homestay accommodations.

WORKSHOPS, CULTURAL EVENTS AND FIELD TRIPS

UNAM-San Antonio hosts a variety of educational and cultural events throughout the year. Check out the academic and cultural calendar on the UNAM-San Antonio webpage: www.unamsa.edu or [Facebook](#) for the latest events.

UNAM-San Antonio International students have the opportunity for cross-cultural engagement and exposure to cultures from around the world. After enrolling, the students can take advantage of a variety of local cultural events, workshops, and presentations offered on campus.

Please read the SAFETY PROCEDURES FOR SOCIAL ACTIVITIES in UNAM's General Information.

HEALTH AND SAFETY

Students' health and safety are the school's foremost concerns. If a student has any specific health, safety, or security needs, please inform UNAM's main office so that appropriate accommodation can be provided. It is recommended that students have health insurance while studying in the US.

HEALTH INSURANCE

Why does an international student need health insurance while studying in the United States?

Once at UNAM-San Antonio students should take time to make sure that they are covered in case they have medical issues. It is better to be prepared for an emergency even if there is no history of illness or accident.

A few important health insurance facts:

- ❖ In the United States individuals are responsible to either pay for their own treatment out of pocket or purchase private health insurance to help cover the cost of their medical bills.
- ❖ There are companies that offer options on health insurance for international students.
- ❖ This type of insurance is designed to cover the majority of medical costs and often work with a network of doctors who are contracted to charge a discounted rate for medical services.
- ❖ Pay attention to what type of Visa you have because that will determine the health insurance you need.
- ❖ You may also consider purchasing health insurance in your country of origin, and if it has **international coverage**.
- ❖ Remember, you are responsible for the cost of treatments related to things that are not covered by your health insurance.
- ❖ If you have questions about student health insurance in the U.S., be sure to contact a licensed insurance agent and read any potential policies in full detail before making a decision.
- ❖ **F-1 Visa: international students on an F-1 visa do not have a set of government mandated requirements and instead must purchase insurance that meets their school requirements. UNAM-San Antonio does not require students to have health insurance, but we strongly encourage our students to get insured.**

VISIT OUR WEBSITE FOR HEALTH INSURANCE OPTIONS FOR INTERNATIONAL STUDENTS

For more information?

Watch this short video at <https://vimeo.com/72268541>

DISCLAIMER:

UNAM-San Antonio is not responsible for any content found in external sources through the internet, including links regarding immigration policies and/or any other outside international services.

Ultimately, it is the **student's responsibility to maintain legal active status in the U.S.** at all times and to comply fully with UNAM-San Antonio's terms, conditions and policies imposed by the school, in compliance with the U.S. Department of Education and the U.S. Department of Homeland Security.

F-1 STUDENT VISA AND FORM I-20 INFORMATION

The **Student and Exchange Visitor Program (SEVP)** is the *Department of Homeland Security (DHS)* program that administers the *Student and Exchange Visitor Information System (SEVIS)*. It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

The **Student and Exchange Visitor Information System (SEVIS)** is a web-based system for maintaining information on nonimmigrant students in the United States. It is the core technology for the DHS in this critical mission. SEVIS collects current information from nonimmigrant students continually during their course of stay in the United States.

If accepted by an SEVP-certified school, foreign students may be admitted to the United States with the F nonimmigrant status. Records of these nonimmigrant admissions and continued participation in these educational programs are maintained in SEVIS. Furthermore, SEVIS enables SEVP to assure proper reporting and record keeping by schools and exchange visitor programs, thereby ensuring data currency and integrity. SEVIS also provides a mechanism for student and exchange visitor status violators to be identified so that appropriate enforcement is taken (i.e., denial of admission, denial of benefits or removal from the United States).

An F-1 student visa allows a student from a foreign country to temporarily live in the United States for a defined period of time while studying at a school, college, seminary, or conservatory, which is **authorized by the U.S. government to accept international students**.

Applicants may be eligible to apply for the F-1 visa category, provided they meet the following criteria:

- ❖ The applicant must be enrolled in an “academic” educational program, a **language-training program**, or a vocational program.
- ❖ The school must be approved by the **Student and Exchange Visitors Program, Immigration & Customs Enforcement**.
- ❖ The student must be enrolled as a **full-time student** at the institution.
- ❖ The student must be proficient in English or be enrolled in courses leading to **English proficiency**.
- ❖ The student must have **sufficient funds available for self-support during the entire proposed course of study**.
- ❖ The student must **maintain a residence abroad**.

