



STUDENT GUIDE

2014-15



Guide for New Students at New York Language Center

Contents

Welcome to NYLC	4
Mission Statement	4
Certifications and Affiliations	4
Staff	5
Teaching Faculty	5
Teaching Method	5
Level Placement	5
Proficiency Levels	6
Change of Level Procedure	7
Change of Schedule Policy	7
School Fees	7
ACADEMIC CALENDAR 2015	8
OUR PROGRAMS- MIDTOWN	9
COURSE DESCRIPTIONS- MIDTOWN	10
OUR PROGRAMS-	11
QUEENS (JACKSON HEIGHTS)	11
& THE UPPER WEST SIDE	11
PART-TIME PROGRAM	11
COURSE DESCRIPTION: Queens (Jackson Heights) and Upper West Side	12
Everyday English Proficiency Descriptors by Course	12
Attendance	14
Academic Progress Policy	14
Levels 0-6 & Everyday English	14
Advanced Courses: Level 7, Level 8, Pre-TOEFL and Business 1	14
Post Advanced (PA):	15
Weekend Program (Upper West Side and Jackson Heights only)	15
Skills Focus Courses (Upper West Side and Jackson Heights only)	15
Grading Scale	15
Grade Reports & Thinkwave Student Portal	15

Certificate of Completion	15
Enrollment Certificate	16
Rules of Conduct	16
Termination by School.....	17
Student Life and Services	17
Orientation and Office Hours	17
Coming From an Agency.....	17
Activities	17
Help for Distressed Students	17
Cultural Adjustment and Culture Shock	18
Professional Medical or Mental Health Referrals	18
Health Insurance.....	18
Safety	18
Student Identification Cards	19
Housing.....	19
Excursions Policy.....	19
Computer Lab.....	19
College or University Placements	20
Banking	20
Student Complaint Procedures	20
Student Satisfaction Survey	20
Updates to Student Information.....	21
Recovery Hours.....	21
Responsibilities for F-1 Students	22
Terminology.....	22
Attendance Policy for the Full-Time Program	22
Passport and I-20	23
Change of Address / End of Program Reporting	23
Attendance / Medical Leave	23
Travel for F1 students.....	23
Conduct.....	23
Payments	23
NYLC Annual Vacation Policy for F1 students 2014.....	23
Extensions.....	24

Transfers	24
Employment.....	24
Duration of Status.....	25
New York Language Center - Subway or Bus Directions to Branches	25
NYLC – Midtown	25
NYLC – Upper West Side (Broadway).....	25
NYLC – Jackson Heights, Queens.....	25
NYLC – Bronx.....	25
<i>Guide to New York</i>	26
Subscribe to Our Blog!	32

Welcome to NYLC

Welcome to New York Language Center. At New York Language Center, students come first. New York Language Center students study English in an exciting multi-cultural atmosphere and meet new friends from all over the world. New York Language Center offers the international community a challenging English curriculum and the opportunity to experience American culture, all at an affordable cost.

We want your time with us to be wonderful. We want you to learn. We want you to improve your English while you enjoy all that our amazing city has to offer. We hope that upon returning to your home country, you will be happy you chose to study English with us. You are important to us and your success and learning is our success. We wish you an unforgettable experience.

Barbara Dick
Founder and Executive Director

Mission Statement

New York Language Center's mission is twofold: to provide high quality, affordable English classes to international students in a supportive, friendly atmosphere where students come first, whether their goal is academic, professional, or personal self-improvement, and expose them to American culture. At the same time, we are committed to providing immigrant New Yorkers with ESL classes that accommodate their needs and prepare them to be part of the society where they live, work and educate their children. The curriculum at New York Language Center is designed to support this mission by providing students with the necessary language tools to help them achieve their goals. New York Language Center is committed to excellence and service at the highest degree and is consistently reevaluating student, faculty, and administrative performance.

Certifications and Affiliations

- NYLC—Midtown, Upper West Side (Broadway), and Jackson Heights are accredited by the Commission on English Language Program Accreditation for the period December 2013 through December 2014 and NYLC agrees to uphold the CEA Standards for English Language Programs and Institutions.
- Certified as an English Language School by the New York State Education Department
- Authorized under federal law to enroll non-immigrant foreign students Founding Member and Board Member of New York English Schools Association (NYESA)
- Member of Association of Language Travel Organizations (ALTO)
- Member of One-To-World
- Member of World Youth Student & Educational (WYSE) Travel Confederation
- Key staff person is a member of the Association of International Educators (NAFSA)
- Key staff persons are members of Teachers of English to Speakers of Other Languages (TESOL)
- NY State TESOL

Staff

New York Language Center's staff is committed to providing a friendly, welcoming environment, quality education and student services. We are always available to answer your questions and help to make your experience at New York Language Center an enjoyable one. If you need to see a specific staff member and they are not available that day, please schedule an official appointment to see the staff member the next class day immediately before or after your classes.

Teaching Faculty

English as a Second Language teachers must have a baccalaureate degree in any discipline AND

1. 12 months of teaching experience in an ESL program, or
2. Completion of a Teaching English as a Second Language training (e.g. TESOL, CELTA) program, or
3. A minimum of 6 graduate credits in TESOL or Linguistics.

Our faculty members are committed to ongoing professional development and are native English speakers or demonstrate native level fluency of English. Faculty members are monitored by our Academic Staff to ensure the highest quality of instruction for all of our students. Additionally, students fill out student satisfaction surveys every session which evaluate faculty members' performance.

Teaching Method

New York Language Center uses a *practical* approach to teaching our students English. Our highly conversational classes emphasize oral fluency. From the very first class at the lowest level, students will use English in a practical and realistic way. We encourage active participation and natural production of language forms. In order to learn English, the language must become spontaneous. All classes include practice in real-life situations. Translation is not allowed. Many students who have studied English in their home countries know the language passively but cannot use it. We try to break that barrier.

Our instructors have specific goals for each week. These goals encompass what students *will be able to do* at the end of the lesson. Oral and written assessments allow students to gauge their achievement.

Level Placement

New students are given a placement test which includes grammar, reading comprehension, writing and an oral interview. Most students are able to finish the placement test in 30 minutes, but there is no time limit for completion. Based on the results of the placement test and oral interview, the student will be assigned to a recommended level and a course schedule that accommodates their specific needs and objectives. There is no fee to take the placement test, and students are invited to try classes before deciding whether or not to enroll. If a student feels that the assigned level is too difficult or too easy within the first three days of class, a level change request can be made. The instructor can make the same request after careful observation of the student's performance during his/her first week of attendance.

Proficiency Levels

Level 0 – Pre-Beginning (not offered in Midtown)

The student is a true beginner with no previous knowledge of the English language who is unable to communicate in English and may not be fully literate in any language.

Level 1 - Beginning 1

This level is appropriate for two types of beginners: absolute beginners with no previous knowledge of the English language, and false beginners, who have been exposed to English passively or have studied it a long time ago or to a limited extent. The student can read and write letters, numbers and a limited number of basic words and phrases related to immediate needs.

Level 2 - Beginning 2

The student can understand simple sentences and instructions used in familiar settings, but has limited vocabulary and only uses isolated words and expressions, without real grammatical content. The student can use short, memorized language chunks, but frequent errors may interfere with communication.

Level 3 – Intermediate 1

The student can communicate using simple phrases, sentences and questions. He/she can describe events, opinions and plans with some difficulty due to limited vocabulary and control of grammatical content. He/she can manage most situations likely to arise in his/her daily life.

Level 4 – Intermediate 2

The student is capable of expressing him/herself in several sentences in a limited number of areas. He/she can understand the main idea and some details of extended discourse. The student can communicate basic needs and participate in conversation in familiar social situations.

Level 5 –High Intermediate 1

The student is able to use more complex sentences when speaking and writing, but may have inconsistent control of more complex structures. He/she is able to communicate in a variety of settings and can comprehend and produce multi-paragraph texts on familiar topics, but may lack variety in vocabulary and sentence structure.

Level 6 –High Intermediate 2

The student understands everyday language and is capable of comprehending and expressing general ideas with nuances, despite some grammatical and lexical errors. He/she is able to communicate in a variety of settings and produce well-structured texts on a wider variety of familiar topics.

Level 7 –Advanced 1

The student is capable of expressing him/herself confidently in various situations and of understanding the language spoken by native speakers. Structural and lexical errors may still occur, but the student is able to communicate effectively orally and in writing. The student can comprehend and produce detailed texts and participate in discussions.

