



ESL

English as a Second Language

New Student Orientation Handbook

MT. SAN ANTONIO COLLEGE

ESL

English as a Second Language

M E S S A G E F R O M T H E D I R E C T O R

Welcome to ESL!

It is my pleasure to welcome you to the ESL Department. This may be the first time you have ever taken classes here, or you may have been learning English with us for quite a while. In either case, we want you to feel that you are part of an encouraging community of people who are learning together.

People who come to the United States from other countries bring their ideas, values, and a willingness to work hard in order to make their dreams come true. You help make this country a better place. We're glad you are here, and we want you to succeed.

Our goal is to help you get the language and cultural skills you need to achieve your goals. You may wish to get a better education, a better job, or both. Perhaps you want to feel comfortable with American friends and daily life. Your children may be speaking more in English, and you want to keep up with them and help them with their school work. These are all important goals that we want to help you reach.

Our department offers different programs for different needs. You can take classes in ESL, Vocational ESL, TOEFL Preparation, and Citizenship Preparation. Also, you can benefit from counseling and career guidance as well as seminars and career conferences. Our well-equipped Language Learning Center will help you practice your English skills. You will learn more about your choices as you continue reading this handbook.

I believe we have a very dedicated, skilled, and creative team of teachers, tutors, and staff. We are working to provide personalized service, courses that are relevant to your needs, and teaching methods that will help you learn well. I trust that you, in turn, will do all you can to participate in class, study, and use your English in your daily life. Together, we can achieve great things!



Liza Becker, Ed.D.
Director,
English as a Second Language

Continuing Education

MT. SAN ANTONIO COLLEGE MISSION STATEMENT

Mt. San Antonio College welcomes all students and supports them in achieving their personal, educational, and career goals in an environment of academic excellence.

CONTINUING EDUCATION VISION STATEMENT

Continuing Education will provide outstanding educational opportunities for students from diverse backgrounds who are seeking self-improvement, enhanced earning power, increased literacy skills and access to higher education and employment.

CONTINUING EDUCATION STUDENT LEARNING GOALS

We will prepare all students to be:

Effective Communicators who
<ul style="list-style-type: none">· Acquire reading and listening skills· Speak and write to be understood· Work productively as part of a team· Use technology to express ideas
Critical Thinkers who
<ul style="list-style-type: none">· Gather, organize, and analyze information from a variety of sources· Form and express a logical opinion or conclusion· Demonstrate problem-solving skills· Apply knowledge to personal, professional, or academic situations
Lifelong Learners who
<ul style="list-style-type: none">· Take responsibility for setting and implementing educational plans· Recognize and apply learning strengths· Participate productively in the community

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GENERAL INFORMATION

PHONE NUMBERS & WEBSITES

Mt. San Antonio College..... (909) 594-5611
[http:// www.mtsac.edu](http://www.mtsac.edu)

ESL Department(909) 274-5235
<http://www.mtsac.edu/instruction/community/esl>

Language Learning Center - Bldg. 6(909) 274-4580
To improve language skills in a lab

Credit Admissions & Records - Bldg. 9B(909) 274-4415
To apply for credit

Assessment Center - Bldg. 9B(909) 274-4265
To schedule and take credit placement tests

Community Education Division - Bldg. 40(909) 274-4220
To take non-credit classes

Community Education Center - Bldg. 30(909) 274-4845
To take Adult Basic Skills and GED Preparation Programs

Bursar's Office - Bldg. 9A.....(909) 274-4960
To get a Mt. SAC student ID

Child Development Center - Bldg. 9E(909) 274-4920
For child care service

Parking Services - Bldg. 40(909) 274-4233
To dispute or pay for a parking ticket

Security(909) 274-4555

ENGLISH AS A SECOND LANGUAGE (ESL)

Mt. SAC offers an outstanding ESL program designed to help improve your language, study skills, job skills, and general English communication skills. In addition, you will explore American culture, do research using computers, and work with classmates on projects that are interesting to you.

COURSES AVAILABLE

There are seven Levels of ESL in our program. The ESL placement test that you take during registration will help us determine the best level for you. Level classes meet for 14 or 17 hours per week so you can get the most amount of learning time possible.

**Literacy:
Pre-Level 1**

Literacy is for students with no prior learning experience in English. Students in these classes learn to recognize and use common English words.

**Beginning :
Level 1 & Level 2**

Beginning levels help learners develop the basics of spoken and written English for everyday needs. Students are encouraged to speak and write about their personal interests and life experiences.

**Intermediate
Level 3 & Level 4**

Intermediate levels build upon students' communication skills and help learners monitor their language learning process. Students at this level increase their conversational fluency, vocabulary development, and grammar accuracy.

**Advanced
Level 5 & Level 6**

Advanced levels help students assess their own language learning needs as applied to their personal academic and vocational goals. Lessons integrate language skills with lifelong learning strategies necessary for successful transition into college credit programs and/or a vocation.

Specialized Skills

Skill classes are different from Level classes because they focus on just one or two skills. These classes are from 3 to 5 hours per week. Some popular Skill classes that we offer include Speaking, Writing, *Citizenship Preparation* and *TOEFL Preparation*.

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ESL PROGRAMS

Mt. SAC offers you an outstanding ESL program designed to help improve your language, study skills, job skills, and general English communication skills. In addition, you will explore American culture, do research using computers, and work with classmates on projects that are interesting to you.

COURSES AVAILABLE

There are 7 levels of ESL in our program. The ESL Placement Test that you take will help us determine the best level for you. Courses that we offer include level classes, skill classes, and specialized skill classes.

Level Classes: In level classes, you will learn integrated English skills such as listening, speaking, reading, writing, grammar, idioms, and pronunciation. You will do projects and presentations in addition to taking a midterm and a final exam to show how much English you have learned. Level classes meet for 12 to 15 hours per week so you can get the most amount of learning time possible. Levels include:

For Literacy Students:	For Beginning Students:	For Intermediate Students:	For Advanced Students:
<i>Pre-Level 1</i>	<i>Level 1</i> <i>Level 2</i>	<i>Level 3</i> <i>Level 4</i>	<i>Level 5</i> <i>Level 6</i>

Skill Classes: Skill classes are different from Level classes because they focus on just one or two skills. For example, in a Writing class, you will do more reading and writing, and less listening and speaking practice.

Literacy Levels	Beginning Levels	Intermediate Levels	Advanced Levels
<i>Writing A (Pre-1)</i> <i>Speaking A (Pre-1)</i>	<i>Writing A</i> <i>Speaking A</i>	<i>Writing B</i> <i>Speaking B</i>	<i>Writing C</i> <i>Speaking C</i>

Specialized Skill Classes: These classes are for students who share a very specific goal such as passing the INS interview for citizenship, or for those who need to take the TOEFL exam. These courses include: *Citizenship Preparation* and *TOEFL Preparation*. They are available on weekdays and on Saturdays. You may need to be high-beginning (Level 2) or higher in order to take Citizenship Preparation courses. You need to be advanced (Level 5 or 6) in order to take TOEFL Preparation courses.