UNAM-SAN ANTONIO ADMISSION REQUIREMENTS

- ❖ All applicants must be **18 years old**.
- ❖ All future student visa holders must register for an **Intensive English Program and a Conversation course**, which amounts to a **mandatory 18.5 hours of study per week**.
- ❖ Students are required to **study full-time** while on a student visa **to maintain active legal status in the US**.
- ❖ All future visa holders **ARE REQUIRED TO PAY FOR THE STARTING 2 SESSIONS**.
- ❖ Student visa holders **are not allowed** to register for Quarter courses or Private courses.
- ❖ Students who do not study at least 18 hours per week **risk forfeiting their student visa**.

Please keep in mind that the purpose of the proof of income, which you must provide to the **U.S. government** for your visa, is to **confirm that you have the resources to meet any financial responsibilities** related to your purpose for being in the country. If you hold an **F1 visa, your purpose for staying in the U.S. is to be a student**. This means that the U.S. Citizenship and Immigration Services (USCIS) expects you to already have a budget in place to cover all financial obligations to the school before you arrive. It is expected that you will consider this your first financial priority.

ALL APPLICANTS MUST MEET THE NECESSARY CRITERIA FOR LEARNING ENGLISH AS A SECOND LANGUAGE FOR ACADEMIC PURPOSES TO BE ADMITTED TO UNAM-SAN ANTONIO, WHICH MEANS THE CONTINUATION OF HIGHER EDUCATION.

HOW TO APPLY TO UNAM - SAN ANTONIO FOR A STUDENT VISA

Students interested in applying for a **student visa or transferring their active student visa**, must follow the instructions at [How to apply - UNAM SAN ANTONIO TEXAS](#).

Note: all applications must be done online; any other form will be disregarded.

The applicant must submit in WORD Format (English or Spanish only) the following information:

- ❖ Full name, DOB, age, nationality, the academic program you wish to attend, start, and end dates. (The minimum requirement to process the I-20 is the 2-session study of English at UNAM.)
- ❖ Full name, DOB, ages, relationship, and nationalities of all companions if they will apply for the F2 Visa.
- ❖ State if you have any family or acquaintances in the United States, and if yes, what the relationship is.
- ❖ Principle Email address where we can send you information and documents pertaining to your F1 Visa.
- ❖ Specify whether you are applying for a new student visa or transfer visa (if you have studied in this country at any other school with a student visa). If it is a transfer visa, send a copy of the form I-20, and the name and contact of international student services of the school from which you are transferring.
- ❖ Why did you choose to study at our school versus your home country or online?
- ❖ What are your academic interests or goals?
- ❖ If your objective is to continue studying at a university in the United States, we request a conditional pre-enrollment letter from an accredited College or University.

PDF Format:

- ❖ **Official copy of the academic records.** Along with the official copy of the academic records, an **official English or Spanish translation will be required if the documents are written in another language.**
- ❖ Copy of your transcripts and submit the **Transfer Eligibility Form** if you are transferring your F1 visa from another school.

Prospective students will be notified by email with a decision of acceptance by the **UNAM-San Antonio Acceptance Committee within 10 business days following the date the application is received**. Acceptance by the institution does not guarantee that you will be granted the F-1 student visa status.

UNAM-SAN ANTONIO RESERVES THE RIGHT OF ADMISSION, ENSURING THAT ALL APPLICANTS MEET THE NECESSARY CRITERIA FOR LEARNING ENGLISH AS A SECOND LANGUAGE FOR ACADEMIC PURPOSES.

UNAM-SAN ANTONIO F-1 STUDENT VISA (FORM I-20) PROCEDURE, AFFIDAVIT OF FINANCIAL SUPPORT AND IMPORTANT DOCUMENTS

Applicants who are **approved by the Acceptance Committee to study at UNAM - San Antonio** with an F-1 student visa must pay the **non-refundable \$120.00** application fee. Other required documents 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 digitally send the form I-20, the acceptance letter, and a list of the next steps to follow (Broadcast Message 2003-03: New Electronic Form I-20 Issuance Guidance on ICE.gov/COVID19).

UNAM-San Antonio can only reissue the I-20 form **only two times** for each student. An updated Affidavit of Financial Support and back statements will be required before each issuance.

The student visa application is subject not only to each country's embassy processing times, but also to the processing times for the UNAM institution.

UNAM-San Antonio reserves the right to change the program start dates from your application, as it deems necessary.

It will take up to **15-20 business days to process the I-20 form** after all required documents have been received. Please check our website www.unamsa.edu for holidays, vacation breaks, and registration week, which **could affect processing times.**

Keep in mind that the F-1 student visa issuance does not guarantee approval nor entry to the United States.

