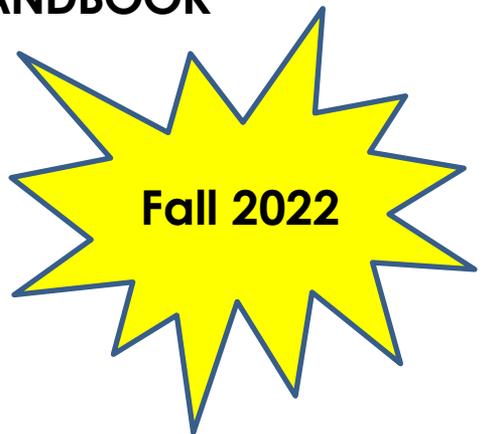


English Language Academy University of Wisconsin-Milwaukee



INTENSIVE ENGLISH PROGRAM STUDENT HANDBOOK



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IEP Mission Statement

The mission of the Intensive English Program (IEP) at the University of Wisconsin-Milwaukee is to prepare students for university study in English by assisting students: 1) to improve English proficiency in listening, reading, writing and speaking skills; 2) to interact with English speakers in everyday and professional situations; and 3) to gain an awareness of the culture of American university life. The IEP also provides language instruction to students whose goal is to improve their English for other professional or personal endeavors.

The IEP is committed to maintaining a professional teaching and administrative staff and to following ethical standards in all areas of the profession. The IEP is also dedicated to establishing supportive teacher-student relationships, to fostering an atmosphere of openness among cultures, and to collaborating with the UWM community to better serve international students.

About the IEP

ADMISSION POLICY

- 1) For fall and spring semesters, students can join at the start of month 1, 2, or 3. For the summer 8-week session, students can join at the start of month 1 or month 2. Dates are listed on the English Language Academy Intensive English Program website.
- 2) If students start Month 2 or later in Spring, they need to take both summer months of classes. If students start Month 2 or later in Fall, they need to take the spring semester.
- 3) Students take the MEPT battery of tests: Online Listening, Reading, Vocabulary and Grammar; Speaking Test; and Writing test to determine their placement when they arrive.
- 4) All new students are required to attend our new student orientation. If a new student misses the planned orientation, the student needs to pay \$60 for a make-up session. After the orientation, students get the orientation slides emailed to them.
 - All F1 students have an additional Immigration Information Orientation where they sign an International Student Responsibility contract demonstrating their understanding of staying in compliance with their immigration status.
- 5) At new student orientation, students receive a welcome folder and an electronic version of the student handbook. The welcome folder includes explanation of content courses, field trips, university happenings, a campus map, and other similar materials.

About the IEP

Teachers accommodate this schedule by starting new units every 4 weeks. This way they are ready for new students if any join.

Part-Time Study

Part-time enrollment is defined in the Intensive English Program (IEP) as being enrolled in 3 IEP courses or less. Any non-F1 visa holder enrolled in our program is eligible for part-time enrollment. Students enrolled in our program with an F2 visa are not eligible for full-time enrollment but may enroll part-time for as many semesters as required to complete the IEP.

Students enrolled in our program with a B visa are also not eligible to enroll in our program full-time as the US Department of State only allows a short recreational course of study (our program is non-credit toward a degree). Because of this policy we also allow B visa students to enroll for 1,2, or 3 months if they are not able to enroll for the full semester. We strongly encourage students in the US on a B visa to return to their home countries and apply for an F1 visa if they plan to enroll longer than 1 semester part-time. Change of visa status in the United States is possible, however, it is extremely timely, difficulty, and expensive.

ATTENDANCE POLICY

All students will receive one of the following marks each day for attendance at each class

meeting.

About the IEP

“P” = **Present** (On your course site, this counts as **100%** present for the class meeting.)

- The student arrives at or before the start time of the class,
- is present in the room and ready to begin at the start time and
- continues to be present for class activities throughout the class hour.

“L” = **Late** (On your course site, this counts as **75%** present for the class meeting.)

- The student does not arrive at or before the start time of the class, or
- is not present in the room and ready to begin at the start time, or
- is not present during some part of the class--including late arrival, early departure, or leaving the classroom in the middle of the class hour.

“A” = **Absent** (On your course site, this counts as **0%** present for that class meeting.)

- The student is missing from the classroom for a cumulative total of 20 or more minutes during the class hour.

About the IEP

To remain in good academic status, you must maintain 85% in all your classes. If your attendance falls between 75% and 84%, you will receive a written warning, usually by email, from the Assistant Director for ELA Student Services. If you fall below 75% attendance, you will be put on a probation contract. If you do not improve your attendance and fulfill the contract by the end of the semester, your SEVIS record/I-20 may be terminated for failure to maintain visa status.

There are no excused absences for whatever reason. Medical or religious absences are not excused absences. If you are sick, please stay home and let your teacher know by email. You will be marked absent, but you are allowed to make up missing coursework. You are responsible for emailing your teacher if you are absent and to come up with a plan to make up missing coursework. If you are absent for three or more days, please contact the Assistant Director for ELA Student Services, Lynn Washatko Uhryek at washatk3@uwm.edu.

If you are ill, you also need to email the Assistant Director for ELA Services so that we can put it in your record that you missed class due to illness. You will still be marked absent, but if your attendance falls below 75% due to illness, your record will not be terminated. This includes being ill with Covid-19.

UWM provides reasonable accommodation for students' sincerely held religious beliefs with respect

About the IEP

to all examinations and other academic requirements. You must inform the teacher in advance if you will be absent for religious reasons. You are responsible for completing any work that you missed.

Covid-19 policy: All foreign nationals, including international students, who enter the United States are required by U.S. immigration to be vaccinated prior to boarding an international flight to the U.S. and should be prepared to show proof of vaccination.

Students who contract Covid-19, who suspect that they might have Covid-19, or who are a close contact, are required to follow [CDC guidelines](#) for quarantine and isolation.

Students must inform their teachers by email if they will be missing class. Students must then get tested for Covid-19. If the student tests positive, then they must self-report their Covid-19 results to UWM using the form [here](#).

Students who miss due to Covid-19 or any other illness are responsible for completing and making up all coursework. Students must work with their teachers directly to come up with a plan to complete missed coursework.

