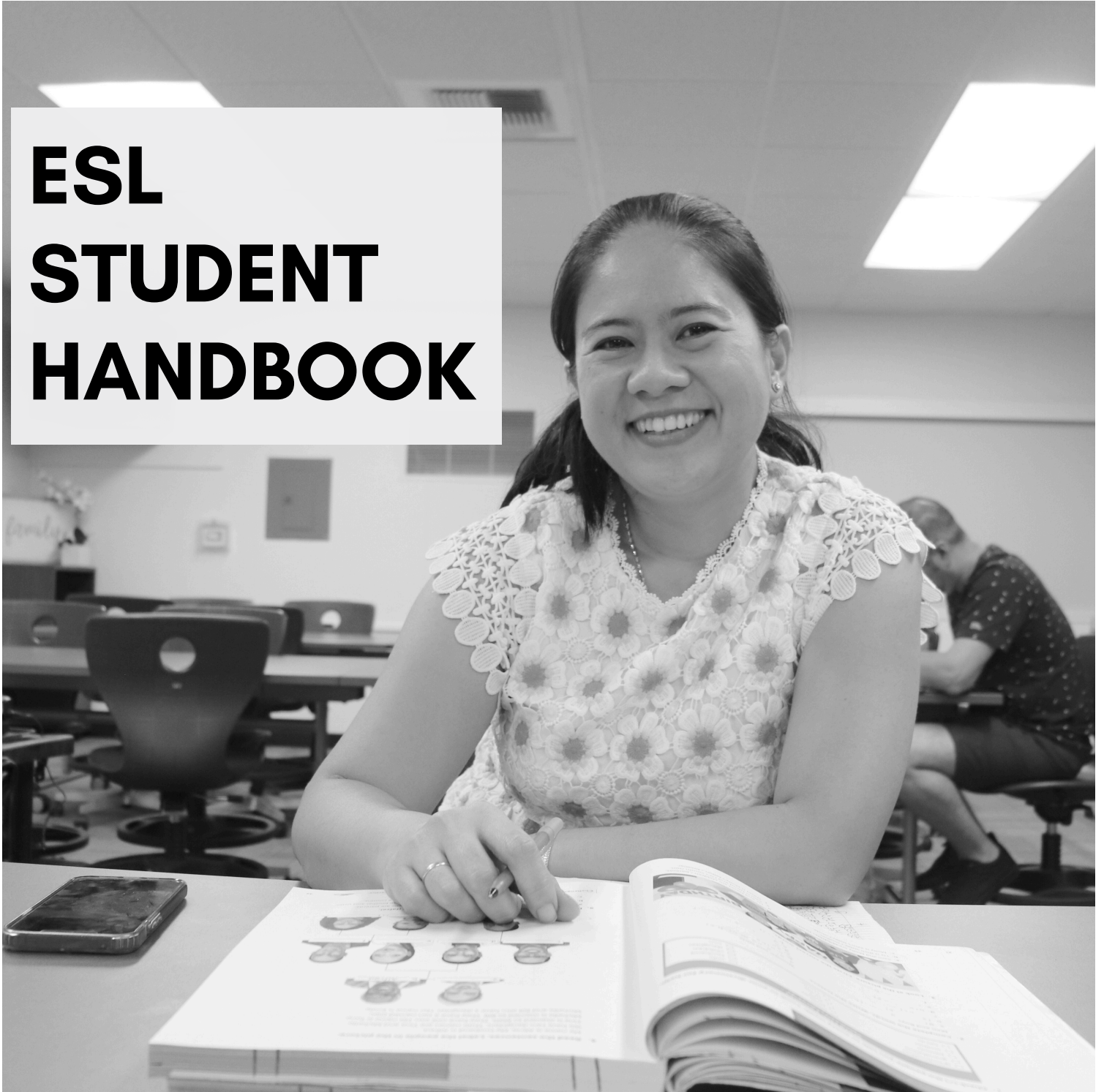


**ESL
STUDENT
HANDBOOK**



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North Orange Continuing Education (NOCE) has been serving the community since 1973 with free, noncredit educational programs and services to empower our community.

Mission

NOCE serves our diverse community by providing holistic programs and services that are relevant and accessible to all learners in achieving their goals. NOCE is dedicated to offering a transformative educational experience that builds lasting foundational skills and promotes student success.

Vision

NOCE commits to enriching lives through education to meet the evolving needs of the community.

Values

Accountability – We strive to utilize data-informed decision-making processes.

Diversity – We celebrate our diverse community by committing ourselves to an inclusive institutional culture.

Equity – We actively address achievement gaps and systemic racism to ensure equal opportunity and access for all.

Excellence – We strive for excellence by providing evolving, dynamic, high-quality instruction.

Innovation – We challenge the status quo by finding creative solutions.

Integrity – We cultivate a collaborative equity-minded culture of mutual respect, honesty, and responsibility.

Learning – We commit to offering holistic programs that promote personal and professional growth.

*Approved by NOCE President's Cabinet on April 20, 2021.
Approved by NOCCCD Board of Trustees on May 11, 2021.

Accreditation



NOCE is proudly accredited by the Accrediting Commission for Schools (ACS), Western Association of Schools and Colleges (WASC). For more information, contact:
533 Airport Blvd, Suite 200, Burlingame, CA 94010
Website: www.acswasc.org.