Level 8 –Advanced 2

The student's language skills are sufficient for communication in a wide variety of situations. He/she may still have difficulty with complex structures, idiomatic expressions and words with multiple and/or nuanced meanings. The student can comprehend and produce clear, detailed and organized texts on complex topics, although errors may be present.

Post-Advanced

The student is able to communicate with ease, flexibility and spontaneity. Communication skills are sufficient for use in academic and/or professional settings. Writing should approximate the writing of native speakers in terms of structures, organization and vocabulary.

Change of Level Procedure

Students requesting a level change will be reevaluated by the academic staff and/or teacher of the assigned level. Written and/or oral evaluations may be administered to determine whether a level change request will be granted or denied. Level change requests which are granted within the first 3 days of attendance are recorded on the Level Change Request log. After three day of attendance, Level change requests which are granted are recorded on the Level Change Request form and filed in the student file.

If the instructor believes that a student is in the wrong level, he/she is advised to consult the Academic Coordinator regarding the options for that student. Written and/or oral evaluations may be administered to determine whether a level change is appropriate. If a level change is needed, the instructor and Academic Coordinator will advise the student, complete the Level Change Request form and submit to the front desk for filing. Students who wish to change levels, but have written in the book must buy a new book for \$35. Students are allowed no more than two course changes per session.

Change of Schedule Policy

Sometimes students may request to change their schedule from day to evening, or weekend to daytime, or weekend to evening or the reverse, or change their schedule within branches of New York Language Center.

Our programs have different goals at different times, and programs among branches of the school can differ. For this reason, students requesting a change of session must meet with the ESL Academic Coordinator, give the reason for the change, sign a change of schedule request, and retake the oral and written placement examination. Often, the level the student is placed in will be different from the level or course he or she is currently in.

School Fees

The following are permanent fees charged at NYLC *excluding* tuition:

Registration Fee, Full-time	Midtown, Upper West Side, Queens	\$95
Registration Fee, Part-time	Queens and the Upper West Side	\$50
Registration Fee, Part-time	Bronx	\$35
Registration Fee Semi-Intensive Program	Midtown and Upper West Side	\$95
Registration Fee Semi-Intensive Program	Queens	\$50
Re-enrollment Fee for Full-time students	Midtown, Upper West Side, Queens	\$75
Housing Placement Fee	All schools	\$150
Housing Re-booking Fee (extension request)	All schools	\$50
Mailing Fee Express Courier	All schools	\$95 (FedEx & TNT) \$115 (DHL)
Mailing Fee express (US Post Office)	All schools	\$20 (Regular & Domestic Express) \$30 (International Priority)
New Material Fee to replace lost/damaged classroom material	All schools	\$35
Fee to initiate a change of status:	All schools	\$200
*Permanent fees are non-refundable after 3 days or if the student has already begun instruction.		

ACADEMIC CALENDAR 2015

JANUARY	
Thursday, January 1 st	CLOSED New Year's Day
Monday, January 19 th	CLOSED Martin Luther King Day
Monday, January 26 th	New Session- Upper West Side & Jackson Heights Queens
FEBRUARY	
Monday, February 16 th	New Session – Midtown
MARCH	
Monday, March 23 rd	New Session- Upper West Side & Jackson Heights, Queens
APRIL	
Friday, April 3 rd	CLOSED Good Friday
Monday, April 13 th	New Session – Midtown
MAY	
Monday, May 18 th	New Session- Upper West Side & Jackson Heights, Queens
Monday, May 25 th	CLOSED Memorial Day
JUNE	
Monday, June 8 th	New Session – Midtown
JULY	
Saturday, July 4 th	CLOSED Independence Day
Monday, July 7 th	New Session- Upper West Side & Jackson Heights, Queens
AUGUST	
Monday, August 3 rd	New Session – Midtown
SEPTEMBER	
Monday, September 7 th	CLOSED Labor Day
Tuesday, September 8 th	New Session- Upper West Side & Jackson Heights, Queens
OCTOBER	
Monday, October 12 th	CLOSED Columbus Day
Monday, October 26 th	New Session – Midtown
NOVEMBER	
Monday, November 2 nd	New Session- Upper West Side & Jackson Heights, Queens
Thursday- Sunday November 26 th -29 th	CLOSED Thanksgiving
DECEMBER	
Monday, December 21 st	New Session – Midtown
Thursday-Friday December 24 th - 25 th	CLOSED Christmas
Monday, December 28 th	New Session- Upper West Side & Jackson Heights, Queens

OUR PROGRAMS- MIDTOWN

AMERICAN ENGLISH INTENSIVE PROGRAM (INTENSIVE LANGUAGE PROGRAM)

Course Length: 8 weeks per level Course

16 Hours of Integrated Skills

4 Hours of Lab

Meetings: 20 hours per week

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Intensive Program. [This program is mandatory for persons on an F-1 student visa.](#)

ESL/EFL SEMI INTENSIVE PROGRAM (SEMI-INTENSIVE LANGUAGE PROGRAM)

Course Length: 8 weeks per level

16 Hours of Integrated Skills

Meetings: 16 Hours per week

ELECTIVES

Combined with either the Semi Intensive or Intensive Language Program, students will be able to add up to 8 additional hours to their weekly Program. These classes specialize in a specific skill.

PRIVATE LESSONS

For students with limited time or a specific need, private lessons can be arranged to complement a student's schedule, or these lessons may be taken on their own. An assessment to determine your English level will be given prior to the start of any private lessons.

COURSE DESCRIPTIONS – MIDTOWN

Course Length:	8 weeks per level
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Students may begin their program on any Monday.

Integrated Skills – Levels 1-8: Our integrated skills program is designed to provide quality instruction and practice to improve your listening, speaking, reading and writing skills at every level. You will learn how and when to use the vocabulary, pronunciation and grammar that you need to become a fluent speaker of English. Fun and creative learning activities will prepare you to use English in real-life situations such as work, socializing, academic studies and everyday interactions. Every week, your teacher will assess your progress and give you helpful feedback to make sure you are learning the skills you need to reach your goals.

Pre-TOEFL Preparation & Post Advanced TOEFL Preparation: These are advanced courses which develop students' ability to comprehend standardized test taking and language associated with tests such as TOEFL and IELTS in the context of familiar topics. The Post Advanced TOEFL-Preparation class further develops students' ability to fully comprehend standardized test taking and language associated with tests such as TOEFL and IELTS using practice materials similar to those found on the exams. Students will extensively practice language structures and functions needed for success on standardized tests of English.

Business English 1 & Post Advanced Business English: These are advanced courses which develop students' ability to identify, understand and utilize terminology, phrases and structures used in a professional setting. Students will engage in meetings, negotiations, analysis of business problems and brainstorming of solutions, all in English. In addition, students are encouraged to submit articles to our Business English Blog which allows them to write about their own area of expertise.

Post-Advanced Listening and Speaking: In this integrated skills course, you will develop critical thinking skills as you gain insight into American attitudes and values. Students will engage in discussion and debate to promote spoken fluency. You will learn how to clarify, interpret and evaluate ideas from the listening and reading activities as well as improve your command of a sophisticated vocabulary and complex structures.

Post-Advanced Reading and Writing: This integrated skills course features academic texts on high-interest topics, step-by-step writing instruction and practice, vocabulary expansion, tailored grammar review as well as critical thinking skill development, discussion and fluency building. Students learn how to plan, write outlines, edit and revise a variety of academic essays including process, persuasive, descriptive and cause-and-effect.

Friday Labs: Friday lab provides Intensive Language Program Students (those taking 20 hours per week) with enhanced practice with authentic materials such as newspaper articles, podcasts and online videos. Students interact with real English through new themes each week to improve listening, speaking reading and writing skills in real-life settings.

OUR PROGRAMS- QUEENS (JACKSON HEIGHTS) & THE UPPER WEST SIDE

Our Queens (Jackson Heights) and Upper West Side locations offer an intimate learning environment for those on a budget. These smaller facilities have excellent instructors, participate in the same activities as Midtown students and are generally closer to our residences and homestays. Computer labs and Wi-Fi internet access are available. If you choose to study in either of these locations, you will be welcomed by a caring administrative staff. Our Queens location is 25 minutes to midtown Manhattan by subway and our Upper West Side location is in a beautiful residential neighborhood near Central Park and Riverside Park.