Literacy Levels	Beginning Levels	Intermediate Levels	Advanced Levels
<i>None</i>	<i>Citizenship (L-2)</i>	<i>Citizenship</i>	<i>Citizenship</i> <i>TOEFL</i>

Student Projects

We know that it takes more than grammar rules to communicate in English. For this reason, we stress presentations, projects, and service learning in most of our classes. These activities can help you learn more about American culture and share your own culture with others, provide a needed service to the local community, and improve your language skills at the same time. Projects our students have chosen in the past include culture fairs, interviews with the elderly in retirement homes, and Red Cross blood drives.

Technology in ESL

No matter what your experience with computers may be, our program can help you to use a variety of technologies as tools for language learning. Practicing keyboarding skills, researching on the Internet, using ESL software, and even creating ESL websites are some of the things our students can do in class or during Open Lab hours.

ESL Certificates

Students who successfully complete and pass Level classes will receive a certificate at the end of the term. Beginning, Intermediate, and Advanced levels (2, 4, and 6) will receive a Certificate of Competency that is recognized by the California Community College Chancellor's Office.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)

VESL: CAREER PATHS

VESL offers you a way to continue improving your advanced English speaking and writing skills while also gaining proficiency in computers, college and business vocabulary, and career planning. It is a two-semester program, and you may join the morning or the evening program. When you pass the courses for these two semesters, you will have successfully earned 8 to 12 units of 'credit by examination'. By continuing your education at Mt. SAC, you can transfer these units onto your permanent Mt. SAC record of units earned. In order to earn a VESL certificate, students must successfully pass all courses in the VESL program.

First Semester: Advanced Speaking, Advanced Writing, Beginning Keyboarding, and Career Planning

Second Semester: Microcomputer Applications, English (credit or noncredit), and an elective course of your choice (credit or noncredit)

For further information, contact the VESL Specialist at (909) 274-5236.

ADDITIONAL LEARNING RESOURCES

We know that it is very important for you to continue learning and practicing English outside of your class time. For this reason, the ESL department also offers other resources for you to use during your free time.

Language Learning Center: The Language Learning Center (LLC) offers a variety of language software and videos to improve your English listening, speaking, and pronunciation skills. The Language Learning Center is located upstairs in Building 6, Room 264. Current hours are:

MTWTh	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 2:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.

The LLC is closed on all school holidays, orientation week, and final exam week. It is also closed on Saturday when there is a Monday or Friday holiday. Hours may change during summer sessions. A student I.D. is required. If you have any questions, please call (909) 274-4580.

ESL Library: No matter what your level, the ESL Library has books and tapes for you. Stop by and take a look at the hundreds of resources: Easy classics, true stories, newspapers, magazines, and ESL textbooks. We also have a full set of World Book Encyclopedia and other reference material to use in the Library. The ESL Library is in building 66, room 130. A librarian is available to help you find material. Bring your Mt. SAC Student I.D. card to check out material. You can check them out two weeks at a time, and renew your check-out, if necessary. A drop box is available in the ESL office in Building 66 in case you have to return material when the library closed. The library hours vary every term. Please stop by the ESL Library to view posted hours.

NOTE: Registration for the ESL Computer Lab and Language Learning Center is at the ESL Registration Counter in Building 66.

10 REGISTRATION AND ESL POLICIES

HOW TO TAKE ESL CLASSES

If you are a new student to the Mt. SAC ESL programs, you need to follow these steps to register for classes:

- Step 1 Take the ESL Placement Test and participate in the ESL Orientation in Building 66, first floor. Tests are on **Thursdays** only. Sign-up begins 30 minutes before each test. Allow 2~3 hours for the process.

Testing times:

For Morning Classes: 8:30 am, 11:00 am

For Evening Classes: 4:30 pm, 7:00 pm

- Step 2 Register for an ESL class - or - be placed on a waiting list. If your name is put on a waiting list, you will be notified by mail when there is an opening in a class.
- Step 3 Get a Mt. SAC Student ID Card. We will issue you a Mt. SAC student ID number.

If you are a continuing student and have not taken any ESL classes for more than a year, you need to take the placement test again.

Classes and programs are available to California residents over 17 years of age.

PHOTO ID (MT. SAC STUDENT ID CARD)

To get your Mt. SAC Student ID Card, you must get a printout of your current schedule from the ESL Registration Counter (Bldg.66) with identification and present it to the Photo ID window at the Bursars office (Bldg. 9A). There is a \$10 fee. You will receive your ID immediately.

CLASS RULES AND CONDUCT FOR STUDENTS

RULES OF STUDENT CONDUCT

You **must attend class** regularly. If you have a high number of absences, you may be dropped from the class and will be placed on the waiting list to get back into class. If you are consistently late to class, abuse the break time, or disrupt others' learning, you may be dropped from the class. You must show respect for the teacher and students in the classroom and follow all departmental policies. You are encouraged to see the ESL counselor if you have special circumstances, issues or complaints regarding our policy.

ATTENDANCE

- Attendance on the first day of class is mandatory. Absence from class on the first day will result in being dropped from the class.
 - EXCEPTION: Absence from the first day of class is only excused if the instructor is contacted in advance. The student must leave a message

- including: name, ID number, and a message for the instructor.
- NO EXCEPTION: Students missing the first 2 days or more will automatically be dropped from the class.
- Excessive absences will result in loss of priority registration and a possible drop from the class.
- Non-registered persons cannot attend or visit any ESL classes.

WAIT LIST

- Students dropped from an ESL class must re-register and may be placed on a waiting list.
- Students on the waiting list will be contacted in chronological order.
- Post cards will be mailed notifying students of class availability.
 - Students will have an assigned time frame to register for the class before the next student on the list is contacted.
 - ESL Registration is not responsible for any delays students may experience in receiving post card notifications due to postal carrier delivery.
 - It is the responsibility of the student to verify and update their contact information with ESL Registration.

SCHEDULE CHANGES

- Class change requests will be reviewed after the first week of class by a Counselor or the Matriculation Coordinator. Registration does not process class changes during the first week.
- Students requesting a teacher change are encouraged to first talk with his/her current teacher.
 - If students choose not to talk with their teacher about a problem, they can drop the class and may be placed on the waiting list for another instructor after the first week of class.
 - Students are not permitted to self-select instructors.
 - In order to request another class, the student must drop the class he/she is currently enrolled in. Students may not remain in their current course while waiting to be added to a new class.
- Time transfers will be processed if the student has been enrolled in and attending class(es) for a minimum of four weeks and does not have more than two absences during that time (applicable Spring/Fall semesters only) .
 - No time transfers available during Winter and Summer sessions. Students must drop the class, re-register, and may be placed on the waiting list.
- If the criteria for a time transfer is not met, the student can drop his/her current course and add a class in the preferred time period. The student may be placed on the waiting list.

