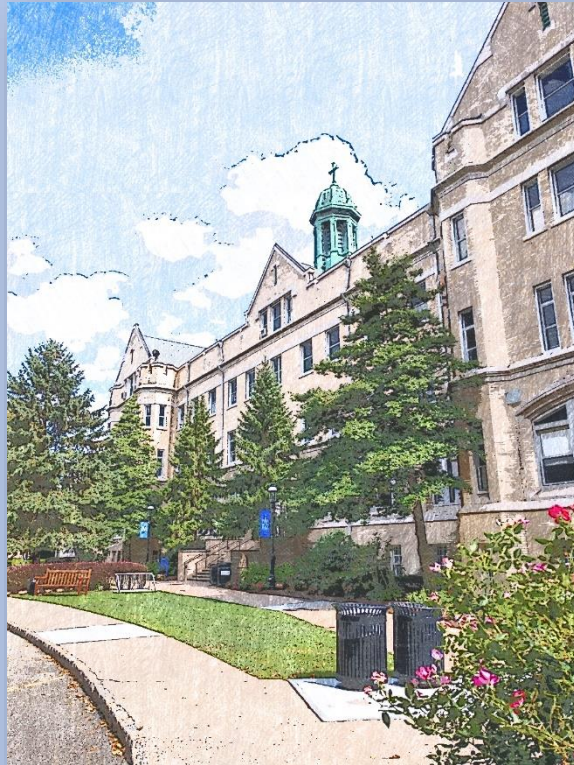


Welcome to the ESL@SetonHall Program

Student Handbook Spring 2022



Welcome

Welcome to the ESL@Seton Hall program. We are an Intensive English Program (IEP) with a strong academic focus. We serve individuals who wish to develop their reading, writing, speaking and listening abilities to participate fully in academic settings (e.g., university, community college) where English is the medium of instruction. Our program is designed for intermediate and advanced users of English. Following our academic focus, we give a priority to print literacy skills (i.e., reading/writing) over verbal skills (i.e., speaking/listening). We are very fortunate to host students from all over the world including Brazil, Colombia, Taiwan, Albania, Turkey, Venezuela, Ivory Coast, China, Burkina Faso, France, Vietnam, Jordan, Morocco, among additional places.

In addition to the conventional language skills of reading, writing, speaking, and listening, we promote the following themes throughout our program: (a) multilingual identity; (b) English as a global language; and (c) life-long English development. In design and in administration, our program recognizes and strives to meet the 11 [*CEA standards for English Language Programs and Institutions*](#) (2019):

Mission
Curriculum
Faculty
Facilities, Equipment and Supplies
Administrative and Fiscal Capacity
Student Services

Recruiting
Length and Structure of Program of Study
Student Achievement
Student Complaints
Program Development, Planning, and Review

Faculty and Contact People

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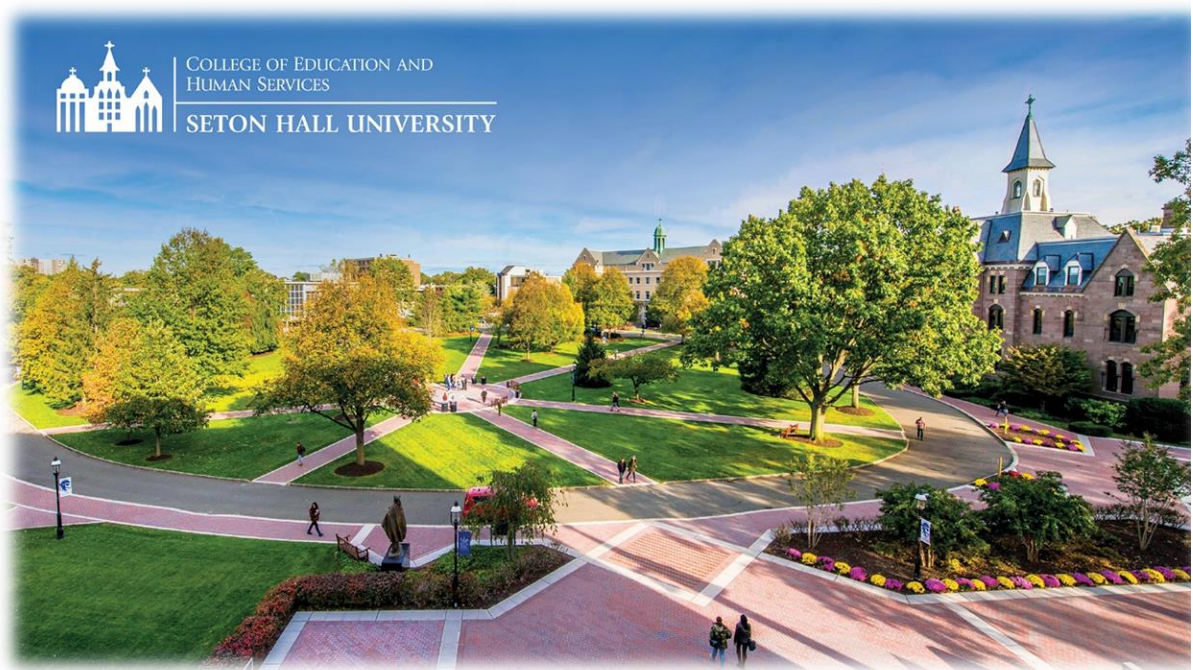
Marsha Philemon