For more information on our institutional purpose and accreditation, visit noce.edu/our-purpose or noce.edu/accreditation

Before You Start Your ESL Class

Check Your E-mail and Confirm

You will receive a confirmation e-mail with details about your in-person class based on the placement test results. Check that class title and schedule are correct. For questions or changes, click "Reply" and send comments to your Assessment Specialist.



For In-Person Classes

After your placement test, confirm your classroom number with your Assessment Specialist and locate important services such as ESL Learning Centers, Counseling Services, Bookstore, parking rules, bathrooms, etc.

For Online Classes

If you need to change your online English classes, contact us at

Phone: 714.808.4638

Text message: 714.497.1523

Email: ESL4ALL@noce.edu.



Suggestions

You are more than welcome to give suggestions on how we can serve you better at the digital suggestion box at noce.edu/esl/sugestionbox.

How to Scan a QR code

Before you continue reading, **have your smartphone with you**. You are going to need it.

- Open the camera app on your smartphone.
- Point your phone at the QR code.
- A message will pop up with a web link. Click on it.

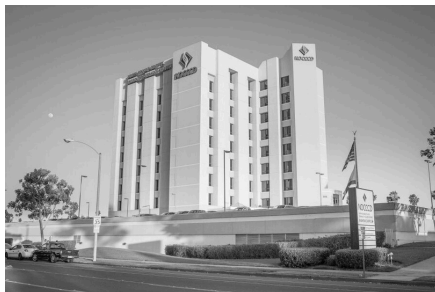


Online ESL Learning Center

- Scan the QR code and check the **Online ESL Learning Center schedule**.
- To join the online sessions, choose a day and time, then click on the **instructors name**



In-Person ESL Learning Center



Anaheim Campus

1830 W. Romneya Drive
Anaheim, CA 92801
Room 702-B



Cypress Center

9200 Valley View Street
Cypress, CA 90630
Building TE2, Room 203



Wilshire Center

315 E. Wilshire Avenue
Fullerton, CA 92832
Room 214

What Can I Do at the ESL Student Support Center?

The English as a Second Language (ESL) Student Support Center offers an opportunity to practice English through various instructional media and group learning activities. Students can practice **speaking, listening, reading, and writing skills**. Students can also build **grammar** knowledge, **pronunciation** ability, and **vocabulary** enhancement. In addition, students can develop **computer skills** and reinforce class lessons in the ESL Student Support Center.

Learn at your own pace – The Student Support Center has flexible hours and offers guidance from experienced and professional teachers.

Technology resources – Students can get assistance setting up online classes, including creating an e-mail address.

The ESL Student Support Center also has technology resources allowing students to learn and practice English independently, including Azar and Rosetta Stone.

Explore American idioms and culture – Learn about typical American expressions, phrases, and culture.

Focus on improving conversation, grammar, reading, or writing skills at the ESL Student Support Center.



ESL Student Support Center (Continued...)

Interact with other students – Students are invited to participate in small group activities to improve language skills and practice interacting with others.



Student Support Center Attendance Requirements

Students who pass a combination of ESL Program classes qualify for state-approved certificates signed by the NOCE President and NOCCCD Chancellor. These certificates appear on a student's official NOCE transcript.

Students must complete 12 hours of Student Support Center time to receive a Certificate of Competency from a Core Level Course.

An instructor will be in the Student Support Center for students to complete lab hours. Join the ESL Student Support Center Online or in person.

ESL Student Support Center Schedule

Check our days and times at noce.edenglish-citizenship/student-support-center/



Note: *The Student Support Center schedule is subject to change.*

Student Technology Support Services

The Student Technology Support Services provides technical support to students for NOCE technologies such as:

Laptop Loan Program

- Distribution of laptops.
- Collection of laptops.
- Break/Fix Support
- (Assistance with repairs and troubleshooting)
- MiFi (Hotspot)
- Distribution/Collection
- Technical Guidance.

Student Emails Assistance.

- Multi-Factor Authentication Assistance.
- 2FA.
- OTP (One Time Passcode)
- Campus WiFi Assistance.

Need technical support?

StudentTechSupport@noce.edu

Anaheim Campus

7th floor, Room 714
1830 W. Romneya Dr.
Anaheim, CA 92801

Hours

Monday to Thursday:
10 a.m. - 1 p.m.
2:30 p.m. - 6:30 p.m.
Closed Mondays and Fridays



Student E-mail Address

All enrolled students will automatically be given an NOCE student email within 48 hours of enrollment into a noncredit course. Students must use this NOCE student email account for all official communications with the school.

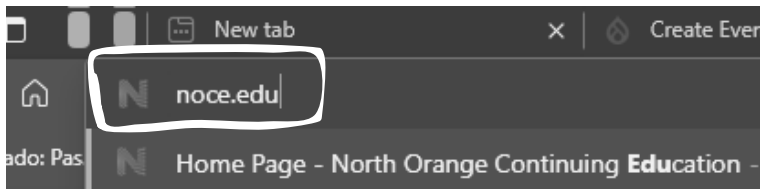
Your student email will be your Student ID number and @student.noce.edu (e.g., 0123456@student.noce.edu), and the password is the same as Canvas or MyGateway .