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LIMITATION ON REPEATING COURSES – ESL LEVEL (PROBATION)

- Students are expected to make steady progress through the different ESL Levels. If they do not pass the first time, they may be able to repeat a course for a second time. If students do not pass after the second time, they must meet with a counselor before they are allowed a third chance to take the same level. Students who do not progress through the levels in a satisfactory manner are encouraged to see a counselor for assistance, and may be referred to a different program that better meets their needs.

PLACEMENT POLICIES

When you come to the ESL Department for the first time, you must take the “placement test” in order to determine the best level of placement. At the end of each semester, you will be advised to repeat a level or to move up to the next level based on class work, class tests, the final test and the evaluation of the instructor. Please bring all questions and/or concerns about your ESL placement to the ESL Matriculation Supervisor (909) 274-5242.

- The minimum age requirement to enroll in any ESL class is 17
 - F-1 students are not eligible to enroll in noncredit ESL courses.
- Placement Test scores are valid for one year.
 - Returning students, who have not taken the placement test or have not registered for any ESL classes in over a year, must re-take the test.
- Level change requests must be communicated through the instructor for additional in-class assessments.
 - Counselors are also available to meet with students to discuss placement.
- All student records are secure and confidential. Physical records are kept in locked cabinets and electronic records are restricted to approved users on the Mt. SAC intranet. Student records will not be released without the student’s written consent, with some exceptions. A complete list of exceptions is available in the Mt. SAC College Catalog and can be obtained from the ESL Office.

EXEMPTION FROM ESL ASSESSMENT

If you are currently enrolled or have been enrolled in credit English courses, you can take TOEFL and Citizenship classes without taking the ESL Placement Test.

REGISTRATION POLICIES

You **must be officially registered** in order to attend any ESL classes. If you are currently enrolled in ESL classes with a good attendance record, you will have priority registration for the following session. You are allowed to register for only one level class per semester (i.e. either morning, afternoon, or evening). You can request a class time change as long as you have been attending the class for at least 4 weeks with no more than 2 absences.

- Registration for all ESL classes must be in person (no online or phone registration available). Registering for other students is not permitted.
- A photo ID is required to register for classes (Mt. SAC Student ID preferred).
- During registration period, students can begin registering for classes at 8:00 am for morning registration and 4:00 pm for evening registration.
- Students in line for registration are not allowed to save space for others. Students caught saving spaces, or jumping in line, will be moved to the end of the registration line.
- Students cannot take two of the same type of class (e.g. students cannot enroll in two Speaking A classes).

14 REGISTRATION AND ESL POLICIES

- If there is a time conflict with another class, in a different department, ESL classes will not be registered.
- Students who are taking an AmLa or LERN class may not take an ESL Level Class. They may, however take a Skills class. Students enrolled in any ENG classes are not eligible to register for any ESL courses.
- Re-enrollment into ESL classes once a student completes either the ESL or VESL program is not permitted.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- You can talk to a supervisor if you have a question or concern about anything in the ESL program, and to request special assistance for your situation.
- You can ask for help in taking the test, or completing your class if you have special needs or disabilities. The ESL department will help you to get any available services on campus or in the community.
- You can talk to a supervisor if you are uncomfortable in class due to harassment of any kind.
- You can meet with a Counselor for any reason related to your educational success.

STUDENT RESPONSIBILITIES

- Come to class on-time, prepared, and follow the directions of the instructor.
- Pursue completion of the class to the best of your ability.
- Complete class assignments.
- Maintain progress toward educational goals.

COLLEGE RESPONSIBILITIES

- The ESL department will provide an orientation concerning campus and department procedures and policies.
- The ESL department has Counselors and Educational Advisors to assist you in finding the right career for you, and help you find the right courses for that career.
- The ESL department has Counselors and Educational Advisors to help if you are having difficulty in the program.

ESL COUNSELING

Mt. San Antonio College has counselors available for referral and to answer your questions regarding:

<i>Transfer to Credit</i>	<i>Program Requirements</i>
<i>Citizenship</i>	<i>American Language (AmLa)</i>
<i>Degree Evaluation</i>	<i>Financial Aid</i>
<i>Career Guidance</i>	<i>Specific Licenses</i>
<i>General Questions</i>	<i>Problem Resolution</i>
<i>Skill Development</i>	<i>TOEFL</i>

Meet with our counselors to get started on your plan to get the job you want or to achieve your educational goals. The ESL Counseling office is located in Building 66, in the Lobby. For appointments, you may sign up on the clipboards at the registration counter, or call directly at (909) 274-5232, (909) 274-5003 or (909) 274-5715.

16 CHOICES BEYOND ESL

VESL (VOCATIONAL ENGLISH AS A SECOND LANGUAGE)

VESL Programs, for advanced level students, combine English as a Second Language with classes in business and health (see page 8.) VESL is offered in the Fall and Spring semester. For further information, contact the VESL Specialist at (909) 274-5236.

NON-CREDIT CERTIFICATE AND SHORT-TERM VOCATIONAL PROGRAMS

Mt. San Antonio College Community Education Division offers a variety of non-credit certificate programs designed to develop or enhance vocational skills. These certificate programs are similar to those awarded through the credit programs at Mt. San Antonio College. They are well recognized by business and industry, and frequently used as a requirement for professional advancement. See our ESL Counselor or call the Community Education office for more information at (909) 274-4220.

TRANSFER TO CREDIT

If you are interested in taking credit classes, you may take the Assessment of Written English (AWE). The AWE determines your credit English placement. If you complete Levels 4 ~ 6 or VESL program and pass, you may progress into AMLA classes without taking the AWE. If you are thinking about transferring to credit, it is a good idea to make an appointment with the ESL Counselor!

Steps to take credit classes for those who are not currently enrolled in ESL Programs:

1. Online Application – Complete an online Mt. SAC Application for Admission at www.mtsac.edu. After you apply, you will receive a confirmation letter in the mail with account activation instructions and a username to get you started.
2. Assessment – Schedule for placement tests at the Assessment Center, or call to make an appointment at (909) 274-4265.
3. Orientation – You will be introduced to college programs and services, and you will be advised of your rights and responsibilities as a Mt. San Antonio College student. To schedule for an orientation, call the Counseling Department at (909) 274-4380. Online orientation is available through the student portal (my.mtsac.edu).
4. Counseling & Advisement – Counselors/Advisors will help you develop an educational plan and provide information on resources that you can use in order to be successful in college.
5. Register Online – Go to my.mtsac.edu or myportal.mtsac.edu. Remember, before you can proceed, you must have already claimed your online student account. Once logged in, you can view your assigned registration appointment date and time.
6. Fees – Pay your fees on-line, by mail or in person at the Bursar's office after you register.

CERTIFICATES, TRANSFERS, AND DEGREES

VOCATIONAL CERTIFICATE

Mt. San Antonio College offers certificate programs in a series of major courses, all related to a particular occupation skill. The objective of these programs is immediate employment.

