



Student Orientation Handbook:

English as a Second Language (ESL) Program



Anaheim Campus
1830 W. Romneya Drive
Anaheim, CA 92801



Cypress Center
9200 Valley View Street
Cypress, CA 90630



Wilshire Center
315 E. Wilshire Avenue
Fullerton, CA 92832

Table of Contents

Welcome from the Director.....	3
Important Contact Information	4
ESL Staff Directory.....	5
Enrollment Process.....	6
Course Registration/Class Schedule/Orientation.....	7
Course Information.....	8
Assessments.....	12
Managed Enrollment.....	13
ESL Learning Center.....	14
Career Resource Center.....	15
Counseling and Student Services.....	15
NOCE Policies and Procedures.....	16
Off-Site Policies and Procedures.....	17
Parking Information.....	18
Student Rights and Class Rules.....	19
Campus Maps.....	20
Academic/Assessment Calendars.....	23
Leadership.....	24

Welcome to the NOCE English as a Second Language Program



Dear Students,

As the new ESL Director for NOCE, I welcome you to the English as a Second Language and Citizenship Program.

The purpose of this handbook is to offer a quick reference throughout your time with NOCE. All our policies and procedures are designed to provide a safe and productive environment for our students at all locations.

The mission of the ESL Program is to provide high-quality and free English language courses in a welcoming, culturally-diverse environment in order to help students achieve their personal, academic, and career goals.

We offer a variety of courses designed to develop English language proficiency and provide the skills and strategies needed to be successful in the United States. Our students celebrate their own cultural identity while developing the intercultural understanding and respect essential to life in a diverse society.

We offer six core levels of instruction that range from Literacy to Advanced, at three main sites: Anaheim, Cypress, and Wilshire. In addition, we offer off-site classes in local communities throughout North Orange County, and specialty classes such as Citizenship, Academic Success, Pronunciation/Conversation, Computer Skills, and Grammar Review. Our instructors are dedicated and talented professionals supported by an outstanding team of administrative staff to ensure that your learning experience is the best.

Along with our classes, NOCE offers many support services for students. We have ESL counselors who can help you plan your education and manage stress, plus refer you to community resources. If you need extra help with language learning or digital literacy, visit the Learning Center at each main site and a lab instructor can help you. We also have many software programs you can use to practice what you learn in your ESL classes. If you're interested in going to college, our Grads-to-Be and Mentorship programs are designed to help you navigate the transfer from noncredit to credit classes.

My office is located at the Anaheim campus on the 7th floor. You are welcome to come say hello or give suggestions on how we can serve you better. You can also email the ESL program at ESL4ALL@NOCE.EDU.

Thank you for choosing our program. We are committed to your success!

Best regards,

Karla Frizler, Director, ESL/Citizenship

Important Contact Information

ESL Learning Centers

Anaheim Campus Morning Hours.....	714.808.4562
Anaheim Campus Evening Hours.....	714.808.4568
Cypress Center.....	714.484.7064
Wilshire Center.....	714.992.9545

Bookstores

Anaheim Campus.....	714.808.4675
Cypress Center.....	714.484.7336
Wilshire Center.....	714.992.7008

Security Services

Anaheim Campus.....	714.808.4911
Cypress Center.....	714.484.7387
Wilshire Center.....	714.992.7000

Counseling Centers

Anaheim Campus.....	714.808.4682
Cypress Center.....	714.484.7440
Wilshire Center.....	714.992.9565

NOCE Mission

Our mission is to serve the needs of individuals, business, and the community; we educate a diverse student population in successive essential skills that support learning goals across the lifespan.

NOCE Vision

NOCE has a comprehensive presence in the community and is recognized for excellence. NOCE embraces multiple facets of diversity and is committed to outcome-oriented educational opportunities in preparing students for productive civic engagement. NOCE is an effective and affordable option for students who are acquiring personal, academic, and career skills. NOCE is responsive to evolving community needs.



Accrediting Commission for Schools, Western Association of
Schools and Colleges
533 Airport Blvd., Suite 200, Burlingame, CA 94010
Website: www.acswasc.org