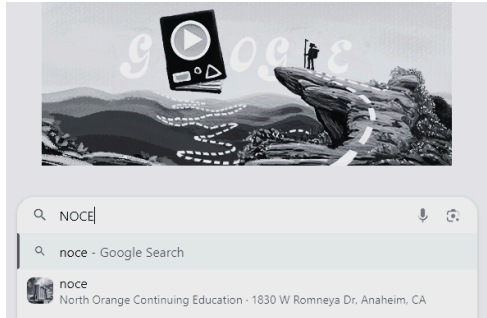
For more detail, scan the QR code

How to Sign in to Canvas

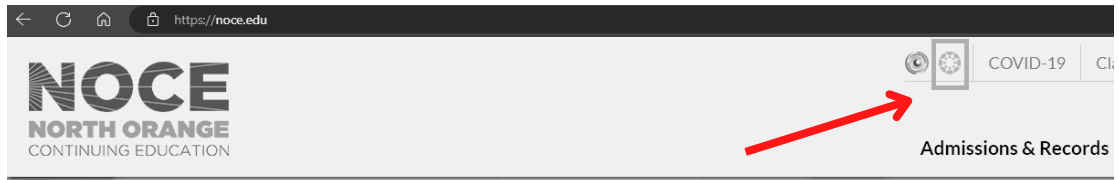
Step 1: Open your internet browser—type **noce.edu** in the search bar to go to our school’s website.



OR search North Orange Continuing Education (NOCE) on Google.



Step 2: Click on the middle icon on the website to go to Canvas.



Step 3: Sign in to Canvas with your MyGateway ID – your Student Access Card number.

Note: If this is the first time you log in to Canvas, **your Password will be your birthday**. For example, if your birthday is April 9, 1980, your password would be 040980 (04 for April, 09 for the 9th day of the month, and 80 for the year 1980). If you can’t remember your password, click **Forgot Password**.

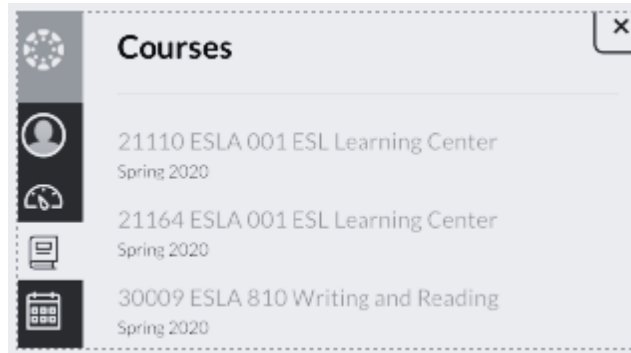
Type your MyGateway ID (Student Access Card Number) in the space

Type your Password (Your birthday, for example, 040980 if you have never signed in to Canvas before)

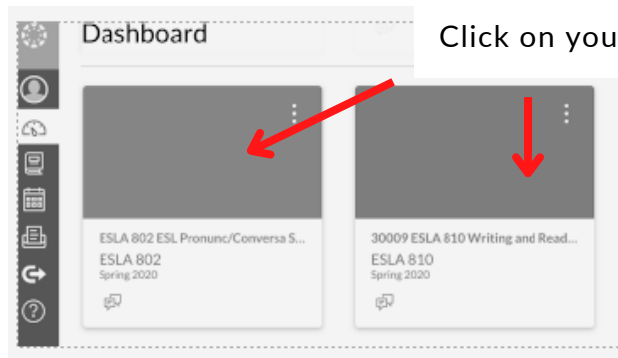
If you can't remember your Password, Click Forgot password

Step 4: Find your class on the Dashboard, or click on the book icon to see the classes you are enrolled in. Click on the class that you would like to open.

Click on the Book to see your classes

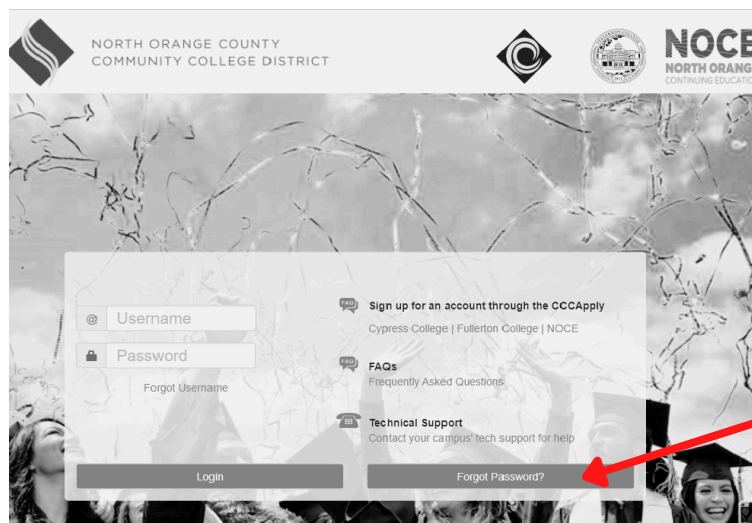


OR Click on your class on the Dashboard.