ASSOCIATE'S DEGREE

Mt. San Antonio College offers two associate degree programs. The Associate in Science degree is designed for vocational majors, while the Associate in Arts degree is appropriate for students seeking a baccalaureate degree.

BACHELOR'S DEGREE

This degree normally requires 4-6 years of full-time work. You may complete the first two years at a community college and then transfer to a 4-year college/university.

MASTER'S DEGREE

This is a professional degree that requires 2-3 years of study after completion of a Bachelor Degree.

DOCTORATE'S DEGREE

This degree requires 3-5 years of full-time study in a specialized area after completion of a Master Degree.

GED EXAM PREPARATION

The General Education Development (GED) certificate is considered the equivalent to a high school diploma. You may earn this certificate by passing the official GED test. Coursework is offered in the basic skills lab to prepare students to pass the GED test. For more information, call the Community Education Center at (909) 274-4935.

18 FREQUENTLY ASKED QUESTIONS

CITIZENSHIP

BASIC REQUIREMENTS/STEPS TO BECOME A US CITIZEN:

- 1) You must be a legal resident.
- 2) You must have had continuous residency for at least 5 years -or- continuous residency for at least 3 years and be married to an American citizen.
- 3) You must be a person of good moral character.

The process for attaining citizenship can be a lengthy one. Some ways Mt. SAC can help include:

- 1) The ESL Department offers Citizenship Preparation courses.
- 2) The ESL Department periodically hosts NALEO (National Association for Latino/a Elected Officials) who can aid in application completion and submission.

INTERNATIONAL F-1 STUDENT VISA

THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE Mt. SAC WILL ISSUE AN I-20 (FOR AN F-1 STUDENT VISA):

- 1) Mt. SAC Online Application for Admission and the International F-1 Visa Student Application for Admission
- 2) A copy of high school and/or college transcript
- 3) Confidential Financial Support information
- 4) Minimum score of 133 on the computer based TOEFL test, or 45 on the Internet Based Test, or 450 on the paper based test.

Note: ESL classes are non-credit and our ESL Department does not offer I-20's.

PARKING

PARKING REGULATIONS AND PERMITS

All vehicles parked in designated Student Lots must display a valid parking permit 24 hours a day, 7 days a week.

Parking permits currently cost \$40 for the Fall or Spring semesters, and \$20 for The Summer or Winter terms. They can be obtained in the Bursar's Office (Building 9A) at the Cashier's window. The office is open Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m.

WHERE TO PARK:

- Student Lots - with valid permit (See campus map)
- Parking meters (.25¢ /15 min.) are provided for VISITORS at various locations on campus.
- Free 30 minute parking is available north of the Bookstore (Building 9A), south of the Performing Arts building (Bldg.2), west of the Administration building (Bldg.4), south of building 40 in Lot F, and east of the Language Center (Building 66).

ONE-DAY PAID PARKING

- Student Lots with a day pass (\$3.00) – Pass dispenser is on Bonita just south of Temple & on Mt. SAC Way in Student Lot W, Lot H or two in Lot S.
- One-day paid parking (\$3.00) – Pay Lots A and B

MOTORCYCLES

No permit is required unless the motorcycle is parked in a regular vehicle stall. Motorcycles may park free at the end of the parking rows (within the lines), if not marked “No Parking,” in student lots only.

PARKING TICKET

The Parking Services Department receives its authority to enforce the Traffic and Parking Regulations from the California Vehicle Code and provisions established by the California State Legislature. Ignoring a citation will result in immediate legal action in the form of substantial additional penalties and a hold being placed on the vehicle registration with the Department of Motor Vehicles.

You may appeal within 21 calendar days of issuance of citation. Request an Administrative Appeal in person at Parking Services in Bldg. 40.

SECURITY SERVICES

Call our Escort Service at (909) 274-4233 if you need someone to take you to your car from the classroom at night. If you have a flat tire, a dead battery, or locked your keys in the car, contact campus security at (909) 274-4555. Our security officers will come to your rescue.

OTHER QUESTIONS

Do I need to have a Mt. SAC ID card?

Not to register for ESL classes. You need a Student ID card in order to use the Language Learning Center, ESL Library, ESL Computer Lab, and other on-campus resources.

How much is the tuition?

There are no fees for non-credit ESL classes. However, students may need to purchase textbooks needed for classes.

What do I need to bring with me to take the placement test?

To take the placement test, you need to sign-up beforehand and arrive at least 30 minutes prior to the beginning of the test (a photo ID will be required). It is recommended that you bring your address, telephone number, and Social Security Number if you have one.

Do I need to take a test if I come from another school?

Yes. You need to take the ESL Placement Test so we can match your English level to our program's level of classes.

How does the waiting list work?

When classes are at capacity, students are placed on a waiting list. Students are then contacted as spaces become available.

How long does it take to be called from the waiting list?

The average waiting time to get into filled classes depends on the number of students regularly attending classes and the length of the waiting list.

What time are the classes offered?

Morning level classes:	8:00 am - 11:30 am
Afternoon level classes:	10:30 am - 2:00 pm
Evening level classes:	6:30 pm - 10:00 pm
Afternoon skills classes:	11:30 am - 1:00 pm
Evening skills classes:	5:00 pm - 6:30 pm
Saturday skills classes:	8:00 am - 10:30 am / 10:30 am - 1:00 pm

Times can be changed, so call for a current schedule.

What classes can I take after I finish Level 6?

The ESL department has several classes available that are not level classes, some of which are the VESL: *Careers in Business* and VESL: *Careers in Health* programs. If credit classes are desired, students may enroll in the credit American Language classes, or credit English classes.

What is the difference between credit and non-credit classes?

Non-credit classes, such as ESL, do not offer units toward a degree or certificate. Credit classes are scheduled through the Student Services Center, and can lead to the award of a degree or a certificate.

Do you have a child care center (for ESL)?

There is no childcare center specifically for ESL students; however, you can sign up for the Mt. SAC Child Care Center for a fee, based on availability.

1. Niveles de ESL

Nuestro programa consiste de siete (7) niveles diferentes; empezando desde Pre-nivel uno (principiante), hasta nivel seis (avanzado). Normalmente, un alumno tiene que completar un semestre para poder continuar al próximo nivel.

2. Servicios de consejeros académicos:

También ofrecemos servicios de consejeros que incluye:

- Planes pedagógicos
- Estrategias para la búsqueda de trabajo
- Desarrollo sobre carreras
- Prácticas para entrevistas
- Servicios de resume
- Otras preguntas o consultas

Si tiene alguna pregunta, por favor haga una cita con nuestros consejeros. (909) 274-5232, (909) 274-5003 o (909) 274-5715.

3. Laboratorio de Idiomas

El laboratorio de idiomas (LLC – edificio 6) le ofrece una variedad de materiales en video y audio casets para mejorar su habilidad auditiva, de conversación y pronunciación. Es necesario que tenga una identificación de estudiante para tener acceso a este laboratorio.