If you are absent from all your classes for 2 consecutive weeks or 10 class days (which includes core classes and content courses), and you do not contact the Assistant Director for ELA Student

About the IEP

Services, Lynn Washatko Uhyrek (washatk3@uwm.edu) with a valid reason, your SEVIS record/I-20 may be terminated for failure to maintain status. Lynn will attempt to get into contact with you via email. If you do not respond to Lynn before the date mentioned in her most recent email regarding your attendance, your SEVIS record will be terminated. If you have a medical illness or condition that prevents you from attending classes for more than two weeks of class, contact Lynn to see if you qualify for a medical leave of absence.

Your attendance record is available on the Canvas site for each of your classes, and the

English Language Academy will provide a Report of Attendance upon request.

85% - 100% = Good standing

75% - 84% = Warning

2 or more months below 75% = Probation

- students attending below 75% for 8 weeks or more are put on probation for the following 8 weeks. Students meet with advisors to receive support and to make a plan for raising attendance by the deadline. Students on a probation contract who do not improve in the assigned 8 weeks will meet with the Assistant Directors. This meeting will determine if the student will remain in the program or will be terminated from the program.

About the IEP

ASSESSMENTS

You will be given assessments in all of your core classes (Reading, Listening & Speaking, and Writing) during the semester. At the end of the semester, the MEPT test might be used to inform the teacher of his/her assessments throughout the semester, if needed. In order to move to the next level of a class, you need to receive a score of 85% or higher on all of the student learning outcomes in the course.

There will be no formal assessments in the combined skills course. Students will be assessed on participation **only** according to the scale below:

- **100%** - The student is present in class for the full duration of the class and is actively participating. Active participation includes completing all homework assignments before the start of class and actively engaging in class discussions and class activities.
- **60%** - The student is present in class for the full duration of the class, but the participation is lacking. Lacking participation includes not completing all homework assignments before

the start of class and/or not engaging fully in class discussions or class activities. OR This percentage is also assigned to students who arrive to class late or leave the class early.

About the IEP

0% - The student is not present in class.

COMPLAINT POLICY

The IEP follows UWM guidelines for handling programmatic and interpersonal complaints. In the case of a complaint or possible grievance against an action or situation in the IEP, the student should attempt to handle the complaint following the steps below.

The current Assistant Academic Director—IEP, Lindsey Hill, and teachers have training and experience in counseling and conflict resolution.

Complaint procedure:

1. The student should try to resolve the complaint informally by arranging a meeting with the object of the complaint (the respondent).
2. If students feel that trying to resolve the issue informally has not been successful (or if the student is uncomfortable approaching the respondent) they may set up an appointment to speak with the Assistant Academic Director—IEP. This meeting can happen alone or with the respondent. If the respondent is not at this meeting, the student will understand that the Assistant Academic Director – IEP will inform the respondent of the complaint after the meeting, unless the student supplies a compelling and substantiated reason (such as fear for

About the IEP

personal safety) for the respondent not to be informed. The result of this meeting will be a written report by the Assistant Academic Director--IEP, including the proposed resolution.

3. If the complainant is not satisfied with the results of steps one and two, the student may ask to repeat step 2 with the ELA Director. The ELA Director will read the complaint and resolution created in step two, and then inform the complainant that either (a) s/he agrees with the resolution of the Assistant Academic Director--IEP or (b) s/he is willing to meet to discuss a different possible resolution.
4. If the complainant is not satisfied with the results of step three, the complainant may file a complaint through the Dean of Students Office. At this time, the complaint will be considered formal.

The IEP follows procedures established by UWM regarding maintaining records of formal student complaints in writing. Reports written by the Assistant Academic Director--IEP will be retained in the IEP Written Complaint file for a period of two years. Formal complaints referred to the Dean of Students' Office are controlled by the office designated to handle the complaint, and the records of the formal complaint are maintained within that office.

All complaints that are non-academic in nature

About the IEP

alleging discrimination, harassment, unfair treatment, or actions in violation of UWM policies or procedure are considered formal and are handled by the Dean of Students' Office which may direct the student to other offices on campus. Students can find a list of appropriate campus officers according to the type of complaint they might wish to file [here](#).

Final authority on the resolution of such formal complaints rests with the office designated to handle the particular type of complaint being filed. The ELA Director will follow up with the office to find out the resolution in writing and attach it to the IEP's formal complaint file for this student.

CONTENT COURSES

All F1 visa students are required to take the Combined Skills Content course at their CEFR level. If the student has a split placement, the student needs to take the combined skills course that is offered at their lowest skill level. If a student moves up a CEFR level in 060 (Reading), 070 (Listening & Speaking), or 080 (Writing), the student will also be automatically moved into the appropriate combined skills course at that time.

Attendance in the Combined Skills course is required and affects the student's overall attendance percentage. The Combined Skills outcomes are not formally assessed, and they are not used to determine if a student will move up a

About the IEP

level unless the 060, 070, or 080 teacher needs more information on the student's abilities. Your performance does not affect university admission. However, it does affect your attendance percentage, and therefore, it also affects your ability to maintain your F-1 visa status.

Students are automatically enrolled in the combined skills course for the entire semester. However, if a non-F1 visa student wants to drop the combined skills course, movement can only happen in the first week of classes or at the mid-term. (F1 visa students are required to take the combined skills course.)

If a student chooses to remain enrolled in the combined skills course, the student is committed to attending the class for at least 8 weeks. Students need to email the Assistant Director for Student Services, Lynn Washatko Uhyrek at washatk3@uwm.edu, to drop the combined skills course at the 8-week mark. This request for change needs to be in writing (an email is acceptable). If a student drops the combined skills course at the start of a semester, he/she still has the option to add it again later but not until midterm. This change also needs to be in writing (an email is acceptable).

CURRICULUM

Information on the IEP curriculum can be found [here](#).

These documents explain what a student can do

About the IEP

upon completion of a level. The curriculum guides can also be found on your course websites.

INDEPENDENT STUDY & EXTRACURRICULAR ACTIVITIES

The UWM IEP is a 5-day-a-week program with 4 days of classes and 1 free day on Fridays. On this free day, students are encouraged to attend IEP Field Trips or ELA Friends events. If the student does not attend a field trip or other event, the student is expected to complete independent study.

Here is a list of activities you need to choose from every independent study day:

- Free Reading (prescribed from Reading teacher or chosen on your own)
- Work on group projects assigned from one of your teachers
- Access to media and readings at the library
- Homework for classes
- Conferences with your teachers if needed
- Conversation Partner meetings
- Observe credit classes
- Student Organization meetings
- Student-lead study/support groups

The IEP Student-Group on Teams will have the full Independent Study Course Menu.