Soma Philipose

Gail Vignola

Diane Zediker-Pastore

Why ESL@SETON HALL?



Here are some of the many reasons to choose our program:

- High quality instruction focused on academic success
- Private university, smaller classes, and individualized attention
- Catholic identity and university-wide mission of servant leadership
- Unique program themes: (a) multilingual identity; (b) English as a global language; and (c) life-long English development
- Located in the New York City metropolitan area
- Enjoy the campus experience offered by a welcoming university community

English development levels

Our program is organized according to 3 levels of English development. The chart below introduces each level and provides some important details about each one. For most students, one level is equivalent to 9-12 months of full-time study (i.e., 12 classroom hours per week). From start to finish, the program is intended to take three years (or 6 semesters) of full-time study to complete.

Program Level + Equivalencies	Textbooks	By the end of this level, students will be able to...
Intermediate CEFR B1 IELTS 5.0 TOEFL iBT ~40	PRISM Level 2 Reading/Writing Speaking/Listening	<ul style="list-style-type: none"> Conveys and interprets meaning in English at the level of simple and compound sentences combined into simple paragraph structures Shows growing familiarity with constructing and interpreting complex sentences and relative clauses Shows expanded control of social, everyday vocabulary and growing control of words associated with academic content areas (e.g., Academic Word List) Depends on linguistic, visual, or interpersonal supports for successful communication in English
Advanced CEFR B2 IELTS 6.0 TOEFL iBT ~70	PRISM Level 3 Reading/Writing Speaking/Listening	<ul style="list-style-type: none"> Conveys and interprets meaning in English at the level of organized paragraphs that include transition and summary expressions Shows approximate mastery of variable sentence structures (e.g., simple, compound, complex) with occasional difficulty depending on the situation Shows approximate mastery of general academic terms used across subject areas (e.g., Academic Word List) and growing familiarity with technical terminology associated with a content subject area Shows familiarity with genres associated with specific content areas Depends on linguistic, visual, or interpersonal supports only for academic tasks in English
Academic CEFR C1 IELTS 7.0 TOEFL iBT ~90	PRISM Level 4 Reading/Writing Speaking/Listening	<ul style="list-style-type: none"> Exhibits mastery of social and academic language in the majority of social/academic situations. Growing mastery of technical terms associated with specific content areas Conveys and interprets meaning using English in cohesive and coherent paragraphs as characteristic of academic settings Growing mastery of how to construct and interpret text according to discipline-specific genre expectations Growing mastery of variable sentence lengths of varying linguistic complexity in spoken and written language Only requires linguistic, visual, and interpersonal supports for select academic tasks

Application Steps: How do I join the ESL@SetonHall program?

STEP ONE: The first step is to complete an online application: <https://app.shu.edu/apply/>. Open an account by providing some basic information about yourself. After you open your account, select “Non-Matriculated or English as a Second Language Application”. You will then enter the application. The application asks you about the following topics: *Your plans // Academic History // Disciplinary History / Additional Information*. Please note there is a non-refundable application fee.

There are demonstration videos available online:

- Video #1: [Opening an account \(4mins\)](#)
- Video #2: [Completing the online application \(10mins\)](#)
- Video #3: [Receiving the admission letter \(10mins\)](#)

STEP TWO: Usually the admissions review process takes 1-2 weeks after the admissions office has received all necessary documents. The admissions office will notify you of their decision via paper letter sent by regular mail. As this can take 3-4 weeks depending on your location, there is a faster way to find out the admissions office decision. See the directions on the right:

Admissions Decisions Online. The admissions letter will include your Seton Hall University (SHU) student ID number. It is usually a long string of 8-9 numbers. For questions about your admissions letter, please contact the admissions office directly at thehall@shu.edu.

