



English Language Institute Student Handbook

Continuing and Professional Studies

English Language Institute

Shepard Hall Room 2

160 Convent Avenue

New York, NY 10031

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WELCOME TO THE ENGLISH LANGUAGE INSTITUTE!

Dear Student,

Congratulations on your acceptance to the English Language Institute (ELI) at the City College of New York (CCNY). Thank you for choosing ELI and learning with us toward a fulfilling academic experience.

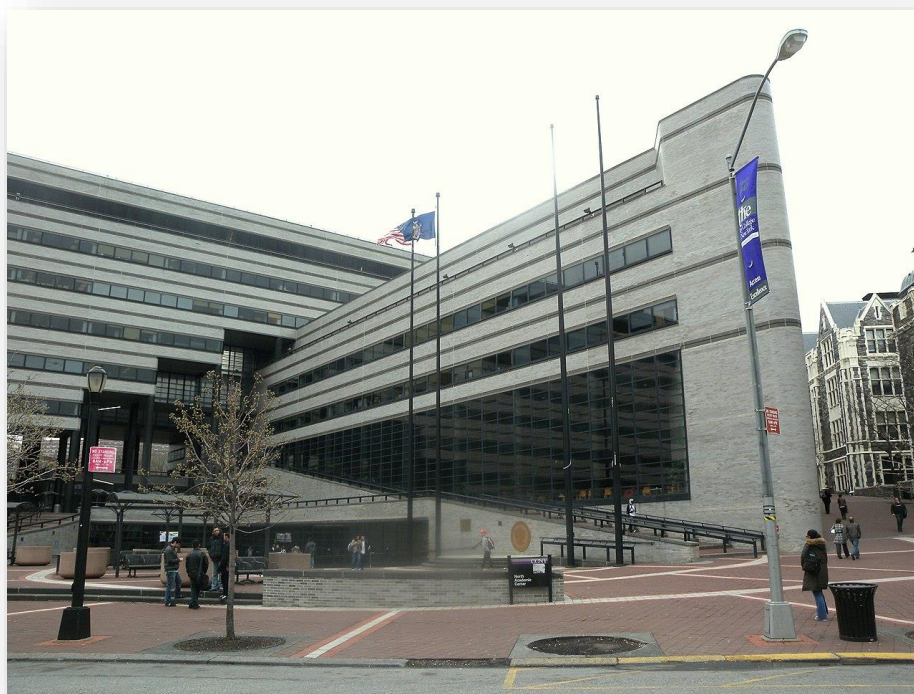
- Your first day is on **November 11, 2024**. Your class will be in The City College of New York, [160 Convent Avenue, NAC 4/206 \(4th floor Room 206\), New York, NY 10031](#) (See picture below. Check the map and look for building #7)

The **ELI Handbook** was created to provide you with helpful information as you begin your studies at CCNY's English Language Institute. Please read all information carefully as it will be useful during your journey in New York City and once arriving on campus.

I look forward to meeting you when you begin your studies and hope to be of assistance to you in achieving your educational goals.

Sincerely,
English Language Institute

Location of your class: **NAC Building**





2024-2025 ELI Calendar

Fall 2024

Session 1	September 3 – September 30	Holidays: Labor Day – September 5 th
Session 2	October 1 – November 5	Holidays: Columbus Day - October 10 th
Session 3	November 11 – December 17	Holidays: Only Thanksgiving Day – November 28 th

Spring 2025

Session 1	January 13 - February 19	Holidays: Martin Luther King, Jr. Day, January 20, 2025 Lincoln's Birthday – February 12 th President's Day – February 17 th
Session 2	February 24 – March 27	No Holidays
Session 3	April 14 – May 20	No Holidays



History of The City College of New York (CCNY)



The City College of New York was originally founded as the Free Academy of the City of New York in 1847 by wealthy businessman and president of the Board of Education, Townsend Harris, who would go on to establish diplomatic relations between the United States and Japan. Ratified by a statewide referendum, it was established to provide children of immigrants and the poor access to free higher education based on academic merit alone.

Dr. Horace Webster, a West Point graduate, was the first president of the Free Academy. When it opened on, January 21, 1849, Webster said: *"The experiment is to be tried, whether the children of the people, the children of the whole people, can be educated; and whether an institution of the highest grade, can be successfully controlled by the popular will, not by the privileged few."*

City College thus became one of the nation's great democratic experiments, and it remains today one of its great democratic achievements. Even in its early years, the Free Academy showed tolerance for diversity, especially in comparison to the private universities in New York City.