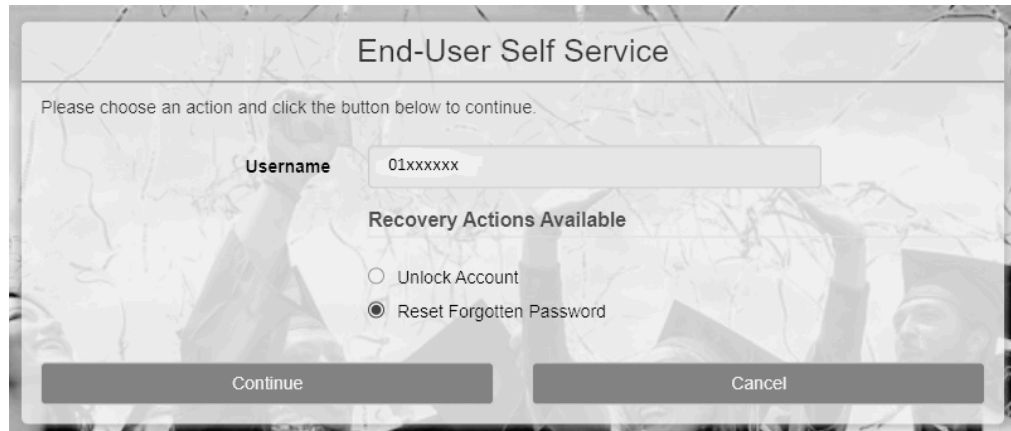
How to Reset Your Password on Canvas

Step 1: On the sign-in screen on Canvas, click Forgot password.



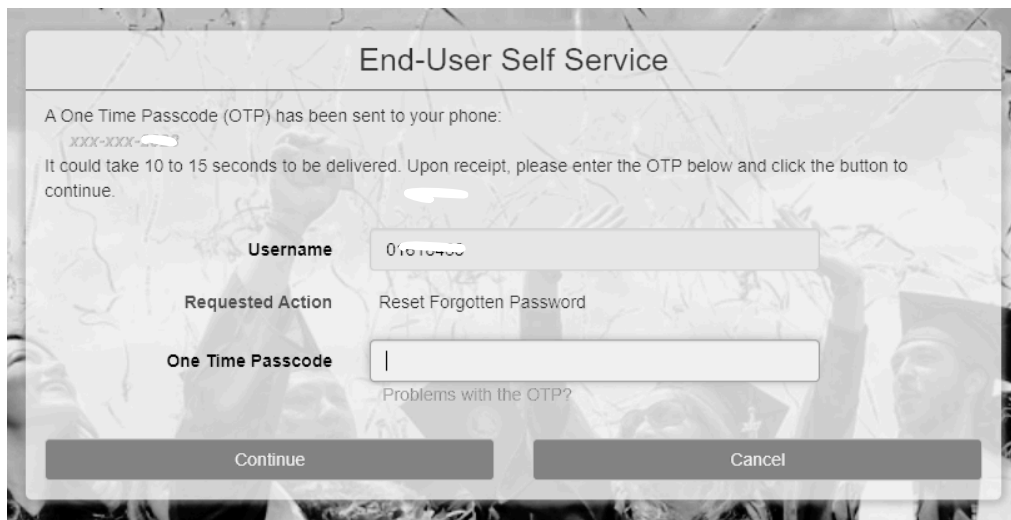
Click Forgot password

Step 2: Select **Reset Forgotten Password**, and click **Continue**



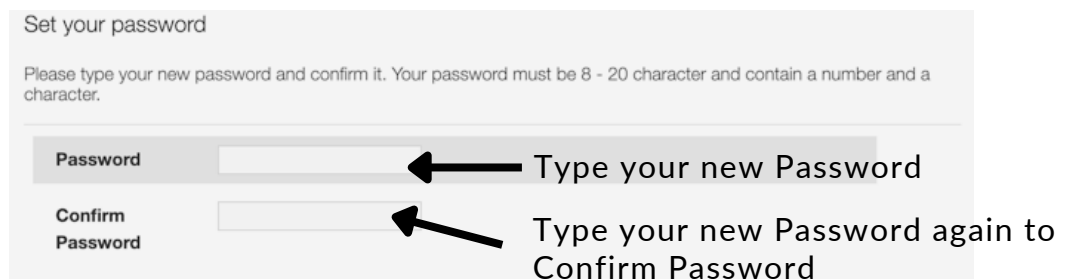
The screenshot shows the 'End-User Self Service' interface. At the top, it says 'Please choose an action and click the button below to continue.' Below this is a 'Username' field containing '01xxxxxx'. Underneath is a section titled 'Recovery Actions Available' with two radio button options: 'Unlock Account' and 'Reset Forgotten Password', which is selected. At the bottom are two buttons: 'Continue' and 'Cancel'.

Step 3: Check your email address or text messages on your phone indicated on the page. You will receive an email with an OTP (One Time Passcode) number to change your password.



The screenshot shows the 'End-User Self Service' interface. It displays a message: 'A One Time Passcode (OTP) has been sent to your phone: xxx-xxx-xxxx. It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below and click the button to continue.' Below the message is a 'Username' field with '01xxxxxx', a 'Requested Action' field with 'Reset Forgotten Password', and a 'One Time Passcode' field with a vertical cursor. A link 'Problems with the OTP?' is visible below the passcode field. At the bottom are 'Continue' and 'Cancel' buttons.

Step 4: Click on Continue and create a new password.