Note: Any communication concerning the F-1 student visa application and/or any other documents, must be done directly with the student applying to UNAM-San Antonio.

F1 STUDENT VISA APPROVAL BY THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

If the **USCIS** approves the student visa application to study in the U.S., UNAM-San Antonio will send a **welcome email with the follow-up instructions**. Upon arrival the student will start the **registration process, tuition payment** of the courses mentioned in your Acceptance Letter, as well as testing (placement exam) to determine the English level.

F1 STUDENT VISA DENIAL BY THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)

There are many reasons why a student visa applicant could be denied, after relevant information is reviewed, and based on the standards established by U.S. law. In **some** cases, the applicant is informed about the reason for denial or illegibility. **No refund should be expected of any fee you paid (non-refundable application processing fee).**

UNAM-San Antonio **does not** have control over **any decision taken by the U.S. Citizenship and Immigration Services (USCIS)**.

UNAM-San Antonio allows reapplication after a period of 6 months, from the date of denial. The applicant will be asked to re-submit all updated documentation.

MAINTAINING LEGAL STATUS WHILE STUDYING AT UNAM-SAN ANTONIO

As a student's status is related to the purpose, or reason why they want to come to the United States. The U.S. Department of State issues the visa based on your intended purpose - coming to the United States to study.

All student visa holders are required to:

- ❖ Be enrolled full-time (18.5 hrs. per week).
- ❖ Pay all your financial dues
- ❖ Buy books for all classes.
- ❖ Make academic progress from level to level towards completion of the English Studies.
- ❖ Maintain a passing grade of 75% (C-) on each course of study.
- ❖ Maintain 90% of attendance in all classes.
- ❖ Maintain a valid F-1 student visa and check your program end date on the I-20 form.

The U.S. Department of State requires all student visas to have a **valid U.S. address**. You must inform the Designated School Official (DSO) of any changes in your address **within 10 days** (even if temporary).

A violation of the F-1 student visa immigration status will result in the termination of the SEVIS record. If this happens the student will not be in legal status and could have negative consequences.

If the student fails to maintain status, they no longer have **legal immigration status** in the U.S. which could **compromise the ability to get any U.S. visa** or apply for a change of status. You will have to **depart immediately** and can be denied future re-entry to the U.S.

STUDENT VISA HOLDERS ATTENDANCE POLICY

Since our English language courses are fundamentally ***intensive*** and taught in a fast-paced manner, it is important to note that **one** absence *can* affect a student's overall grade and/or the quality of their learning experience. In addition to this, students *must* keep in mind that they are **required to attend 90% of their class sessions**.

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. Please refer for the attendance policy located in the English Department Section of this Handbook.

**FOR MORE DETAIL INFORMATION ABOUT STUDENT ATTENDANCE, ABSENCE AND
TARDINESS POLICY PLEASE TURN TO PAGE 42.**

TRANSFERRING-IN A SEVIS RECORD FROM ANOTHER INSTITUTION

Please follow the first steps of [HOW TO APPLY TO UNAM - SAN ANTONIO](#)

If **approved** by The UNAM - San Antonio Acceptance Committee to transfer the **SEVIS record**, the following will be required:

- ❖ A Transfer-In form
- ❖ An affidavit for financial support
- ❖ Copy of transcripts
- ❖ Copy of your current I-20 Form
- ❖ Copy of student visa located in your passport
- ❖ Pay the **non-refundable \$120.00** application fee

Note: other documents may be required.

Benefits:

- ❖ You do not have to pay the \$350 SEVIS fee again
- ❖ You maintain the same SEVIS ID number

Transfer-In Registration Procedure:

- ❖ The student will receive a **welcome email with detailed instructions and the Student Handbook**.
- ❖ The student **MUST REGISTER IN PERSON** during the registration dates and times advertised in our Academic Catalog. **NO EXCEPTIONS WILL BE MADE.**
- ❖ Once the student has registered and paid the **tuition fee for the two required sessions** (1 academic semester), a two-part placement exam will be administered.
- ❖ Once the registration process is complete, the **DSO will print the new I-20 form**.

Important Note: All **new students** must complete the **required placement exam**, regardless of their English language background.

TRANSFERRING-OUT A SEVIS RECORD

A student can request a SEVIS record transfer to another Exchange Visitor Program (SEVP)-certified academic institution, during the 60-day grace period following your program completion.

The student **must be accepted** by another SEVP-certified school or academic institution, before the transfer can take place.