EVERYDAY ENGLISH (Mornings or Evenings)

Course Length: 8 weeks per level

Course meetings: 8 hours per week

Weekend Program (Saturday or Sunday)

Course Length: 8 weeks per level

Course Meetings: 4 hours per week

AMERICAN ENGLISH INTENSIVE PROGRAM (INTENSIVE LANGUAGE PROGRAM) - 20 HOURS PER WEEK

Course Length: 8 weeks per Level

Class Meetings: 12 Hours of Integrated Skills

4 Hours of Communicative Competencies

4 Hours of Lab

Business English, TOEFL Test Preparation and Post-Advanced courses can also be taken in the Intensive Program. [This program is mandatory for persons on an F-1 student visa.](#)

ESL/EFL SEMI INTENSIVE PROGRAM (SEMI-INTENSIVE LANGUAGE PROGRAM) - 16 HOURS PER WEEK

Course Length: 8 weeks per course

Class Meetings: 12 Hours of Integrated Skills

4 Hours of Communicative Competencies

PART-TIME PROGRAM

Course Length: 8 weeks per level

Course Meetings: 12 hours per week

PRIVATE LESSONS

For students with limited time or a specific need, private lessons can be arranged to complement a student's schedule, or these lessons may be taken on their own. An assessment to determine your English level will be given prior to the start of any private lessons.

COURSE DESCRIPTION: Queens (Jackson Heights) and Upper West Side

Course Length: 8 weeks per level

Students may begin their program on any Monday.

English 101-104 & Conversation 201: The Everyday English program is specifically designed for students who live and work in New York. There are four levels of integrated skills and a conversation course. The program concentrates on teaching and building basic English skills in order to gain confidence at work, at home, and in the community. Students practice listening, speaking, reading and writing in all courses.

Everyday English Proficiency Descriptors by Course

Course	Listening/Speaking	Reading	Writing
Everyday English 101	Learns to identify and produce English phonemes Gives single word answers Able to answer questions related to self Able to answer questions related to activities with repetition	Can identify basic vocabulary words related to self Can read simple forms Can read simple conversations related to self Reads short phrases aloud	Can write familiar words related to self
Everyday English 102	Identifies and produces English phonemes Can give short answers Able to answer questions related to everyday activities with little or no repetition	Reads basic texts with everyday vocabulary Reads basic forms Reads conversations on everyday topics	Answer questions in written form on basic everyday topics, family, school, work. Writes simple sentences Writes compound sentences in the present
Everyday English 103	Can answer questions on familiar topics with extended answers Can verbalize information about self, school, family, work and everyday activities in spoken English	Reads longer texts on familiar topics Reads forms	Writes compound sentences using the present and the past. Can answer questions with complete sentences in writing
Everyday English 104	Can respond appropriately (formally or informally) in spoken English to questions on everyday school and work issues Can ask for clarification with clarity Can describe using the present, past and future	Can read and comprehend texts on school and work issues Can determine meaning of unknown words through context	Can write about present, past and future events with accuracy in simple sentences.
Conversation 201	Responds appropriately to questions related to school and work in the present, past and future Can apply inflection to voice	Can comprehend job descriptions and job applications Can determine purposes in reading	Can write about the present, past and future using a variety of sentence types.

Integrated Skills – Levels 0-8: Our integrated skills program is designed to provide quality instruction and practice to improve your listening, speaking, reading and writing skills at every level. You will learn how and when to use the vocabulary, pronunciation and grammar that you need to become a fluent speaker of English. Fun and creative learning activities will prepare you to use English in real-life situations such as work, socializing, academic studies and everyday interactions. Every week, your teacher will assess your progress and give you helpful feedback to make sure you are learning the skills you need to reach your goals.

Pre-TOEFL Preparation & Post Advanced TOEFL-Preparation: These are advanced courses which develop students' ability to comprehend standardized test taking and language associated with tests such as TOEFL and IELTS in the context of familiar topics. The Post Advanced TOEFL-Preparation class further develops students' ability to fully comprehend standardized test taking and language associated with tests such as TOEFL and IELTS using practice materials similar to those found on the exams. Students will extensively practice language structures and functions needed for success on standardized tests of English.

Business English 1 & Post Advanced Business English: These are advanced courses which develop students' ability to identify, understand and utilize terminology, phrases and structures used in a professional setting. Students will engage in meetings, negotiations, analysis of business problems and brainstorming of solutions, all in English. In addition, students are encouraged to submit articles to our Business English Blog which allows them to write about their own area of expertise.

Post Advanced Listening and Speaking: In this integrated skills course, you will develop critical thinking skills as you gain insight into American attitudes and values. Students will engage in discussion and debate to promote spoken fluency. You will learn how to clarify, interpret and evaluate ideas from the listening and reading activities as well as improve your command of a sophisticated vocabulary and complex structures.

Post Advanced Reading and Writing: This integrated skills course features academic texts on high-interest topics, step-by-step writing instruction and practice, vocabulary expansion, tailored grammar review as well as critical thinking skill development, discussion and fluency building. Students learn how to plan, write outlines, edit and revise a variety of academic essays including process, persuasive, descriptive and cause-and-effect.

Skills Focus: Taught at Beginner, Low Intermediate, Intermediate, High Intermediate and Advanced levels, students concentrate on developing their listening/speaking and reading/writing skills.

Friday Labs: Friday lab provides Intensive Language Program Students (those taking 20 hours per week) with enhanced practice with authentic materials such as newspaper articles, podcasts and online videos. Students interact with real English through new themes each week to improve listening, speaking reading and writing skills in real-life settings.

Attendance

All students are expected to attend class every time the class meets. Regular attendance is necessary to avoid falling behind academically.

Teachers take daily attendance by calling students' names aloud and recording attendance in the attendance folder. When the teacher calls your name, indicate that you are present. If your teacher does not call your name aloud, make sure that the teacher knows you are present and has recorded your attendance accurately.

Students are expected to arrive to class on time and return from the break on time. Arriving late is disruptive to the teacher and your fellow classmates. Teachers will not repeat material missed by late students. Students who arrive late to class will be marked Tardy. Students who leave before the teacher dismisses the class will be marked as Early Departure. Three lateness's and/or early departures in any combination equal an absence.

Attendance Policy for the Full-Time Program

This program requires at least 80 percent attendance per session. When you attend class, you gain the full advantage of your tuition. When you miss class, you are unable to benefit from the learning opportunities prevalent in each lesson. Because courses are completed within an eight-week term, it is imperative that you attend the maximum number of classes. For students on F1 status, the NYLC attendance policy and responsibilities form describes the attendance policy which applies to all students registered in courses in this program as F1 students. F1 students must initial each point and sign the form. Please refer to NYLC attendance policy form for details or ask for a copy of this document from a Foreign Student Advisor or Designated School Official (DSO).

Attendance Policy for the Part-Time Program

Students are required to attend at least 70 percent of classes in order to go on to the next level. In rare instances, students with special circumstances will be allowed to take the required exams to demonstrate proficiency if he or she is unable to fulfill the attendance requirement.

Academic Progress Policy

Levels 0-6 & Everyday English

Students must achieve a score of **70%** in order to progress to the next level in sequence.

Weekly formative assessments account for **35%** of the final grade. The final summative exam accounts for **65%** of the final score. Students who do not achieve the minimum passing score must remain in the same level in the subsequent session.

Advanced Courses: Level 7, Level 8, Pre-TOEFL and Business 1

Students who pass High Intermediate 2 (Level 6) with a minimum score of **70%** may enter Advanced 1 (Level 7).

Students who pass High Intermediate 2 (Level 6) with a minimum score of **80%** may enter the Pre-TOEFL or Business track (Business 1).

Students who pass Pre-TOEFL or Business 1 with a score of **80%** or more can enter the Post advanced track.

Weekly formative assessments account for **35%** of the final grade. The final summative exam accounts for **65%** of the final score.

Students who achieve a score of 70% - 79% in Pre-TOEFL or Business 1 have the option of repeating the same course or transferring to Level 8. Students who score lower than 70% must transfer to Level 7.

Post Advanced (PA): TOEFL Prep, PA Business English, PA Listening and Speaking and PA Reading and Writing
To enter these courses, students must:

1. Be placed into the post-advanced track upon arrival
2. Pass **Level 8 with 70%** or more
3. Pass **Pre-TOEFL or Business 1 with 80%** or more

Weekly formative assessments account for **35%** of the final grade. The final summative exam accounts for **65%** of the final score. Students who do not achieve the minimum passing score must remain in the same level in the subsequent session.