In 1866, the Free Academy, a men's institution, was renamed the College of the City of New York. In 1867 the academic senate, the first student government in the nation, was formed. General Alexander S. Webb, one of the Union's heroes at the battle of Gettysburg, also presided over the College in the 19th century.

In the early 1900s, President John H. Finley gave the College a more secular orientation by abolishing mandatory chapel attendance a change that occurred at a time when more Jewish students were enrolling in the College.

In 1907, City College moved to what was then called Manhattanville, now the heart of Harlem, to the Neo-Gothic campus designed by George Browne Post, the architect of the Stock Exchange. Today, those buildings are landmarked, and the campus has expanded to 36 tree-lined acres.

In 1930, CCNY admitted women for the first time, but only to graduate programs. In 1951, the entire institution became coeducational. In the years when top-flight private schools were restricted to the children of the Protestant establishment, thousands of brilliant individuals (including Jewish students) attended City College because they had no other option. City's academic excellence and status as a working-class school earned it the titles "Harvard of the Proletariat," "the poor man's Harvard," and "Harvard-on-the-Hudson." Ten CCNY graduates went on to win Nobel Prizes. Like City students today, they were the children of immigrants and the working class, and often the first of their families to go to college.

The Baruch School of Business at the City College of New York, named after CCNY alumnus Bernard Baruch, opened on 23rd Street in Manhattan in 1919, and became Baruch College in 1961 with the establishment of The City University of New York - now the largest public urban university system in the United States, and consisting of 24 institutions, including City College. [Learn More](#)



A Checklist: Before You Begin Classes at ELI

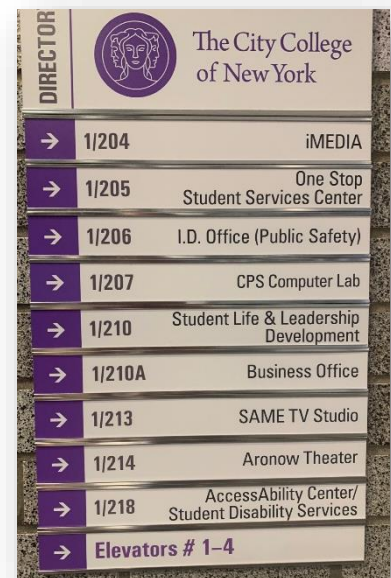
- Visit the Office of International Student & Scholar Services (OISSS) F-1 Students ONLY**
Within 10 days of arriving to NYC, you must visit the OISSS office! This is required for all international students who have an I-20 from The City College of New York. You will need to bring your passport, visa, an electronic printout of your I-94, and your I-20. *Location: North Academic Center (NAC) 1/107 (1st Floor Room 107)*

- Did you pay in full? If you chose a payment plan, please remember to follow up.** You can pay by credit card or money order at the ELI office or over the phone. *Location: Shepard Hall Room 2*

- Get Your Student Identification (ID) Card**
Please come to the CPS/ELI office to get a form for your CUNY I.D. Fill out the form and bring it with your ID (passport or state ID) to the ID office located in the North Academic Center (NAC) building, 1/206 (1st floor, room 206). You will need your City College ID card to enter all buildings on CCNY campus. Your first ID is free. If you lose your ID, they will charge you a fee to replace it.

Location: Form: CPS/ELI Office: Shepard Hall Room 2 (First office on the left when you come in from the front door entrance); CUNY I.D.: North Academic Center NAC 1/206 (1st floor, room 206)

- Get Your Textbook**
Your instructor will inform you about required textbooks.



About The Course

ELI classes are:

- 18 hours of class instruction per week.
- Monday to Thursday from 9:30 am to 2:30pm, with a 30-minute break for lunch.
- Classes are designed to target academic and professional skills in the four language skills: Reading, Speaking, Listening, and a focus on Writing.
- Classrooms are equipped with a projector to help instructors utilize technology in their lessons.
- Instructors cater the class to student needs and create lessons focusing on communicative language teaching
- Instructors incorporate authentic material, textbooks: Grammar and Beyond Essentials & Final Draft, and Cambridge Learning Management System to enhance student learning.