MONTH 2 & 3 MOVEMENT POLICY

Criteria to be considered to move up a level:

- Meet the course outcomes by getting 85% or better for the first 4 or 8 weeks, OR if you don't

About the IEP

get 85% or better of outcomes, present an IELTS, TOEFL or Duolingo score that is equal to the next level. Sub-scores need to be at the level, not just the overall score.

--Next level up teacher is consulted regarding the student's ability

--Student can self-select to go back down to lower level if new level is too high. However, teachers reserve the right to keep the student at the higher level.

PLACEMENT

As part of your arrival activities, you will be asked to take the Michigan English Placement Test. Your initial placement will be based on the results of this testing.

You must attend your assigned classes the first week of the session to ensure your spot in the class and to avoid probation.

QUESTIONS ABOUT YOUR PLACEMENT OR ADVANCEMENT?

If you have questions about your placement at the start of the semester, please contact your instructor. If you are not satisfied with the response of your instructor, you can contact the Assistant Academic Director—IEP, Lindsey Hill at hill76@uwm.edu. A third appeal may be made to the ELA Academic Director. The director's decision is final.

If you want to formally request a different placement, this can only be done the first week of classes. At this time, you will need to request a

About the IEP

Placement Reconsideration form via email from the Assistant Academic Director--IEP. You will fill out the form and return it via email or in person to the Assistant Academic Director--IEP within 24 hours. The Assistant Academic Director--IEP and/or ELA Director make final placement decisions.

At the end of the semester, PAWS is where you will find your final grade of P or R. P means pass/progress and R means repeat. If you receive a P, you will then be moved to the next level for the next session. R means you will stay in the same level for the next session.

Your course site is where you can see the details of how you achieved each of your courses' outcomes.

If you have questions about your placement at the end of a session, please contact your instructor. If you are not satisfied with the response of your instructor, you can contact the Assistant Academic Director--IEP. A third appeal may be made to the ELA Director. The director's decision is final.

PLAGIARISM POLICY

Plagiarism is when a person uses someone else's words or ideas without giving them proper credit.

Plagiarism Includes:

- * Directly quoting the words of others without using quotation marks or indented format to identify them.
- * Using information, figures, illustrations, concepts, or data (published or unpublished) produced by others without identifying the original source.

About the IEP

- * Paraphrasing materials, analyses, or ideas of others without identifying the sources.
- * Submitting, without permission, work previously presented in another course.

Plagiarism Policy: Your work MUST be your own. It is against UWM's policy for you to plagiarize materials. You may not copy parts of sentences, full sentences, or passages directly from books, magazines, or the Internet without proper citation.

University Punishments for Plagiarism Students: In university credit classes who plagiarize may face strong punishment ranging from an official reprimand (with documents in your student file), to reduced grades, or expulsion from the university. Plagiarism is very serious, so please avoid it altogether by just using your own writing at all times in all classes!

PROBATION

If you show a lack of progress due to poor class participation or attendance, you may be put on probation for the next session. You must improve attendance and participation during the session in order to continue in the program. If your attendance or class participation does not improve while you are on probation, you may not be allowed to continue in the program.

PROGRESSION EXPECTATIONS

Here is the amount of time we expect it to take our students to progress in the program.

About the IEP

CEFR Level	Guided Learning Hours/Weeks
B2	Approximately 500-600/ 2+ semesters
B1	Approximately 350-400/1-2 semesters
A2	Approximately 180-200/8-16 weeks
A1	Approximately 90-100/8 weeks

Refer to the [Achievement Scale and Interpretation](#) to see how each class and level leads into the next. This explains what the progression looks like from one level to the next.

Students can repeat levels as often as they need to. I-20's are issued for one year at a time though. Students can get an extension on their I-20 one semester at a time as long as they are a student in good standing (attendance and course progression). If they are not in good standing regarding attendance or course progression, their I-20 might not be renewed.

However, if an A-level full-time student is in the same level for 2 semesters or a B-level full-time student is in the same level for 3 semesters, a counseling meeting will be set up with the student and the Assistant Academic Director--IEP to talk about the student's lack of progress. At the meeting, the student and Assistant Academic Director--IEP will come up with an individualized education plan. The student's

About the IEP

progress will be monitored by the Assistant

Academic Director--IEP and teachers. In addition, teachers can recommend a counseling session after 1 semester with an A-level student or 2 semesters with a B-level student if needed to avoid the student not progressing in the future. The purpose of this recommended counseling session is to forewarn students in order to keep them from forming habits that could cause future difficulty.

REPORTS

All reports will not be issued unless requested. Students can request a report by one of three ways:

- Go to the English Language Academy office in Curtin Hall 672 to request a report in person
- Email the English Language Academy at el-academy@uwm.edu
- Complete a [Request a Report Form](#).

Please note that students who have remaining tuition and fees to be paid at the end of the semester will not be able to receive any of their records from the English Language Academy until the remainder amount is paid. If you are unsure if you have remaining tuition and fees to be paid, check your PAWS account.

ATTENDANCE REPORT: At the end of a session, you can receive a Report of Attendance upon request. For specific information about your individual progress in each of your classes, see your course website and PAWS grade at the end of the semester. Conferences with your instructor can also give you information about

About the IEP

your work in each class. Please contact the Assistant Academic Director—IEP with any questions.

ELA TRANSCRIPT: At the end of the session, upon request, you will receive a written ELA Transcript. This will show your official course and level progression. Please contact the Assistant Academic Director – IEP with any questions.

CERTIFICATE OF LEVEL COMPLETION: At the end of the session, upon request, you will receive a written certificate of level completion. This will show the level you completed in each course from which you progressed to the next level. Please contact the Assistant Academic Director – IEP with any questions.

STRUCTURE OF THE IEP/SAMPLE SCHEDULE

You can read through the structure of the IEP and see a sample schedule [here](#).

Financial obligation

A student who enrolls in IEP classes is making a financial commitment to UWM for full payment of tuition and fees for the entire period for which the student is registered. Each enrolled student has an online PAWS account where financial information and due dates are recorded. The student (not the sponsor) is responsible for all charges on the PAWS account. A student will be dismissed from class for non-payment.

How to Pay

Academic Information

Your PAWS account will show your record of academic courses underway or completed and your grades.

DESCRIPTION OF FEES

Full tuition payment is due on the first day of class.

Application Fee

There is a one-time payment due as part of the application to the program. It is not refundable.