Admissions Decisions Online

- 1) Go to this page <https://app.shu.edu/apply/>
- 2) Go to "returning users" and login to your account again. Use the email address and password from your application.
- 3) Once you're inside your account, look for "Status Update".
- 4) When the application review is complete, you will see language like the following: *Your application has been reviewed. Click here to view your decision letter*. You can download the PDF copy of the admissions letter.

STEP THREE: Contact the Program Director at bryan.meadows@shu.edu. Introduce yourself in a short email to say hello. You will receive a reply email from the Program Director and a joyful welcome message. The Program Director will set up a time for the ACCUPLACER ESL placement exam online.

STEP FOUR: Complete the ACCUPLACER placement exam online with the Program Director. This appointment will take between 60 – 90 minutes. Please make sure you have a good internet connection for this appointment. Based on the placement exam, the Program Director will recommend a set of ESL classes to you. **IMPORTANT:** Our program is ideal for students at the intermediate level and above (e.g., CEFR B1/IELTS 5.0/TOEFL iBT 40).

STEP FIVE: Pay the tuition deposit of \$265 USD online. The deposit goes towards your first tuition payment. Please note that this initial deposit is non-refundable. Use the following link to make the deposit: https://secure.touchnet.net/C20188_ustores/web/product_detail.jsp?PRODUCTID=23&SINGLESTORE=true. If you are an F-1 visa student, contact the [Office of International Programs](#) to begin the I-20 application process. **NOTE:** I-20 applications close 30 days before the start of each semester.

STEP SIX: Next, you need your PirateNet ID credentials (i.e., username and password). Watch for an email from thehall@shu.edu. This is your Piratenet ID and password email. The ID and password are very important because they allow you into the Seton Hall Piratenet system where you will do registration, pay tuition, check email, use the online storage space, and interact with your courses (i.e., Blackboard). You will be asked to provide a secondary email and a password security question. Then you will activate your Piratenet account. Your Piratenet ID is a combination of the letters in your first and last names. Your initial password is a combination of your family name + your Seton Hall student ID + ####. PirateNet credentials go out in mid-October for the spring semesters and mid-March for fall semesters.

STEP SEVEN: After you have your PirateNet ID credentials (i.e., username and password), you are ready to begin using the Seton Hall online system (i.e., PirateNet). Contact the Program Director to make an advising appointment. Together with the Program Director, you will explore the PirateNet system and also complete registration. The Program Director will also answer any questions you may have about the program, the university campus, and the NJ/NYC area. At the advising appointment, the Director will introduce you to:

- | | |
|---|-------------------------------------|
| (a) the Piratenet online system + Duo two-factor authorization system | (d) campus services available, |
| (b) upcoming ESL@SetonHall classes, | (e) health immunization requirement |
| (c) the textbooks, | (f) Friday program activities |

ACCUPLACER Placement Procedures

Our program uses the ACCUPLACER ESL exam to determine student initial level. Specifically, we use the READING SKILLS and WRITING TASK tests. The results of these two tests are triangulated with a face-to-face conversation task in order to ultimately determine student placement. The placement exam process typically takes 60-90 minutes per student. For information about the content of the ACCUPLACER ESL exam, please see this page:

https://accuplacer.collegeboard.org/accuplacer/pdf/accuplacer-sample-questions-for-students_1.pdf

Will you need an I-20 in order to study with us?

Students who are seeking an I-20 as part of the F-1 visa process must complete the application procedures with our [Office of International Programs](#) on campus. Please note that the I-20 for ESL is issued for one year. It can be renewed for subsequent years for either more ESL study or upon acceptance to an undergraduate/graduate degree program. Students on the F1 visa must enroll in 4 or more ESL classes per regular semester (i.e., 12 classroom hours per week). Please visit this page to start the I-20 application procedures: <https://www.shu.edu/international-programs/f1-international-students.cfm>. If you are outside the United States, submit your I-20 application to the Office of International Programs in advance of the following dates:

- Fall semester: July 30
- Spring semester: December 15
- Summer sessions: 30 days prior to start of summer class

NOTE: If you are currently inside the United States, you can receive an I-20 up until the first day of class.