The screenshot shows the 'Set your password' page. It includes the instruction: 'Please type your new password and confirm it. Your password must be 8 - 20 character and contain a number and a character.' There are two input fields: 'Password' and 'Confirm Password'. Two black arrows point from the text 'Type your new Password' to the 'Password' field, and from 'Type your new Password again to Confirm Password' to the 'Confirm Password' field.

ESL Class Support

Need help with Zoom, Canvas, myGateway, student email activation or more?

- Come to the **ESL Student Support Center** either online or In-person.

Schedule an appointment with our Instructional Assistant
Sam Villafana at:

Phone: (714) 808-4500 ext. 88247

Text: (714) 497-1523.

E-mail: svillafana@noce.edu



Limited **in-person** appointments may be available on Wednesdays at the **Career Skills & Resource Lab** (Room 606 at the Anaheim Campus). Contact the ESL Program for more information at **Phone: 714.808.4638, Text Messages: 714.497.1523** or **Email: ESL4ALL@noce.edu**.

Career Skills and Resource Lab

Assistance? Call the Computer Skills and Resource Lab at [\(714\) 808-4717](tel:7148084717)

Address:
Anaheim Campus, 1830 W. Romneya Dr., Room 606, Anaheim, CA 92801

Lab Hours:
Monday - Thursday
11 a.m. - 1 p.m.
3 p.m. - 5 p.m.



- Website: noce.edu/technical-support

Certificates of Completion

The ESL Program offers six levels of English instruction for adult students whose first language is not English. All levels offer instruction in four language skills: **reading, writing, listening,** and **speaking.** The courses also offer additional practice in **pronunciation, grammar,** and **vocabulary** development. Once the student completes a level, they can move to the next level in the sequence. **For each level, students can earn a state-approved Certificate of Completion.**

The ESL Program also offers ESL for Academic Success certificates designed for Intermediate-Advanced students who wish to transfer to a college or university and continue their education. State-approved certificates awarded appear on official student transcripts.

NOCE ESL Program Certificates of Completion:

- ESL College Success Skills
- ESL for Academic Success I
- ESL for Academic Success II
- ESL for Community Involvement, Beginning
- ESL for Community Involvement, Intermediate to Advanced
- ESL for the Arts
- ESL for Workforce Preparation, Intermediate
- ESL for Workforce Preparation, Advanced
- ESL Grammar Review
- ESL Integrated, Beginning Literacy
- ESL Integrated, Beginning Low
- ESL Integrated, Beginning High
- ESL Integrated, Intermediate Low
- ESL Integrated, Intermediate High
- ESL Integrated, Advanced
- ESL Multiskills
- ESL Reading and Writing Skills, Beginning
- ESL Reading and Writing Skills, Intermediate to Advanced
- ESL Skill Review Beginning Literacy
- ESL Skill Review Beginning Low
- ESL Skill Review Beginning High
- ESL Skill Review Intermediate Low
- ESL Skill Review Intermediate High
- ESL Skill Review, Advanced
- ESL Speaking Skills, Beginning
- ESL Speaking Skills, Intermediate to Advanced
- ESL Specialty Courses, Beginning
- ESL Specialty Courses, Intermediate to Advanced
- ESL Vocabulary Review
- ESL Work Readiness
- Workplace Vocational English as a Second Language: Administrative Assistant
- Workplace Vocational English as a Second Language: Early Childhood Education
- Workplace Vocational English as a Second Language: Electricity and Construction
- Workplace Vocational English as a Second Language: Pharmacy Technician

Career Pathways

Personal Care Aide

This program welcomes ESL Program students only at the Intermediate High level or above. Sixteen hours every week includes online and on-campus instruction and coursework in Canvas.

Develop the communication and training skills needed to get a Personal Care Aide (PCA) job. In this 18-week Career Pathways Program, students will learn how to:

- Perform the tasks of a Personal Care Aide in a consumer's home or a residential care setting
- Prepare for a PCA job interview
- Find and keep a PCA job
- Communicate with clients, families, and employers

Build your English and job skills at the same time! One group of students (30 maximum) will complete these courses together, with the same instructors, in one term.

Students must commit to the full 18 weeks for 16 hours each week. Only one absence per PCA class is allowed.

Online classes will be via Zoom, and four sessions will be held in person. All students will meet with both instructors for live online class meetings in Zoom (The Instructors will provide Zoom links)

Earn one State-Approved Certificate:

Personal Care Aide (CTE)

- Personal Care Aide I
- Personal Care Aide II
- Personal Care Aide III

Career Pathways

Office Assistant I

This program welcomes ESL students with Intermediate High writing skills or above. This course which requires 16 hours every week, includes ten (10) hours of live online class meetings and six (6) hours of independent online coursework in Canvas. A keyboarding speed of 15-20 WPM is recommended. Develop the communication and job training skills needed to get a job as a clerk typist, office assistant, or receptionist. In this 18-week Career Pathways Program, students will learn how to:

- Perform entry-level office and Administrative support tasks.
- Find and keep an entry-level office job, including preparing for a job interview.
- Communicate with customers, coworkers, and employers.
- Use Microsoft Office and the Internet.
- Think critically and solve problems in the workplace.