The student **must request their SEVIS record transfer 30 days before the intended transfer date, and submit** the following information to the **UNAM's DSO**:

- ❖ Written confirmation of the acceptance (**New school Acceptance Letter**)
- ❖ Contact information for the **new school's DSO**
- ❖ The **SEVIS school code** and the **transfer-in form** from the new school to ensure a correct school transfer.

Note: you must allow UNAM-San Antonio **5 to 10 business days to process your transfer request. Once your SEVIS record is transferred, UNAM-San Antonio no longer has access to your SEVIS record.**

Important information: If an F-1 student accumulates one **(1) failure in any level**, the student must gain permission from the English Department Chair in order to have another attempt at any level. If the student does not pass any level after accumulating **two (2) failures in the program**, the student is no longer eligible to register for the next session and will be **dismissed from UNAM-San Antonio due to unsatisfactory progress**. The student will only have **15 days** from the start of the new session **to transfer the SEVIS record**. After that, the record will be terminated on the grounds of failing to maintain status.

SEVP-SEVIS VIOLATIONS AND F-1 STUDENT VISA TERMINATION

It is the responsibility of the student visa holder to remain compliant with USCIS and UNAM-San Antonio's policies.

UNAM-San Antonio will terminate a student's visa status in the event that a student becomes out of compliance according to their F-1 visa academic requirements.

A notification email will be sent to the student with information regarding the change of status, date, and reason for termination; information stated in UNAM-San Antonio policies and in compliance with SEVP-SEVIS.

Important Note: If the SEVIS record is terminated and the student overstays **ANY** grace period established by UNAM-San Antonio, the student could be accruing unlawful presence. This can lead to arrest and deportation proceedings. Accruing unlawful presence may result in being barred from the U.S. for many years or even permanently, as determined by the U.S. Department of Homeland Security.

Reasons for student visa termination:

- ❖ Failure to enroll
- ❖ Violation of the Attendance Policy
- ❖ Failure to pay tuition fees
- ❖ Otherwise failing to maintain status
- ❖ Violation of immigration status
- ❖ Expulsion
- ❖ Transfer-no show
- ❖ New registration no show
- ❖ Unauthorized employment
- ❖ Unauthorized withdrawal from classes

The termination of the **SEVIS record** means that the student is **not in legal status** according to the **Department of Homeland Security**, and needs to depart the U.S. immediately and can be **denied future re-entry to the U.S.**

Immigration and Customs Enforcement (ICE) agents may investigate to confirm the departure of the student from the country.

Important note: UNAM-San Antonio **does not process reinstatements.**

TRANSFERRING A TERMINATED SEVIS RECORD: UNAM-San Antonio does not transfer a terminated record unless the student is accepted by another SEVP-certified school or academic institution that is **willing to do a reinstatement** and sign a waiver. In this circumstance, UNAM-San Antonio will proceed with the transfer process.

The student **must present within 10 business days** to the **UNAM's DSO**:

- ❖ Written confirmation of the acceptance (**New school Acceptance Letter**)
- ❖ Reinstatement waiver letter
- ❖ Contact information for the **new school's DSO**
- ❖ The **SEVIS school code** and the **transfer-in form** from the new school to ensure a correct school transfer.

STUDENT VISA COMPLETION OF PROGRAM(S) OF STUDY

The student has a 60 days **grace period to leave the U.S** and go back to their home country. If the student departs the United States before the end of the grace period, the rest of the grace period is lost. If the student **fails to depart** during the post-completion grace period, this could **adversely impact their ability to re-enter the United States** under a different nonimmigrant or immigrant classification in the future [Students: Understand your Post-completion Grace Period | Study in the States \(dhs.gov\)](#).

SEVIS **auto-completes** the student's record after the appropriate grace period has passed. However, the student may not depart and return to the United States during the grace period. If the student departs the United States before the end of this grace period, the rest of the grace period is lost.

Important Note: If you overstay your **60-day grace period** established by **USCIS**, you could be accruing unlawful presence. This can lead to arrest and deportation proceedings. Accruing unlawful presence may result in being barred from the U.S. for many years or even permanently, determine by the U.S. Department of Homeland Security.

STUDENT VISA VACATION BREAK

Student visa holders need to be enrolled full-time and can only take vacation during the **Summer 2 Session (no exceptions will be made)**.

STUDENT VISA OUT OF COUNTRY TRAVEL

During breaks between sessions, students are allowed to travel domestically and internationally. Please inform the Student Affairs Office of your travel plans. International travel will require a signature on the form I-20 for the student to be able to return to the United States. Traveling while classes are in session is only permitted in emergency cases. Please notify the school's DSO in case of emergency situations that require travel out of San Antonio.