Weekend Program (Upper West Side and Jackson Heights only)

Students must achieve a score of **70%** in order to progress to the next level in sequence.

Formative assessments are given after 8 hours of instruction (every two weeks) as well as a final summative assessment at the end of the 8 week session. Weekly formative assessments account for **35%** of the final grade. The final summative exam accounts for **65%** of the final score. Students who do not achieve the minimum passing score must remain in the same level in the subsequent session.

Skills Focus Courses (Upper West Side and Jackson Heights only)

Students must achieve a score of **70%** in order to progress to the next level in sequence.

Formative assessments are given after 8 hours of instruction (every two weeks) as well as a final summative assessment at the end of the 8 week session. Weekly formative assessments account for **35%** of the final grade. The final summative exam accounts for **65%** of the final score. Students who do not achieve the minimum passing score must remain in the same skills focus class in the subsequent session, regardless of progression in the level course.

Grading Scale

- 90-100 Achieving mastery of course outcomes at high proficiency
- 85-89 Achieving near mastery of course outcomes at high proficiency
- 79-84 Achieving near mastery of course outcomes at adequate proficiency
- 70-78 Minimally achieving mastery of course outcomes
- 0-69 Not achieving course outcomes

Missing (M). Student did not complete assessment

Excused (E). Student was not enrolled in the course at the time of assessment

Grade Reports & Thinkwave Student Portal

Students are given access to view their weekly and final grades on www.thinkwave.com. Invitations to join Thinkwave are sent via email. When you receive the invitation email from NYLC Thinkwave, click on the link and create your own username and password to log in. You will be able to see your test scores and final grades for all of your classes, as well as messages posted by your teacher and your daily attendance. Students who do not wish to give their email address to the school may request a printed access code to view their scores and attendance online.

Certificate of Completion

Upon request, a Certificate of Completion may be awarded to any student who successfully completes one

of the following modules:

Midtown

Module	Levels
Beginner	1-2
Intermediate	3-4
High Intermediate	5-6
Advanced	7-8
Academic Track	At least 8 weeks of the same course in the Academic Track

Upper West Side & Jackson Heights

Module	Levels
Beginner	0-2
Intermediate	3-4
High Intermediate	5-6
Advanced	7-8
Academic Track	At least 8 weeks of the same course in the Academic Track

The Student must complete the higher level in the module to qualify for a Certificate of Completion. If the student has been terminated for not meeting attendance requirements and/or has not maintained good academic standing, he or she will not be eligible.

Enrollment Certificate

Students are eligible to receive an Enrollment Certificate when they complete the program for which they have registered. If the student has been terminated for not meeting attendance requirements and/or has not maintained good academic standing, he or she will not be eligible. Students must request an Enrollment Certificate at the front desk on the Monday of their final week of study in order to receive it by Friday.

Rules of Conduct

- *Attendance and lateness:* Please be sure to arrive on time and prepared for your classes every day. If your class has a break, you must return to class at the end of the break. Your teacher can't wait for late students to begin the lessons.
- *Cell phones:* Please do not use cell phones in class. If you need to take an important phone call, you must exit the classroom to take the call. Please do not send text messages or use the internet for personal reasons during class time. It is very distracting and disrespectful to your teacher and classmates.
- *English Only:* Please speak English at all times during class. Of course, it is acceptable to translate one word every once in a while or to use a dictionary, but if you depend on translation, your English won't advance. Most importantly, you must speak English with your classmates. If many students in the class speak the same native language, they often revert to using their language in class. This is very disrespectful to the other students in class who can't understand, and is counterproductive to everyone's goal of improved English skills.
- *Building Rules:* Please do not stand in front of the building. If you want to talk with friends or smoke outside, please move away from the building entrance.

Termination by School

- The school may terminate a student for any of the following reasons:
- Non-payment of tuition
- Failure to attend 2 consecutive weeks without notifying the school
- Unsatisfactory conduct in school or in class
- If an F-1 student, violation of attendance policy
- Soliciting on school premises

Student Life and Services

Orientation and Office Hours

New York Language Center offers general student orientations and F1 student orientations at all branches. The orientation is announced and is every Monday at the Midtown school and Tuesdays at the Upper West Side and Jackson Heights. For evening and weekend part-time programs the orientation takes place at the start of a new session. Students who miss the orientation may schedule a one-on-one orientation with an NYLC Foreign Student Advisor if they are on F1 status or with an Academic Coordinator if they are not on F1 status. NYLC is generally an open access school, and students may visit NYLC advisors every weekday before or after classes. Students may schedule an appointment to see a specific advisor for important issues. For questions about housing, activities, medical insurance, university applications, referral to a medical professional, or anything else you may also call (212) 268-6500 and ask for the Student Life Manager or for F1 status questions the Principal Designated School Official in the International Student Office.

Coming From an Agency

Students referred to New York Language Center by an Overseas Partner should take our Agency Survey on their first day of class. This survey is also available at any time online at: www.surveymonkey.com/s/NYLC-Agency-Survey. If the student believes that an agency has misrepresented the school, the student should file an official complaint. See Student Complaint Procedure on page 18 for instructions.

Activities

New York Language Center offers a wide range of student activities which are always led by one or more of our Faculty members. Depending on the season, we offer 2-5 activities every week, which are free, low-cost, or discounted for our students. Participation in the student activities are an important factor in successful cultural adjustment and progress in English Language learning. Some of our most popular activities include visits to the Empire State Building, guided tours of the United Nations, walks across the Brooklyn Bridge, Coney Island, the Bronx Zoo, the Lower East Side Tenement Museum, the Metropolitan Museum of Art, guided tours of Columbia University, professional and university sporting events, various cultural festivals, parades and celebrations, as well as in-house movie screenings, and development workshops. To learn more about the school activities, students may see the Student Life Manager or refer to posters, Facebook and blog for regular updates and announcements.

Help for Distressed Students

All students can request help from a Student Advisor or Student Life Manager for references to nearby professional help. Part-Time students attending classes in the evening or weekends are encouraged to schedule appointments with the Student Advisor at their branch location for individual counseling.

Cultural Adjustment and Culture Shock

NYLC staff members are here to help you with your transition to New York, please do not hesitate to speak to us if you need help. Everyone experiences ups and downs adjusting to a new culture and NYLC will help you with this adjustment. You will receive some information about cultural adjustment at the orientation, and teachers and staff also can be a source of help. Participating in NYLC group activities will help you to adjust and make friends with your new classmates. Find a group of people who share your passion or hobby: join our Facebook community (www.facebook.com/ilovenylc) or see the Student Life Manager for recommendations about how to get out and meet people who share your interests.

Professional Medical or Mental Health Referrals

If a New York Language Center Student Advisor suspects that a student needs mental health assistance or medical assistance, the matter is treated as confidential and urgent and the Student Advisor will offer to help the student to find a trained medical professional or therapist, or to assist the student to get to an emergency room.

Health Insurance

It is highly recommended that NYLC students buy health insurance. The consequences and risks of not having adequate medical coverage are severe: for those without coverage a serious injury or illness can cost tens of thousands of dollars and there is a risk of inadequate or poor health care. Students can visit www.internationalstudentinsurance.com or www.sevencorners.com to book medical insurance themselves before departure to the United States, they can visit an NYLC advisor immediately upon arrival for assistance, or they can buy insurance themselves from another company.

Safety

In the schools: Your safety is important to us whether you are in the building or outside. It is important that you take note of the following:

Please note where the emergency exits are located in your building. We will point them out to you. If there is an emergency, please exit the building in an orderly fashion using the stairs. Never use the elevator if there is an emergency or the fire alarm sounds, even at the Midtown school. Use the stairs to exit directly into the street. Do not leave your personal belongings unattended during breaks or at any time as they can get stolen.

The Midtown school is in a high rise office building with many offices and a lot of public traffic. If you ever feel uncomfortable about getting into the elevator with someone, do not go in and wait for the next elevator. Remember that smoking is not allowed inside any building in New York City and also in most parks.

Outside of the schools: New York is relatively safe, but it's still a big city and you should always be on guard. Late at night, consider taking a yellow taxi home or taking a yellow taxi from the subway station nearest to your home. If you ride the subway late at night, wait in the late-night waiting area (you'll see a yellow line on the wall marking this area in the station or on the platforms where there are cameras). On buses late at night after 11 pm you have the right to ask the bus driver to drop you off right in front of your building (if your building is directly on the bus route) Don't wait by yourself on a deserted platform late at night: find the late-night waiting area marked in yellow that is under video surveillance or stay near other people if you cannot find the video surveillance area. Keep your back to the wall, face the platform and

oncoming train, and do not lean over the tracks. On the subway trains keep your belongings on your lap or secure in your bag around your shoulder. On the streets late at night, avoid deserted streets and avenues, do not enter parks, and walk where there are more people. Know where you are going and keep your important documents and your money secure. Try to avoid pulling out your wallet.

