

EVERGREEN ACADEMY  
NEW STUDENT ORIENTATION



Evergreen Academy  
7700 Little River Turnpike,  
Suite 100A  
Annandale, VA 22003

703-256-6060

Office Hours:  
Mondays through Fridays  
9:00a.m. - 6:00p.m.



@EvergreenAcademyUSA



Instagram

evergreenacademy



# IEP (Intensive English Program)

- 8 weeks
- 18 hours per week
- 144 hours per session
- 6 sessions per year

## Add/Drop week =

Designed primarily for new students; the date in the column means it's the last day to add or drop a class

Students are expected to register before the first day of classes per visa guidelines

Session	Start/End Dates 8-Week Program	Add/Drop Week	Days and Hours	Holidays (no class)
1	1/4/2023 – 2/28/2023 144 hours	Through January 9, 2023	Mondays, Tuesdays, Wednesdays, Thursdays AM: 9:00a.m. to 1:30p.m. PM: 5:30p.m. to 10:00p.m. (18 hours per week)	1/16 – MLK Birthday 2/20 - President's Day
2	3/6/2023 – 4/27/2023 144 hours	Through March 10, 2023	Mondays, Tuesdays, Wednesdays, Thursdays AM: 9:00a.m. to 1:30p.m. PM: 5:30p.m. to 10:00p.m. (18 hours per week)	NONE
3	5/3/2023 – 6/27/2023 144 hours	Through May 9, 2023	Mondays, Tuesdays, Wednesdays, Thursdays AM: 9:00a.m. to 1:30p.m. PM: 5:30p.m. to 10:00p.m. (18 hours per week)	5/29 -Memorial Day 6/19 -Juneteenth
4	7/3/2023 – 8/24/2023 144 hours	Through July 7, 2023	Mondays, Tuesdays, Wednesdays, and Thursdays AM: 9:00a.m. to 1:30p.m. PM: 5:30p.m. to 10:00p.m. (18 hours per week)	7/4 – Independence Day
5	8/30/2023 – 10/24/2023 144 hours	Through September 5, 2023	Mondays, Tuesdays, Wednesdays, and Thursdays AM: 9:00a.m. to 1:30p.m. PM: 5:30p.m. to 10:00p.m. (18 hours per week)	9/4 – Labor Day 10/9 – Indigenous People's Day
6	10/30/2023 – 12/21/2023	Through November 3, 2023	Mondays, Tuesdays, Wednesdays, and Thursdays AM: 9:00a.m. to 1:30p.m. PM: 5:30p.m. to 10:00p.m. (18 hours per week)	11/10 -Veteran's Day 11/22 -11/25 -Thanksgiving Break

# Cancellation and Refund Policy

## **Late Registration**

**Fee** = For returning students, a fee of \$100 if registering **after** add/drop week

<b>Tuition Refund Schedule</b>	
Prior to the Start of the Registered Session	100%
1 <sup>st</sup> Week of Registered Session	75%
2 <sup>nd</sup> Week of Registered Session	50%
3 <sup>rd</sup> Week of Registered Session	25%
After 3 <sup>rd</sup> Week of the Session	0%



SUPPORTS



*8 CFR 214.2 (f) Academic and Language Students, a full course of study consists of at least eighteen clock hours of attendance a week. If F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.*

According to visa guidelines and accreditation standards, students must **successfully progress through the program in order to maintain their visa status. Successful progression is defined as 75% attendance each session and passing a course with a minimum of a total 75% grade.**

Evergreen Academy must adhere to the U.S. Department of Homeland Security as well as CEA accreditation.