SEVIS RECORD EXTENSION

UNAM-San Antonio will send an email **30 days before the Program End Date** printed on the form I-20, with follow-up instructions on how to extend the student SEVIS record.

A student may be able to extend their I-20 form to continue studies at UNAM-San Antonio.

- The length of the extension will depend on the level that you are currently studying.
- The maximum extension is up to six months depending on what level you are currently studying.

Important Note: UNAM San Antonio is only allowed to extend the I-20 form a maximum of three (3) times. Therefore, we ask that you plan accordingly.

Extension Eligibility Criteria and Requirements. Students must:

- ❖ Have properly **maintained active immigration status**.
- ❖ Maintain good academic standing and **90% attendance, as required by the English Department's attendance policy**.
- ❖ Have a **passing grade of 85 or higher in Grammar**, as well as a passing grade in English Practice and Complementary classes.
- ❖ Have **sufficient funds** to cover **tuition, fees, and living expenses for the duration of their stay** (and dependents, if applicable).
- ❖ Have submitted **current and up-to-date financial statements** and an Affidavit of Financial Support.
- ❖ **Maintain positive code of conduct with peers, teachers, and department administrators, as stated in this Student Handbook**.
- ❖ Be **in compliance with the U.S. government regulations as well as school policies, rules, and regulations**.
- ❖ Pay the **non-refundable \$120.00** extension fee.
- ❖ **Pay for the tuition of the next academic session before UNAM San Antonio issues your new I-20 Form.**

The new I-20 will be processed during the expiration week of your current I-20 and will be sent digitally (Broadcast Message 2003-03: New Electronic Form I-20 Issuance Guidance on ICE.gov/COVID19).

Important Note: If the student **does not plan to continue** their studies at UNAM-San Antonio, they must **contact the DSO so that the SEVIS record can be completed or transferred**. Failure to communicate with the DSO will result in automatic action by SEVP-SEVIS on the SEVIS record.

WORKING WHILE STUDYING

The U.S. Department of Homeland Security **has not authorized** UNAM-San Antonio to grant any student visa holder permission to work either on-campus or off-campus.

If the student is found to be working part-time or full time, without government approval, the employment will be considered “**unauthorized**”. This will result in **immediate termination of the SEVIS Record**. **No refunds** should be expected, and the student must **leave the U.S. immediately**.

As an F-1 student, the primary purpose for staying in the U.S. must be reserved for full-time study, so that academic and career goals can be achieved.

Immigration and Customs Enforcement (ICE) agents may investigate to confirm your departure.

STUDENT VISA HOLDERS AND SOCIAL SECURITY NUMBER

Students who have an **F-1 visa** are **NOT permitted to work** and therefore are **NOT eligible to have a Social Security number**.

DRIVER LICENSE AND/OR STATE IDENTIFICATION CARD

Students who will be studying in the U.S. for more than 4 weeks (30 days) and want to obtain a Texas Driver's License, please visit the Texas Department of Public Safety (DPS) at: [Driver License | Department of Public Safety \(texas.gov\)](#) for more information.

U.S. agencies may need to verify the immigration status to process any application. If you need an immigration status verification for the DPS, visit the [SAVE CaseCheck | USCIS](#)

Other documents that you may need are proof of enrollment, like your payment receipt at the time of registration.

Important Note: UNAM-San Antonio does not give proof of enrollment (like letters or any other document) and is not responsible for any student involvement or outcome with any Federal and State agencies, other than USCIS and the DHS.

CHANGE OF STATUS

UNAM-San Antonio **does not offer a change of status**.

OUT OF STATUS AND TERMINATED VISAS

UNAM-San Antonio **does not accept out of status students or students with a terminated visa**.

REINSTATEMENTS: UNAM-San Antonio **does not offer reinstatements.**

F-2 VISAS POLICIES

Students who have been admitted to UNAM-San Antonio on an F-1 visa may request an F-2 dependent visa for children (under 21 years of age) and/or a spouse. **Pay the non-refundable \$50.00 fee per dependent.**

Restrictions of F-2 dependents:

- ❖ Are NOT allowed to work.
- ❖ F-2 dependents are not allowed to study as full-time students. An F-2 status that wishes to pursue a full-time academic program, must apply for an F-1 visa status.
- ❖ F-2 visa holders lose their status once the F-1 student completes and/or finishes their course of study.
- ❖ Children under the age of 21 with F-2 status may enroll in elementary, middle school or high school.
- ❖ Dependents lose their F-2 status once they turn 21.