Campus Map: Our Office is in Number 1 Shepard Hall



The City College of New York

- 1 Shepard Hall
- 2 Steinman Hall - The Grove School of Engineering
- 3 Baskerville Hall
- 4 Compton-Goethals Hall
- 5 Townsend Harris Hall- CUNY School of Medicine
- 6 Wingate Hall
- 7 North Academic Center (NAC)
- 8 Marshak Science Building
- 9 Wille Administration Building
- 10 Spitzer Hall - The Spitzer School of Architecture
- 11 Aaron Davis Hall
- 12 Schiff House - Child Development Center
- 13 The Towers
- 14 City College Center for Discovery & Innovation
- 15 CUNY Advanced Science Research Center



CCNY Shuttle Bus
Shuttle will pick up + drop off at the location. Shuttle runs between W125, W145 and Marshak.



Handicapped Access
Access to Nat Holman Gym and Rooms 20 thru 28 only.



Wi-Fi Access: CCNY Guest Wi-fi

ELI students can access the Wi-Fi by selecting **ccny-guest** in your phone settings. Please follow the following instructions to access CCNY Guest Wi-Fi.

1. Go to the web browser and type cuny.ccny.edu, you will be prompted to fill out a form with the following information:
 - Your Name
 - Mobile Number
 - Mobile Carrier
 - Email Address
2. Once you fill out the form and click, register. A temporary password will be emailed to you, as well as a text message with a temporary password.
3. Check your e-mail to gain access. The password will expire after 24 hours.

Where to Eat on Campus

Benny's Lodge/NAC Cafeteria: Open Monday-Thursday, 8:00 am – 4:00 pm

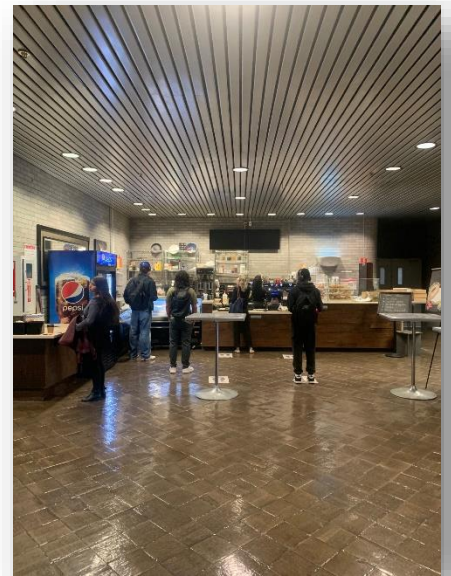
- Uptown Sam's Delicatessen – come and build your own gourmet sandwich
- Mezze Table – enjoy delicious power bowls and pita sandwiches
- Citizen Chicken – savor hand-breaded chicken tenders and sandwiches, along with various chicken biscuits for breakfast!

NAC Building: Open Monday-Thursday 7:30 am – 5:00 pm, Friday 7:30 am – 3:00 pm

- Benny's Cafe I – Serving fresh brewed coffee, lattes, cappuccino, teas, pastries & more.

Marshak Building: Monday – Thursday 7:30 am – 4:00 pm

- Benny's Cafe II – Enjoy coffee, lattes, cappuccino, teas, pastries & more in a convenient campus location.



And that's just the beginning! More options are on the way, including specialty deli sandwiches, rice bowls, a fresh salad bar, and much more. For the latest news on City College's dining services, follow their Instagram at [@ccnydining](https://www.instagram.com/ccnydining).



Living in “The City”

There is no better place to learn intensive English than New York City (NYC). “The City” is very exciting and vibrant, and full of interesting things to see and do. Moving to the city could be a huge adjustment, and the earlier you begin to think about issues like housing, transportation, and banking, the easier the transition becomes. Prepare yourself for cultural differences, which can be the most surprising, but often the most interesting part of moving to NYC. Some might find the fast pace of the city to be challenging to keep up with, but others would love its energy and vitality from day one. Indeed, it’s a city that never sleeps.

Diversity: New York City (NYC) is the most densely populated city in the country, with over 8.4 million residents, many of whom were born outside of the U.S. With a resident and visitor population as diverse in culture and ethnicity as the world is wide, New York City serves as an international gathering place for the nation and the world. Its reputation for opportunity, and its multicultural and multilingual population continue to attract many students and immigrants from all over the world.