El horario del Centro de Idiomas (LLC) es:

Lu/Ma/Mi/Ju	8:00a.m.-9:00p.m.
Viernes	8:00a.m.-2:00p.m.
Sabado	9:00a.m.-2:00p.m.

4. Identificación Estudiantil

Usted puede obtener una identificación después del examen. Para obtener una identificación tiene que tener un horario generado por nosotros, y otra forma de identificación. Estos documentos deben ser llevados a la oficina de “**Bursar’s Office**” en el **edificio 9A**. Hay una cuota fija de \$10, e inmediatamente después le darán su identificación. Asegúrese que el número de identificación en su nuevo documento sea el correcto.

El horario de la oficina de Bursar’s Office:

Lu/Ma/Mi/Ju	8:00 a.m.- 5:00 p.m.
Viernes	8:00 a.m.- 4:30 p.m.

5. Permiso de Estacionamiento

Todo vehículo estacionado en espacios asignados para estudiantes necesita un permiso para estacionarse. Este permiso de estacionamiento cuesta \$40 cada semestre y durante la sesión de verano cuesta \$20. Puede obtener el permiso de estacionamiento en la ventanilla de “**Bursar’s Office**” en el primer piso del edificio 9A.

El horario de la oficina de Parking Services es:

Lu/Ma/Mi/Ju	8:00 a.m.- 6:00 p.m.
Viernes	8:00 a.m.- 4:30 p.m.

6. Lista de espera

Cuando no hay espacio disponible, usted será puesto en una lista de espera. En cuanto tengamos espacio disponible le mandaremos una postal por correo. En cuanto usted reciba la postal, por favor tráigala inmediatamente a la oficina de ESL para procesar su registracion.

7. Asistencias

Es necesario que usted asista a clases regularmente. Cuando usted se registre el personal de registracion le informara cuantas horas puede faltar a clase. Si usted falta mas de las horas disponibles o tres días consecutivos sin avisarle a su profesor(a), lo sacaran de su clase. Su lugar será cedido a otro estudiante que este en lista de espera.

8. Por favor de contactar al personal de registracion si usted tiene alguna pregunta sobre su horario de clases, o para alguna otra consulta en respecto a nuestro proceso de registracion.

REGLAMENTO DE POLÍTICA MATRICULAR DE ESL

EXAMEN DE NIVEL

- § La edad mínima requerida para inscribirse en cualquier clase de ESL es 17 años.
- § Los resultados del examen de nivel son válidos por un año.
 - Los estudiantes reintegrables, que no han tomado el examen de nivel o no se han inscrito en las clases de ESL por más de un año, deben volver a tomar el examen de nivel.
- § Las peticiones de cambio de nivel deberán ser comunicadas a través del instructor para una evaluación adicional en clase.
 - Los consejeros también están disponibles para reunirse con los estudiantes y discutir el nivel en que están

MATRICULACIÓN

- § Las inscripciones para todas las clases de ESL deben ser en persona (matriculación en línea o por teléfono no está disponible).
 - No se permite registrar a otra persona
- § Una identificación con foto es requerida al momento de inscribirse a clases (identificación de estudiante de Mt.SAC es preferible).
- § Durante el período de inscripciones, los estudiantes pueden comenzar a matricularse para las clases de la mañana a las 8:00 AM y para las clases de la noche a las 4:00 PM.
- § Los estudiantes que esperan en línea para inscribirse no pueden guardar espacio para otros estudiantes. Los estudiantes que lo hagan o que corten la línea serán trasladados al final de la línea.
- § Los estudiantes no pueden tomar dos clases del mismo tipo (ej. los estudiantes no pueden inscribirse en dos clases de conversación).
- § Si hay un conflicto de tiempo con otra clase de otro departamento, no se le inscribirá en las clases de ESL.
- § Los estudiantes que están tomando clases de AmLa o LERN no pueden tomar clases de nivel de ESL. Sin embargo, pueden tomar clases de conversación y escritura, solamente. Los estudiantes inscritos en las clases de inglés (ENG) no son elegibles para inscribirse en ninguna clase de ESL.
- § No está permitido volverse a matricular en clases de ESL una vez que el estudiante ha completado el programa de ESL o VESL.
- § Los estudiantes sólo pueden repetir dos veces la misma clase de nivel. Si el estudiante no pasa la clase de nivel después del segundo intento, el estudiante debe de hacer una cita con un consejero.

ASISTENCIA

- § Asistencia al primer día de clase es obligatoria. Una falta al primer día de clase resultará en la cancelación de esa clase.
 - EXCEPCIÓN: La falta al primer día de clase sólo se justifica si el instructor es contactado por adelantado. El estudiante debe dejar un mensaje incluyendo: su nombre, número de identificación y un mensaje para el instructor.
 - NO EXCEPCIÓN: Los alumnos que falten los primero dos días o más de clase, serán automáticamente dados de baja.
- § Las faltas excesivas resultarán en la pérdida de prioridad y la posible cancelación de la clase.
- § Las personas que no están inscritas no pueden asistir o visitar ninguna clase de ESL.

LISTA DE ESPERA

- § Los estudiantes que hayan sido dados de baja de cualquier clase de ESL deben volver a matricularse y pueden ser colocados en una lista de espera.
- § Los estudiantes en lista de espera serán contactados en orden cronológico.
- § Tarjetas postales serán enviadas a los estudiantes en cuanto la clase esté disponible.
 - Los estudiantes tendrán un marco de tiempo asignado para inscribirse en las clases antes de que el siguiente estudiante en la lista sea contactado.
 - La oficina de ESL no es responsable de los retrasos los que estudiantes puedan experimentar al recibir las tarjetas de notificación por parte de la oficina de correos.
 - Es responsabilidad del estudiante verificar y actualizar sus datos (domicilio, teléfono) en la oficina de ESL.

CAMBIOS DE HORARIOS

- § Las solicitudes de cambio de horario de clase serán aceptadas después de la primera semana de clases. Las solicitudes serán revisadas por un consejero o el coordinador de matriculación. La oficina de ESL no procesa cambios de clases durante la primera semana.
- § A los estudiantes que soliciten un cambio de instructor se les recomienda que primero hablen con su instructor.
 - Si el estudiante decide no hablar con su maestro acerca de su problema, pueden darse de baja y pueden ser colocados en la lista de espera para otra clase después de la primera semana de clases.
 - Para poder solicitar otra clase, el estudiante debe darse de baja de la clase en que esté actualmente matriculado. Los estudiantes no podrán permanecer en clase mientras esperan a ser agregados a una nueva clase.
- § Las transferencias de tiempo serán procesadas si el estudiante ha sido inscrito y ha asistido a clase(s) por un mínimo de 4 semanas y no tiene más de 2 faltas durante ese tiempo (aplicable durante el semestre de primavera y otoño solamente).
 - No hay transferencias de tiempo durante las sesiones de invierno y verano. Los estudiantes deben darse de baja, volverse a inscribir, y podrían ser colocados en la lista de espera.
- § Si no cumple los criterios para una transferencia de tiempo, el alumno puede darse de baja en su actual curso y añadir una clase en el periodo de tiempo preferido. El estudiante podría ser colocado en lista de espera.