# Grades and Progression

- In order to go to the next level, **75% or higher in the course**
- 74% or below, repeat (**2x limit**)
- Week 4 - progress report
- Week 8 - Student Grade Report

# Weighted Grades

A+ - C: Pass

Below C: Fail

Score Range	Grade	Description
95 – 100%	A+	Beyond exceptional skills for current level
90 – 94%	A	Exceptional skills for current level
86 – 89%	B+	Superior skills for the current level
80–85%	B	Very good skills for the current level
76 - 79%	C+	Above average skills for the current level
75%	C	Average skills for the current level
0 – 74%	R	Repeat

## Assessments=Test

- 2 Unit Assessments (tests)
- 1 Midterm Exam
- 1 Final Exam





# Registration & Payments




1. Registration Form prepared by Academic Office
2. Come in to sign registration form and pay tuition before first day of session start
3. Full tuition due at time of registration
4. You will be registered in the class once you have signed Registration Form and paid tuition

# Evergreen Academy *Student Portal*

1.  <https://evergreen.campusaxess.com/Student/Login.aspx>

2.  The email that you gave Evergreen Academy is the email that will be in the system. Type your email.

STUDENT ACCESS 


**Apply Now**  
It is easy to apply. Click the link below.  
[APPLY NOW](#)


**Login**  
Students // Returning Applicants

Email

Password

[Reset Your Password](#)



3.  Click "Reset Your Password" to create your account

## STUDENT ACCESS

3. 

Welcome to My Evergreen. Home of your application and student account.

Please complete your profile and contact information. If any of your information changes, please remember to update your profile on this site.

**COURSES**


PROFILE

APPLICATIONS

CART

PAYMENT

Grades and Attendance

 Pay Tuition and Fees/See transactions

# Field Trips & Activities

- Educate students about the American culture
- A minimum of one per session
- Attendance (to the main Field Trip) is required
- Suggestions? Ideas? Let us know!



# Attendance Policy

- ❑ Required to attend a minimum of 75% of classes per session.
- ❑ Three warnings before the 8th absence is reached.
- ❑ Sixth absence = final warning email; not admitted back into the classroom until a meeting is scheduled with the CAO.
- ❑ 8 absences = Academic Probation or Dismissal from the program
- ❑ Arrive to all scheduled classes on time
- ❑ Arriving more than 5-minutes late = "late arrival"
- ❑ 30-minutes late = "half (0.5)absence"
- ❑ Three "late arrivals" = 1 absence



# DSO (Designated School Official)



- ✓ Advises students on how to follow requirements for their visa
- ✓ Liaison between schools and SEVP/Homeland Security
- ✓ I-20's
- ✓ STNA

\*always notify/ask DSO before you make any changes



**YOU** are responsible for contacting the DSO about anything regarding I-20's, STNA, Visa issues

Page 11 in Student Handbook

# Email & Communication



- **REQUIRED!**
- Always check your email and Google Classrooms for announcements and notices **AND RESPOND!**  
*(even if you just respond "ok" OR "received")*
- If you don't check your email (or junk/spam folder) and a notice was sent by the DSO or office, no response can effect your enrollment or visa

