



*Non-credit English Language Learners (ELL) Program*

**Student Handbook: The purpose of this handbook is to provide perspective and current students with an overview of our ELL program.**



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# About our ELL Program at DMACC (Des Moines Area Community College)

Noncredit ELL courses consist of English instruction for anyone 18 years or older. We offer courses starting at a basic level all the way through an advanced level. Each level of class covers the four skills of listening, speaking, reading, and writing as well as improving pronunciation and building vocabulary. The primary goal of each course is to teach the ability to communicate in English according to the situation, purpose, and roles of the participants. The CASAS (Comprehensive Adult Student Assessment System) is used to test the students' English reading and listening skills and to place them in the appropriate class level.



# How to enroll in ELL classes?

## Step 1. Sign up for a testing/registration appointment

There are three easy ways to sign up:

- Online: <https://www.dmacc.edu/ell/Pages/welcome.aspx>
- Phone: (515)-697-7762
- In-person: Urban Campus (1100 7th Street, Des Moines, IA 50314) Building #3



## Step 2. Exam

When you sign up, you will pick a date and time to take a reading test to determine your English reading skills:

- Offered at various locations and times:
  - Urban Campus
  - Southridge Center
  - Ames Hunziker Center
  - Perry VanKirk Center
  - Oakridge Neighborhood
  - Shalom Covenant Church
  - West Campus



### Step 3. Class

After successful completion of registration and the exam, staff will assign you a class at the time of your convenience.

- Classes are offered as follows:

Days of the Week	Times
	8:15am – 10:15am
Monday – Thursday (online and face to face)	10:30am – 12:30pm
	6:00pm – 8:30pm

- If your class is online, a Zoom link will be provided to you before the start date of your class.

### Step 4. Post-test

By the end of your class session if you attended to at least 40hr of class time you are required to take a post test to evaluate your progress in our program.

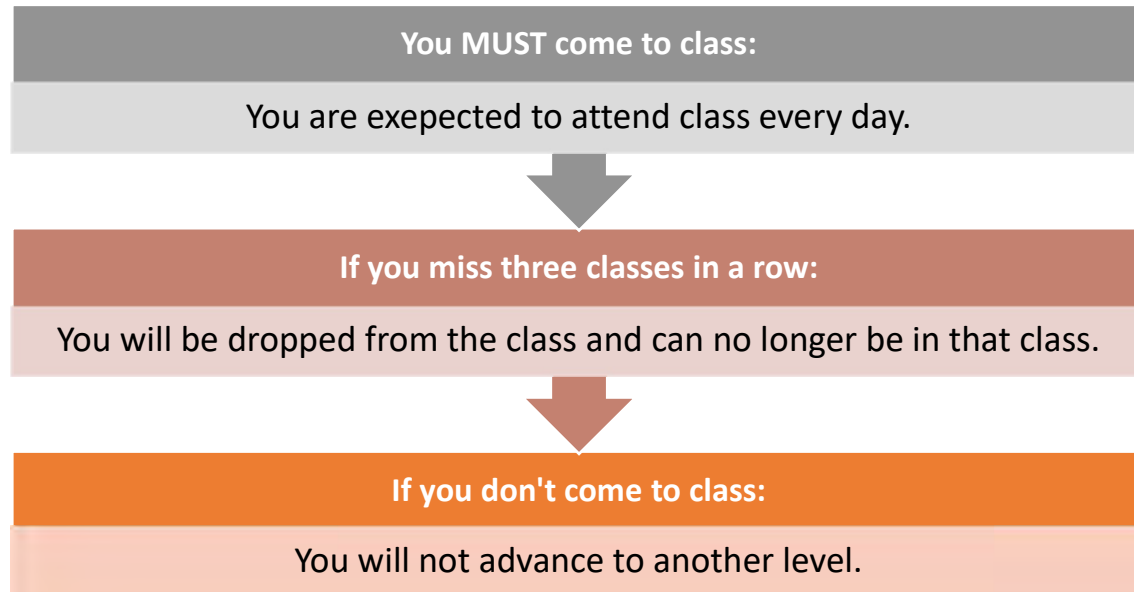


# Student Expectations

Our program has student expectations that include an attendance policy and participation in testing.

## Attendance Policy:

Our attendance policy is simple.



## Testing:



### Taking a test is a requirement:

- Everyone that enters our program is required to take a test.
- Required to test at the end of class.
- Testing is typically done at DMACC.



### Pre-Test

- Is a reading test done as part of our registration process so you are placed in the correct level of class. A listening pre test is also given during the first few weeks of class.



### Post-Test

- Is a test that is given when a student has attended a minimum of 40 hours of instruction. It is usually given the final week of class each session.

# How to use Burlington English

Burlington English is the software instructors will use in the class and it is extremely important that you know these steps before class starts.

[Click here](#)- To access our instructions on how to use Burlington English.

OR

**Scan the QR.** To access our instructions on how to use Burlington English



# DMACC Non-Credit ELL Advisors.

We are proud to offer ELL Advisors: This person is trained to help you with the next steps in your academic and professional career.