, ESL

1. **ESL**
 ESL 7 (Pre-Level 1 ~ Level 6).

2. **(Counseling Services)**

ESL 가

: (909) 274-5232, (909) 274-5003, (909) 274-5715

3. **(Language Learning Center)**

. ESL
 6, 2

/ / / : 8 ~ 9
 : 8 ~ 2
 : 9 ~ 2

4. **(Student ID)**

9A (Bursar's Office)
 가

ESL

\$10.00

/ / / : 8 ~ 5
 : 8 ~ 4

5. **(Parking)**

\$20.00

\$40.00
 (Building 9A)

1

/ / / : 8 ~ 5
 : 8 ~ 4:30

6. **(Waiting List)**

가 가

7.

ESL

: (909) 274-5235

/ / : 8 ~ 8

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ESL等級

ESL總共提供七種不同等級的課程: 柵滴し Pre-Level 1 (基礎) 湜 Level 6 (高級). 當您考完試後您將會被安排到適合您程度的課堂上以致幫您學好英文. 通常一個學期可以完成一個等級/Level.

I 學生顧問服務

我們所提供的學生顧問服務可以幫助您:

- 教育規劃
- 履歷表
- 燻斬齶挺蘅滌
- 事業調查
- 面談技巧練習
- 其他問題

如果您有需要任何以上的幫助, 請您與我們的顧問預約詳談
電話 (909) 594-5611 Ext. 5232 廢 5715

I 語言學習中心 (Language Learning Center)

語言學習中心 (LLC) 提供您多種電腦的語言教學.

其中有影片和其他電腦軟體可以幫助您學習與增強您的聽, 說, 與發音的能力.

您需要有學生證才能使用 LLC (Language Learning Center). 填抄し LLC 的時間表:

星期 罊, 嚮, 翀, 慇	8:00 a.m. – 9:00 p.m.
星期 倂	8:00 a.m. – 2:00 p.m.
星期 嶸	9:00 a.m. – 2:00 p.m.

I 學生證

辦學生證的場所在 Bursar's Office 建築物 9A. 辦學生證時您將需要攜帶從 ESL

註冊處所印給您的課程表, 以及一張有照片的證件 (柵斃: 駕照). 辦新的學生證需付 \$10 元的費用. Bursar's Office 的營業時間是:

星期 罊, 嚮, 翀, 慇	8:00 a.m. – 5:00 p.m.
星期 倂	8:00 a.m. – 4:30 p.m.

I 停車證

在學校上課時您將需要購買停車證. 停車證的費用分別是一學期 \$40 颯, 暑期或冬季 \$20 颯.

魁塔填樑 Bursar's Office 建築物 9A 一樓付費處購買停車證, 付費處的營業時間是:

星期 罊, 嚮, 翀, 慇	8:00 a.m. – 5:00 p.m.
星期 倂	8:00 a.m. – 4:30 p.m.

I 候補留葎

ESL 課的名額都額滿時, 駢確滄 襦魁 媯霏觸樑候補留葎翀, ESL

的課有空位時我們會寄通知卡到您的府上以告知您可以來上課.

收到通知卡時請您儘早拿著通知卡回來 ESL 櫃檯登記上課.

7. 掠窳

在學時您將需要按時來上課.

當您來選課時我們會跟您解釋一學期內您總共可以缺席幾個小時. 假如您連續缺席超過三天, 或是超過了您一學期內所規定時數, 您的課將被取消掉, 而您的位置將會給在排隊名單上的人.

8. 如果您有任何有關選課的問題或課程的時間表, 請您與我們的工作人員聯絡.

我們的作業時間是:

星期 罊, 嚮, 翀	8:00 a.m. – 8:00 p.m.
星期四	新學生考試的日子

上課資格

- § 學生必須年滿 17 歲才可登記 ESL 的課程。
- § 考試成績只在一年之內有效。
 - 返校生如果離校超過一年則必須重新考試
- § 更換學級應先與老師溝通，欲生級的學生則必須通過老師的課堂考試
 - 學生也可前來與學生顧問討論考試成績

註冊

- § 學生必須本人到校報名註冊，不可從網上或用電話註冊，任何人都不可以代辦註冊。
- § 註冊時必須攜帶有照片的證件(Mt. SAC 學生證或護照)。
- § 註冊時間，學生們可以於早上八點鐘註冊上午的課程，而晚上的課程則從下午四點鐘開始註冊。
- § 註冊時，學生不可替其他學生占位子，如果被發現替別人占位或排隊，該學生將會被排到隊伍的最後一位。
- § 學生不能同時登記兩堂性質相同的課(例：學生不能同時登記兩堂會話 A)。
- § 假如學生在其他部門所登記的課程在時間上與 ESL 的課程有衝突時，那 ESL 的課程將不會被註冊。
- § 假如學生已登記了 AMLA 或 LERN 的美語課程則不能登記 ESL 的 Level 課，但還是可以登記 ESL 的初級課(會話，寫作)。假如學生已登記了 ENG (正式大學的英文) 的課程則無去登記任何 ESL 的課。
- § 當學生修完所有 IE 的 Level 課或 VESL 的課程將不能重新登記成為 ESL 的學生。

出席

- § 學生第一天課程必須出席，否則所註冊的課程將會被取消
 - 例外：假如學生第一天無去出席，可以事先通知老師，在老師的語音信箱留下姓名，學生證號碼，以及原因，如此一來老師將可保留學生的位置。
 - 如果學生課程第一天與第二天都缺席，那麼該學生所註冊的課程將會被取消，沒有例外。
- § 過多的缺席將會導致註冊新學期優先權的喪失以及課程被取消的可能性
- § 凡是未經註冊的學生或人士一律禁止上課或旁聽

候補名單

- § 課程被取消的學生欲返回可親身從新註冊，當課堂上毫無空位時該學生將會被排至候補名單上。
- § 候補名單上的學生將被依序而通知前來上課
- § 學校會以明信片通知候補名單上的學生前來上課
 - 在校方通知下一批候補學生前，已被取消的學生必須在明信片上的日期內前來登記課程
 - 對於學生因為郵局寄信方面有時間而無法如期返回明信片，ESL 部門不負任何責任
 - 更換以及確認該有的住址是學生的責任

更換課程

- § 鼓勵學生更換老師前應先與現任老師溝通
 - 假如學生不願意與現任老師溝通，可以在開學第一週通知課程取消，再重新登記其他課程，然而將會被安排至候補名單上的可能性
 - 更換課程的前提是學生必須取消現有的課程，因為學生不得逗留繼續上課目同等候新教室空位
- § 申請更改上課時間的學生必須至少上課兩次並且無缺席超過二天(更改上課時間只適用於春季班與秋季班)。
 - 冬季班與暑期班不開放申請更改上課時間，學生必須先取消已登記的課程再重新登記，但有可能被排至候補名單上。
- § 如果未達到如時間的條件，學生可以取消現有的課程然後登記新的上課時間，但會有被安排至候補名單上的可能性

