

English as a Second Language
& Citizenship Program

Student Handbook

FALL 2026



Call: (714) 808-4638



Email: ESL4ALL@noce.edu



Text: (714) 497-1523

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Mission, Vision, Values and Accreditation

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](http://noce.edu/our-purpose) or noce.edu/accreditation

Counseling information

How to Make a Counselor Appointment

Counseling and Student Services is offering in-person and remote support.

Advanced appointments for in-person counseling are recommended.

- We recommend you call ahead before your visit to confirm hours and staff availability.
- Walk-ins are welcome on a first-come, first-served basis when staff are available.

Students can call **(714) 808-4682** or e-mail **counseling@noce.edu** to make an appointment with a counselor or for orientation assistance.



1. As a new student, you will make a Student Educational Program Plan (SEPP) during your first visit. We will help you make a plan and answer your questions.
2. Near the end of your program, meet with a counselor. You may need to complete an Application for Program Completion form. We will help you plan your next step, like college or a job

Anaheim Campus	Wilshire Center	Cypress Center
Monday -Thursday: 8 a.m.- 7 p.m.	Monday - Wednesday: 8 a.m.- 5 p.m.	Monday- Tuesday: 8 a.m.- 5 p.m.
Friday : 8 a.m. - 4 p.m.	Thursday- Friday: Remote	Friday: Remote
Second Floor, Room 215	TE 2, Room 207	Building 100, Room 112

Admissions and Records Services

If you have questions about NOCE courses and services, applying to become a student, registering for classes, updating your address, email, name, phone number or transcripts, contact admissions and records or visit them in person.

Anaheim Campus/ Admissions and Records

Anaheim Campus
1830 W. Romneya Drive,
Anaheim, CA 92801
2nd Floor

Monday - Thursday:
8 a.m. - 7 p.m.
Fridays: 8 a.m. - 4 p.m.

(714) 808-4679
starhelp@noce.edu



Cypress Center/ Admissions and Records

NOCE Cypress Center
9200 Valley View Street
Cypress, CA 90630
Building 18, Room 100

Monday - Thursday:
8 a.m. - 7 p.m.
Fridays: 8 a.m. - 4 p.m.

(714) 808-4679
starhelp@noce.edu



Wilshire Center/ Admissions and Records

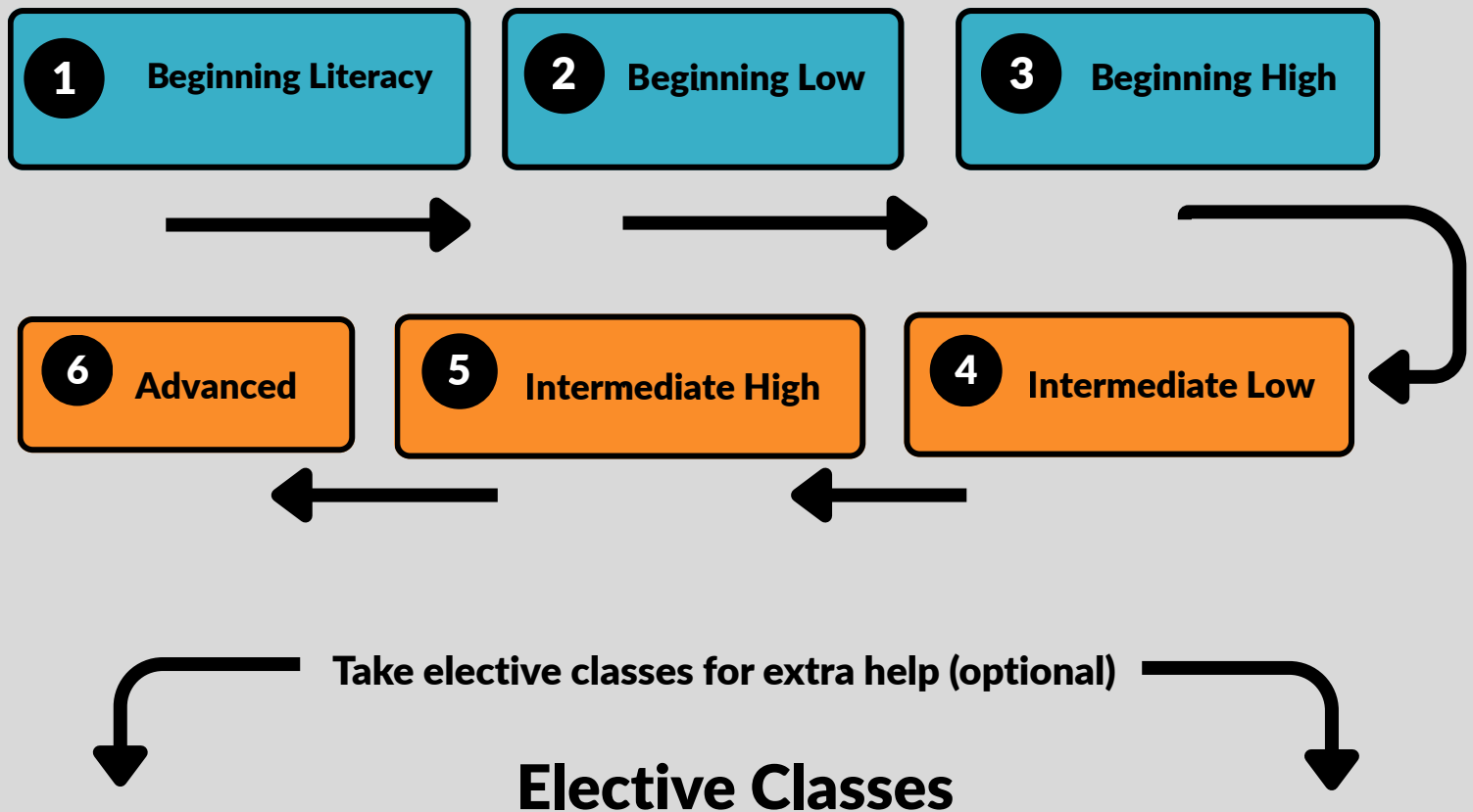
NOCE Wilshire (Fullerton)
Center
315 E. Wilshire Ave
Fullerton, CA 92832
Building 300

