



STUDENT HANDBOOK

Fall 2025

Table of Contents

ORIENTATION

UMaine/IEI POLICIES

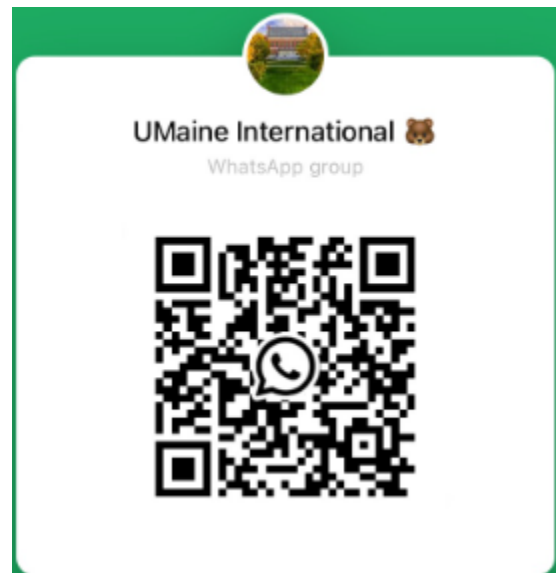
IEI PROGRAM INFORMATION

Mission Statement:

The Intensive English Institute (I.E.I.) at the University of Maine provides quality English language instruction for students at all levels in a fun, safe, small group environment with access to all campus resources. The IEI prepares students for success in academic study and offers opportunities for positive cultural experiences in Maine and the U.S.A.

Hello and Welcome.

Please join the Whatsapp groups for announcements and connections!



Checklist... Are you ready?

- ☐ MaineCard Activated
- ☐ MaineStreet - Rec Center Waiver & Financial Agreement
- ☐ BrightSpace access
- ☐ I-94 form printed
- ☐ Health Insurance enrolled or waived
- ☐ Vaccinations - follow the QR code to upload your vaccination records



Vaccine Submission

Now that you are set up, there is a UMaine Portal that brings everything together.

You can log in with your MaineStreet ID and Password.

From here you can access all your UMaine accounts and information.



*You should bookmark this page so that you can find it easily next time.

Your @maine.edu email account comes with your MaineStreet (UMS) user account. It is the account that is given to all University System students, faculty, and staff.

*It is important to use this email account for your university-related emails. Use it when you write emails to your teachers and University of Maine staff.

MyCampus Portal

Information about IEI Program

- The IEI is an **INTENSIVE** language program. Students must attend class 18 hours each week and are expected to do several hours of homework most evenings and weekends. Class attendance is **required**.
- IEI Classes: Your class schedule will depend on your placement testing. Specific information about classes will be given to students on the first day of class.
- Textbooks: Textbooks will be assigned and available to order based on your courses.
- You will need a laptop computer for class.

- Time and length of classes: Your class schedule is available in your MaineStreet account. Classes generally meet every weekday, either on MWF or TuTh.
- IEI has two sessions each semester, except for Summer 2025. Course enrollment fees are associated with each session

ELECTRONIC DEVICE POLICY

Please turn OFF your cell phones during class. You may use it during breaks. During class, you are expected to be focused on the class. This includes while using tablets and laptops.

IEI Policies

Attendance

- You must attend all classes. This is a visa requirement.
- You must be on time for all classes. Being on time is important in the U.S.
- If you cannot attend class because you are sick, you must email your instructors. (This does not excuse your absence).
- Try to schedule personal appointments outside of class time.
- You must have documentation of your illness or appointment for your absence to be excused.

Grades

- Class grades: Pass/Low Pass/Fail, are based on class attendance, participation, and completion of assigned work in class and homework.
- If you don't come to class or don't participate, you will not get a Pass grade. Too many absences, lack of participation, or failure to complete assignments will result in a Fail grade.

