



# CCD COMMUNITY ESL CLASS REQUIREMENTS

## Here are your keys to success in ESL classes at CCD!

- Be sure to reply to emails, calls, and text messages from instructors and CCD staff.
- Complete all enrollment forms.
- Take placement tests in the beginning of the term and progress tests at the end of the term.
- Attend two remote live video sessions on your computer, tablet, or phone every week:
  - Click on the link to your instructor's Meeting Room 5 minutes before class starts.
  - If you cannot go to class, email, call, or text your instructor **BEFORE 5:30**.
  - Your home must be quiet during the video sessions.
  - Please **mute** your microphone if you want privacy or if there is noise around you.
- Study in Burlington English a minimum of **6 hours each week**. You have 24-hour access.
- Read, read, read in English whenever you can!
- Complete your homework assignments.

## General Program Information

Which semester will you attend? \_\_\_\_\_ (spring, summer, fall).

What is the start date? \_\_\_\_\_ (mm/dd/yy).

What is the end date? \_\_\_\_\_(mm/dd/yy).

How many weeks will you attend classes?\_\_\_\_\_.

- C-ESL classes are non-credit. You will not earn college credits.
- CCD offers Community ESL classes year-round (locations may vary)
- When you achieve college-level English, you can enroll in CCD Academic ESL or start a training program.
- Students can co-enroll in ESL and certificate programs (restrictions apply).

Please let us know if you need extra help to achieve your education goals.

If you have good attendance and advance in classes, you may qualify for a discount for the next term. If you miss one or more classes for 4 weeks, you will need to leave the program. You can sign up for the next term. Contact us for detailed information.

## EQUAL ACCESS STATEMENT

*Community College of Denver does not discriminate on the basis of sex / gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy*

*status, religion, or sexual orientation in its employment practices and educational programs and activities.*

*Persons with disabilities must have documentation for accommodations. Please let staff know of any accommodations you may need.*

**Your signature below confirms that you understand the above information and agree to the program expectations and requirements.**

Print Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_