*Ask your teacher to help you make an appointment with an ELL Advisor*

## What does an ELL Academic Advisor can help me with?

### Transition

- Help you set goals and transition from ESL program to pathways, certificates or additional training.

### Overcome Barriers

- Help you get connected with community resources.

### Student Resource

- Help you develop resumes, interviewing and networking skills.



# What to expect after finishing the ELL Program.

After finishing the ELL program, you can choose [multiple pathways](#):



## High School Completion Program

- Obtain your High School Diploma



## Workforce Training Academy

- Short term trainings to obtain a better job



## Enroll in DMACC Credit Courses

- Pursue a degree at DMACC or another institution.

# Who can I contact if I need help?

Service	Number	Email	Things that we can help with.
Security Department			
Tech Support			<ul style="list-style-type: none"> <li>➤ DMACC email and password.</li> <li>➤ Blackboard issues.</li> <li>➤ myDMACC issues.</li> </ul>
ELL Coordinator -John Windheuser			<ul style="list-style-type: none"> <li>➤ ELL Registration appointments.</li> <li>➤ Student Information (900#, email, test scores).</li> <li>➤ Change classes</li> </ul>
ELL Consultant -Deb Sheehy			<ul style="list-style-type: none"> <li>➤ Information/Assistance with DMACC ELL in Ames, Perry, Newton, and Hope+Elim</li> </ul>
ELL Consultant - Lori S. Rice			<ul style="list-style-type: none"> <li>➤</li> </ul>
ELL Student Support Services -Pedro Salazar			<ul style="list-style-type: none"> <li>➤ appointments.</li> <li>➤ Student Information (900#, email, test scores).</li> <li>➤ Change classes.</li> </ul>
Lutheran Services in Iowa			
ELL Academic Advisor -Tim Baucum			<ul style="list-style-type: none"> <li>➤ Set professional and</li> <li>➤ Plan next steps after the</li> </ul>
ELL Academic Advisor -Zachary Kostka			<ul style="list-style-type: none"> <li>➤ Find community resources</li> <li>➤ Help navigate the</li> </ul>
ELL Academic Advisor -Ivon Mihura			<ul style="list-style-type: none"> <li>➤ credit classes.</li> </ul>

# Follow us on Facebook.

Facebook: : <https://www.facebook.com/DMACCELL>



Website: [Noncredit ELL \(dmacc.edu\)](http://dmacc.edu)



# FAQS



## What locations offer classes?

Face-to-face classes are typically offered at:

- Urban Campus (1100 7th Street, Des Moines, IA 50314)
- Evelyn K Davis Center for Working Families (1171 7th St, Des Moines, IA 50314)
- Southridge Center (1111 E. Army Post Road, Des Moines, IA 50315)
- Ames Hunziker Center (1420 S. Bell Avenue, Ames, IA 50010)
- Perry VanKirk Center (1011 2nd Street, Perry, IA 50220)
- Oakridge Neighborhood (1401 Center Street, Des Moines, IA 50309)
- Shalom Covenant Church (7605 Aurora Ave, Urbandale, IA 50322)
- West Campus (5959 Grand Ave, West Des Moines, IA 50266)

## What levels of class are available?

There are six levels of non-credit ELL offered: Basic, Low Beginning, High Beginning, Low Intermediate, High Intermediate and Advanced.

## How do I sign up for classes?

A registration appointment link will appear on [this website](#) before the start of our session.

Once the link is available, click on the link, select a location/date/time for your registration appointment, and then fill out a little bit of information about yourself. This reserves a testing/registration appointment for you.

If you do not feel comfortable using a computer or if you need assistance, you can also come to Building 3 at Urban Campus during our office hours or call us at 515-697-7762. We can help you to make your testing appointment.

At your registration appointment, you will take a short reading test to find your class level. After you finish with your test, you will talk with a DMACC staff member about your schedule and register for a class.

## How much do classes cost?

Classes are free. Our classes utilize an “online textbook” called Burlington English and it is also free. Your teacher will talk to you about Burlington English during the first week of class and provide you with a username and password.

## Do I have to attend every class?

We understand that sometimes students need to miss class for appointments, sick children, illness, vacation, etc. However, you should try to come to class as much as possible and, if you need to miss class, please tell your teacher. If you miss three days of class in a row and have not

told your teacher that you will be gone, you will be dropped from the class. You will not be able to come back to class until the next session.

### **Can I bring my kids to class?**

Unfortunately, DMACC does not provide childcare and children are not allowed in the classrooms. We also do not allow children to wait outside of classrooms while you are studying. Please make adequate childcare arrangements before coming to your class.

### **How do I progress through the program?**

Students are assessed with the Comprehensive Adult Student Assessment Systems (CASAS) reading and listening tests and with formal and informal in-class assessments carried out by instructors. Students move through the program (move up through the different levels of classes) based on their test scores and the recommendations of instructors. It is not uncommon for students to take the same level of class several times.

### **What can I do when I finish the program?**

[Multiple pathways](#) are available upon completion of the ELL Non-Credit Program including:

- HiSET (High School Equivalency Test) classes
- Credit classes at DMACC (including credit ELL classes)
- DMACC Workforce Training Academy

Welcome to our program, we  
are excited to help you  
throughout your journey.