It is very important to keep cell phones, tablets and computers out of sight in the subway. If you go out with friends to bars or clubs, be sure you all leave together. Never leave your friends behind.

To call the police, fire department, or ambulance in New York, dial 911. For non-emergency questions or needs, dial 311.

Student Identification Cards

If you would like a New York Language Center Student identification card, please bring a small photograph to the office (one inch by one inch) upon arrival in New York City. Allow one week for processing. The NYLC ID is not a legal ID. Carry your legal ID, such as a passport or NY or NJ driver's license, with you at all times or you risk detention if stopped by the police for any reason. F1 students should also carry their I-20 or a copy of their I-20 with them at all times.

Housing

New York Language Center offers safe and convenient homestays, apartments and student residences, all at an affordable cost. If you have any problems with your housing, please contact the Student Life Manager at housing@nylanguagecenter.com.

If you would like to reserve housing on your own, you may also see the Student Life Manager for recommendations on trustworthy housing agencies such as <http://nyhabitat.com>. As with any internet transactions, please use online housing sources such as Craigslist with caution (do not pay any money or give out credit card or bank account information until you have seen the apartment and seen the lease terms).

Excursions Policy

Teachers may take their class on an excursion under the following conditions:

1. The excursion must be planned and announced at least one week in advance so that all students and the academic staff are aware
2. The teachers must provide the destination address and contact information to the school
3. Excursions may not be planned for Mondays
4. The class must meet at the school and leave together as a group after 30 minutes from the scheduled class start time
5. The excursion must be educational in nature and intended to help students reach the learner outcomes for the level
6. Excursions must be free of cost to the students
7. Students under the age of 18 must get written permission from a parent or legal guardian
8. Students who do not wish to join an excursion may attend another class that day or make up the class at a different branch or schedule if no class of the same level is available on the day of the planned excursion

Computer Lab

New York Language Center has a computer lab for classroom use and for our students to use after class hours. There are also computers available in the student lounge for student use any time.

College or University Placements

New York Language Center has relationships with several degree-granting institutes and universities, and NYLC staff members have a strong working knowledge of the American community college and university system. Students can request letters of pre-admission from some of our partner schools, and may be granted a waiver of the TOEFL score requirement in certain cases. In addition, students may make an appointment to meet with an NYLC Foreign Student Advisor who can assist them with university research and applications.

Banking

NYLC advisors can help you open a bank account at Chase Bank, Citibank, and many other banks in New York City. We recommend that you have a bank account in the United States as many payments are more easily made electronically, and it's better for security than keeping large amounts of cash at home. If you have problems opening an account with your bank of choice, please ask your NYLC advisor to help you. From international students, normally banks need some combination of the following documents:

- Proof of local address in the NYC/New Jersey area;
- 2 forms of ID (for example, passport and NYLC ID);
- Proof of the international address (the address as noted in the passport or a piece of mail from NYLC that was sent to the international address) or
- NYLC attendance verification letter listing your US address, and signed by an NYLC advisor (Chase Bank, for example);
- I-20 (if you are an F1 student).

Student Complaint Procedures

Students should feel free speak to the front desk staff, Academic Coordinator, Manager, or Director to discuss any concerns. If after discussing his/her complaint with the appropriate staff member, the student still feels the complaint has not been resolved, he/she may follow the review procedures listed below:

1. Complete a student complaint form which can be obtained from the front desk in the Midtown, Upper West Side, or Jackson Heights branch, include documentation, such as a written description of complaint, and present it to the Executive Director of New York Language Center.
2. Within five business days of receipt of the student complaint form and documentation, the Executive Director will appoint a review board consisting of the Executive Director, NYLC PDSO/DSO, one instructor and one student in order to maintain and ensure objectivity and fairness in deliberation.
3. The review board will meet within five business days of its appointment and review the written complaint as well as meet with the complainant.
4. The review board will issue a decision in writing within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

Student Satisfaction Survey

At the end of every session, students will be provided with a student satisfaction survey. The survey asks students to rate the quality of instruction, facilities, staff, housing, activities and overall satisfaction and allows students to share their opinions and recommendations anonymously. Additionally, the survey is available at any time by request and another version of the survey is also available on our

Website: www.nylanguagecenter.com/en/foreign-students/student-satisfaction-survey

Updates to Student Information

Students are responsible for checking our website and/or Facebook pages for any important announcements. Such announcements may include a change in policies due to weather-related closings. Students without access to the Internet should inform the school at the time of orientation.

Recovery Hours

In the event of an unplanned school closure due to weather events or disaster, the class hours missed can be recovered at any NYLC branch or in any schedule free of charge, up to a maximum of 40 hours.

Responsibilities for F- 1 Students

All schools must report F1 students' start dates, end dates, changes of address, and other F1 events to DHS using the SEVIS system. It is the student's responsibility to report in writing to their NYLC DSO or PDSO any changes in address or any events such as completion of the program or a trip outside the United States. It is the student's responsibility to report to the NYLC DSO within 15 days of starting the program at NYLC. **Maintaining F1 status is the student's responsibility.**

Terminology

Term	Definition
Department of Homeland Security (DHS)	DHS makes the regulations governing F1 students
United States Citizenship and Immigration Services (USCIS)	USCIS is a unit within DHS (that oversees many aspects of F1 students once they are in the U.S.)
United States Immigration and Customs Enforcement (USICE)	USICE is a unit within DHS (that oversees U.S. borders and immigration enforcement)
I-20 Certificate of Eligibility (I-20)	The document issued to the F1 student by the school (it is not an F1 student visa but it is required before a student may request the student visa)
School and Exchange Visitor Information System (SEVIS)	SEVIS is the database for tracking F1 students, and where our DSOs and PDSOs log in to make I-20s
Designated School Officials (DSO) and Principal Designated School Official (PDSO)	These are the officials at NYLC authorized by DHS to make I-20s and make reports to DHS through SEVIS.

Attendance Policy for the Full-Time Program

This program requires at least 80 percent attendance per session. When you attend class, you gain the full advantage of your tuition. When you miss class, you are unable to benefit from the learning opportunities prevalent in each lesson. Because courses are completed within an eight-week term, it is imperative that you attend the maximum number of classes. For students on F1 status, the NYLC attendance policy and responsibilities form describes the attendance policy which applies to all students registered in courses in this program as F1 students. F1 students must initial each point and sign the form. Please refer to NYLC attendance policy form for details or ask for a copy of this document from a Foreign Student Advisor or Designated School Official (DSO).

(Continued on next page)

Passport and I-20

F1 (I-20) students must maintain a valid passport and I-20 at all times. If your passport will expire in the next six months, please contact your country's consulate to ask for a renewal. If the I-20 from NYLC will expire, it is your responsibility to get a new I-20 from us or to arrange your transfer to a new school before the I-20 expires. Carry your passport and I-20 with you at all times, or you risk detention if stopped by the police or DHS officials for any reason. Keep a photocopy of all your important documents in a safe and separate place.

Change of Address / End of Program Reporting

Any change of address or end of your ESL program must be reported in writing to a Foreign Student Advisor, DSO, or PDSO in writing within 10 days (for a change of address) or by the last day of your program. Students need to request the correct form to report such a change. The DSO or PDSO will inform DHS/USCIS using SEVIS.

Attendance / Medical Leave

F1 status students are required to be enrolled in 20 hours of class per week and are required to maintain a satisfactory attendance rate at New York Language Center (NYLC). Students must arrive on time to classes — those who are late to class may be marked absent. It is the student's responsibility to be registered for 20 hours of class per week at NYLC. Failure to maintain adequate attendance may jeopardize a student's status and may also lead to dismissal from NYLC and termination in SEVIS. Sick leave or emergency leave must be documented and authorized by a Foreign Student Advisor when the incident occurs (not several weeks later). Students must contact a Foreign Student Advisor within 24 hours of an emergency or situation which prevents the student from attending class. The student or the student's representative must fill out a medical leave request form, vacation form, or leave of absence form as required by the DSO or PDSO and provide documentation, and the request for medical leave, vacation, or leave of absence must be approved by an NYLC Foreign Student Advisor, DSO, or PDSO.