Attractions and Activities: Adding to the NYC diversity are the visitors who come to “The City” each year to visit its famous attractions, including the United Nations, the Statue of Liberty, Central Park, the Metropolitan Museum of Art, the Empire State Building, and Rockefeller Center.

Whatever your interests are, you should be able to find opportunities for them at your college and definitely throughout NYC. To learn more about life in “The City”, access the following link <https://www.nyc.gov/nyc-resources/categories.page>

Finally, there are also off-campus organizations that work with CUNY to provide valuable cultural opportunities and experiences for students, like **One To World**. One To World is a private, non-profit organization, dedicated to creating cross-cultural understanding by encouraging cultural, social, and intellectual exchange between Americans and students from other countries. One To World offers community visits, walking tours, conferences, career programs, and social nights. For more information about this organization visit <http://www.one-to-world.org>

Geography: New York City is in the State of New York. The State of New Jersey borders New York City to the west and south. Long Island, New York is to the east, and the City of Yonkers, New York is to the north. New York City is divided into 5 **boroughs**:

- **Manhattan**
Manhattan is generally considered the heart of New York City. This is where you will find most of the city’s skyscrapers and cultural attractions. An island, Manhattan is surrounded by the Hudson River to the west, the Harlem River to the north, and the East River to the east. Population – over 1.646 million
- **Brooklyn**
Brooklyn is the most populous borough and is known for its cultural diversity, its distinct neighborhoods, and its independent art scene. Population – over 2.5 million. [Read more.](#)



- **Queens**

Queens is the most ethnically diverse county in the city. It is the largest New York borough and the location for the city's two major airports, LaGuardia and JFK. Population – approximately 2.3 million. [Read more.](#)

- **Bronx**

The Bronx is the city's northernmost borough. It is home to the Bronx Zoo and is the birthplace of rap and hip-hop culture. Population – approximately 1.4 million. [Read more.](#)

- **Staten Island**

Staten Island is the most suburban of the five boroughs and has the smallest population. Population – approximately 0.5 million. [Read more.](#)

Transportation: Flying into New York City: There are three major airports in the New York metropolitan area:

- · John F. Kennedy International Airport (also called “JFK Airport”)
- · LaGuardia Airport
- · Newark Liberty International Airport

There are many options for ground transportation to and from the airports, including taxis, car services, buses, shuttle vans, the subway, and trains. You can check the airports' websites for prices and other information.

Traveling In and Around New York City:

- **Subways** – Most New Yorkers do the majority of their inner-city travel on the city's subway system, which is open 24 hours a day. You may use your credit card to charge fares. [Learn more.](#)
- **Buses** – They are available throughout the city. Buses provide travel to/from New Jersey, Pennsylvania and Connecticut. You may use your credit card to charge fares. [Learn more.](#)
- **Taxis/Uber** – Also known as “cabs”, are generally the most expensive way to travel in the city. However, many people find them a convenient way to travel at night, when subways and buses run less frequently. You can also use Uber to get around NYC. [Learn more.](#)
- **Trains** – There are different train lines for travel to nearby New York (like Long Island, and Yonkers) as well as to Connecticut, New Jersey, Pennsylvania, and upstate New York towns and cities, like Albany, the New York State capital. You can take the Path Trains to New Jersey. [Learn more.](#)

For information about New York City public transportation, including maps of the subway and bus systems, visit the Metropolitan Transportation Authority (MTA) website <https://new.mta.info/>



Important Contact Information

Please visit our webpage for more information <https://www.ccny.cuny.edu/cps/about-eli>

Our Office is in Shepard Building (Building #1 on the map):



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Fax: 212.650.6614

Email: ELI@ccny.cuny.edu

If you have more questions about ELI, please email: Eli@ccny.cuny.edu or visit our website

Please note that ELI does not offer immigration advisement. For Questions about F-1 and other visas, your I-20s, please email: oiyss@ccny.cuny.edu

CCNY Office of International Student and Scholar Services (OISSS)

<https://www.ccny.cuny.edu/iss>

North Academic Center (NAC) Room 1/107

160 Convent Avenue New York, NY 10031

Phone: 212.650.8106/8107 Fax: 212.650.5833

Thank you and Good Luck!