Monday - Thursday:
8 a.m. - 7 p.m.
Fridays: 8 a.m. - 4 p.m.

(714) 808-4679
starhelp@noce.edu



ESL Class Levels and Elective Classes



Beginning Literacy to Beginning High

- ESLA 180- ESL Reading Skills
- ESLA 182- ESL Speaking Skills
- ESLA 185- ESL Writing Skills
- ESLA 222- ESL Grammar Skills
- ESLA 225- ESL Vocabulary Review

Intermediate Low to Advanced

- ESLA 181- ESL Reading Skills
- ESLA 183- ESL Speaking Skills
- ESLA 186- ESL Writing Skills
- ESLA 223- ESL Grammar Skills
- ESLA 226- ESL Vocabulary Review

Core & Specialty Certificates

Pass the following classes and earn a certificate

CORE CERTIFICATES

Class	ESL Student Support Center	Certificate
Beginning Literacy	+ 12 HOURS	= Certificate of Completion
Beginning Low	+ 12 HOURS	= Certificate of Completion
Beginning High	+ 12 HOURS	= Certificate of Completion
Intermediate Low	+ 12 HOURS	= Certificate of Completion
Intermediate High	+ 12 HOURS	= Certificate of Completion
Advanced	+ 12 HOURS	= Certificate of Completion

SPECIALTY CERTIFICATES

Category	Class	Class	Certificate
ESL Grammar Review	ESLA 222- Grammar Review (Beginning)	+ ESLA 223- Grammar Review (Intermediate/Advanced)	= Certificate of Completion
ESL Speaking Skills- Beginning	ESLA 182- Speaking Skills	+ ESLA 222- Grammar Review OR ESLA 225- Vocabulary Review	= Certificate of Completion
ESL Speaking Skills- Intermediate/Advanced	ESLA 183 - Speaking Skills	+ ESLA 223- Grammar Review OR ESLA 226- Vocabulary Review	= Certificate of Completion
ESL Vocabulary Review	ESLA 225 - Vocabulary Review Beginning	+ ESLA 226- Vocabulary Review Intermediate/Advanced	= Certificate of Completion

Specialty & College/Career Certificates

Note: Students will only receive ONE Lifetime Specialty Certificate.