Late Payment Fee

This fee is added monthly to payments that are past due.

University Fee

This is required for each semester or summer session the student is enrolled. This gives access to the Health Center, the Sports Center, the Library, and the Milwaukee County Transit System bus pass for university students (UPASS).

Please note: any unpaid fees will be charged a monthly 1% late fee from the University. Tuition is due on the first day of class. If the student chooses to drop classes, the policy below applies.

How to Pay

Drop Date	Refund
Week 1	100% Tuition Refund \$100 Late Withdraw Fee (Student responsible to pay \$100)
Week 2	100% Tuition Refund \$200 Late Withdraw Fee (Student responsible to pay \$200)
Week 3 through Week 4	50% Tuition Refund (Student owes half of all tuition and fees) No Withdraw Fee
Week 5 and after	0% Tuition Refund (Student owes ALL tuition and fees) No Withdraw Fee

IEP Admin Fee

The administrative fee includes programming and services beyond core IEP courses, including but not limited to field trips, placement testing, events, conversation partner program, and student support letters.

University Hold

If you have any unpaid charges on your PAWS account, a hold will be placed on your record. You will not be allowed to register for the next session. See Financial Specialist, Jody Forbeck, with questions. You can contact her at forbeck@uwm.edu.

IEP CANCELLATION OR CHANGE IN ENROLLMENT

Cancellation must be in writing (email or letter) to the Assistant Director for Student Services, Lynn

How to Pay

Washatko Uhyrek (washatk3@uwm.edu). Full refund is given if cancellation is made before the first day of class.

WAYS TO PAY

There are many ways to pay. You may use the method of payment you prefer.

1. In person at the Cashier's Office on campus in Mitchell 285. You may pay by cash, U.S. debit card, or check.
2. On your PAWS account by credit card or electronic check. There is a fee of 2.5% for credit card payments. VISA credit cards are not accepted. There is no fee for electronic check payments.
3. Electronic wire transfer.
4. Mailed payment by check to UWM Cashier's Office.

You may also contact the Bursar's Office: Mitchell Hall, Room 285
Telephone: +1 (414) 229-5789
Email: bursar@uwm.edu

Note: Pay by the due date and avoid finance charges!

Please check the ELA website for complete payment information [here](#).

Immigration

F-1 VISA & I-20 DOCUMENTS

WHAT SHOULD I KNOW ABOUT MY F-1 VISA?

F-1 Immigration status requires full-time study when the program is in session. The F-1 visa in your passport is an entry visa. There is no problem if the visa expires while you are in the U.S. and your I-20 is valid. However, if your visa is expired and you leave the U.S., you will need to apply for a new F-1 visa at a U.S. embassy or consulate in your country. The consular official may request current financial documents as well as proof of study, such as the IEP Attendance Report.

WHAT IF I HAVE A VISA, BUT IT IS NOT AN F-1 STUDENT VISA?

You must maintain the status required by your visa. Your primary purpose for being in the U.S. must be according to requirements of the visa. Studying English is secondary to the requirements of your visa. The U.S. Bureau of Citizen Immigration Services or an immigration attorney can answer questions about visa requirements.

CAN I CHANGE MY IMMIGRATION STATUS TO F-1?

Changing your visa status while you are in the U.S. can be lengthy, costly, and difficult. If you do not have an F-1 visa but you wish to begin full-time study, it is usually recommended that you return to your country and apply for an F-1 visa at the U.S. Embassy or Consulate. See the Assistant Director for ELA Student Services for more information.

Immigration

WHAT SHOULD I KNOW ABOUT MY I-20?

--The I-20 is the legal documentation that allows you to study and reside in the U.S.

--Be sure your I-20 is up to date.

--See the Assistant Director for ELA Student Services to renew your I-20 30 days before it expires. You will need to register for the next session.

--Be sure your I-20 is signed by the Assistant Director for ELA Student Services on page 2 before you travel out of the U.S. and plan to return to the program.

--If you get a new I-20, be sure to keep your old I-20 as well.

--If you enter the U.S. on an I-20 from our program, you are required to attend our program. If you choose to immediately transfer to another program after you enter the U.S., you will be charged a \$300 transfer fee.

HOW DO I ACCESS MY I-20?

Our Assistant Director for ELA Student Services, Lynn Washatko Uhyrek, will email your I-20 to your UWM email. This means that you must activate your ePantherID before you can access your UWM email. There will be activation instructions in your Welcome Letter sent to your personal email from Lynn.

If you are having issues activating your ePantherID,

Immigration

contact us at el-academy@uwm.edu.

HOW DO I KEEP MY FULL-TIME STUDENT STATUS?

To keep F-1 status, attend class regularly and make progress in your studies. (See attendance policy on page 23-24.)

WHAT IF I MOVE?

Report any change in address to the ELA Office and change your address in PAWS within 10 days.

Note: If you do not report a change in address, you may lose F-1 status.

WHAT IF I STOP MY PROGRAM AND TAKE A BREAK?

You may lose your F-1 status if you stop attending IEP classes. If you withdraw from the IEP before the session ends, you must:

- Transfer to another program immediately, or depart the U.S. immediately.

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- A \$300 Early Exit Fee will be charged.
- There is no refund for classes missed.

Note: Your I-20 may be canceled, and if it is cancelled, you will be required to immediately return to your home country.

CAN I REGAIN F-1 STATUS IF I LOSE IT?

See the Assistant Director for ELA Student Services if you fall out of status or lose F-1 status. You may be able to request reinstatement if you are enrolled for full-time study, are attending classes regularly, and have no unpaid payments for UWM.

Note: A reinstatement request is not automatically approved. You must be prepared to leave the U.S. if the request is denied.

CAN I TRAVEL ON MY F-1 VISA?

You may travel when classes are not in session or between semesters. No special permission/ documentation is required for travel in the U.S.

For international travel:

*Check your I-20 for expiration date (page 1).

*Be sure the I-20 is signed by the Assistant Director – Student Services (on page 2).

*Be sure your passport is valid.

*Check your U.S. F-1 visa to be sure it has not expired.

Immigration

Note: Canada and Mexico are not part of the United States. Check the websites to see if you need a Canadian or Mexican entry visa in addition to the documents needed for re-entry into the U.S.

Please contact the Assistant Director for ELA Student Services with any questions.

HEALTH INSURANCE

DO I NEED TO HAVE HEALTH INSURANCE?