Program Coursework

Our ESL classes are offered in 13-week semester sessions. The tuition cost for each 13-week class is \$550 USD. We offer ESL classes in morning and afternoon sessions. The two sessions differ in content and design. The morning classes are focused on the four basic modalities of English language use: Reading, Writing, Speaking, and Listening. The classes follow the structure and content provided in the PRISM textbook series (Cambridge University Press). For that reason, we refer to the morning classes informally as “Prism Classes”. The Prism classes are organized according to student levels: Intermediate, Advanced, and Academic. Second, the afternoon classes consist of electives that individual ESL students can select each semester. The content and offerings are always changing but some recent elective offerings include *ESL All Skills*; *English for Special Purposes*; and *Pronunciation Skills*. Finally, we leave Fridays open each week for student seminars, tutoring, and intercultural exchange events.

IMPORTANT NOTE: The ESL@SetonHall courses are not credit-bearing courses.

While the classes do prepare you for eventual entry into a university program, the classes themselves will not count towards an undergraduate/graduate degree at Seton Hall University or at any other institution.

Course Offerings

Morning ESL Courses / Prism Classes

ESLP 0221/0321 [Intermed Listening/Speaking](#)

ESLP 0231/0332 [Intermed Reading/Writing](#)

ESLP 0420/0445 [Advanced Listening/Speaking](#)

ESLP 0431/0455 [Advanced Reading/Writing](#)

ESLP 0607/0612 [Academic Listening/Speaking](#)

ESLP 0611/0622 [Academic Reading/Writing](#)

Afternoon ESL Courses / Elective Classes

ESLP 0300 Intermediate Grammar

ESLP 0542 Advanced ESL Writing II

ESLP 0450 ESL All Skills

ESLP 0571 English for Special Purposes II

ESLP 0630 TOEFL Preparation

ESLP 0800 Pronunciation Skills

What textbooks do I need to purchase?

The morning classes use the PRISM textbook series (Cambridge University Press). The afternoon classes generally do not have an assigned textbook so students should follow their instructor's guidance. **Students will need to purchase PRISM textbooks for their morning classes.** Students will need 2 PRISM textbooks per level: Reading/writing PRISM and Speaking/listening PRISM. In most cases, students will use the same 2 textbooks for 2 sequential semesters (i.e., 6-9 months of study). We use PRISM levels 2 (i.e., intermediate), 3 (i.e., advanced), and 4 (i.e., academic). To view samples of the PRISM textbook series, please see [this page](#).

How do I purchase textbooks online?

ESL@SetonHall students should always purchase a new copy of the PRISM textbooks. Students can choose between an all-digital copy (i.e., E-book) and a paper-print copy of the student textbook. Both options come with an online practice workbook (WB). This WB is needed for your

ESL@SetonHall classes! The WB also allows you access to the Cambridge Learning Management System (LMS). This is where you will complete online practice exercises separate from the regular class textbook. **NOTE:** Buy the *PRISM* textbooks not the *Prism READING* textbooks.

PRISM digital book (Ebook) + Online WB	PRISM print book + Online WB
<p>Price: \$35 USD (October 2021)</p> <p>Go to BLINK SHOP: https://shop.blinklearning.com/en/</p> <p><i>PRISM Speaking/Listening Levels</i> 2 3 4</p> <p><i>PRISM Reading/Writing Levels</i> 2 3 4</p> <p>After purchasing Ebook: CLICK HERE for instructions to activate the ebook purchase.</p>	<p>Price: \$54 USD (October 2021)</p> <p>Go to Cambridge Online Store: http://www.cambridge.org/us/cambridgeenglish/storerefront/eap</p> <p>IMPORTANT: Use the link above to receive the student discount.</p> <p><i>PRISM Speaking/Listening Levels</i> 2 3 4</p> <p><i>PRISM Reading/Writing Levels</i> 2 3 4</p> <p>Click here for purchase instructions.</p>

Next Steps: How do I activate the online additional PRISM workbook (WB)?

- Register here on the [Cambridge Learning Management System \(CLMS\)](#)
- Enter the activation code you received from the ebook purchase, or from the inside cover of the print book.
- [Click here](#) for instructions to register and activate your code. Tech Support for CLMS: 844-682-0042

Health and Immunization Requirements

Every student is required to submit a Health History form, TB Risk Assessment, and Meningitis Information Sheet. Students submit these documents via the Student Health Portal, an app found inside Piratenet. (Look for the red cross sign.) [Here is a list of the steps.](#) To complete your health requirements, all students must complete the *Health History Form* and the *Tuberculosis Risk Assessment Form*. Here is a helpful [demonstration video](#). **In addition, all students under the age of 31 years are required to submit proof of the following immunizations:**

1. Measles vaccination: proof of two doses after age one and thirty days apart, or laboratory proof of immunity.
2. Mumps vaccination: proof of two doses or laboratory immunity.
3. Rubella vaccination: proof of two doses or laboratory proof of immunity.
4. Hepatitis B vaccine: if enrolled in 12 or more credits: proof of three doses.
5. Tetanus vaccine within past ten years.
6. Meningococcal Meningitis vaccine (ACWY) for students living on campus.