Build your English and job skills at the same time! One group of students (30 maximum) will complete these courses together, with the same instructors, in one semester. **Students must commit to the full 18 weeks for 16 hours each week.**

Online classes will be via Zoom. All students will meet with both instructors for live online class meetings in Zoom (Links provided by the teacher)

Earn Two State-Approved Certificates:

Office Assistant I

- Communication for office settings
- Microsoft Office (Word, Excel, PowerPoint, etc.)
- Bookkeeping and budgeting
- Administrative tasks (file management, payroll)

ESL for Workforce Preparation, Advanced (ESL)

- ESL Workforce Readiness, Adv
- ESL Workforce Advancement Skills, Adv

Career Development and College Preparation (CDCP) Certificates of Completion

ESL Program students can earn state-approved certificates signed by the NOCE President and NOCCCD Chancellor, which will appear on the student's official transcripts.

To apply for a certificate, students must earn a PASS grade in at least two specialty or core classes. Completing 12 hours of ESL Student Support Center is also required for core classes.

Certificate requests should be submitted after grades are posted and may take up to eight weeks to process. For more information, contact ESL Instructional Assistant **Pati Giron** at pgiron@noce.edu.

Core Certificates

	ESL Integrated Skills		ESL Skills Review	
Beginning Literacy	ESLA 229	+ 12 hours ESLA 001 or ESLA 305	ESLA 239	+ One Elective (ESLA 180, ESLA 182, ESLA 185, ESLA 222, or ESLA 225)
Beginning Low	ESLA 230		ESLA 240	
Beginning High	ESLA 231		ESLA 241	
Intermediate Low	ESLA 232	+ 12 hours ESLA 001 or ESLA 307	ESLA 242	+ One Elective (ESLA 180, ESLA 182, ESLA 185, ESLA 222, or ESLA 226)
Intermediate High	ESLA 233		ESLA 243	
Advanced	ESLA 234		ESLA 244	

Specialty Certificates

ESL for Community Involvement	
<ul style="list-style-type: none"> Beginning Intermediate/Advanced 	ESLA 260 + One elective: ESLA 180, 182, 185, 222, 225, 250, or 801 ESLA 261 + One elective: ESLA 181, 183, 186, 223, 226, 251, or 815
ESL for the Arts	ESLA 351, ESLA 352, ESLA 353 and ESLA 354
ESL Grammar Review	ESLA 222 + ESLA 223
ESL Multiskills	ESLA 110 + ESLA 120
ESL Reading & Writing Skills	
<ul style="list-style-type: none"> Beginning Intermediate/Advanced 	ESLA 180 + ESLA 185 ESLA 181 + ESLA 186
ESL Speaking Skills	
<ul style="list-style-type: none"> Beginning Intermediate/Advanced 	ESLA 182 + (ESLA 222 or ESLA 225) ESLA 183 + (ESLA 223 or ESLA 226)
ESL Specialty Courses	
<ul style="list-style-type: none"> Beginning Intermediate/Advanced 	ESL Student Support Center, 12 hrs (ESLA 001) + one elective: ESLA 180, 182, 185, 222, 225, 250, or 801 ESL Student Support Center, 12 hrs (ESLA 001) + one elective: ESLA 181, 183, 188, 211, 223, 226, 251, 804, or 815
ESL Vocabulary Review	ESLA 225 + ESLA 226

College and Career Pathway Certificates

ESL for Academic Success I	ESLA 1060 + ESLA 1062
ESL for Academic Success II	ESLA 1065 + ESLA 1067
ESL College Success Skills	ESLA 1071 + ESLA 1073
ESL for Workforce Preparation	
<ul style="list-style-type: none"> Intermediate Advanced 	ESLA 1050 + ESLA 1052 ESLA 1056 + ESLA 1054

Comprehensive Adult Student Assessment System (CASAS) Testing

The CASAS test is used to measure your progress in your ESL Program class. This data is submitted to the state and federal governments to meet the funding requirements that allow NOCE to offer these classes tuition-free.

- All new students will take the CASAS Pre-test before starting core classes.
- All students will take the CASAS Pre-test at the beginning of each term.
- After 40-70 hours of instruction, students will take a CASAS Post-test to measure reading comprehension improvement.
- Students unable to complete ESL Program core classes should inform their Assessment Specialist to schedule a CASAS Post-test before stopping.
- Students will be directed to the Assessment Center on their test date or schedule an online test.

English Literacy (EL) Civics

EL Civics education helps prepare students to navigate the governmental, educational, workplace, banking, and healthcare systems in the United States. Students participate in competency-based EL Civics assessments in writing and speaking to demonstrate their knowledge of these topics.

Satisfactory performance in CASAS and EL Civics tests allows NOCE to offer ESL Program classes and services for **FREE**. Your participation is important for us.



Attendance Policy

- Students are expected to attend 70 percent of class time.
- Students should be present for the first day of class. Students who do not attend the first week of class will be dropped.
- Students absent for three days without notifying the instructor may be dropped.
- Students who are dropped from a class must re-register and might be placed on the waiting list (WL).
- ESL Program classes are funded by daily attendance; to remain open, the class must maintain a minimum student average of attendance.