In compliance with U.S. Government Regulations, UWM requires all students with an F-1 visa to have health insurance. **F-1 students will be automatically enrolled in the UWM Student Health Insurance, through Student Assurance Services (SAS). Other plans will not be accepted.** The cost for this insurance is the student's responsibility and payment is due before class begins, along with tuition and fees.

Students will receive their insurance card at the mailing address listed on PAWS.

ELA students who are here with dependents (spouse and children) can purchase the same health insurance for their dependents, each dependent would pay the same rate for coverage that the ELA student has for the same time period. This coverage can only be purchased at the same time that the ELA student begins their insurance enrollment/ELA classes.

Immigration

The policy brochure containing detailed information can be found on the [Wellfleet website](#).

If you have any questions regarding health insurance, or if you need help submitting a Claim Form to SAS for reimbursement for services that you had to pay, please see Jody Forbeck, ELA Financial Specialist, in Curtin 684, or e-mail forbeck@uwm.edu.

WHAT HAPPENS WHEN I BECOME ILL?

Medical services are available through the Student Health and Wellness Center with a UWM ID card. Most medical visits are free for UWM students and a pharmacy is available. Any prescribed medication can be purchased at a lower cost to UWM students. Students who become seriously ill or hurt on the weekend or after the Student Health and Wellness Center is closed should go to the ER (Emergency Room) or Acute Care/Urgent Care clinic at a hospital. The nearest hospital to UWM is Columbia-St. Mary's ([2323 N. Lake Dr.](#)).

HOW DO I FIND A HEALTH PROVIDER?

On the Schedule of Benefits, the "In-Network" costs are cheaper than the "Out-of-Network" costs. You will want to find a "Preferred Provider" (doctor or hospital) "In-Network."

To find a "Preferred Provider" (In-Network) doctor or hospital within Wisconsin, use this website:

<https://hcpdirectory.cigna.com/web/public/providers>

Immigration

Click on “**Find a...**” to search for a **Doctor, Hospital, Pharmacy ,or Facility**. Type in **Milwaukee, WI** or your town and then click **search**. You can add more filters, including language of doctor, to find a doctor suited to your needs. The ZIP code for the UWM neighborhood is 53211.

Co-Pays and Additional Costs:

For an In-Network doctor or clinic, a student may still need to pay a “co-pay” for a doctor’s visit, as well as any laboratory, x-rays, or other tests. A “co-pay” is a small fee that you must pay at the time of your doctor’s visit in addition to the amount that your insurance will pay to cover your doctor’s visit.

Pharmacy Benefits:

In addition to going to the pharmacy at the UWM Norris Health Center, Walgreens and CVS also have pharmacies and are close to campus. You will show your medical insurance ID card in order to receive special pricing as listed in the Schedule of Benefits.

HOW DO I FIND A PHARMACY?

<https://hcpdirectory.cigna.com/web/public/providers>

HOW DO I GET AN ONLINE ID CARD?

If you lose your card or would like an extra one, go to this website: <https://wellfleetstudent.com/> . Create an account. Once you create an account, you will have access to an Online ID Card.

Immigration

See the Campus Services section for information about Norris Health Center located on campus. For other health insurance questions, see the Financial Specialist.

LEAVING THE IEP

WHAT DO I NEED TO LEAVE THE IEP?

Are you planning to go home or transfer? Complete these steps BEFORE departure:

- Meet with the Assistant Director for ELA Student Services to discuss plans
- Pay remaining costs (tuition, housing, etc.) owed to UWM.

--Complete the IEP Exit form:

<https://uwm.edu/intensive-english-program/current-students/exit-form-and-transfer-out/>

WHAT IF I WANT TO TRANSFER TO ANOTHER SCHOOL?

Apply to the new school. Once admitted, send ELA a copy of your official acceptance letter to your new school. You must finish your enrollment period at UWM. If you choose to exit the program before the end of the semester you are responsible for the full semester tuition plus a \$300 early exit fee. Make sure all your charges are paid in full by checking your PAWS account. You must complete the IEP Exit form online [here](#).

Immigration

SOCIAL SECURITY

HOW DO I GET A SOCIAL SECURITY NUMBER?

Social Security numbers are given only to people who are authorized to work in the United States. These are the required documents required to apply for a social security number:

--"Letter of Offer for On-Campus Employment" from the prospective employer

--"Social Security Request Letter" from the ELA Office, which gives verification of a student's visa status and employment eligibility

--Social Security application, Form SS-5. Download the form from <http://www.ssa.gov/online/ss-5.pdf> or fill out the form at the Social Security office.

--Passport with U.S. visa

--I-94 card

--I-20 form

WHERE TO APPLY: Social Security Office, 310 W. Wisconsin Avenue, Suite 260

Note: It can take from 2 weeks to 2 months to receive a Social Security card.

UWM reports your status to the U.S. Department of Homeland Security, Bureau of Citizen and Immigration Service. If you have any questions

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about your immigration status, ask the Assistant Director for ELA Student Services.

WORKING ON CAMPUS

CAN I WORK ON CAMPUS?

F-1 Students are eligible to work on-campus 20 hours per week (including week ends) during ELA sessions and extended hours (up to 40 hours per week) when ELA classes are not in session (Summer and Winterim). Do not work off-campus! There are no legal off-campus work options for F-1 students.

CAN I WORK ON ANOTHER TYPE OF VISA?

You may work on- or off-campus if your visa allows it and the U. S. Bureau of Citizenship and Immigration Services provides you with proper documentation to do so.

HOW DO I FIND AN ON-CAMPUS JOB?

You may go to the Career Planning and Resource Center in Mellencamp Hall Room 128 or log on to: <http://uwm.edu/careerplan/>

Campus Services

ATHLETICS & SPORTS FACILITIES

Need information on UREC hours, memberships, training, policies, and equipment rentals? Go to the [UREC Facilities page!](#)

To explore UWM Athletics, go to the [UWM Athletics page!](#)

Klotsche Center: Fitness center, swimming pool, and recreation. UWM team sports: soccer, basketball, volleyball, baseball, tennis, swimming & diving, and track and field. Sporting events are free with student ID. Website: <https://uwm.edu/urec/>

Intramural Sports: Play on a team or form your own team. <https://uwm.edu/urec/imsports/>

Outdoor Pursuits: Outdoor trips and activities!
<http://uwm.edu/urec/outdoor-pursuits/>

Sports Clubs: UWM Club Director and resources.
<http://uwm.edu/urec/sportclubs/>

BANKING

University of Wisconsin Credit Union (UWCU) is located in the Union. You can open an account with a deposit of \$5.00. No social security number required. UWCU offers checking accounts (no minimum balance), free debit card, and on-line banking. Website: www.uwcu.org

Campus Services

HOUSING

University Housing

<http://www.uwm.edu/housing/>

Housing Main Office, 3400 N. Maryland Ave.