Program Tuition and Fees? How much will my study cost?

Use the following worksheet to calculate the costs of your future study with us.

Semester 1 (Fall or Spring)

Do you have an F-1 Visa?			
YES		NO	
Class Tuition	\$2200USD	Class Tuition	\$550 each 39-hour class
REQUIRED: 4 ESL classes @ 12 hours per week for 13 weeks = 156 total classroom hours		Each 39-hour ESL class meets 3 hours per week for 13 weeks.	$550 \times \underline{\hspace{2cm}} =$ TOTAL TUITION
International Student Fee	\$400USD	Calculate \$550 times how many classes you select (e.g., 2 classes = 6 hours per week = \$1100 TOTAL; OR 3 classes = 9 hours per week = \$1650 TOTAL)	
REQUIRED: This is a one-time fee.			
Health Insurance Plan	\$2075USD		
REQUIRED: One year of health insurance coverage (use anywhere in the United States)			
Optional Fees (not required)		Optional Fees (not required)	
Parking Permit Fees	\$200USD	Parking Permit Fees	\$200USD
Recreation Center Membership	\$100USD	Recreation Center Membership	\$100USD
Campus Meal Plan	\$508USD	Campus Meal Plan	\$508USD
		Health Insurance Plan (one year)	\$2075USD

Semester 2 (Fall or Spring)

Do you have an F-1 Visa?			
YES		NO	
Class Tuition	\$2200USD	Class Tuition	\$550 each 39-hour class
REQUIRED: 4 ESL classes @ 12 hours per week for 13 weeks = 156 total classroom hours		Each 39-hour ESL class meets 3 hours per week for 13 weeks.	$550 \times \underline{\hspace{2cm}} =$ TOTAL TUITION
		Calculate \$550 times how many classes you select (e.g., 2 classes = 6 hours per week = \$1100 TOTAL; OR 3 classes = 9 hours per week = \$1650 TOTAL)	
Optional Fees (not required)		Optional Fees (not required)	
Parking Permit Fees	\$200USD	Parking Permit Fees	\$200USD
Recreation Center Membership	\$100USD	Recreation Center Membership	\$100USD
Campus Meal Plan	\$508USD	Campus Meal Plan	\$508USD

Total Costs for One Year of Study

Semester 1 (Fall or Spring)	Semester 2 (Fall or Spring)	TOTAL FOR ONE YEAR (2 semesters) of study
Tuition + Optional Fees	Tuition + Optional Fees	
= \$ _____ USD	= \$ _____ USD	

Payment of Tuition and Fees

Students pay tuition and fees each semester online. **Please note:** *Tuition and fees are generally non-refundable.* To do so, enter Piratenet, and select the Banner app. Once inside Banner, select “student account”. Finally, select “view and pay my bill”. The university accepts multiple forms of payment (e.g., electronic check, credit card, money order, and bank transfer). To complete the bank transfer, students complete an online form and then submit to their bank to make the payment. Also, the university offers a payment plan option. This plan allows students to break up tuition payments. The payment plan requires a \$50 USD enrollment fee and a 15% down payment. Payments can only be made by check or credit card. The payment plan is NOT available during the summer. For assistance, contact the Bursar Office at (800) 222-7183 or [via e-mail](#).

Academic Calendar: When can I start attending ESL classes?

<https://www.shu.edu/academics/academic-calendar.cfm>

<i>Fall 2021</i>	<i>Spring 2022</i>	<i>Summer 2022</i>
August 30 Classes begin	Jan 19 Classes begin	
September 6 Labor Day	March 2 Ash Wednesday Mass	July 4 – Aug 5 Summer II
October 12 Fall Break Holiday	March 7-12 Spring Recess	
Nov 24-27 Thanksgiving	Apr 14-18 Easter Holidays	
December 13 F21 classes end	May 10 Last day of classes	
December 21 End of F21 semester	May 12-18 Final Exams	

Mendoza Scholarship

The Mendoza scholarship is a one-time \$3,000 award to F1 or J1 visa students that are willing to serve as a SHU ambassador and conduct some outreach to their local communities back home. The application deadline is March 1st each year. Contact the Office of International Programs (oip@shu.edu) directly for more details including application requirements. Additional campus-wide scholarships can be found here on [this page](#).