Reporting Absences

Students can e-mail their instructor the following information to report an absence:

- Student's First and Last Name
- Instructor's Name
- Class Title
- Reason for Absence

Waitlist Procedures

- Students on a waitlist may only attend class once they are informed that space is available.
- Students on the waitlist will be called one time. If there is no response after three days, they will be dropped from the waitlist.
- Students dropped from the waitlist must re-register to rejoin the waitlist.
- Students may attend one of the other on-site locations if space is available.
- Students on a waitlist can attend the Online or In-person ESL Student Support Center (open lab) or class at another site.

NOCE Resources

Students may need other types of aid to continue their classes and be successful in their program.

NOCE is here for our students and proud to offer assistance in a variety of ways. For more details, visit: noce.edu/other-aid

Laptop Loan Distribution

If you need a laptop for your online ESL Program class, you can make a request:

- You must be enrolled in a course at NOCE for the current term.
- Visit: noce.edu/laptop to access the Laptop Loan Reservation Form via myGateway before the distribution event

Students must know their student ID number and password to log in.

If you need help accessing myGateway, contact StarHelp at: **714.808.4679** or starhelp@noce.edu.

Free WiFi is Available at All Three NOCE Centers Using eduroam

Eduroam (education roaming) grants you access to the Internet without having to log in every time! Following a one-time setup, connect to the “eduroam” wireless network anywhere on campus or anytime you visit an eduroam member institution, which includes several universities throughout the U.S. and the world. Learn more about eduroam at www.eduroam.org.

For more information, please visit our page at: noce.edu/wifi

If you need support, contact us at: StudentTechSupport@noce.edu

Undocumented Student Resources and Services

The NOCE Grads To Be Program provides various services to undocumented students. Our program recognizes how diverse the undocumented community is and the importance of focusing on our student's academic and personal needs. Questions? contact grads2b@noce.edu or 714.808.4682.

Scan the following QR code for more information about the Grads to Be Program. Or visit the website: noce.edu/grads2b



Scholarships and Other Aid



The NOCE Scholarship Program is designed to meet student needs and honor student achievement and leadership. NOCE celebrates students as they overcome obstacles while preparing for their future. NOCE has multiple ways available to help our students. We encourage students to look for the resources available to continue their education successfully.

Scan the following QR code for more information about the Scholarship Program. Or visit the website: noce.edu/scholarship



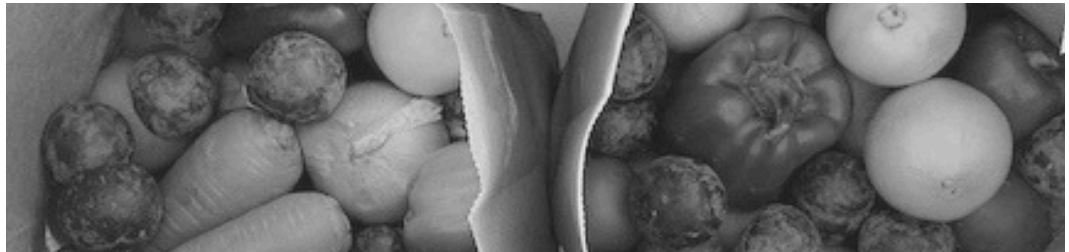
Food Pantry

NOCE provides students with non-perishable food, fresh produce, day-to-day necessities, and resource information at the Anaheim Campus Food Pantry, Room 156.

Scan the following QR code for more information about reservations, dates, and times. Or visit the website:



noce.edu/foodpantry



Mental Health Resources

All students who are 18 years or older and enrolled in at least one class at NOCCCD are eligible to take advantage of the ARISE Lab services.

At the ARISE Lab, students can receive counseling and instruction related to topics including:

- Executive functioning
- Skill-building for decision-making, problem-solving, social, and organizational success
- Understanding social cues
- Communicating with other students and faculty
- Listening to what their own physiology is saying (e.g. overwhelmed, frustrated, etc.)
- Requesting services and accommodations

Scan the following QR code for more information about the ARISE Lab. Or visit the website: noce.edu/arise



Bus Passes Through OCTA

The Orange County Transportation Authority (OCTA) provides bus service to each of our three NOCE Centers. Bus passes are available at any NOCE Center at the Admissions and Records Office for students enrolled for a minimum of nine hours per week. 30-day passes are also available for the following students:

Disabled Students – (cost is \$22.25): To get a disabled pass, the student must be pre-approved by OCTA first.

Senior Students – (cost is \$22.25): To get a bus pass for seniors, students must be 60 years of age or older.

All Other Students – (cost is \$69.00): To get a 30-day bus pass, visit the NOCE Admissions and Registration Office and be enrolled for a minimum of nine hours per week. Passes are sold year-round.

For more information, call 714.636.7433.



Helping Hands Clothing Closet

Students getting ready to graduate can select an outfit to interview and an additional work outfit at the **NOCE Helping Hands Clothing Closet**. A variety of sizes for both men and women are available. Additional accessories at the Clothing Closet include shoes, work bags/purses, jewelry, scarves, etc.

The NOCE Helping Hands Clothing Closet is open to both men and women. To schedule an appointment, please contact: **Denise Mora, Career Resource Center Coordinator** at **714.808.4619** or **careerhelp@noce.edu**.