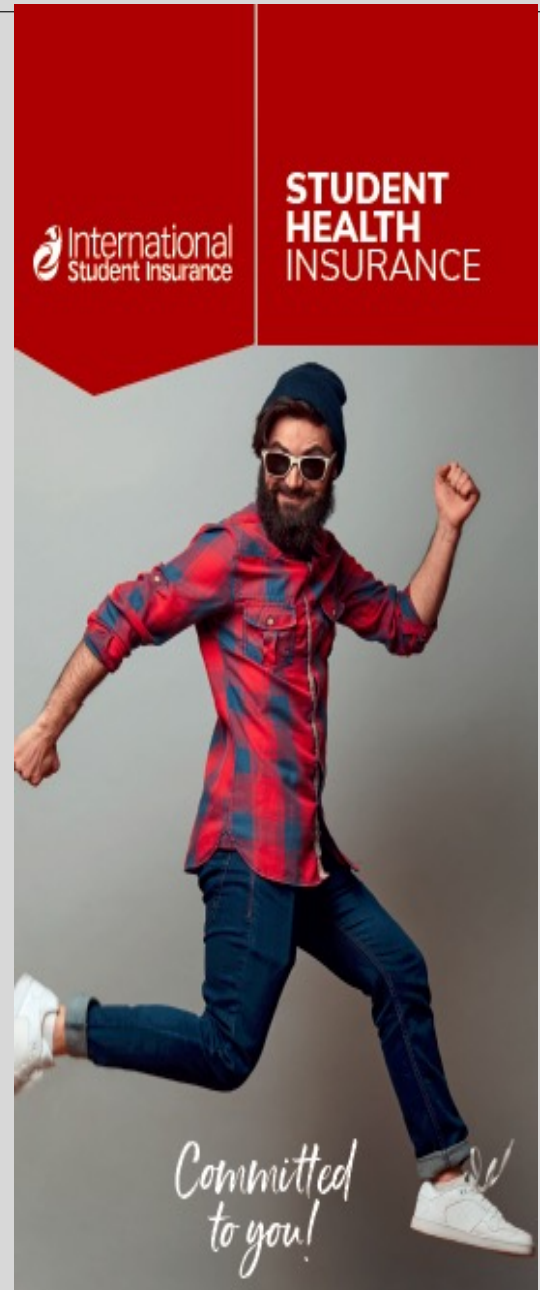


## Classroom

- Communication method
- Instructors, Students, Office
- Download on mobile or use on computer
- Always check for new information
- Current Student Handbook and other useful information

# Health Insurance

- Medical costs are expensive in the U.S.
- Can cost thousands of \$\$\$\$
- <https://www.internationalstudentinsurance.com/>

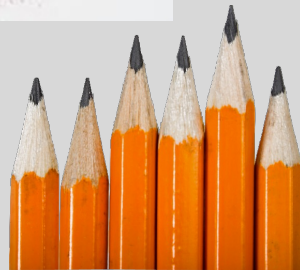
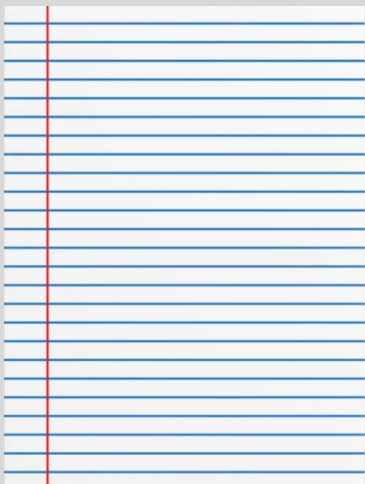




# Supplies



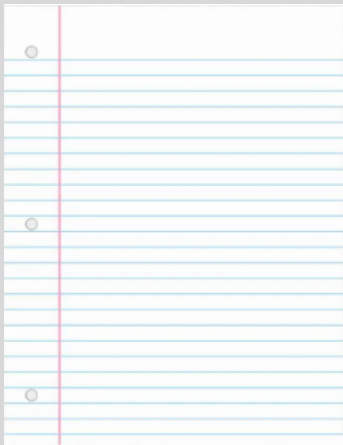
- Please bring your own materials to **every** class  
(pencils, erasers, 8 1/2 x 11 lined paper)
- Bring your class books to every class



- Essays/Assignments must be handed in on clean lined paper, NOT scrap paper
- Form of respect to your instructor as well as yourself

# Classroom Rules

- No Cell Phone Use and Silence Your Cell Phones
- English Only
- Do not use translator unless assigned
- Pencil only
- 8 ½ x 11 Lined Notebook Paper
- Bring your own supplies



- ★ Student Handbook Acceptance
- ★ Attendance Policy Acceptance
- ★ Field Trip Release Form
- ★ Student Intake Questionnaire
- ★ Student Orientation Survey

**Note:**

- Make sure you understand *everything*. If you do not understand something, **Please** ask.

Have a Great Session!