SPECIALTY CERTIFICATES

Category	Class	ESL Student Support Center	Certificate
ESL Specialty Courses Beginning	Pick one class (beginning level) <ul style="list-style-type: none"> • ESL Reading Skills • ESL Speaking Skills • ESL Writing Skills • ESL Grammar Skills • ESL Vocabulary Review 	+ 12 HOURS	Certificate of Completion
ESL Specialty Course Intermediate/Advanced	Pick one class (intermediate/Advanced level) <ul style="list-style-type: none"> • ESL Reading Skills • ESL Speaking Skills • ESL Writing Skills • ESL Grammar Skills • ESL Vocabulary Review 	+ 12 HOURS	Certificate of Completion

College and Career Pathway Certificates

Category	Class	Class	Certificate
ESL for Academic Success I	ESL for Academic Success: Reading and Writing I	+ ESL for Academic Success: Listening and Speaking I	= Certificate of Completion
ESL for Academic Success II	ESL for Academic Success: Reading and Writing II	+ ESL for Academic Success: Listening and Speaking II	= Certificate of Completion
ESL College Success Skills	ESL College Success Skills: Reading and Writing	+ ESL College Success Skills: Listening and Speaking	= Certificate of Completion
ESL for Employment Part A	ESL for Work: Job Searches and Resume Writing	+ ESL for Work: Interview Preparation	= Certificate of Completion
ESL for Employment Part B	ESL for Work: U.S. Workplace Culture and Etiquette	+ ESL for Work: U.S. Workplace Operations and Financial Literacy	= Certificate of Completion

CASAS and EL Civics

Comprehensive Adult Student Assessment System (CASAS) Testing

The CASAS test checks your progress in your ESL class.

The results are sent to the government so the school can keep classes free.

- New students take a CASAS pre-test before starting classes.
- All students take a pre-test at the beginning of each term.
- After 40–70 hours of class, students take a post-test to see improvement in reading.
- If you need to stop classes early, tell your Assessment Specialist. You should take a post-test before you leave.
- On your test day, go to the Assessment Center or schedule an online test.

English Literacy (EL) Civics

EL Civics classes help students understand how to live and work in the United States.

- Students learn about government, school, jobs, banks, and healthcare.
- Students take tests in writing and speaking to show what they know about these topics.

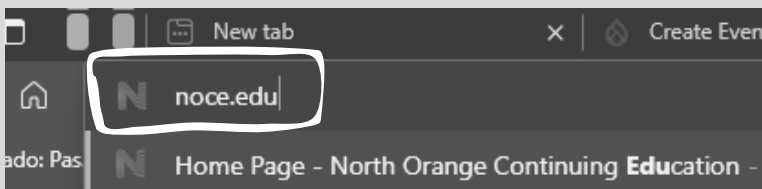
Satisfactory performance in CASAS and EL Civics tests allows NOCE to offer ESL Program classes and services for **FREE. Your participation is important for us.**



Canvas Sign-in

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.



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

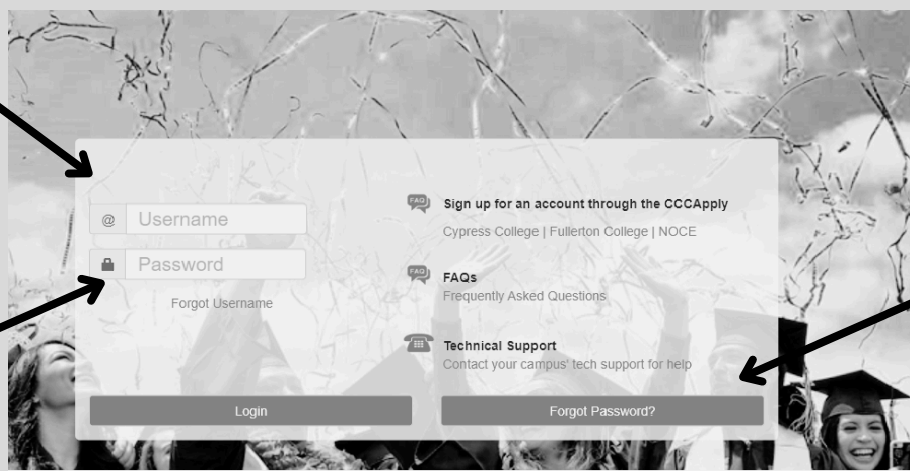


Step 3: Sign in to Canvas with your MyGateway ID – your Student Access Card number.