ESL Staff Directory

ESL Information Line.....714.808.4638

Karla Frizler, Program Director.....714.808.4563

Martha Turner, Program Manager.....714.808.4564

Edna Heredia, Administrative Assistant II.....714.808.4567

Monica Gomez, Administrative Assistant II.....714.808.4565

Carlos Gordillo, Student Services Specialist.....714.808.4559

Anaheim Campus Lab

Elaine Loayza, Instructional Assistant (AM).....714.808.4562

Pati Giron, Instructional Assistant (PM).....714.808.4568

Cypress Center Lab

Jennifer Perry, Instructional Assistant (AM).....714.484.7064

Samuel Villafana, Instructional Assistant (PM).....714.484.7064

Wilshire Center Lab

Nellie Armendariz, Instructional Assistant (AM).....714.992.9545

Violeta Aguilera Valdes, Instructional Assistant (PM).....714.992.9545

NOCE website: www.noce.edu

ESL Program Office

1830 W. Romneya Drive
Anaheim, CA 92801 (7th Floor)
ESL e-mail: esl4all@noce.edu

Enrollment Process

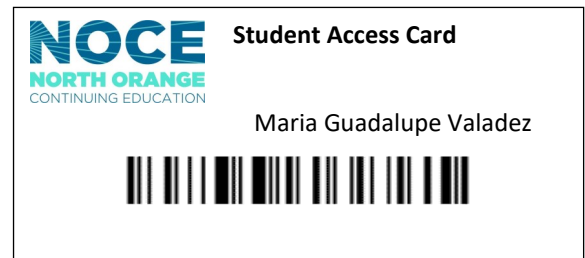
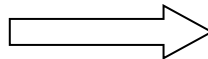
Anaheim Campus	Cypress Center	Wilshire Center	Off-Site Locations
1830 W. Romneya Dr. Anaheim, CA 92801 Second Floor Admissions and Records	9200 Valley View St. Cypress, CA 90630 NOCE Building 18 – Room 100 Admissions and Records	315 E. Wilshire Ave. Fullerton, CA 92832 Building 300 Admissions and Records	Students will enroll at their off-site location with their instructor. Locations will vary by site.

Step 1

New Students: Complete the **Application for Admission Form** at the Admissions Counter at any of the three center locations (Anaheim, Cypress, and Wilshire) or online at: www.noce.edu/apply.

Returning/Continuing Students: Update your address, phone number or name change at the Admissions Counter. **DO NOT ENROLL AS A NEW STUDENT** if you have previously attended any NOCE courses. The admissions staff can search for previous records if you are unsure.

Step 2 Obtain an Access Card



Please note: Steps one and two MUST be completed before the testing day

Step 3 Select Placement Test day, time, and location

Step 4 Arrive at your selected Placement Test session 10 - 15 minutes before test time; bring your Access Card.

Step 5 Complete a registration form

Step 6 Take Placement Test

Step 7 Return for test results and orientation

Step 8 Begin your class

Placement Test

- All new students must complete a Placement Test. All returning students who have not attended classes for six months or longer must retake the Placement Test.
- Results from the Placement Test are used to determine English level placement.
- Test results are valid for six months.

Course Registration

- Students will complete registration forms at the time of Placement Testing
- Students are registered based on Placement Test level indicators

Class Schedule

How to read the course schedule.

North Orange Continuing Education									
STUDENT SCHEDULE/BILL									
NOCE Continuing Ed Fall 2019 (201915)									
START	CRN	SUBJ	COURSE TITLE	ST	DAYS	START/STOP	BUILD	ROOM	INSTRUCTOR
09/09	10807	ESLA	Beginning Low	RE	MTWTh	0600-0920pm	AN	410	Mendez, L
09/13	10987	ESLA	Pronunc/Con	WL	F	1130-1250pm	AN	128	Smith, P.

=====

Please verify your address on this printout. Notify us if any information is incorrect so we may update our records. Please note that all classes are subject to cancellation due to low enrollment. Attendance at first class meeting is required. To guarantee a refund, a petition must be received 48 hours prior to the first meeting. A \$10.00 process fee may be deducted (one time per semester) for all course refunds. Notify us if any information is incorrect so we can update our records. PARKING PERMITS ARE REQUIRED AT ALL CAMPUSES.

Henrietta House
Student ID: 00000000

START: Indicates the start date for the course

CRN (Course Registration Number): Identifies which class(es) students are taking

SUBJ: Indicates the subject matter

COURSE TITLE: Identifies the name/level of the course(s)

ST: Indicates registration status **RE:** Registered, begin class immediately; **WL:** Waitlist, wait until called to begin class

DAYS: Indicates the day(s) which the class meets (**M=** Monday; **T=** Tuesday; **W=** Wednesday; **R=** Thursday; **F=** Friday)

START/STOP: Indicates class start and end time

Orientation

All new students and those who have stopped out for more than six months must attend the orientation. The 45-minute orientation will include the following: ESL Program information, an overview of NOCE programs and services, access to an academic counselor, NOCE policies/procedures, and question/answer forum.

Course Information

Core Level Courses

- NOCE’s ESL Program offers six levels of instruction which are identified as Core Classes.
- Each Core Class includes instruction in: speaking, listening, reading, and writing skills.
- Each Core level class follows an 18-week format.
- Core Classes are offered: **8 a.m.– 11:20 a.m.** (Anaheim/Cypress)
8:30 a.m. – 11:50 a.m. (Wilshire)
6 p.m. – 9:20 p.m. (all center locations)
- Core level placement is determined by results from the placement test.

Literacy	Literacy level is for students with no learning experience in English. Students will learn the alphabet, numbers and common English words, and to learn express basic needs.
Beginning – Low Beginning – High	Beginning levels help students develop the basics of spoken and written English. Students will make and interpret statements in the past, present, and future tenses related to basic needs and activities. Students will also demonstrate understanding of basic questions, and learn to interpret and write short paragraphs, notes, and messages.
Intermediate – Low Intermediate – High	Intermediate levels will further develop listening, reading, writing, and speaking skills. Students will learn how to monitor their language learning process. Students will increase their conversational fluency and develop their vocabulary and grammar accuracy.
Advanced	Advanced level helps students master all language skills and become proficient in vocabulary, grammar structures, and punctuation.

