

ELSP: Frequently Asked Questions

ELIGIBILITY

My projected eligibility says “0”. Why?

The courtesy scholarship benefit is provided to full-time, regular employees who are employed and paid by Emory University. If your status in Emory’s Human Resources system is part-time or temporary, such as a visiting scholar, or if you are paid by some other institution rather than Emory, you will not have the Courtesy Scholarship. For full details, please see the link to the “Complete Courtesy Scholarship Policy” on the right.

My projected eligibility is “0%” for the upcoming semester, but it is “100%” for future semesters.

Your eligibility for the Courtesy Scholarship will not be at 100% until 1 year from your start date, so if you are new to Emory, you may see 0% for the next few semesters. However, you can still meet the eligibility requirements for enrolling in an ELSP class by submitting an Employment Waiver Form signed by your supervisor. It is very common for new employees to enroll in classes, and a copy of the required waiver form can be provided to you by the ELSP.

I am not eligible for the Courtesy Scholarship Benefit; can I take the class anyway?

If you are not eligible for the Courtesy Scholarship, the only option for enrollment would be to apply to the Laney Graduate School as a special standing student and to self-pay your tuition. Based on Spring 2015 tuition fees, a 3-credit course would cost you approximately \$6,468 in tuition, plus various administrative, computing, and activity fees. For the most current data on Laney tuition, refer to http://www.gs.emory.edu/financial_support/tuition.html

COSTS

I have the Courtesy Scholarship benefit; will I have to pay anything for the class?

If you have the courtesy scholarship benefit, then your entire tuition and fees will be covered by the scholarship. However, depending on your job title, you may be taxed by the IRS for tuition benefits. Currently, you will not be taxed if you have a postdoctoral, faculty, research specialist, or research associate position. Employees with other titles should check with Human Resources for specific information on the IRS taxation policy regarding the courtesy scholarship benefit.

What about textbooks or materials?

We have designed our own curriculum to meet the unique needs of our student population, so most of ELSP courses do not require the purchase of a textbook. If a textbook is required, you can expect to pay \$25.00 or less.

TESTING

Why do I need to be tested before I enroll?

Testing is mandatory and will be used to establish your current level of English proficiency, which helps us determine the most appropriate course(s) for you. In addition, testing is needed to ensure that students have the minimum language proficiency necessary for success in class.

When is the testing?

Placement testing usually takes place in June for the Fall semester and in December for the Spring. Please contact Heather Boldt at hboldt@emory.edu for the exact testing dates for the upcoming semester.

What will happen during placement testing?

The test will take place in the ELSP office in the N. Decatur Building and has two sections: speaking and writing. All incoming students are tested for both speaking and writing proficiency. For the speaking assessment, you will participate in a 20- to 30-minute recorded interview about your interests, routine, experiences and opinions. The interviewer will ask questions of varying complexity and difficulty to obtain certain language samples. For the writing assessment, you will have one hour to complete an essay on a designated academic topic.

COURSE INFORMATION

When do classes begin?

The ELSP follows the Laney Graduate School academic calendar, with Fall courses running from September to December and Spring courses running from January to April.

Where do courses meet?

All ELSP courses are held in the English Language Support Program's classrooms in the N. Decatur Building. You may be familiar with this building because it is also the location of ISSS (International Student & Scholar Services).

What days and times do courses meet?

ELSP courses typically meet twice a week, either Mondays and Wednesdays or Tuesdays and Thursdays, for approximately 1.5 hours per class meeting. The earliest start time is 8:30 am, and the latest start time is 4 pm. We do not offer evening or weekend courses.

Is the course graded?

Yes. You will be officially enrolled in a credit-bearing graduate course and will be expected to attend class regularly and to fulfill the ELSP course requirements.

Will I receive credit for the course?

Yes. You will be an officially enrolled in the Laney Graduate School, and your grade for the ELSP course will appear on your official Emory transcript.

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If you have additional questions regarding the English Language Program, please contact Heather Boldt at hboldt@emory.edu.