Travel for F1 students

At all times in the United States you are supposed to carry your original passport, visa (or I-797 approval for change of status students), I-94 card, and I-20. Keep copies of all your important immigration documents in a separate and secure place in your apartment. If you are travelling around New York City always have your original passport with you, and at least carry a photo copy of the I-20 with you.

Outside the New York City/New Jersey metro area: Please do not travel outside of the New York City/New Jersey metro area until you speak with your foreign student advisor and get the necessary approval. To travel outside the United States, even to Canada or the adjacent Caribbean Islands, you must schedule an appointment with your Foreign Student Advisor to get the necessary signatures and approval. Please bring your passport and I-20 to this meeting.

Conduct

Students are expected to maintain proper behavior at all times. Students may be terminated by the school if unsatisfactory attitude or conduct is observed. All students who are terminated are reported to DHS via SEVIS.

Payments

All students are expected to make payments in a timely fashion. Payments are to be made to staff at the front desk, not to the Foreign Student Advisor. Front desk staff, not the Foreign Student Advisor, has full authority to collect student payments. One week after the official start date of your classes, you are no longer eligible for the discounted tuition rates for 10 weeks or more. Students who have payments overdue may not get their academic report or completion certificate until the balance due is paid.

NYLC Annual Vacation Policy for F1 students 2014

The U.S. Immigration and Customs Enforcement (ICE) of the U.S. Department of Homeland Security (DHS) has issued a new policy on Annual Vacation for students at English language training schools. ICE defines an academic year as twenty-six weeks of instructional time for English schools that use clock hours, and a student can only take

one annual vacation period.

Annual vacation at New York Language Center is only for those F1 students who have completed at least twenty-six weeks of continuous study, and who intend to come back to New York Language Center. Students who have maintained a satisfactory attendance rate for twenty-six weeks are eligible to receive an eight week annual vacation **at the beginning of the next 8-week session**. The Designated School Official (DSO) or Principal Designated School Official (PDSO) also has the discretion to grant the 8 week vacation starting with week 5 of an 8-week session. Requests for vacation that would start on any week other than with week 1 or week 5 of the 8-week session, must have a documented reason and must be approved by a DSO or PDSO. It's the student's responsibility to catch up with the class once they return from their vacation. If a student takes vacation in week 5, upon return, they must go back to the same level. If the student is on attendance probation, a student cannot take vacation until completing the probation period and getting clearance from the DSO or PDSO.

To receive permission for vacation, an F-1 student must obtain written permission from the DSO or PDSO at least one week before the start of the vacation and payments must be up-to-date. Students must make a non-refundable deposit equal to 4 weeks of tuition, which will apply to the tuition payments upon the student's return. Students who intend to travel outside the United States must see the Foreign Student Advisor and bring their I-20 and passport (page 3 of the I-20 must have a travel signature). Upon returning from vacation, the student must report to the Foreign Student Advisor and the front desk, to show the vacation form and vacation deposit receipt to the front desk staff, and to provide a copy of the stamped passport and flight arrival tickets if coming from outside the U.S.

Students who need to return to their country before they are eligible for annual vacation may apply with the DSO for a leave of absence using the leave of absence form.

Extensions

To apply for an extension of your I-20, you must see a Foreign Student Advisor at least 30 days prior to the completion date on your I-20. You will have an oral interview with the Academic Coordinator to determine if you can benefit from continuing at New York Language Center. The advisor will determine if you qualify for an extension — many students who have completed twelve months of study at our school will not be eligible for an extension. You cannot have an extension after your I-20 expires.

Transfers

As an F1 student at NYLC, you must study with us for at least a minimum period and you must have satisfactory attendance to be eligible to transfer in good status to another school. If you are on attendance probation it is recommended that you complete the probation period with satisfactory attendance to get back in good standing before you transfer out. To transfer to another school, you must notify us of the intent to transfer at least two weeks in advance, and you must provide an acceptance letter from the new school. Your SEVIS internet record will be released to your new school only after you have registered at that school. **NO TRANSFER REQUEST WILL BE PROCESSED ON THE SAME DAY REQUESTED.** The new school will determine whether you are eligible to transfer and when you must start.

Employment

Under F-1 status, students may not work legally in the United States without specific permission. NYLC cannot grant such permission. Students who transfer to a university have restricted rights to work, and should consult an advisor at the university. Because you cannot work legally while at NYLC, you cannot get a social security number. Please see a Foreign Student Advisor if you need to obtain an IRS Individual Taxpayer Identification Number (ITIN) in order to file taxes.

Duration of Status

An F-1 student is admitted to the United States for the duration of status (D/S), as written on the I-94 card. This is defined as the time in which the student pursues a full course of study plus a reasonable amount of time to transfer to another school or depart the United States. Your permission to stay in the United States is based on Section 5 of your completion date. Any student who will not complete the course of study at New York Language Center by this time MUST apply for a program continuation at least thirty days before the completion date, or must transfer to a new school by the start of the next available session offered by that school.

New York Language Center - Subway or Bus Directions to Branches

NYLC – Midtown

226 W. 37th Street, 11th Fl (between 7th & 8th Avenues) New York, NY 10018
Tel: (212) 268-6500 / Fax (212) 268-2059

NYLC – Midtown is within walking distance from Port Authority bus terminal (NJ buses), Penn Station and the PATH station at 33rd Street. Long Island Railroad and New Jersey transit trains go to Penn Station.

Subway: #1, 2, 3, 7, S, N, R, Q subway to 42nd/Times Square; A, C, E to 42nd/8th Avenue, or #1, 2, 3, B, D, F, M, N, R, Q to 34th Street.

NYLC – Upper West Side (Broadway)

2637 Broadway, 2nd Floor (at W. 100th Street) New York, NY 10025
Tel: (212) 678-5800 / Fax: (212) 678-9842

Subway: # 1, 2, or 3 to W. 96th Street (walk to corner of Broadway and 100th Street);
Bus: Crosstown M96 bus from Upper East Side or M60 bus from Astoria (change to 2/3 subway at 125th Street).

NYLC – Jackson Heights, Queens

37---66 82nd Street, 2nd Fl. (near Roosevelt Avenue) Jackson Heights, NY 11372
Tel: (718) 476-7600 / Fax: (718) 476-7974

Subway: # 7 to 82nd Street/Jackson Heights, or E/F/M/R to 74th/Roosevelt Avenue, LIRR to Woodside

NYLC – Bronx

2450 Grand Concourse (at 188th Street) Bronx, NY 10458
Tel: (718) 561-6000 / Fax: (718) 561-5990

Metro North Train: to Fordham Station (then walk to school or take Bx 12 bus going west)
Subway: B, D, or #4 to Fordham Road; Bus: Bx 12 to Fordham Road.

Contact us:

Email: info@nylanguagecenter.com

Tel: +1.212.268.6500 Fax: +1.212.268.2059

Web: www.nylanguagecenter.com

Facebook: www.facebook.com/ilovenylyc



New York Language Center-

Download this guide from our website and use Google Translate if needed!

<http://www.nylanguagecenter.com/en/foreign-students/student-downloads>

Midtown 226 W. 37th Street, 11th Fl. (near 7th Avenue) New York, NY 10018 TEL: +1-212-268-6500

Upper West Side 2637 Broadway (at W. 100th Street) New York, NY 10025 TEL: +1-212-678-5800

Jackson Heights 37-66 82nd Street, Jackson Heights, Queens, NY 11372 TEL: +1-718-476-7600

Bronx 2450 Grand Concourse Bronx, NY 10458 TEL: +1-718-561-6000

Important Phone Numbers

Emergencies - 911 General Emergencies	US Postal Service 1-800-275-8777
General Information - 311 Government and non-emergency information; Street parking information; report potholes, noise or blocked driveways; to give the Mayor a message; and more. (24 hours/ 7 days a week)	NYC Tourist & Visitor Information 1-212-484-1222 Questions about attractions, tours or anything related to New York City tourism. Monday through Friday 8:30 a.m. - 6 p.m.; Saturday and Sunday 9 a.m. - 5 p.m.
New York Police Department – 1-646-610-5000 or 1-718-610-5000	New York Fire Department 1-718-999-2000
Samaritans of New York Suicide Hotline 1-212-673-3000	LIFENET Hotline 1-800-LIFENET For people experiencing a mental health crisis
Crime Victims Hotline 1-212-577-7777	Poison Control Center 1- 800-222-1222

Welcome to New York!