Core Class Textbooks

- Level 1: Beginning Literacy Ventures Basic Student’s Book & Ventures Basic Workbook
- Level 2: Beginning Low Ventures 1 Student’s Book & Ventures 1 Workbook
- Level 3: Beginning High Ventures 2 Student’s Book & Ventures 1 Workbook
- Level 4: Intermediate Low Top Notch 2 (3rd edition) Student’s Book & Top Notch 2 Workbook
- Level 5: Intermediate High Summit 1 (3rd edition) Student’s Book & Summit 1 Workbook
- Level 6: Advanced Summit 2 (3rd edition) Student’s Book & Summit 2 Workbook

Bookstore

Students can purchase textbooks for core classes and additional materials from the bookstore. Hours of operation vary by site, call or visit to confirm availability.

	Anaheim Campus	Cypress Center	Wilshire Center
Location	2nd floor Registration Counter	Building BK Next to lot #1	Building 2000
Phone Number	714.808.4675	714.484.7336	714.992.7008

Specialty Courses

- Specialty Courses are designed to focus on specific skills
- Times and days vary – check NOCE class schedule for details
- Most Specialty Courses are three hours per class meeting
- Instructional Assistants in the ESL Learning Centers can assist you with registration for Specialty Courses

Specialty Courses Include:

Pronunciation and Conversation: Students will recognize and produce sounds of North American English. Students will work on intonation, stress, rhythm, and linking. They will practice common expressions and participate in dialogues and short conversations.

Writing and Reading: Students will develop reading comprehension skills while building vocabulary and critical thinking skills. They will develop writing techniques by focusing on pre-writing, outlining, drafting, and editing.

Intermediate Grammar Review: Students will practice grammar structures through various activities and practice using them in oral and written communication.

Computer Skills for ESL (Beginning Track & Advanced Track): Students will learn basic computer parts, keyboarding, and basics of MS Word, PowerPoint, and Excel.

Academic Success Program

Intermediate High or Advanced Levels

- The Academic Success Program is designed for students who have passed Intermediate-Low level or placed into Intermediate-High or Advanced levels who want to continue their education, complete their high school diploma or GED, complete vocational training, or go to college or university.
- Open enrollment is during the first two weeks of the term. After the first two weeks, *instructor's approval is required*.
- Each class session is 2.5 hours. Attendance is mandatory and all assignments must be completed satisfactorily.
- The Academic Success Program offers the following classes and services:

Reading and Writing for Academic Success: Students will learn how to take notes from reading, build their vocabulary, and write paragraphs.

Listening and Speaking for Academic Success: Students will learn how to take lecture notes, give presentations, and participate in academic discussions.

Counselor Presentations: Counselors will present on time management, financial aid, and college orientation will be available to students in both courses.

Field trips: Students will go on a field trip to Cypress College or Fullerton College.

ESL and Career Technical Education (CTE)/I-BEST Classes

I-BEST stands for Integrated Basic Education and Skills Training, and these courses are offered through the CTE Program.

- If you are an Intermediate Low, Intermediate High or Advanced ESL student, you can enroll in I-BEST classes.
- The I-BEST program uses a team-teaching approach to help students learn English while studying in the career field of their choice.
- In the I-BEST classroom, you will have a CTE teacher and a Basic Skills/ESL support teacher. Both will help you learn the content and language skills you need to move into the workforce.
- The goal of having two instructors is to make the lessons as clear as possible.
- Along with job skills, you will learn valuable strategies for notetaking, asking and answering questions, developing study skills, and learning vocabulary and terminology.
- Past topics have included: Business Management, Early Childhood Education, Medical Back Office, Pharmacy Technician, and Computer Applications.
- Check the NOCE class schedule and website each term for the current I-BEST classes offered or call the CTE Program Office at 714.808.4915.

Citizenship Preparation Courses

Beginning High— Advanced Level

- Students will learn how to complete all required immigration forms and practice the United States Citizenship and Immigration Services (USCIS) Citizenship Test.
- Students will learn about the benefits of becoming a U.S. Citizen and become familiar with rights and responsibilities designated by the U.S. Constitution.
- Students will learn the answers to questions about U.S. History and Government.

ESL Multilevel Courses (Off-Site)

- Students in ESL Multilevel classes communicate in English at a variety of different levels.
- Multilevel classes are for students who want to improve their English skills in speaking, listening, reading and writing but cannot make it to one of the on-site locations.
- Students will work on improving their English through context-specific activities that prepare them for real-life situations such as going to the doctor or going to a department store.
- Off-site multilevel classes are offered at local community centers and churches. Check The NOCE class schedule for specific locations.

Family Literacy Courses (Off-Site)

- Family Literacy courses are designed for adult students with varied levels of English knowledge.
- The focus of Family Literacy courses is to prepare students to function independently in real-life situations such as interacting with school personnel or making a doctor's appointment.
- Family literacy classes are for students who want to improve their English skills in speaking, listening, reading and writing but prefer to attend classes at or near their children's school.
- Family literacy classes are offered at local elementary schools, middle schools, and high schools. Check the NOCE class schedule for specific locations.