Parking

For more information about parking and/or getting a parking pass, contact StarHelp at: **714.808.4679** or **starhelp@noce.edu**

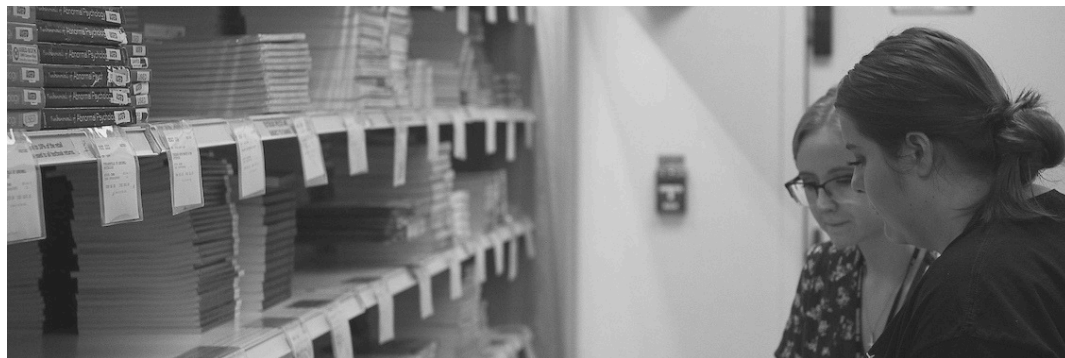
Scan the QR code or visit our website at: **noce.edu/parking**



Bookstore / Textbooks

The NOCE bookstore is operated by Fullerton College and students can purchase books online. For more information or to purchase textbooks, visit **noce.edu/textbooks** and click “textbooks” at the top. Enter your Banner ID or shop by courses. If you “Shop by Courses,” you can select either the “Anaheim Campus” bookstore to order your books.

Scan the QR Code or
visit our website at:
noce.edu/textbooks



ESL General Line

Questions about your ESL Program classes or resources, contact us at:

Phone: **714.808.4638**

Text Messages: **(714) 497-1523**

E-mail: **ESL4ALL@noce.edu**

Website: **noce.edu/esl**



NOCE StarHelp

Questions about other NOCE programs, registration, or resources? Contact StarHelp at:

Phone: **714.808.4679**

Email: **starhelp@noce.edu**

Counseling Office

Define your education plan. Get academic counseling. Make an easier transition to college and reach your educational goals! NOCE Counseling and Student Services are here to help!

Phone: **714.808.4682**

Email: **counseling@noce.edu**

Website: **noce.edu/counseling**



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 Admissions and Records Office. 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 Admissions and Records Office or faxing 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.

The NOCE Admissions and Records Office staff members, StarHelp, are available to help you. If you have any questions or need assistance, contact StarHelp at **714.808.4679** or e-mail **starhelp@noce.edu**.

Scan the QR code and check the NOCE website for more information, at: noce.edu/admission



Campus Safety

NOCE is committed to providing a safe campus environment for its students, faculty, staff, and visitors. Contact these numbers if you need any assistance from a Campus Safety Officer:

- **Anaheim Campus: 714.808.4911**
- **Cypress Center/Cypress College: 714.484.7387**
- **Wilshire Center/Fullerton College: 714.992.7777**

Sexual Harassment and Discrimination

Title IX is a federal law that prohibits discrimination on the basis of sex and gender in any educational program.

- Title IX prohibits discrimination on the basis of sex and gender, sexual harassment, and sexual assault in any educational setting. Sexual assault includes rape, domestic violence, dating violence, and stalking.
- NOCE and NOCCCD have established procedures for reporting and assisting victims.

Instances of sexual harassment or discrimination should be reported to the NOCE Title IX Coordinator at **714.808.4660**.

For additional information, please, scan the QR code and review the NOCCCD information on sexual assault/misconduct, or visit the website:

noce.edu/safety



Family Educational Rights and Privacy Act (FERPA)

FERPA was established to "...assure [students and the] parents of students...access to their education records, and to protect such individual's right 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."

For detailed information, scan the QR code, visit any NOCE Admissions and Records Office, the ESL Learning Centers, or the website:

noce.edu/academic-policies



COVID-19 Information

Effective January 1, 2023, as adopted by the NOCCCD Board of Trustees:

NOCE strongly recommends COVID-19 vaccines and boosters for all students and employees.

NOCE strongly recommends that people wear masks to protect themselves and others.

Mandates are no longer in effect as of January 1, 2023.



For more information, visit noce.edu/vaccine

Or scan the QR code or contact StarHelp at 714.808.4679 or starhelp@noce.edu



Off-Site Registration

- Contact the ESL Program Office to schedule a registration appointment: 714.808.4638 or ESL4ALL@noce.edu.

Appointments are available in-person at Anaheim Campus or online to assist you with the next steps:

- **Application** to NOCE (CCCApply) to get your **Student ID** number
- **Registration**
- **Orientation** (on-site)

Placement Test

- Students will complete the Placement Test in class or online with a proctor.
- 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).

Counseling

ESL students may schedule one-to-one counseling appointments during counselor visits at their community site or schedule appointments at an on-site NOCE Center.

CASAS Testing

Students will complete CASAS testing in class (Pre-test & Post-test).

EL Civics

Multilevel and Family Literacy classes will complete two EL Civics objectives each term.

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 Admissions and Records Office. Name changes will require a photo ID with the new name. Contact StarHelp at 714.808.4679 or starhelp@noce.edu.

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