Do you have a smartphone? Download these FREE Apps.

NYC 311 - gives you City government-related info, like alternate-side parking updates.

HOPSTOP – helps with public transportation. Map directions around NY on subway, bus, car, or foot.

Time Out New York – read about things to do in NY, reviews of art exhibitions, concerts, bars and restaurants.

New York City on the Cheap - explore the City on a budget. Read about FREE events and tours, museums with free admission, discount shopping, inexpensive dining and more.

YELP – search for nearby restaurants, bars, businesses and stores. Read user reviews to find the best places in NY!

NYC Tip - calculates the tip for meals or services with standard tipping percentages.

MenuPages - Look up menus and restaurants by type, neighborhood and price range.

Groupon –offers daily discounts on restaurants, shopping, fitness and activities.



Our *TOP PICKS* For Things to Do in NYC

- Take English classes at **NYLC**.
- Enjoy view from **Top of the Rock**.
- Get lunch from **Chelsea Market** and walk **The High Line**.
- Walk across the **Brooklyn Bridge** and eat pizza at **Grimaldi's**.
- Relax in **Central Park**.
- Visit the **Statue of Liberty & Ellis Island**.
- Take a walk in **Prospect Park**.
- Go to **Smorgasbord** on the weekend and try a new dish
- Take the ferry to **Governor's Island**.
- Explore **Chinatown**.
- Go to the **9/11 Memorial**.
- Stand in the middle of **Grand Central Station** and enjoy its beauty.
- Take pictures in **Times Square**.
- Look at famous artwork at **the Met** and **the MOMA**.
- Go shopping in **SOHO**.
- Go to a hidden *speakeasy* bar and order a whiskey cocktail. (if you're of age!)
- Watch a baseball game and eat a hotdog
- Visit the **Cloisters** and take a walk in Tryon Park
- Go out for **Sunday Brunch**.
- Meet a *New Yorker* and practice your English

“Excuse Me, Can You Help Me?”



Is New York safe?

Yes! The crime rate in NY is very low compared to other big cities. According to FBI data, **NYC is the safest big city in the U.S** with the lowest crime rate in 50 years. It is much safer than it used to be in the 1970s and 1980s. However, it is always important to be careful. Make sure to walk in well-lit areas with lots of people at night. Don't leave your bags or personal items unattended. Protect your money and phone on the subway and when walking in crowded areas. Every city can be dangerous, but it's best to use common sense and be aware of your surroundings. See the table of ***Important Phone Numbers*** to contact someone if you need help.

Where can I buy medicine and personal items?

Duane Reed, Walgreens, CVS, and Rite Aid are all common drugstores in New York. You can find things like medicine, soap, shampoo, make-up, and other personal items. Many streets also have small delis or convenience stores that sell snacks and other common items, like razors or toilet paper. These stores are often open very late or 24 hours.

Where can I shop for food?

New York has many types of supermarkets. These are popular supermarkets in NYC. You can find them around the city.

\$ - Key Foods, Trader Joe's, Associated Supermarket

\$\$ - Super Stop and Shop, Fairway

\$\$\$ Gristedes, Food Emporium, Whole Foods

You can also find farmer's markets all over the city. They are usually two days a week in different neighborhoods around New York. (*Hell's Kitchen, Union Square, Astoria* and many neighborhoods in Brooklyn) You can buy fresh food at lower prices. Go to **Union Square Greenmarket** on the weekends for seasonal fresh fruits, vegetables, meat, cheese and more!

Where can I exercise?

New Yorkers like to exercise. You can see people running and biking all over the city. The parks are common areas for people to exercise, i.e. **Central Park, Prospect Park, and Riverside Park**. Sometimes there are free classes in the parks. You can join a gym too. **Planet Fitness \$, Crunch Fitness \$\$, and New York Sports Club \$\$\$** are popular gyms. You can also find many types of fitness classes all over the city like Yoga, Pilates, Cycling, and Kickboxing. Websites like groupon.com or livingsocial.com usually have discounted prices on fitness classes and more.

Where is a good place to go shopping?

There are many great places in New York to go shopping. You can go to the famous **Macy's** on 34th street. This giant department store has everything! **Manhattan Mall** is located close to here. You can find a lot of popular stores like *H&M* and *Victoria's Secret*. **5th Avenue** is another great area for shopping. There are many luxury brands like *Louis Vuitton, Gucci, and Tiffany*. **SOHO** is another popular shopping district. In **SOHO**, you can find a lot of name brand stores as well as many small boutiques. It's a great area to walk around and look. **Queens Mall** is a good example of a typical American mall with over 70 stores. Also, don't forget about the flea markets. **Artists and Fleas, Brooklyn Flea, and Chelsea Antiques Garage** are some of the best flea markets in NY. You can find antiques, clothing, jewelry, and crafts. It's great just to look even if you don't want to buy anything!

Where can I see live music and entertainment?

New York is home to many talented actors and musicians so finding entertainment is easy! If you have some money to spend, go to the **theatre district** in midtown Manhattan. You can see a **Broadway** or **Off-Broadway show**. **Lincoln Center, Radio City Music Hall, Madison Square Garden, and Carnegie Hall** are also famous venues for music and entertainment. There are many venues throughout the city. Go to downtown Manhattan and *Williamsburg, Brooklyn* to find smaller music venues and more local artists. **Rockwood Music Hall** is a great place in the *Lower East Side* where you can see free music on most nights. Or you can go to uptown. There are many places in *Harlem* where you can listen to jazz. And of course you can find live music and entertainment on the streets and subways of Manhattan. Street Entertainment is everywhere!

What neighborhoods are cool and trendy?

Head downtown to *Greenwich Village*. The *East Village* and the *Lower East Side* are young and eclectic. Take the L train over to Brooklyn and go to *Williamsburg*. This is becoming one of the trendiest new neighborhoods in the city. If you are looking to go dancing, The *Meatpacking District* in *Chelsea* is where you can go out to feel like a celebrity. You may even see one or two!

How do I get a taxi to stop?

It's easy! Stand on a corner and wave your hand in the air. Taxis have numbers on the top of the car. If the numbers are lit up, the taxi is available. If the numbers are not lit, the taxi is not available. Don't worry if the taxis are not stopping for you. They are not ignoring you. They might just not be available.

Where can I go on a romantic date?

New York has many options when you want to take your special someone out for a romantic date. **Central Park** is a great date spot because it can be casual, fun, or romantic. You can have a picnic, rent a rowboat, or just find a place to relax. Another idea is to take a cooking or dance class together. **Appetite for Seduction** offers cooking classes for couples. It includes a three course meal and wine. Taking classes is fun and original.

You can also visit one of the many museums of New York. If you go to the **Metropolitan Museum of Art** ("the Met"), be sure to bring your date to the rooftop terrace for an amazing view of Central Park. If you want to go somewhere new and different, visit **the Cloisters** and take a walk in **Tryon Park** after.

Taking a walk with your special someone is a great way to explore areas of the city while getting to know them. New York is a great walking city. Get lunch from **Chelsea Market** and walk along the **Highline**. Or walk along the **Brooklyn Heights Promenade** for a great view of the Manhattan skyline. For a classic dinner date, go to yelp.com to look for romantic restaurants in the city. There are so many to choose!

What are some of the best things to do in New York in the summer?

Summer is a great time in NYC. You can do so many things. Look for **outdoor street fairs**. You can find one almost every weekend in different neighborhoods. Watch an outdoor movie in one of the public parks. **Bryant Park** and **McCarren Park** usually have free outdoor movies each week in the summer. There are often free concerts in the parks and other public places. You can also take the free ferry to **Governor's Island**. You can rent a bike, relax in a hammock, and enjoy the waterfront view. You must go to **Coney Island** in Brooklyn. After you go to the beach, visit the famous amusement park. There you can ride the historical rollercoaster, "The Cyclone" and try a Nathan's famous hot dog. If you like food, you need to go to **Smorgasbord** in *Brooklyn* on the weekends. This is your opportunity to try unique and delicious food. And you should definitely enjoy one of America's favorite sports. Go to **Citi Field** or **Yankee Stadium** for a baseball game. Will you be a *Mets* or *Yankees* fan? Choose wisely.

Where can I practice my English outside of class?