Assessments

Comprehensive Adult Student Assessment System (CASAS Testing)

“CASAS is the most widely used competency-based assessment system in the United States designed to assess the relevant real-world basic skills of adult learners. CASAS measures the basic skills and the English language and literacy skills needed to function effectively at work and in life.” www.casas.org

CASAS results are used to measure student progress and are submitted to the state and federal governments to meet the requirements of the WIOA Grant for supplemental funding.

- At the beginning of each term all students will take the CASAS Pre-test.
- All new students will take the CASAS Pre-test before starting core classes.
- After 70-100 hours of instruction, students will take a CASAS Post-test to measure reading comprehension improvement.
- Students unable to complete ESL core classes should inform their Instructor or Instructional Assistant to schedule a CASAS Post-test prior to stopping out.
- On-site students will be directed to the Assessment Center on their test date.

English Language (EL) Civics

The purpose of EL Civics is to combine English literacy and civics education to provide English language learners with opportunities to improve understanding, navigation and access to governmental, educational and workplace systems.

- Students take a survey each year to choose the topics they want to learn more about.
- The lessons help students grasp and incorporate American culture.
- Beginning level classes will complete one EL Civics objective each term.
- Intermediate—Advanced level classes will complete two EL Civics objectives each term.

Unit Testing

- Students will complete in class tests after completing each unit of the textbook to evaluate understanding of concepts and skills.
- Instructors will maintain unit tests results for promotion considerations.

Exit Exam

- At the end of each term, students will take an Exit Exam which is a cumulative exam of the content from the text book.
- The Exit Exam in combination with unit test results, CASAS results, attendance requirements, class participation, and lab hours will be considered for promotion.

Managed Enrollment

Managed Enrollment is the time period for ESL students to enroll/register into ESL classes. If there is no waitlist, new students may enter after completing the Placement Test; returning students may re-enroll within six months of their last day of attendance.

Attendance Policy

- Students are expected to be in attendance 70 percent of class time.
- Students should be present for the first day of class, and students not in attendance the first week of class will be dropped.
- Students absent three days in a row without notifying instructor may be dropped.
- Students who are dropped from a class will have to re-register and may be placed on a waitlist.
- ESL classes are funded by daily attendance; in order to remain open, a 27-student average must be maintained.

Reporting Absences

Students have two options for reporting absences. They can email an instructor or call the ESL Learning Center.

You should leave the following information:

First and Last name;
Instructor's Name and Class Title;
Reason for Absence

Example: Hello, my name is Maria Sanchez. I am a student in Mr. Lee's Beginning Low class. I will not go to class today because I am sick.

Waitlist Procedures

- Students placed on a waitlist may not attend class until they are informed that space is available in the class.
- Students on the waitlist will be called one time. If there is no response after three days then they will be dropped from the waitlist.
- Students dropped from the waitlist must re-register and may be returned to the waitlist.
- Students may choose to attend one of the other on-site locations, if space is available.

ESL Learning Center

The ESL Learning Centers are open to all ESL students to practice and reinforce class instruction. Instructors and Instructional Assistants are available to assist students in the lab or to support with software.

Learning Center Hours

	Anaheim Campus	Cypress Center	Wilshire Center
Location	1st floor, Room 121	Building TE-2 (12), 2nd floor, Room 203,	Building 100, Room 110
Phone Number	714.808.4662 (AM) 714.808.4568 (PM)	714.484.7064	714.992.9545
Hours	Monday–Friday 8 a.m. – 2 p.m. 4 p.m.– 9 p.m.	Monday–Thursday 8 a.m.– 9 p.m. Friday 8 a.m.– 4 p.m.	Monday–Thursday 7:30 a.m.– 9 p.m. Friday 8 a.m.– 12 p.m.

Learning Center Attendance Requirements

- In order to receive a Certificate of Competency from a Core Level Course students must complete 12 hours of Learning Center (LC) time.
- An instructor must be in the LC for students to complete lab hours.
- Students must scan in and out with their Access Card for lab attendance to be counted.
- LC hours must be completed outside of regular class time.
- Students should maintain an ESL Learning Center portfolio for each visit.

Learning Center Programs/Resources

- English learning software is available for ESL students to practice various skills including: pronunciation, speaking, reading, grammar, computer, and typing. In the Learning Center, we can also provide assistance with homework.

Learning Center Activities

- At the beginning of each term the ESL Learning Center instructors will conduct an orientation for each ESL core class to discuss LC procedures and introduce some software.
- Throughout the semester instructors will offer workshops on various topics, such as: setting up e-mail accounts, conversation groups, using MS Word, PowerPoint, and reading comprehension groups.
- Check your ESL Learning Center for available workshops.

Career Resource Center

The Career Resource Center offers workshops to assist students with career readiness and workplace success skills. In the Career Resource Center, students will receive assistance with resume building, interview preparation, career exploration, LinkedIn, job searching, and online applications. Check the NOCE schedule for workshop titles and descriptions. For more information e-mail: careerhelp@noce.edu or call: 714.808.4915 or visit Anaheim Campus 6th floor, Room 606 Monday—Thursday 10 a.m. to 6 p.m.