Student Health Insurance Plan

The [student health insurance plan](#) is provided by United Health Care via *FirstStudent*. With the health insurance plan, F1 visa ESL students are able to receive medical services while in the United States. To find a doctor, ESL students must first find an “in-network” provider via [this search page](#). You can speak with United Health Care insurance in your preferred language. To ask for help, call 1.866.260.2723, Monday through Friday, 8am – 8pm EST (NJ time). See [this page](#) for a detailed review of plan benefits and coverage (i.e., SBC). Online services for the health insurance plan are available via the UHC student resources portal: <https://www.uhcsr.com/>. The \$2075USD annual fee for the student health insurance is charged by the Bursar office each fall (i.e., August). The annual fee provides 12 months of coverage. Important: Students should visit [this website](#) to request enrollment during **July/August** for Fall entry and **December** for January entry.

ESL@SetonHall Program Policies

System of Benchmark Testing

At the end of each ESL morning course (Prism class), students complete a benchmark final task. There are two kinds of benchmark tasks: Reading/Writing and Speaking/Listening. The results of the benchmark tasks give us insights into each student's English language development. Based on the benchmark results, the ESL@SetonHall Program Director will advise the student regarding their PRISM course level. For example, the student may remain in the same proficiency level or even move up a level early. On the other hand, if a student's performance is below satisfactory, they may be advised to move down a level. When a student scores unsuccessfully twice in a row during the benchmark evaluation, they are counseled out of the program.

Course Grading

Instructors keep track of grading during each ESL course. At the end of the semester, students receive an official grade of either SP (Satisfactory Progress) or RR (Required Repeat). In addition to the official grade from the university, students also receive unofficial reports that include both a number grade and a brief narrative evaluation. Please note that when a student receives an RR grade for a class, they will be required to repeat that class within one year's time. If it is a PRISM course, they will repeat that semester segment again (i.e., either Fall or Spring semesters). If it is an elective course, the student must re-take the course within one calendar year. If they receive a second RR grade for the same class – PRISM or elective-- the student will be counseled out of the program.

Student Course Reviews

At the end of every ESL course, we ask for student feedback on the course content and the course instructor. Responses are shared with instructors after grades have been submitted. The Program Director uses the student evaluations to guide course improvements during the semester break. Students are invited to complete the course reviews in any combination of English and their preferred language(s).

ESLP Attendance Policy

Coming to class is very important! Please be aware of the ESLP attendance policy. Students must attend classes and be on time. Students cannot be absent more than 4 times from one class or more than 12 times total for the entire semester.

Grade Appeal Policy

ESL students receive instructor feedback and evaluation on all submitted assignments. All students at Seton Hall University have the option of initiating a grade appeal for any individual assignment grade and/or any semester course grade they receive. Please contact the Program Director to start the grade appeal process.

Credit-Bearing Undergraduate Classes

For students in the Advanced and Academic ESL levels, it is possible to take credit-bearing undergraduate/graduate classes while also completing the ESL@SetonHall program. In most cases, the student must meet the entry requirements for the desired program. Please note that the tuition for credit-bearing courses is separate from the ESL@SetonHall program tuition. If not seeking university credit, students may also consider “auditing” an undergraduate/graduate course while at Seton Hall University. Please talk with the Program Director to learn more.

Plagiarism/ Code of conduct

The ESL@SetonHall program expects the highest standard of academic conduct on the part of students. In short, this means that students submit their own work and avoid using the language of others without clear citation (e.g., copy-pasting from the Internet into a writing assignment). There can be consequences for repeat infractions including an RR grade in a course and up to removal from the program. Learn about our Seton Hall student code of conduct: <https://www.shu.edu/student-life/student-conduct.cfm>

Student Communications Policy

Our program uses the student.shu.edu email for all official communications with students. Therefore, ESL students in our program are expected to check their student.shu.edu email account on a regular basis. In addition, the majority of class assignments will be submitted through Blackboard (located inside Piratenet). Faculty will provide feedback and return assignments to students usually through Blackboard.

Photo Release Policy

We promote our program online (shu.edu) and on social media (Instagram, Facebook). We like to include images and notes about current students. There is a photo release form at the end of the handbook [and online](#) you may choose to complete. Please note that the photo release form is not required to study with us.