Note: IF THIS IS YOUR FIRST TIME, 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



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

Reset or create your myGateway Password

1

Open a web browser (Edge, Chrome, or Safari) and go to **Noce.edu**



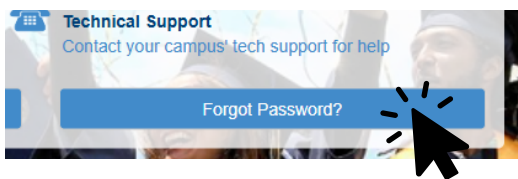
2

Click the **myGateway** icon at the top, or scroll to “Campus Tools” at the bottom



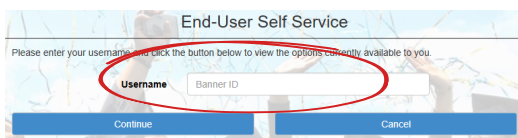
3

Click “**Forgot Password?**” Even if it’s your first time creating a password!



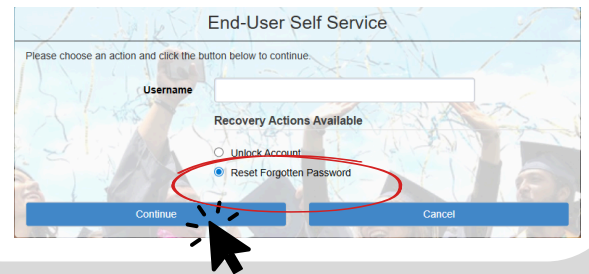
4

Enter your 8-Digit Student ID, then click **Continue**



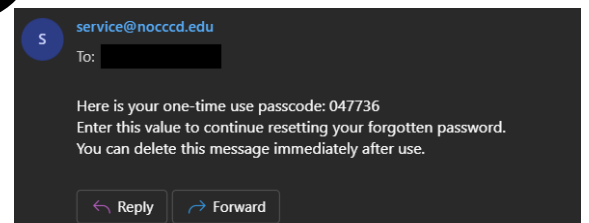
5

Select “**Reset Forgotten Password**” and click continue

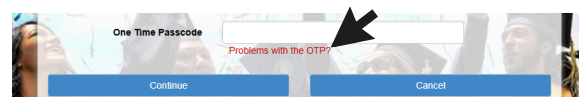


6

Check your email or phone for a 6-digit code



Can’t access it? Click “**Problems with the OTP?**”



For help, contact **Admissions and Records** (714) 808-4679 or **Student Technology Support** (714) 808-4706

7

Create a **new password** (10+ letters/characters) click **Continue**, and you’re ready to log in!

Cómo restablecer o crear tu contraseña de myGateway

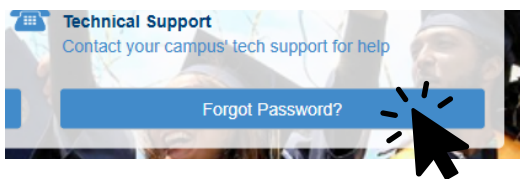
1 Abre un navegador web (Edge, Chrome o Safari) y dirígete a Noce.edu.



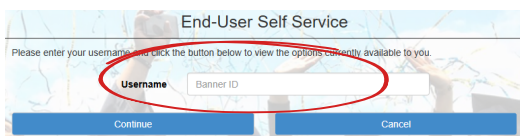
2 Haz clic en el icono de myGateway que está en la parte superior o desplázate hacia abajo hasta "Herramientas del campus" en la parte inferior.



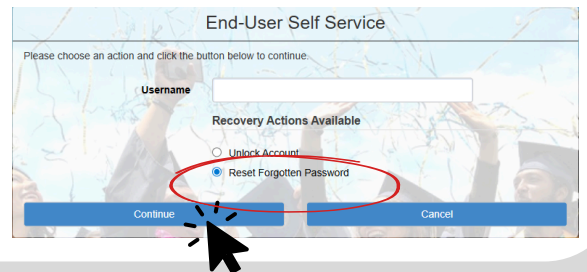
3 Haz clic en "¿Olvidaste tu contraseña?" ¡Incluso si es la primera vez que configuras una contraseña!



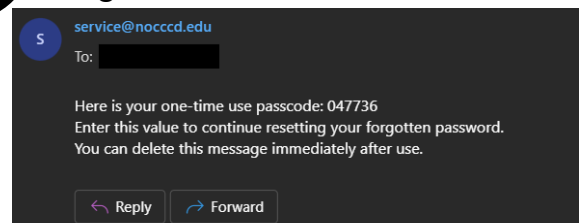
4 Introduce tu número de identificación de estudiante de 8 dígitos y luego presiona Continuar.