Class Changes—*Request a Transfer*

Students enrolled in Core Classes may request a transfer to a lower or higher level class provided the student has attended class for at least two weeks, has obtained instructor approval for the change, or has completed a Level Transfer Card (available in the ESL Learning Center).

Students can request a same-level transfer provided the student has attended class for at least two weeks or has completed a Same Level Transfer Card (available in the ESL Learning Center).

Re-enrollment

Students currently enrolled will have priority re-enrollment if they have met the 70 percent attendance requirement. Returning students will be able to re-enroll if they return before six months of their last day of attendance and if there is no waitlist.

Counseling and Student Services

Counseling and Student Services are available to all ESL Students. ESL Students can call or visit the Counseling and Student Services office of their choice to schedule a counseling appointment. A Banner ID is required. Counseling and Student Services is responsible for orientation, career guidance, referral to disability support services, vocational training, educational plan development, degree evaluation, academic counseling, college transition, personal counseling and community referrals. Counseling and Student Services assists students in making informed choices about academic programs including: English as a Second Language Program, High School Diploma Program, Basic Skills Courses, and Career Technical Education Program.

	Anaheim Campus	Cypress Center	Wilshire Center
Location	1830 W. Romneya Dr. Anaheim, CA 92801 2nd floor, Room 215	9200 Valley View Dr. Cypress, CA 90630 Building TE-2 (12), 2nd floor Room 207	315 E. Wilshire Ave. Fullerton, CA 92832 Building 100, Room 112
Phone Number	714.808.4682	714.484.7440	714.992.9565
Hours of Operation	Monday, Tuesday, Thursday 8 a.m.-5 p.m. Wednesday 8:30 a.m.—6 p.m. Friday 8:30 a.m.—11:30 a.m.	Monday-Thursday 8 a.m.— 6 p.m. Friday 8 a.m.—12 p.m.	Monday-Thursday 8 a.m.— 5:30 p.m. Friday 8:30 a.m.— 12 p.m.

NOCE Policies and Procedures

Title IX

Title IX is a Federal law that prohibits sex discrimination and protects against gender-based discrimination in any educational program.

- Title IX applies to ALL genders.
- Schools must have procedures to assist victims.
- Schools must have an established procedure for handling sexual misconduct. Schools must be proactive in creating a campus free of sexual discrimination.
- To report any unlawful discrimination including sexual harassment, contact the Title IX Coordinator—Valentina Purtell, NOCE Provost, at 714.808.4670.

Family Educational Right and Privacy Act of 1965 (FERPA)

FERPA was established to “...assure [students and the] parents of students...access to their education records, and to protect such individual’s rights to privacy by limiting the transferability of their records without their consent... Parents lose their FERPA rights when their child turns 18 or starts attending a post-secondary institution, whichever comes first.” Detailed information can be obtained at any NOCE registration counter, at the ESL Learning Centers, or by visiting: <https://www2.ed.gov/ferpa>.

Change of Personal Information

It is the student’s responsibility to have a current phone number and address on file. Students can complete a **Personal Information Change Correction Form** at any NOCE registration counter. Name changes will require a photo ID with the new name.

Request for Student Transcripts

A transcript may be requested year-round by filling out a **Transcript Records Request Form** in-person at any NOCE registration counter or faxed to 714.992.9599. Students are entitled to two free records, after that each copy is \$5. Transcript requests take 10-15 days to process. If you have questions, call 714.992.9500.

Off-Site Policies and Procedures

Off-Site Registration

Students attending off-site locations will complete Application for Admission Form and registration forms in class with instructor. Instructor will deliver forms to Registrar's Office.

Placement Test

- Students will complete the Placement Test in class with instructor.
- All new students must complete a Placement Test.
- Results from the Placement Test are used to determine English level placement.
- Test results are valid for six months (valid on-site and off-site).

Orientations

ESL Counselors will visit each off-site location to present orientations.

CASAS Testing

Students will complete CASAS testing in class.

EL Civics

Multilevel and Family Literacy classes will complete one EL Civics objective each term.

Counseling

Off-site ESL students may schedule one-to-one counseling appointments during counselor visits at their site or may schedule appointments at NOCE on-site locations.

ESL Multilevel Courses

- Students in ESL Multilevel classes communicate in English at a variety of different levels.
- Multilevel classes are for students who want to improve their English skills in speaking, listening, reading and writing but cannot make it to one of the on-site locations.
- Students will work on improving their English through context-specific activities that prepare them for real-life situations such as going to the doctor or going to a department store.
- Off-site multilevel classes are offered at local community centers and churches (check NOCE class schedule for a location near you).

Family Literacy Courses

- Family Literacy classes are designed for adult students with varied levels of English knowledge.
- The focus of Family Literacy classes is to prepare students to function independently in real-life situations such as interacting with school personnel or making a doctor's appointment.
- Family literacy classes are for students who want to improve their English skills in speaking, listening, reading and writing but prefer to attend classes at or near their children's school.
- Family Literacy classes are offered at local elementary schools, middle schools and high schools (*check the NOCE class schedule*).

On-Site Parking

A parking permit is required to park at all NOCE centers. Students must purchase a parking permit. Please see the available options per campus below.