Student Fridays

Fridays are set aside for student activities. We call this *Student Fridays*. Currently, we have group excursions planned for (almost) every Friday during the regular semester. Recent excursions have included the following: SHU Campus Tour, Visit to South Orange Train Station, Visit to NYC Times Square and Highline Park, Staten Island Ferry, Metropolitan Museum of Art. Student Fridays is student-directed so we always ask for student suggestions and requests. Along with excursions, we have done a range of activities. These include online webinars on student topics (e.g., how to apply to graduate school); multimedia online club; and online watch TV/Movie parties. Student tutoring arrangements are also possible. Follow Student Fridays news items online [here](#).



Image: Isabela C. (ESLP 2021)

Life on campus: Joining our Seton Hall campus community

We are a diverse and inclusive campus environment, and ESL students constitute one important part of the wider community. We encourage ESL students to take full advantage of the services available on our campus so they can truly enjoy the Seton Hall experience. For campus wide resources for all international students, also [visit this page](#).

SHU Student ID

SHU student IDs can be picked up M-F (8am-5pm) from the Student ID Office (Duffy Hall). They will take your photograph and prepare the card while you wait. You will need verification of your enrollment, from the ESLP Office or Registrar in Bayley Hall. The student ID is required to check out library materials and to enter campus pedestrian gates. One unique feature of the SHU ID is *Pirate Gold*. Students can load monetary credits onto their ID card as *Pirates Gold* and then use those credits around campus (e.g., dining halls, vending machines, etc.). Here is a link to the SHU ID FAQ page: <http://www.shu.edu/campus-id-office/campus-id-faqs.cfm>.

Campus Library

Go to the library with your SHU campus ID card to start your library user account. There are computers, printers, and scanners available for student use inside the library. Study desks are available on floors 3 and 4 for student use. Here is the library homepage: <https://library.shu.edu/home>

Printing on Campus

There are student printers located in academic buildings on campus. You need your SHU ID card to use the printers. Every student is given 200 free prints each semester. If the printing system on campus is not recognizing your SHU ID card, please contact the Program Director. Here is how to use the campus printers: (1) download the printer driver for your PC [here](#) or for your Mac [here](#); (2) look for the printer named, SO BLUEPRINT STUDENTS, after pressing “print” on your document; (3) go to any printer on campus and swipe your SHU campus ID; (4) select your waiting print job.

Disability Student Services

The mission of Disability Support Services (DSS) is to provide students with disabilities equal access to all University programs and activities, while raising campus-wide awareness of issues impacting this student population. DSS strives to promote academic excellence, the development of self-advocacy skills, and increased student leadership opportunities. If you experience a disability that will impact your participation in the ESL coursework, please contact DSS to set up a consultation appointment. Their website is here: <https://www.shu.edu/disability-support-services/>

Student Counseling and Psychological Services (SCAPS)

The SCAPS office can provide external references to ESL students seeking counseling and psychological services. Their website is located here: <https://www.shu.edu/counseling-psychological-services/index.cfm>

SHUFly Shuttle

This is available to students with SHU student ID card. The shuttle provides free shuttle service to and from the South Orange train station area. You only need your SHU ID card to board the bus. SHUFly is available 7 days a week during the regular semesters <http://www.shu.edu/parking-services/shufly-shuttle-service.cfm>. Please note that SHUFLY does not operate during the summer months.

Student Employment on Campus

ESL students can work in any student employment job on campus. The maximum is 20 hours per week during the semester and 29 hours per week during semester breaks. Important: Federal Work Study positions are NOT available to ESL students. Go [here](#) to view current job openings on campus for students.

On Campus Security

If an emergency arises on campus, you may use one of the 42 emergency telephones, including lighted call boxes, or call (973) 761-9300. In addition, a free security escort service is available 24 hours a day between any two locations on campus. Call to make a request: (973) 761-9300.

Campus Bookstore

The campus bookstore is located inside Duffy Hall. They offer course textbooks, school supplies, and Seton Hall branded items for sale. Please note that the SHU Bookstore has limited availability weekends. Their website is here: <https://www.bkstr.com/setonhallstore/home>

Office of International Programs

The [Office of International Programs](#) provides a valuable service to Seton Hall's international population, not only issuing the appropriate documents for immigration (I-20s, Change of Status, OPT, etc.) but also assisting them in everyday needs and orientation in this new country. Call (973) 761-9072.

Student Associations and Club Sports

There are over 150 student organizations on campus. They are formed around many different topics, interests, majors, and identities. Follow [this link](#) to view all student organizations on campus. Another resource is the *Engage* app. It is located inside Piratenet. With this app, students can connect with all student organizations on campus and also learn about upcoming campus events. Students can access the Engage app after logging into Piratenet. Finally, here is [the link](#) to locate sports clubs on campus.