Standards of Conduct

Extracted from Board Policy Section 5500

References:

Education Code Section 66300; Accreditation Standard II.A.7.b

The Mt. San Antonio College Standards of Conduct are designed to ensure the safety of all individuals at the College and to promote a positive educational environment that is conducive to learning. All students are required to abide by the Standards of Conduct and failure to do so may result in disciplinary action such as a verbal or written reprimand, probation, suspension and/or expulsion.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
10. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

30 STANDARDS OF CONDUCT

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
14. Unauthorized entry upon or use of College facilities.
15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Previous section adopted 6/23/04

Discipline Procedures

When a student misconduct report is filed with the Student Life Office regarding a possible violation of the Standards of Conduct policy, the student will receive written notification from the Director, Student Life. Within ten days of receiving written notification, the student is required to schedule a meeting with the Director, Student Life. During the meeting, the Director shall determine if the student's behavior constitutes a violation of the Standards of Conduct policy. If a violation has occurred, the student may be required to, including but not limited to: attend a character development workshop, complete community service hours, sign a discipline contract, and/or the student may be recommended for suspension or expulsion depending on the nature of the incident.

If you have questions, please contact the Student Life Office in Building 9C, or at ext. 4525.

Normas de Conducta

Resumen del Departamento de Inglés Como Segundo Idioma (ESL)

Las Normas de Conducta de Mt. San Antonio College están diseñadas para asegurar el bienestar de cada integrante de la comunidad educativa y para promover un ambiente educativo positivo propicio para el aprendizaje. Todos los estudiantes deben acatar las normas de conducta. El incumplimiento de esta política podría resultar en acciones disciplinarias, tales como amonestación oral o por escrito, tiempo de probatoria académico, suspensión y/o expulsión.

La siguiente conducta constituye motivo para acciones disciplinarias, incluyendo entre otros aspectos el desalojo, la suspensión o la expulsión de un estudiante. Lo que sigue es una lista abreviada. Para la lista completa de las Normas de Conducta, favor de consultar el documento adjunto.

1. Causar o amenazar con causar daño físico a otra persona
2. Posesión de cualquier arma de fuego, arma punzocortante, explosivo o cualquier otro objeto peligroso.
3. Posesión ilícita de cualquier sustancia controlada, tales como bebidas alcohólicas o cualquier tipo de estupefaciente; o posesión ilícita de cualquier tipo de parafernalia de drogas.
4. Cometer o intentar cometer robo o extorsión
5. Causar o intentar causar daño a la propiedad del colegio o a la propiedad privada en el campus.
6. Robarse o intentar robarse la propiedad del colegio o la propiedad privada en el campus, o recibir concientemente propiedad del colegio o privada robada.
7. Fumar intencionadamente o continuamente en cualquier área donde se prohíbe fumar por ley o según las reglas del colegio.
8. Cometer acoso sexual acordado por la ley o por las políticas y procedimientos del colegio.
9. Hostigar o discriminar basado en nacionalidad, religión, edad, sexo, raza, color de piel, condición médica, ascendencia, orientación sexual, estado civil, y/o discapacidad física o mental.
10. Conducta malintencionada que da como resultado daño o muerte a un estudiante o al personal del colegio, o conducta que da como resultado el cortar, pintarrajear, o cualquier otro daño a la propiedad personal del colegio o en el campus.
11. Conducta perturbadora, desobediencia intencionada, blasfemia habitual, o desacatar la autoridad del personal del colegio abiertamente y a menudo.
12. Copiar, plagiar (incluyendo el plagio en una publicación estudiantil), o involucrarse en cualquier otro tipo de deshonestidad académica.

13. Dishonestidad; falsificación; modificación o el uso indebido de cualquier documento, archivo, o identificación del colegio; o intencionalmente proporcionarle al colegio información falsa.
14. Entrada o uso no autorizado a las instalaciones del colegio.
15. Conducta lasciva, indecente, u obscena.
16. Expresarse de manera obscena, difamatoria, o calumniosa; o que incite a los estudiantes a crear un peligro claro en causar actos ilícitos.
17. Continua mala conducta cuando otros medios de corrección han fallado en lograr la conducta adecuada
18. Preparar, regalar, vender, o distribuir cualquier grabación de una presentación o evento del colegio sin autorización.
19. Acoso a los estudiantes y/o a los empleados del colegio que produzca un ambiente intimidante, hostil, u ofensivo.
20. Violación del reglamento del colegio, incluyendo a las reglas de los clubs y las organizaciones afiliadas, el uso de las instalaciones del colegio, publicar y distribuir material escrito, y los procedimientos de seguridad del colegio.

Procedimientos de Disciplina

Cuando se presenta un reporte por mala conducta con el departamento de Vida Estudiantil (Student Life Office) en lo que concierne a la posible violación de las Normas de Conducta, el estudiante recibirá notificación por escrito del director del departamento de Vida Estudiantil. Dentro de diez días de haber recibido dicha notificación, el estudiante debe hacer una cita con el director del departamento de Vida Estudiantil. Durante la cita, el director determinará si la conducta del estudiante constituye una violación de las Normas de Conducta. Si ha sucedido una violación, el estudiante puede ser obligado, incluyendo entre otros aspectos, a asistir un taller de desarrollo de la personalidad, cumplir horas de servicio comunitario, firmar un contrato de disciplina, y/o se puede recomendar que el estudiante sea suspendido o expulsado, dependiendo de la índole del incidente.

Si tiene alguna pregunta, favor de recurrir al departamento de Vida Estudiantil, ubicado en el Edificio 9C, o llamar a la extensión 4525.