Anaheim Campus or Wilshire Center

Option 1: Purchase parking permit on campus for \$40. Valid January-June or July-December.

Option 2: Purchase a one-day parking permit for \$3. Look for the machine in the parking lot.

Cypress Center

PLEASE NOTE: Students attending the Cypress Center must purchase a parking permit and register their vehicle online at noce.edu/parking-cypress.

Option 1: Purchase a parking permit for \$40. Valid September 1-December 31 or January 1-June 30.

Option 2: Purchase a parking permit for \$20. Valid July 1-August 31.

Option 3: Purchase a one-day parking permit for \$3. Look for the machine in the parking lot.

Anaheim Campus	Cypress Center	Wilshire Center
Second Floor, Registration	NOCE Building (18), Registration	Building 300, Registration
714.808.4645	714.484.7038 (Debit or Credit Card Only)	714.992.9500

Parking Rules

- All students must park in student parking lots only. (See campus maps)
- Free 30 minute parking is available only for visitors. (See campus maps)
- The parking permit must be visible from the driver's side windshield.
- Head-in parking only.
- Students must leave the campus before 10 p.m.

Parking Tickets

- Staff parking lots are reserved for staff only.
- If you receive a parking ticket, you must pay the fine.
- Ignoring a citation will result in legal action (It's reported to the DMV).
- You may appeal a ticket. You can request an administrative appeal in person or call the phone number on the ticket.

Off-Site Parking

- Off-site parking is free at most ESL locations.

Student Rights and Responsibilities

- Students must be registered to attend any ESL class.
- Students should attend class at least 70 percent of scheduled class meetings.
- Students must show respect to their teachers and other students.
- Students must take Placement, CASAS, and EL Civics tests. Students may speak with ESL personnel if they have questions or concerns about the ESL program or they can email any feedback to esl4all@noce.edu.
- Students may ask for help if they need accommodations. If you need accommodations, please call 714.484.7057.

Classroom Rules

- Students are expected to arrive on time.
- Students should be in attendance at least 70 percent of class meetings in order to remain registered.
- Cell phones are to be silenced, any urgent calls should be taken outside of the classroom.
- Be respectful to instructor and classmates by using polite language and being considerate of differences; remember the classroom is a safe space for learning.
- Unregistered students and minors are not permitted in ESL classrooms; auditing is not permitted.
- Except for bottled water, food and drinks are not allowed in the classroom.
- Students are expected to arrive to class prepared for instruction (textbook, notebook, pen or pencil).
- For a complete overview of Student Code of Conduct, visit: <http://www.nocccd.edu/Policies/PoliciesAndProcedures.html>.