SHU Online Tools: Piratenet

Piratenet is the primary portal into online campus services. You can access Piratenet by following this URL: <https://www.shu.edu/piratenet.cfm> or by selecting "piratenet" on the shu.edu homepage. Once inside Piratenet, you will be provided access to a suite of online apps. Below is a listing of the most relevant ones. Please note that the Piratenet page works best with the Okta app,

which is an online password-keeper. You may find it easier to navigate Piratenet after installing the Okta app into your browser.

- *Outlook*—shu.edu email application.
- *OneDrive* – online server space available to individual students
- *Blackboard* -- the primary platform for coursework: announcements, assignments, readings, etc.
- *Banner: Self Service* – this portal takes you directly into registration and student records.
- *ID card* – use this app to add monetary value to your ID card. Called *Pirates Gold*, it allows you to use your card to make payments around campus (e.g., food places, vending machines, etc.).
- *Pirate Alert* – sign up for Pirate Alert to receive notifications of campus emergencies and closures.

SHUMobile App for Mobile Phones

A mobile app is available for both Android and Apple iPhones for free download. Use the app to access multiple online tools and campus information including: campus news, SHUfly shuttle, Piratenet, Blackboard, Banner, campus printers, campus events, among others. There is even a *laundry view* tool so you can see what washers/dryers are currently available in the dorms. The Android download is [here](#). And, the Apple Store download is [here](#).

Campus Technology Help

Seton Hall campus technology is available 7 days a week, 24 hours a day to solve technology issues (e.g., username, shu.edu email, Blackboard, password, etc.). You can reach them in person inside Corrigan Hall. We recommend first contacting them by email (servicedesk@shu.edu) or by telephone (973.275.2222). In addition, here is their self-service online portal:

https://tech.shu.edu/shu_self_service

Dining Options on Campus

There are three dining options available to campus students. Please note that operating hours may be reduced on weekends and during the summer months. All three locations accept major credit cards and SHU ID *Pirate's Gold* credits.

- The Living Room (University Center, Second Floor)
- Pirate Dining Room, The Caf (University Center, Underground Level)
- Dunkin Donuts (Walsh Library, External Entrance)

Academic Resource Center

The Ruth Sharkey Academic Resource Center (ARC) offers assistance to all Seton Hall students in their academic endeavors. Our free services include peer tutoring, individual appointments, online resources, group workshops and more. The ARC is located in the Arts & Science Building in Room 242 (turn left upon exiting the stairwell). The Ruth Sharkey Academic Resource Center strives to create a supportive learning environment that encourages students to become independent thinkers and learners. For more details: <https://www.shu.edu/academic-resource-center/index.cfm>.

Public Transportation

The Seton Hall University campus and surrounding area are served by NJTransit bus service and train service. The closest train station is [South Orange station](#). There are student discounted monthly passes available with NJTransit. Please visit this website to learn more:

<https://www.njtransit.com/studentpass>.

Additional Campus Services (fee-based)

Student Parking on campus

Please note that parking on campus is restricted to permit holders. Please visit the parking services page to see the different kinds of student parking permits available. The cost of parking fees are also listed. Here is the student parking website: <https://www.shu.edu/parking-services/student-permits.cfm>. (Please call them on the phone to verify current parking permit fees.)

Richie Reagan Recreation Center

The Recreation Center (i.e., Rec Center) is available to ESL students for a \$100 USD per semester fee. To join the Rec Center, visit in person. Ask to talk with the Rec Center manager. Fill out a required form and pay the membership fee by cash or check (no credit cards). After payment, the membership will become active in 1-2 business days. Here is more information about the Rec Center: <https://www.shu.edu/recreation-center.cfm>.

Campus Meal Plans for Students

[Meal plan](#): Unlimited \$2438 per semester (NOTE: \$492 meal plan for commuters)

Housing Options on Campus

[Housing](#): \$5249 per semester (Fall/Spring); Summer \$1200 per session

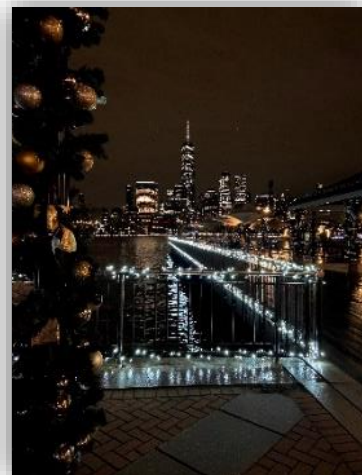


Image: Isabela C. (ESLP 2021)



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Signature	
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