Tel: +1 (414) 229-4065 or (800) 622-0286; Fax: (414) 229-4127

Sandburg Main Desk, Tel: +1 (414) 229-6123

Riverview Service Desk, Tel: +1 (414) 229-3595

Cambridge Commons Service Desk, Tel: +1 (414) 395-6900

Kenilworth Square Apartments Service Desk, Tel: +1 (414) 229-0512

Neighborhood Housing Office (NHO)

General off-campus living and housing information. Online listings for rental units, individuals who are looking for roommates, rooms for rent, and subleases. Note: The properties listed are not inspected or approved by the University.

LIBRARIES

<http://www.uwm.edu/libraries/>

Find books, periodicals, maps, music, audiovisual materials. Use the online library catalog. Borrow materials from the general collection for 28 days. Schedule a research consultation with a librarian.

Campus Services

LOST & FOUND

Did you lose something? Did you find something? Check Curtin B31 or the ELA Office, or call the university police, Tel: +1 (414) 229-4627

UWM STUDENT HEALTH AND WELLNESS CENTER

This is a health center for students who need medical care for minor illnesses. Many services are at no cost (there are fees for outside laboratory tests, pharmacy prescriptions, allergy injections). Some available services are medical clinic, travel clinic, mental health counseling, health education, specialty care. **You must have your student ID for all services.** <https://uwm.edu/wellness/>

PRINTING SERVICES – Wēpa Print Away

WEPA: Printing on campus is offered through Wēpa print stations. Printing can be done through cloud services, web, e-mail, mobile, or USB. Print services can be paid with a PantherCard (Student ID), credit/debit card, UWM Gift Card, PayPal, or via Wēpa Account. A \$2.00 service fee is charged for online PantherCard (Student ID) account deposits. A \$0.40 fee for debit/credit use, waived with \$5.00 minimum Wēpa account deposit.
<http://uwm.edu/technology/printstations/>

Campus Services

SAFETY and SECURITY

University Police Non-Emergency Tel: +1 (414) 229-4627

Lost and Found: back-packs, wallets, purses, keys, iPods, cell phones, laptops, etc.

Vehicle assistance: lock-outs, jump starts, license plate renewal, identification engraving, etc.

Emergency on campus, call +1 (414) 229-9911

If you have a life-threatening emergency off campus, call 911.

Campus Health and Safety

<https://uwm.edu/legal/campus-safety/>

<http://uwm.edu/boss/tips-for-staying-safe/>

S.A.F.E. Walkers

Are you walking a short distance at night by yourself? Call +1 (414) 229-4627 to get a SAFE Walker to go with you.

S.A.F.E Line

To find out if UWM is closed due to inclement weather, you can listen to local radio, watch local TV, or look at the UWM home page.

S.A.F.E. Alert

S.A.F.E. Alert is an emergency alert system that sends a message via text message or email in case of a campus emergency.

Campus Services

To register, follow the instructions here

<https://uwm.edu/police/wp-content/uploads/sites/58/2019/12/Sign-Up-Directions.pdf>

SMOKING

There is no smoking on the UWM campus except in designated smoking areas and outdoors. This includes any type of smoking such as tobacco or e-cigarettes.

STUDENT UNION

Art gallery, Bank (credit union), Bookstore, Computers (public use), Food, Recreation Center and Adventure Center, Studio Arts and Crafts Center, Theater, Transit Office (UPASS), and the Volunteer Center. For information about Union organizations and/or events, the information desk is located on the ground floor.

<https://uwm.edu/union/information-centers/union-information-center/>

Student Involvement

<http://uwm.edu/studentinvolvement/>

TRANSPORTATION/UPASS/BOSS

Parking & Transit Office - Union WG 25 Visit the UWM Parking & Transit office in person or online to get bus route information, get assistance with your bus pass (M-Card/U-PASS card), purchase parking permits, etc. The M-Card is a card that can be loaded with a specific dollar value, or day passes. The U-Pass is

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accepted as full fare on every MCTS-operated route. <https://uwm.edu/transportation/>

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MCTS: Milwaukee County Transit System (MCTS) provides bus transportation for students, faculty, and staff. There are 7 local bus routes and 3 express bus routes that take passengers directly to the university. <http://uwm.edu/transportation/mcts/>

UPASS: Free student bus pass good anytime on any Milwaukee County Transit System route. Passes are available at the Parking & Transit Office at the beginning of the UWM academic session with presentation of UWM student ID.

B.O.S.S. (Be On the Safe Side): Free evening transportation for UWM students within the neighborhood surrounding the campus (within a 2-mile radius of campus). Must present UWM student ID.

Tel: +1 (414) 229-6503
www.uwm.edu/BOSS

Prowl Line: Prowl Line is a supplemental bus service that provides direct transportation from the Capitol and Humboldt (UPARK) Surface Lot to the UW-Milwaukee Kenwood Campus, North Ave Residence Halls, Cambridge Commons, Riverview Residence Hall, and Kenilworth Square Apartments. To use the service, riders need to present their Panther Card (UWM student ID) to a scanner for the driver. Guests of UWM Housing residents may accompany a UWM student and must present photo identification to the driver. <https://uwm.edu/transportation/prowline/>

Campus Services

Zim Ride (Carpool): If you're looking to find carpooling options, UW-Milwaukee offers a private ride-sharing network to help you find a ride.

<https://uwm.edu/sustainability/what-we-do/transportation/>

Taxi services

Veteran Taxi Cab Cooperative: Tel: +1 (414) 220-5000

Yellow Cab Co-op: Tel: +1 (414) 271-1800

STUDENT SERVICES

The Student Support Team supports student retention and a healthy campus community by identifying students in distress and coordinating appropriate interventions. Concerns reported to the team include:

- Homelessness, food insecurity, financial troubles, severe illness, medical emergencies
- Signs of substance abuse, weight change, poor hygiene, sleeping in class, cuts or bruises
- Change in behavior, quality of assignments, participation, and attendance
- Disruption, outbursts, aggression
- Strange communication patterns, paranoia, emotional disconnection
- Crying, depression, suicidal ideation

For more information: <https://uwm.edu/deanofstudents/care-team/>

IDs and Online Services

Use your ePanther ID and password for UWM email, course site account, and PAWS account. The ELA Office communicates with students by UWM email. Check your UWM email account for announcements.