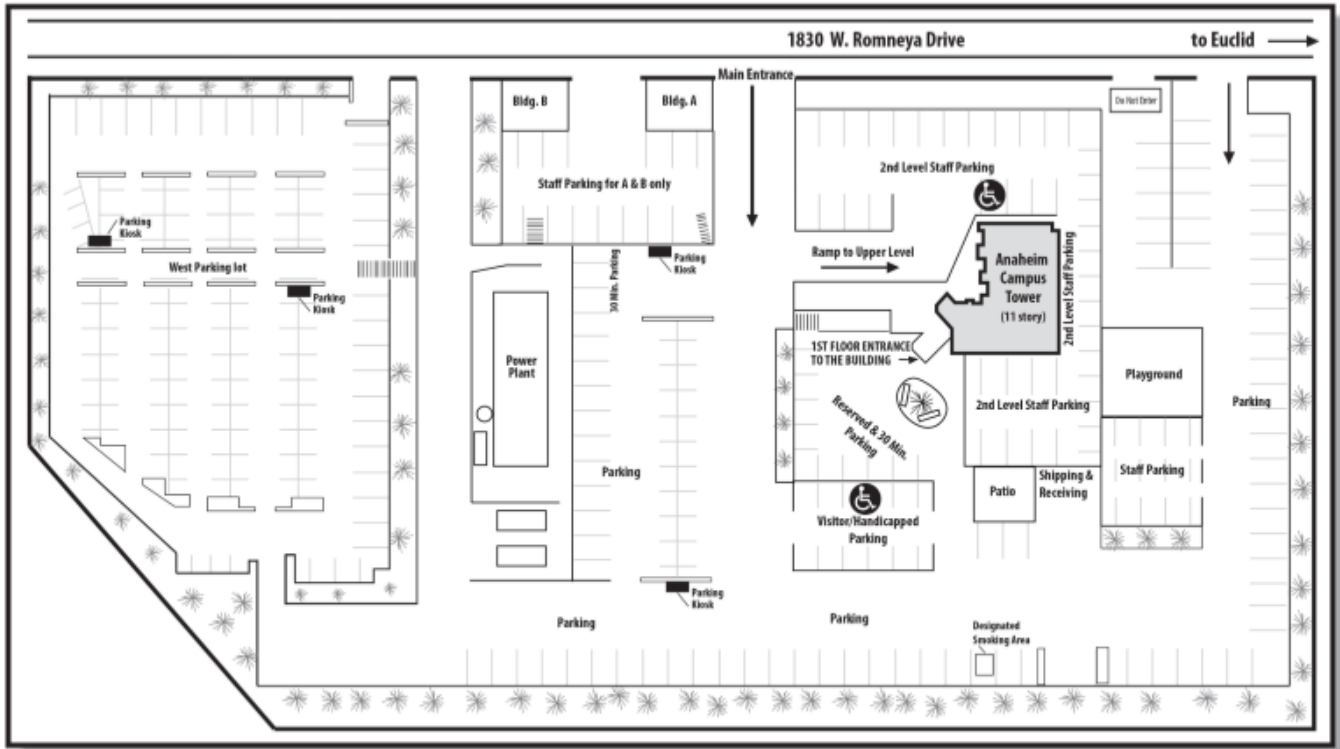
Childcare

There are no childcare services available on-site. Some of our off-site locations provide childcare. Call 714.808.4638 for the location information.

Anaheim Campus Map



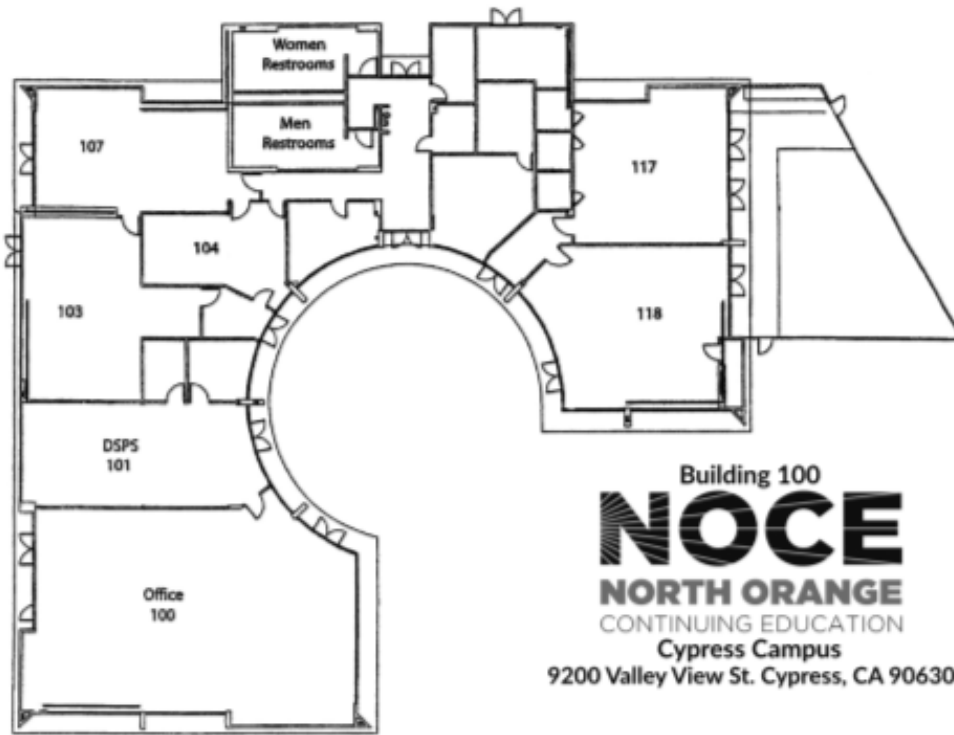
Anaheim Campus Parking & Access



**Students and visitors may park in any unmarked space on the lower level.
A permit is required. Permits may be purchased at yellow kiosks in lot or at registration counter.**

Updated 5/10/11

Cypress Center Map



Building 100
NOCE
NORTH ORANGE
CONTINUING EDUCATION
Cypress Campus
9200 Valley View St. Cypress, CA 90630