學生行為守則

ESL 部門譯本

Mt. San Antonio College 之行為守則是為了確保學院內所有人的安全並促進有助學習、良好的教育環境而訂。所有學員都必須遵守此行為守則，未確實履行者將導致法律處分例如：口頭或書面訓誡、留校察看、停學或（以及）退學或參照目前學院目錄（College catalog）。

下列守則將足以構成懲戒之原因。處分包括但不限於勒令學生離校、停學或退學。請注意此為簡略列表，有關完整版學生守則請與 ESL 部門連絡。

1. 引起威脅造成他人的身體傷害
2. 持有任何槍支、刀、爆炸物或其他危險物品
3. 非法持有任何管制藥品，如含酒精飲料、任何一種麻醉藥、非法持有任何及毒的相關用品
4. 犯或企圖犯盜竊勒索罪
5. 導致或企圖導致校內學校財產或私人財物受損
6. 在校園內竊竊或企圖竊竊學校財產；故意收受被竊的學校財產或私人財物
7. 反覆或堅持在任可違反法律或校方規定之區域及菸
8. 犯法律上或學校政策程序定義之騷擾罪
9. 涉及根據國籍、宗教、年齡、性別、種族、膚色、醫療狀況、血統、性別取向、婚姻狀況、身體或/或心理缺陷之騷擾或欺詐行為
10. 蓄意之不當行為導致學生、校方人員受傷或死亡，或導致校園內學校擁有之私人財物割傷、損毀或其他傷害
11. 擾亂行為，蓄意對抗，習慣性不遵守法律、規則或公開、持續的對抗校方人員的職權
12. 作弊、竊竊（包含抄襲學生刊物）或從事其他學術欺騙行為
13. 欺騙、偽造、變更或監用學校的文件紀錄、證件，蓄意提供不實訊息給學
14. 未經許可進入或使用學校設施
15. 淫穢、不適當或褻瀆的行為表現
16. 使用淫穢、毀謗、中傷性語言或圖畫而引起明顯而立即之危險或去行為
17. 反覆、嚴重的違法行為並屢勸不改
18. 未經許可準備、供給、販售，或分發任何課堂內或學校權力之錄音（影）。

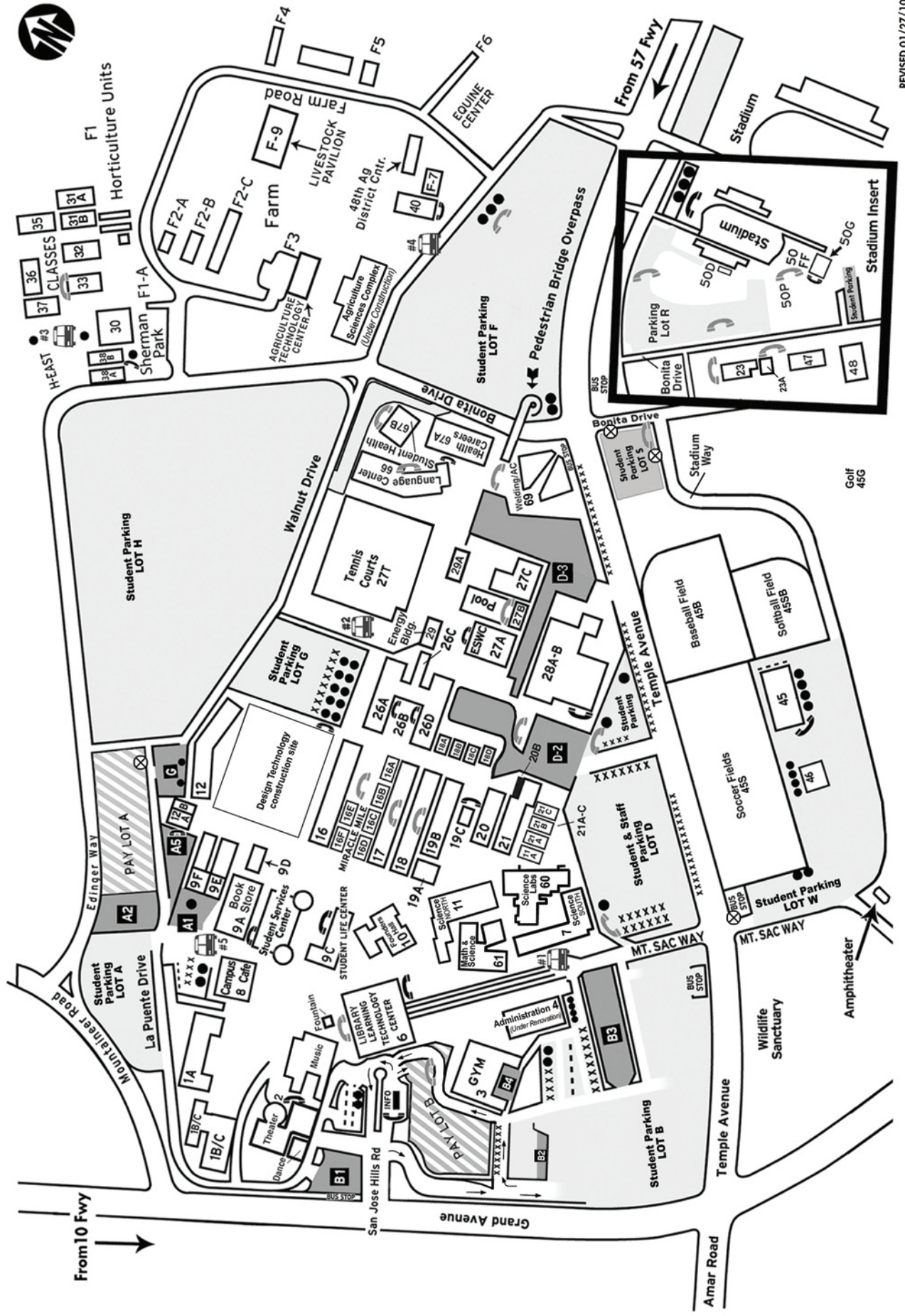
19. 騷擾學生或(以及) 學校職員引起他人感到脅迫, 商榷或被受辱的環境
20. 違反學校規則 社團和組織條例, 未依去使用學校設施 違規開占和散佈書面資料 觸犯學校安全程序。

紀律處分程序 當學生因行為失當登記 呈報給學生活動中心 (Student Life Office) 處置時, 將會收到學生活動中心主任 (Director) 的書面通知。在收到書面通知的十日之內, 必須與學生活動中心主任安排談話。會面時, 主任將評定學生行為是否違反學生行為守則。如有違規情況發生, 學生必須接受以下處分 (包括但不限於): 參加 品格發展研討會 社團服務, 簽下紀律合約書, 或(以及) 依事件情況建議學生停學或退學。

如果您有任何問題, 請與9C 大樓的學生活動中心連絡, 或撥分機 4525

MT. SAN ANTONIO COLLEGE CAMPUS MAP

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DREAMS DO COME TRUE!

Success In Any Language

When Luisa Ceron arrived in California from Colombia in 1998, she came with an architecture degree and a dream to succeed. But one thing stood in her way. She couldn't speak English at all. A relative arranged for Luisa to enroll in Mt. SAC's English-as-a-Second-Language program. She excelled in both vocational and credit English courses and honed her computer skills through additional classes.

With the confidence gained from her Mt.SAC training, Luisa went on to earn her master's degree in architecture at Cal Poly Pomona. Today, she is realizing her American Dream. Luisa is a practicing architect at a firm in Orange County, where she helps design residential and multifamily developments.

"Learning a new language in a new culture can be quite intimidating," says Luisa, "but the quality instruction I received at Mt. SAC made the transition easier. Now that I can speak English well, I have the confidence and competitive edge I need to succeed."

**Luisa Ceron,
Architect**

Sometimes a college degree just isn't enough to fulfill your dreams. Like Luisa, you can enroll now at Mt. SAC and learn additional skills that will promote your success.


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