NYLC offers many activities and excursions around New York. This is a great way to meet new students and practice the English you learn in the class

We recommend going on these trips! Meet your classmates and explore the city together. **New York Public Library** also offers free English classes sometimes. Go to your local library. You can borrow books, movies, and music. Watching movies and listening to music is always a great way to practice. Go to hulu.com to watch TV shows in English. YouTube.com is another popular site to view videos. If you want to make some friends and practice your English, meetup.com is a website that connects people in New York with similar interests like sports, music, languages, etc. There are also many language learning apps that can help, too. Download **DuoLingo** and **Learn English Grammar** by The British Council. Remember to save these apps for outside of class, NOT in the classroom. =)

HELPFUL WEBSITES

www.one-to-world.org

Community events for international students in NYC

www.tourquest.com

Weekend trips to Washington, Boston, Philadelphia, Niagara Falls/ Toronto, Amish Country, and more....see an NYLC advisor for more information

www.internationalstudent.com

Useful information for international students

www.newyork.timeout.com or www.villagevoice.com

For NYC culture and entertainment

www.freenyc.net

Free events in NYC!

www.ohmyrockness.com

A comprehensive list of rock shows in NYC and surrounding areas

www.nycgovparks.org

Lists of museums that are free every day, museums that have "pay what you wish" hours/days. and museums that have suggested donations instead of a full admission fee

www.nycgo.com

Useful information for tourists and New Yorkers alike

www.ny.com/museums/free.html

Lists of museums that are free every day, museums that have "pay what you wish" hours/days. and museums that have suggested donations instead of a full admission fee

<http://dks.thing.net>

List of NYC art openings

www.artinfo.com/galleryguide/ or www.artreach.com

For information about NYC art museums, galleries and openings

<http://mta.info/>

New York's public transportation makes commuting easy and affordable. Check out their website to find maps and other useful information

WEBSITES FOR TRIPS

Weekend trips/activities are available through either of the following:

www.one-to-world.org

One to World International

www.tourquest.com

American International Tours

UNPAID INTERN INFORMATION

www.urbaninterns.com

www.internqueen.com

www.internshipprograms.com

www.linkedin.com

Sign up for a free account and look for happy hours and meetings

www.meetup.com

Find and meet up with like-minded people who like what you like

Try New York Public Libraries (main one at 40th St. / 5th Ave.)

Try career centers at universities



FUN THINGS TO DO IN NEW YORK

(This information is provided as a courtesy and may change at any time. Please make sure you call and confirm before you go.)

FREE EVERY DAY

American Museum of Natural History	Daily 1:00am-5:45pm (closed Thanksgiving and Christmas)
Brooklyn Museum	Wed/Sat/Sun 11:00am-6:00pm Thurs/Fri 11:00am-10:00pm (closed Monday and Tuesday, Thanksgiving, Christmas, and New Year's Day)
Metropolitan Museum of Art	Tues/Wed/Thurs/Sun 9:30am-5:30pm Fri/Sat 9:30am-9:00pm (closed Monday, Thanksgiving, Christmas, and New Year's Day)
PS 1	12:00pm-6:00pm Thurs-Mon (closed Tuesday, Wednesday, Thanksgiving, Christmas, and New Year's Day)

TUESDAYS

Brooklyn Botanic Garden	8:00am-6:00pm
Wave Hill	9:00am-12:00pm

WEDNESDAYS

Bronx Zoo	10:00am-4:30pm
New York Botanical Garden	10:00am-6pm

THURSDAYS

Children's Museum of the Arts	4:00pm-6:00pm
Museum of Arts and Design	6:00pm-8:00pm
New Museum of Contemporary Art	7:00pm-9:00pm

FRIDAYS

Asia Society	6:00pm-9:00pm
Bronx Museum of the Arts	11:00am-8:00pm
International Center of Photography	5:00pm-8:00pm
Museum of Modern Art Noguchi Museum	4:00pm-8:00pm first Friday of the month only) 10:00am-5:00pm
Whitney Museum	6:00pm-9:00pm

SATURDAYS

New York Botanical Garden	10:00am-12:00pm
Brooklyn Botanic Garden	10:00am-12:00pm
Guggenheim Museum	5:45pm-7:45pm
Jewish Museum	11:00am-5:45pm
Wave Hill	9:00am-12:00pm

SUNDAYS

The Frick Collection	11:00am-1:00pm
Studio Museum in Harlem	12:00pm-6:00pm

Ways to have a hardy meal without having to use a kitchen! (*You may need access to a microwave.*)

<p>Associated Supermarket Locations throughout the 5 boroughs.</p>	<p>Your classic one-stop grocery and meat store. They always have weekly sales and specials for you to stock up on the necessities.</p>
<p>Trader Joe's Locations: 72nd Street & Broadway, 14th Street near 3rd Avenue, and 6th Avenue near 23rd Street.</p>	<p>A specialty grocery store providing affordable organic products. They specialize in a wide variety of fresh and frozen microwaveable entrees. Very affordable.</p>
<p>Whole Foods Locations: Upper West Side: 97th St. and Columbus Ave.; West Side: Columbus Circle — Time Warner Building; and four locations downtown.</p>	<p>A mega market that offers healthy & organic products where you can find anything from produce & buffet style meals to shampoo & other hygiene products. They have a huge salad bar, hot entrée food bar, and a dessert bar with picnic tables to eat in or you may take the food to go.</p>
<p>Duane Reade Locations throughout the 5 boroughs.</p>	<p>A convenience store open 24 hours, 7-days a week with dozens of locations throughout Manhattan, providing great options for fast and easy meals that only require a microwave.</p>

Note: NYLC Midtown has a refrigerator and microwave on the 10th floor that students are welcome to use!

Information is courtesy of New York Language Center. We try our best to update this and to make it as accurate as possible, but please note that all information in this new student guide is subject to change at any time. We are also not responsible for incorrect information as this information is provided as a courtesy.

When visiting an unfamiliar neighborhood, ask a New Yorker about safety. If you have suggestions for inexpensive eats or for anything else we could add to this guide please email them to activities@nylanguagecenter.com. Thank you!

There are thousands of inexpensive dining options in New York for all ethnic preferences and locations throughout the city. We recommend these neighborhoods for finding less expensive ethnic restaurants:

- **Chinatown**
N, R, Q, 6 subways to Canal Street, or B or D to Grand Street
- **Spanish Harlem**
6 to E. 116th Street
- **Astoria, Queens**
N or Q subway to Broadway or 30th Avenue stops in Queens
- **Jackson Heights, Queens**
E, F, R, M, or # 7 to 74th/Roosevelt Avenue in Queens
- **Curry Hill**
6 to 23rd Street/Lexington Avenue in Manhattan
- **Koreatown**
B, D, F, M, N, Q, R to 34th/Herald Sq or 2, 3 to 34th Street

Additional Sources of Dining Locations

Time Out Magazine

The best option for finding them. They have a section "Cheap Eats" where you can find food for one dollar.

New York Magazine

<http://nymag.com/restaurants/cheapeats/2010/67146/>

Time Out NY

<http://newyork.timeout.com/things-to-do/this-week-in-new-york/42996/>



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Wednesday, July 30, 2014

Rare, Medium, or Well-done?



When you order a burger at a fast-food joint, they're not going to ask how you'd like your meat cooked-ain't gonna happen. You may be able to request that they hold the onions or even ask for extra pickles, but that's about it. You get the meat as is.

- fast-food joint - fast-food restaurant; establishment
- ain't gonna - isn't going to (informal & technically wrong)
- hold the onions - don't include onions

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Sunday, July 23, 2014
 Expressions with "HIT" - part 2



How familiar are you with this second set of expressions with the word "HIT"? (If you missed the first group, check out this blogpost from early June.)

- HIT IT BIG
- HIT THE SACK
- HIT THE HAY
- HIT IT OFF
- HIT THE NAIL ON THE HEAD
- HIT THE GROUND RUNNING

Take a look at this dialog and see if the expressions make sense, then try the matching exercise that follows.

A: You're not **HITTING THE SACK** yet, are you? It's still early.
 B: I am, actually. Tomorrow's a big day. It's our opening day, and we need to **HIT THE GROUND RUNNING** if we want to compete with the other shops in the area.
 A: Well, I have a feeling you guys will **HIT IT BIG** fast. You have a very good business model.
 B: Thanks. We definitely believe in it. Tom and his team are working on the finishing touches of our website as we speak.
 A: You two make a really good team. So you take care of the daily shop operations, and he handles the website?
 B: That's right. We met about two years ago in business school, and we just **HIT IT OFF**. Our ideas just make sense to each other.
 A: That's awesome. I hear you two have been working on the business plan for about a year and a half. I think it's easier to get

All Comments

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