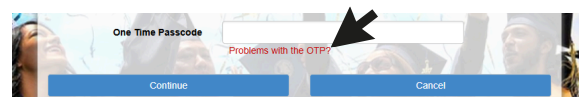
5 Seleccione "Olvidé mi contraseña" y haga clic en continuar.



6 Mira tu correo electrónico o tu teléfono para conseguir un código de 6 dígitos.



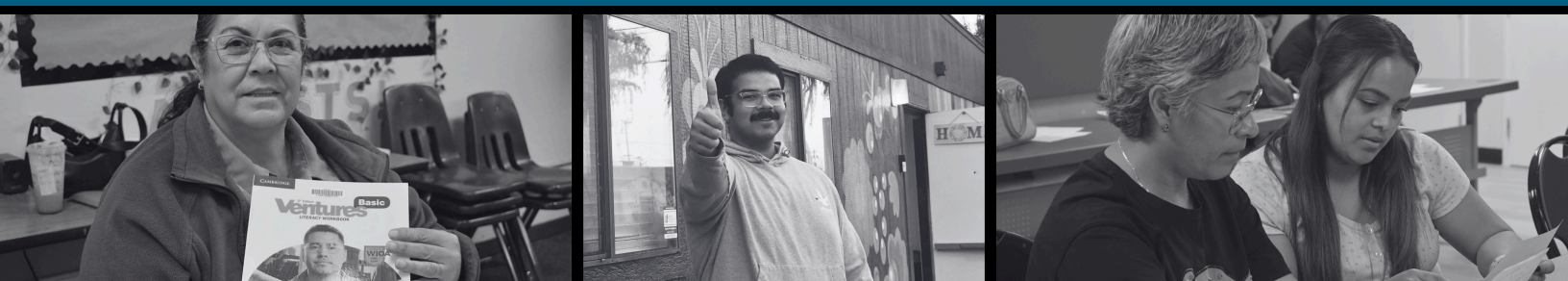
¿No puedes entrar? Haz clic en "¿Tienes problemas con el código OTP?".



Para recibir ayuda, puedes contactar a Admisiones y Registros al (714) 808-4679 o a Soporte de Tecnología Estudiantil al (714) 808-4706.

7 Crea una nueva contraseña (de 10 o más letras/caracteres), haz clic en Continuar y ¡listo para iniciar sesión!

ESL Off-site Locations



FREE ESL classes! Morning and Evening options available, Monday to Thursday!

City of Anaheim

Location	Address
Anaheim High school	811 W Lincoln Ave, Anaheim, CA 92805
Dale Junior High School	900 S Dale Ave, Anaheim, CA 92804
Downtown Anaheim Community Center	250 E Center St, Anaheim, CA 92805
Higher Ground & Family Services	1535 E Broadway, Anaheim, CA 92805
Loara High School	1765 W Cerritos Ave, Anaheim, CA 92804
Magnolia High School	2450 W Ball Rd, Anaheim, CA 92804

City of Buena Park

Location	Address
Carl E. Gilbert Elementary	7255 8th St, Buena Park, CA 90621

City of Fullerton

Location	Address
Valencia Park Elementary	3441 W Valencia Dr, Fullerton, CA 92833
Woodcrest Elementary	455 W Baker Ave, Fullerton, CA 92832

City of Placentia

Location	Address
Ruby Drive Elementary	601 Ruby Dr, Placentia, CA 92870
Topaz Elementary	3232 Topaz Ln, Fullerton, CA 92831

City of La Habra

Location	Address
Washington Middle School	716 E La Habra Blvd, La Habra, CA 90631

ESL Career Pathways

Personal Care Aide

Become an essential part of the healthcare team! Learn skills to care for others in a home or facility setting while building your English proficiency work.

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

Students must commit to the full 16 weeks for 12 hours each week. Only one absence per PCA class is allowed.



ESL Career Pathways

Office Assistant

This program welcomes ESL students with Intermediate High writing skills or above. This course which requires 12 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 16 weeks for 12 hours each week.

3 hours of weekly required externship hours during the last 9 weeks of the semester



ESL Student Support Center



What Can I Do at the ESL Student Support Center?

The ESL Student Support Center helps students practice English.