Probation and Dismissal

IEI instructors can recommend a student for program dismissal for

- low attendance
- low performance
- lack of progress

Students may be given a warning they are in danger of dismissal. The warning will include:

- The reason for concern
- A meeting request to discuss improvement
- A contract stating the student agrees to the improvement plan

Students who break their contract and do not complete their improvement plan will be recommended for dismissal

The OIP Director makes the final determination about a student dismissal.

**Students who have been given a warning are not “In Good Standing” and therefore not eligible for a Bridge or Release recommendation.*

Levels

There are Five levels in the IEI program based on the Common European Framework:

- A1- Intro
- A2- Beginner
- B1- Intermediate
- B2 -High Intermediate
- C1-Advanced

You must take a placement test before or upon arrival to determine your class placement. You will also take a progress test each semester.

Moving from IEI into a university major is made on a case-by-case basis, and the criteria are as follows:

Bridge Program

B2 or C1 level students who are in good standing may get permission to take one or two university classes. This is contingent on progress testing as well as student performance.

You must be “IN GOOD STANDING” to be considered for a university class.

“IN GOOD STANDING” means:

- Your MaineStreet account shows no holds (all bills paid, all immunizations completed, etc.);
- You attended all your IEI classes in the session leading up to the university class;
- You have earned a PASS grade in all IEI classes in the session leading up to the university class.

Release from English requirements

To be “released” from English and enter your program full-time you must:

Undergrad

- Score 68 or above on the placement or progress test
- Have earned a B or better in your university class(es)
- Be “In Good Standing” in IEI

Graduate

- Score 72 or better on the placement or progress test
- Have earned a B or better in your university class(es)
- Be “In Good Standing” in IEI

*Students are welcome to take any standardized English test (TOEFL, IELTS, DET) and if they obtain a threshold score, they may bypass the IEI protocol.

Attendance and Grading

Regular attendance is a component of the grading system for each IEI course. Regular class attendance and class participation ensures that the student passes an IEI course successfully.

Tardiness: Arriving late for class

Punctuality is highly valued in the American classroom. Being on time for each class session shows respect to fellow students and the instructor. All IEI students are expected to be on time for the start of each of their IEI classes, remain attentive and engaged in class, and leave class once the instructor dismisses students.

If a student is late for class, each instructor will use their discretion to determine if the late arrival would be considered “on time” or as an absence. Repeatedly arriving late for class will result in an attendance warning, and if tardiness continues, may result in dismissal from the IEI program.

If a student misses 20% or more of a class session, the student will be marked absent from class on that day.

COVID and other illnesses

Students who stay home sick may join on Zoom for up to 3 days (non-COVID illness). Students who are asked to isolate due to COVID must join the class on Zoom. *A positive test result must be provided for an excused absence.

*Masking may still be mandatory in classrooms. Ask your instructors about their policy.

If you need medical attention: Cutler Health Center's website is at the QR code to the right.

**It is best to call when they open at 8:00 a.m. (207) 581-4000*



Cutler Health

Emergency Updates/Closures

Campus closures and announcements will be posted as a banner on the UMaine Portal homepage and website.

To call for updates 581-SNOW or register on your browser to sign up for text alerts by following the QR code on the left:



Text Alerts Sign-Up

*If the weather is bad but the University does *not* close campus, your instructor *may* teach online that day. An email or message will be sent informing you.

*An online class is mandatory and counts as part of attendance.

Bus Schedules

There are two different bus routes that serve UMaine campus. UMaine students who have a MaineCard can ride both buses for free.

The Community Connector buses are red and will take passengers to Old Town/Orono, Veazie, and Bangor.

The Black Bear Orono Express buses are blue & black and will travel back and forth between UMaine Campus and downtown Orono.



Black Bear Orono Express schedule



Community Connector schedule

On-Campus Services

On-Campus Wi-Fi

As a UMaine student, you should use the secure Wi-Fi network **EDUROAM** for all of your devices when on campus. You can log onto the network using your full @maine.edu email address and your MaineStreet password.