CAMPUS ID/PANTHERCARD

Your UWM campus ID number is 9 numbers: (991-xx-xxxx.) The number is on your UWM picture ID card, or Panther Card (UWM Student ID). You can submit your ID photo online and manage your Panther Card online via GET UWM

(<https://get.cbord.com/uwmilwaukee/full/prelogin.php>). Your Panther Card is used to access a variety of campus services, including:

- Borrowing books from the Golda Meir Library and accessing the library after 7:00 PM
- Accessing the Klotsche Fitness Center, Testing Center, Student health and Wellness Center, and IT Services
- Riding UWM Shuttles or B.O.S.S. transportation
- Attending campus sporting events and activities
- Attending Union Theater screenings and Peck School performances
- When a Parking Pass is obtained, the card will grant access to enter and leave parking structures
- Meal Plan
- Gold Account

IDs and Online Services

<http://uwm.edu/retailservices/panthercard/>

COURSE WEBSITES

This is where you find information about your classes, turn in homework, and communicate with your instructor and classmates. The English Language Academy uses Canvas. Your teachers will let you know how to access the sites.

FOR COMPUTER HELP, contact the Help Desk.
Bolton Hall 225; Tel: +1 (414) 229-4040;
help@uwm.edu

OUTLOOK EMAIL/OFFICE 365

Outlook is your UWM email. Go to outlook.office365.com to sign in to your account after your ePanther ID has been activated. Sign in using your ePanther ID and password. You can activate your account, change your password, recover a forgotten password, or check your account at the UWM Help Desk in Bolton 225 or online on [this page](#).

Note: The ELA Office communicates with students by email. You must check your UWM email account every day. You can also forward your UWM email to another email account by clicking on the button at the top right then select 'Mail' under "My App Settings" then select 'forwarding' under "Accounts".

IDs and Online Services

PAWS (Panther Access to Web Services)

This is the online student services center. You can access online financial statements, pay tuition, check “holds” on an account, view your class schedule, change your address, change your phone number, and change your emergency contacts. Access your PAWS account at www.paws.uwm.edu. Enter your ePantherID and UWM password to log on.

Financial Information

See complete financial information, such as tuition amount and fees, university housing costs (UWM dormitory), and due dates for all charges.

To see financial information

Click on “Finance.”

Click on “View Billing Statement” to see your bill, including payment due dates. You can print this statement or save it on your personal computer.

Check your balance to avoid late payment fees and other charges!

Costs and Payments

Costs and payments are entered on your PAWS account when you register for the IEP. Note: You must register separately for each semester or session.

WI-FI

Wireless access is available across campus. UWM Wi-Fi is offered for students and faculty with a valid

IDs and Online Services

ePanther ID and password. Not all mobile/Android

IDs and Online Services

devices support 802.1x authentication. If you have questions about your device, please contact your vendor/manufacturer for assistance. You can also get log-in assistance at the Walk-In Help Desk in Bolton 225 and the Library Learning Commons.

<https://uwm.edu/network-operations/wifi/>

Academic Study at UWM

ADMISSION TO UWM FOR ACADEMIC STUDY*

We recommend that you apply online before you finish the ELA Intensive English Program or before you meet the minimum TOEFL or IELTS score.

For undergraduate programs (Bachelor's Degree)

Conditional admission: This admission status requires full-time IEP study before beginning academic classes. This status means that you have already been admitted into your degree program, but you just need to prove your English proficiency by completing this program or providing a TOEFL or IELTS test result that meets admission requirements.

Full admission: If you do not have conditional admission, you must first apply to UWM. Then, you can be directly admitted from IEP to UWM into the foundation sequence by achieving 85% or more of each student learning outcome in level B1 or higher in all the core classes (Reading, Listening & Speaking, and Writing) for one semester. This admission allows you to take a full-time credit load, but some of these credits will need to be English for Academic Purposes (EAP) credit-bearing courses in addition to your other classes. **No Duolingo, TOEFL or IELTS test is needed** if you achieve B2 level placement or higher in each core class for a semester. **IEP Recommendation counts as your English proficiency requirement for your academic-degree application.**

Completing B2 level in all your core classes means that you have met the language proficiency requirement for admission but does NOT

Academic Study at UWM

automatically give you admission to UW-Milwaukee as an undergraduate student. You need to go through the application steps and be accepted by UWM as a degree- seeking student. The IEP does not apply to UWM for you.

Academic Study at UWM

For graduate programs (Master's or PHD Degree)

Conditional admission: In exceptional cases, a student may be admitted to the Graduate school with conditional admission status. If this is the case, the following policy is in place. Subsequent to conditional admission, the student may be changed to dual admission by achieving one of the following:

1. Present a TOEFL score of 68, an IELTS score of 6.0, or a Duolingo score of 95-115; some programs have higher requirements. Report your score to the Center for International Education before the start of the new semester.
2. By achievement of CEFR level C1 placement (achieving 85% or more of each student learning outcome in level B2) in 2 of the 3 core classes through portfolio assessment after completion of at least one semester in the UWM Intensive English Program. Core classes are Reading (060), Listening & Speaking (070), and Writing (080).

The portfolio assessment at the B2 level consists of the following:

- Online Reading and Listening test (Currently use MEPT)
- Impromptu writing test
- Speaking test (Currently use MEPT)
- Evidence compiled through continuous assessments by IEP teachers.

The portfolio will be assessed by a normed ELA portfolio committee. There is an ELA hold on a student's PAWS account until the student has met

Academic Study at UWM

the ELA dual portfolio requirements or upon submission of adequate TOEFL, IELTS, or Duolingo scores. Based on submission of a qualifying official test score or portfolio assessment after completion of IEP, the Graduate School will change the student to dual admission status for the immediate following semester.

Graduate students with conditional admission can only receive dual admission upon portfolio completion. They are not eligible for full admission through the IEP. To see requirements for full admission, see below.

Graduate students in conditional admission status are subject to the following restrictions:

- The student must enroll full-time in the IEP, and achieve at least a CEFR C1 level placement in 2 out of the 3 core classes (Reading, Listening & Speaking, and Writing) within 2 semesters or the admission offer might be rescinded.
- The student is not allowed to take academic courses.
- The student cannot be appointed to any Graduate Assistant position.