Students can practice:

- Speaking, listening, reading, and writing
- Grammar, pronunciation, and vocabulary

Students can also:

- Improve computer skills
- Review what they learned in class

The center offers computer programs such as Azar and Rosetta Stone to help students study on their own.

Learn at your own pace

The center has flexible hours. Teachers are there to help you.

Technology help

Students can get help with online classes and creating an email.

Work with other students

Students can join small group activities to practice English and talk with others.

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.
- OTP (One Time Passcode)
- Campus WiFi Assistance.

Need technical support?

StudentTechSupport@noce.edu

Location (Anaheim Campus):	Days and Times
2nd floor, Room 215 1830 W. Romneya Dr. Anaheim, CA 92801	Monday to Thursday: 9 a.m. - 7 p.m.

NOCE Resources

Food Pantry

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

Address:

1830 W. Romneya Drive, Anaheim, CA 92801

Tuesdays & Wednesdays:

10 a.m. - 1 p.m. and 4 p.m. - 6 p.m.



Book Award

This program supports students enrolled in NOCE noncredit programs that require books.

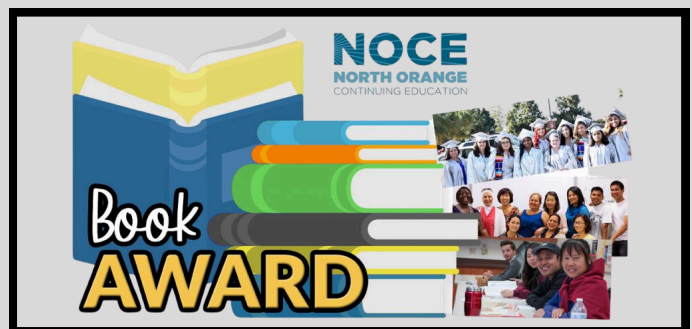
Awards are provided as bookstore credit at the Fullerton College Bookstore to help cover required books, access codes, and other instructor-required course materials available for the current semester.

Award amounts are based on course enrollment, the cost of required materials, and available funding

For more information, visit: noce.edu/BookAward

Email: bookawards@noce.edu

Call: (714) 808-4682



NOCE Resources Continued..

Aspire Attire Lounge

NOCE students can make an appointment at the Aspire Attire Lounge at the Anaheim Campus to select a career-ready outfit to prepare them for the workplace.

- Get professional clothes
- Get workplace-ready
- Free for any NOCE students

Clothing such as shirts, blouses, blazers, suits, pants, and skirts is available in a range of sizes for men and women. In addition, a limited number of accessories are also available, including shoes, briefcases/work bags, scarves, and jewelry.



Address:

NOCE Anaheim Campus
1830 W. Romneya Drive, 5th Floor, Room 505-B
Anaheim, CA 92801

Grads to Be Program

Supports undocumented students by providing a safe environment, free legal help, financial aid, and programs for academic and personal success

- Helps students with school and personal life
- Gives guidance, support, and community
- Student club (NOCE United) helps students feel connected
- Free legal aid (help from lawyers)
- Scholarships (money for school, no citizenship required)
- California Dream Act funding (helps pay for school)



NOCE Policies

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.”

Notes

ESL Contact Information and Locations

Anaheim Campus/ ESL Department

Anaheim Campus
1830 W. Romneya Dr.,
Anaheim, CA 92801
7th Floor

Monday – Thursday:
8 a.m. – 8:30 p.m.
Fridays: 8 a.m. – 4:30 p.m.

Call: (714) 808 -4638
Text: (714) 497-1523
Email:
ESL4ALL@noce.edu



Cypress Center/ ESL Department

NOCE Cypress Center
9200 Valley View Street
Cypress, CA 90630
Building 12, Room 202

Monday – Thursday:
9 a.m. – 2 p.m.
4:30 p.m. - 8:30 p.m.

Call: (714) 808 -4638
Text: (714) 497-1523
Email:
ESL4ALL@noce.edu



Wilshire Center/ ESL Department

NOCE Wilshire
(Fullerton) Center
315 E. Wilshire Ave
Fullerton, CA 92832
Building 300

Monday – Thursday:
8 a.m. – 1 p.m.
4:30 p.m. – 8:30 p.m.

Call: (714) 808 -4638
Text: (714) 497-1523
Email:
ESL4ALL@noce.edu