Dining

During the academic year – August through May – most students who are living in the dorms on campus are required to have a meal plan. The cost of the meal plan is charged to your student bill each semester.

You do not have to have a meal plan to eat on campus. Credit cards, debit cards, and cash are also accepted for payment.

You can read more information about meal plan options on the UMaine Dining website:



During the summer, dining options are limited. The current Hours of Operation for on-campus dining locations can also be found at the same QR code here on the left.

There are also several food options near campus, in downtown Orono and Old Town, about a 15- or 20-minute walk away.

Campus Dining

Mail & Packages

Regular Mail/Letters:

If you live in a dorm on campus, your letters and regular mail will be delivered to your dorm building. You can pick up your letters from your mailbox inside the dorm's mailroom.

Packages

If you live on campus and someone sends you a package, it will be held at the Package & Postal Center. This Center is inside the UMaine Bookstore. The Bookstore is on the first floor of the Memorial Union, underneath the Bear's Den seating area.

When a package arrives for you, the Package Center will send you an email to your @maine.edu email. The email address will be **um.yougotapackage@maine.edu**. *Add this to your email contacts!*

To pick up your package, you need to show a valid ID. For example, you can use your MaineCard (your student ID) or your passport.

How to Address Mail and Packages

If you live in the dorms and someone is sending you letters or packages, they should use the following address:

[Your Full Name]
University of Maine
[Name of your Residence Hall], [Your Room Number]
Orono, ME 04469

Example: If your name is Jane Doe and you live in Penobscot Hall, Room 102, your address would be:

Jane Doe
University of Maine
Penobscot Hall, Room 102
Orono, ME 04469

Campus Safety

Here is the phone number for the **UMaine Campus Police**:
207-581-4040. *Save this number in your phone contacts!*

The University of Maine has a mobile app that students can use called Black Bear Safe. You can download it from the Play Store (Android) or Apple Store (iPhone) on your phone. Follow the QR code to the left.



Black Bear Safe app

How can I meet people?

Would you like to meet new people and make friends while you are at the IEI?

Here are some suggestions:



1. Get to know your classmates! It will make classes more fun, and you will make some new friends.
2. Participate in campus activities, you can use the QR code on the left to find out what events are happening on campus

3. Join the International Student Association. They host many activities and a Coffee Hour every Friday during the academic year. More information can be found online at the QR code on the right



International Student
Association



Campus Recreation

4. Join a club. There are over 200 student clubs on campus, and you can join one or many of them!

5. Visit the Rec Center or MaineBound. Find out more at the QR code on the left. **Make sure that you sign your Rec Center Waiver first (instructions below)!**

How to Sign Your Student Online Waiver.

Want to use the **Rec Center** Or **Maine Bound**?
Follow the instructions to complete your Rec Center Online
Waiver in your *MaineStreet* Account

1. Scan QR Code
2. Sign into your **MaineStreet** Account
3. Go to your "**Task List**"
4. Click the **Rec Center Waiver**
5. Scroll down to the bottom of the page and click the box to "**ACCEPT**" then click **SAVE**
6. Then Scroll back up to the TOP of the PAGE and click **NEXT >** in the Right Hand Corner
7. Click "**FINISH**" and you're done!

SCAN ME



Your student membership will be active in our database the following day. In the meantime, you can SHOW your MaineCard and sign a paper waiver for the Day.

Thank you for your patience!

umaine.edu/campusrecreation | (207) 581-1082 | facebook.com/umcrec

6. Join a sports team. There are many intramural sports teams at the university. Any student can join.
7. Check the UMaine Calendar at calendar.umaine.edu. Lots of different events are listed.
8. Don't spend all your free time in your dorm room. Visit the library, the gym or the Memorial Union. Take a walk to Orono for a cup of coffee or a pizza. There are plenty of interesting people to meet in the area.