To qualify for full admission:

--Present a TOEFL score of 79, an IELTS score of 6.5, or a Duolingo score of 120 before the start of the semester; some programs have higher requirements. Report your score to the Center for International Education. **OR**

Academic Study at UWM

--Receive a 'B' or higher in your assigned EAP 420 or 435 course and submit a passing in-class essay (EAP420) or speaking/listening test (EAP 435) at the end of the semester. You cannot miss more than two classes (includes conferences). ELA Director will report your results to the Graduate School and to the Center for International Education.

Contact information: If you have any questions, please contact the ELA Director, Brooke Haley, at haleyb@uwm.edu in Curtin 678.

Center for International Education (CIE) International Student and Scholar Services (ISSS)

Garland 138

8:30 am to 4:30 pm Monday through Friday

Tel: 1+ (414) 229-4846

Fax: 1+ (414) 229-0521

Email: iss@uwm.edu

<http://www.international.uwm.edu>

*All of the above policies are subject to change as of August 3, 2021.

Academic Study at UWM

ENGLISH PROFICIENCY REQUIREMENTS

The UWM institutional TOEFL code is 1473. Register for TOEFL at the ETS website, www.ets.org. Register for IELTS at www.ielts.org.

	TOEFL	TOEFL	IELT S	Duolingo
	Internet- based	Paper- based		
Undergrad				
Full	79 +	52 0- 67 7	6.5+	120+
Full *	65-78	498-519	5.0-6.0	85 - 115
Conditional	0-64 or no score	310-497 or no score	0-4.5 or no score	0-80
Graduate				
Full	79	55 0	6.5	120+
Dual	68- 78	520-549	6.0- 6.4	105-115
Conditional	0- 67	310-519	0-5.9	0-100

Academic Study at UWM

EAP ACADEMIC WRITING COURSES

All UWM undergraduate students must meet the English general education requirement (GER) for the Bachelor's degree. Choose ELA writing courses for credit to complete this requirement. These courses have the curricular code EAP which stands for English for Academic Purposes.

WHAT'S SPECIAL ABOUT THE EAP WRITING COURSES?

In an EAP Academic Writing Course, you can:

- Learn academic writing and reading skills needed for academic and professional success.
- Overcome English language challenges of non-native speakers.
- Have in-class and individual instruction (one-on-one or small group) by an experienced EAP writing teacher.

MAY A GRADUATE STUDENT TAKE AN EAP WRITING COURSE?

Yes. Graduate students are welcome to take EAP writing courses. EAP 420 Advanced Reading, Writing and Grammar Tune-up for Internationals is recommended. There is no placement test for EAP 420.

HOW DO I REGISTER FOR AN EAP WRITING COURSE?

- Apply for and be admitted to UWM as an undergraduate. An EAP placement hold will be placed on your PAWS account.

Academic Study at UWM

- The ELA Director, Brooke Haley, will then place you in the appropriate classes for your level and schedule and remove the EAP placement hold.

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EAP ACADEMIC WRITING & LANGUAGE COURSES

EAP 110: College Reading and Writing Skills for Multilingual Students, 4 credits

EAP 100: Introduction to College Writing for Multilingual Students, 4 credits

EAP 101: College Writing for Multilingual Students/English 101, 3 credits

EAP 120: Grammar and Editing in English for Multilingual Students, 3 credits

EAP 135: Basic Skill in Academic Listening & Speaking, 3 credits

EAP 145: Practice in Academic Listening & Speaking, 3 credits

EAP section of English 102: College Writing and Research, 3 credits

MORE QUESTIONS?+

For information about EAP writing courses or to register, please contact the ELA Director, Brooke Haley, at haleyb@uwm.edu in Curtin 678.

Milwaukee Information

ABOUT MILWAUKEE

Known as “A Great Place on a Great Lake,” Milwaukee is located on Lake Michigan and is just 90 minutes north of Chicago. Milwaukee offers numerous cultural and recreational opportunities and is famous for its many ethnic festivals that take place throughout the year. Its scenic location on Lake Michigan provides a wide range of outdoor activities including water sports, biking, camping, and snow skiing, all within an hour's drive of the city. Public transportation is readily available to all parts of the city, as well as to Chicago and other locations in Wisconsin.

The University is located in a quiet residential section of the city near Lake Michigan. With an enrollment of more than 30,000 students, the University of Wisconsin-Milwaukee is the largest of ten universities and colleges in the metropolitan area.

The UWM campus is located near the lakefront area of the city of Milwaukee where many outdoor activities take place during the warm summer months. These include summer festivals such as Summerfest (featuring musical groups from throughout the U.S.), ethnic festivals, Lakefront Festival of the Arts, Bastille Days, River Splash, and others.

Students are also encouraged to participate in extra-curricular activities to better learn about Milwaukee and the Wisconsin area. The program also offers opportunities to volunteer in the local community. Volunteer sites include local theaters,

Milwaukee Information

music festivals, environmental causes, and campus events. As part of the University, students can also join student organizations, attend concerts and theatrical events, use the athletic facilities, library, computer labs and health services.

MILWAUKEE POINTS OF INTEREST

Betty Brinn Children's Museum

www.bbcmkids.org

Captain Frederick Pabst Mansion

www.pabstmansion.com

Charles Allis Art Museum

www.charlesallis.org

Discovery World

www.discoveryworld.org

Grohmann Museum

<https://www.msoe.edu/grohmann-museum/>

Haggerty Museum of Art

www.marquette.edu/haggerty

Harley-Davidson Museum

<https://www.harley-davidson.com/us/en/museum.html>

Lynden Sculpture Garden

www.lyndensculpturegarden.org

Milwaukee Information

Milwaukee Art Museum

www.mam.org

Milwaukee County Historical Society

www.milwaukeehistory.net

Milwaukee Public Museum

www.mpm.edu

Villa Terrace Decorative Arts Museum

www.villaterracemuseum.org

Milwaukee County Zoo

<http://www.milwaukeezoo.org/>

Milwaukee's Historic Third Ward

<https://historicthirdward.org/>

Milwaukee's Mitchell Park Horticultural Conservatory

<https://milwaukeedomes.org/>

Visit Milwaukee

<https://www.visitmilwaukee.org/>

Milwaukee Parks

<https://county.milwaukee.gov/EN/Parks>

Boerner Botanical Gardens

<https://boernerbotanicalgardens.org/>