North Orange Continuing Education
Cypress Campus
NOCE CYP 200 Building 2nd Floor

Wilshire Center Map



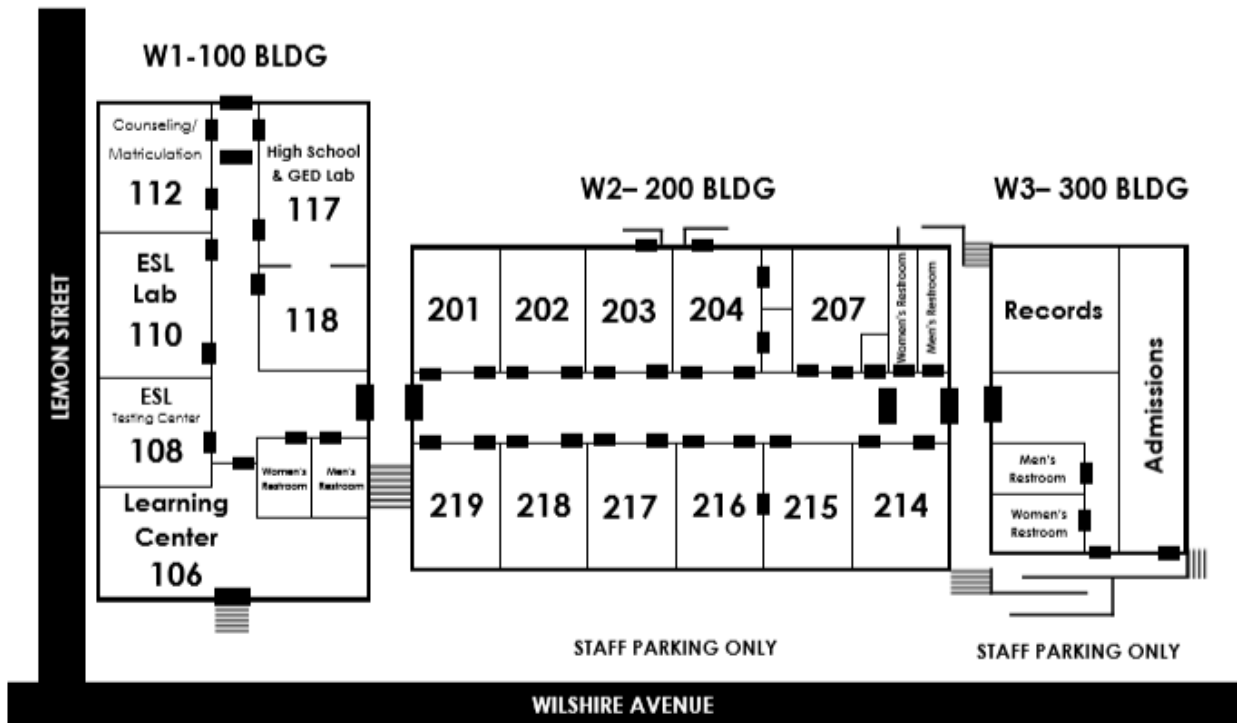
North Orange Continuing Education
Wilshire Campus

315 East Wilshire Avenue, Fullerton, CA 92832
714.992.9500 www.noce.edu

LEGEND

- Door
- Stairs

NOT TO SCALE



2019-2020 Academic Calendar

September 5	Optional Flex Day (5 hours)
September 6	Mandatory Flex Day (5 hours)
September 9	Fall Trimester Begins
November 11	Veterans' Day Holiday
November 25-29	Fall Recess
November 28-29	Thanksgiving Holiday
December 4	Fall Trimester Ends
December 24 – January 1, 2020	Winter Holiday
January 2	Mandatory Flex Day (5 hours)
January 3	Non-Student Duty Day
January 6	Winter Trimester Begins
January 20	Martin L. King Holiday
February 14	Lincoln's Birthday Holiday
February 17	Presidents' Day Holiday
March 27	Winter Trimester Ends
March 30	Spring Trimester Begins
April 6-10	Spring Recess
May 25	Memorial Day Holiday
June 26	Spring Trimester Ends

2019-2020 Assessment Calendar

<u>Anaheim Campus</u> Testing is in room 709 at 9 a.m., 11 a.m., 1 p.m., 5 p.m., and 7 p.m.	<u>Cypress Center</u> Testing is in TE2 (Bldg. 12) room 203 at 8:30 a.m., 10:30 a.m., 5 p.m., and 7 p.m.	<u>Wilshire Center</u> Testing is in Bldg. 100 room 110 at 8:30 a.m., 10:30 a.m., 5 p.m., and 7 p.m.
September 3 (Tuesday)	September 3 (Tuesday)	September 3 (Tuesday)
September 17 (Tuesday)	September 10 (Tuesday)	September 10 (Tuesday)
October 1 (Tuesday)	October 1 (Tuesday)	October 1 (Tuesday)
October 15 (Tuesday)	October 8 (Tuesday)	October 8 (Tuesday)
October 29 (Tuesday)	October 15 (Tuesday)	October 15 (Tuesday)
January 2 (Thursday)	January 7 (Tuesday)	
January 14 (Tuesday)	January 14 (Tuesday)	
February 11 (Tuesday)	February 18 (Tuesday)	
February 25 (Tuesday)	February 25 (Tuesday)	
March 10 (Tuesday)	March 3 (Tuesday)	
March 24 (Tuesday)	March 10 (Tuesday)	
April 7 (Tuesday)	April 14 (Tuesday)	
April 21 (Tuesday)	April 21 (Tuesday)	
May 5 (Tuesday)	April 28 (Tuesday)	
	May 5 (Tuesday)	
	May 12 (Tuesday)	
	May 19 (Tuesday)	

**North Orange County Community College District (NOCCCD)
Board of Trustees**

Ryan Bent
Stephen T. Blount
Jeffrey P. Brown
Barbara Dunsheath, Ed.D.
Ed Lopez
Molly McClanahan
Jacqueline Rodarte

Cheryl A. Marshall, Ed.D., Chancellor

**North Orange Continuing Education (NOCE)
Leadership Team**

Valentina Purtell, Provost
Martha Gutierrez, Dean, Anaheim Campus
Karen Bautista, Ed.D., Dean, Cypress Center
Jennifer Perez, Director of Campus Communications
Terry Cox, Director of Administrative Services
Julie Schoepf, Executive Assistant/Accreditation Co-chair
Triseinge Ortiz, Registrar
Dulce Delgadillo, Interim Director, Institutional Research and Planning

ESL Student Handbook

Pati Giron, Instructional Assistant

ESL Student Handbook Editor

Miranda Bates, Campus Marketing and Outreach Assistant