American Pre-Academic and Professional ESL (APPE) offers courses for students whose first language is not English. Courses include instruction in reading, writing, speaking, listening, grammar, pronunciation, and vocabulary. APPE courses range from beginning through advanced levels.

Testing for new students begins
May 16, 2018
See page 3 for more information.

APPE Placement Office
240-567-7262
Is this the right program for you?

There are three ESL Programs for adult learners whose first language is not English.

<table>
<thead>
<tr>
<th>AEBSCC</th>
<th>APPE</th>
<th>ELAP</th>
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<tbody>
<tr>
<td>Adult ESOL and Basic Skills for College and Careers program</td>
<td>American Pre-Academic and Professional ESL program</td>
<td>English Language for Academic Purposes Program (Academic English)</td>
</tr>
<tr>
<td><strong>Most Basic</strong></td>
<td><strong>Most Advanced</strong></td>
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</tbody>
</table>

**Adult ESOL (AELG)**
This program is for you if you want:
- English for life, work, and the community
- to learn to read in English
- basic skills development
- English to prepare for specific jobs or job-training programs in healthcare, customer service, building trades, and technology

**AEBSCEC programs also offer:**
- computer literacy classes
- preparation classes for a highschool diploma
- preparation for the US Citizenship test
- ESL and job training for refugees and asylees

**Placement test:**
CASAS tests or other tests
Depending on the class or program, there may be additional entrance requirements

**Locations:**
Many sites throughout Montgomery County

**Tuition?**
Most are free—varies by program and class

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**This program is for you if you want:**
- to work on your reading, writing, grammar, vocabulary, listening, and speaking skills
- help in building a strong foundation for academic English
- to improve your English to prepare for the Accuplacer ESL
- to take a TOEFL preparation course

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**This program is for you if you want:**
- classes that focus on English for academic purposes
- to study for a degree and take some credit courses while working on your English language skills within an academic context
- classes higher in level than most courses in the other two English language programs

**Placement test:**
ESL Assessment (ESLA) or Accuplacer ESL Test and Writing Sample

**Locations:**
Rockville Campus and Takoma Park/Silver Spring Campus

**Tuition?**
Yes

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**Placement test:**
Accuplacer ESL Test and Writing Sample

**Locations:**
Germantown, Rockville, and Takoma Park/Silver Spring Campus

**Tuition?**
Yes
Financial aid may be available

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Customer Service: 240-567-5188
How to Register for Classes

New Students
You must take the WD&CE English as a Second Language Assessment (ESLA). Test dates are listed below. No appointment is necessary for the test. Test results and placement information are given by appointment.

Returning Students
Bring your Instructor Placement form to Room 220, Campus Center, Rockville Campus, or to any of the registration sites listed below. This form was provided to you by your instructor after the end of your last class. If you do not pass a class with a grade of A or B after 3 times, you cannot take it again without special permission.

Degree-Seeking Students
If you took the Accuplacer ESL and placed into Workforce Development & Continuing Education, call Rockville at 240-567-7262 or Takoma Park/Silver Spring at 240-567-5611 for a counseling appointment. Bring your ESL Accuplacer test scores to the appointment. If you already have a Counselor Placement form, you may use that form to register. You do not need to see a counselor.

If you are interested in the credit program, call 240-567-5045 for more information.

Remember…you MUST register in person.
You CANNOT register on-line, by fax, or by mail.

<table>
<thead>
<tr>
<th>Placement Testing Dates</th>
<th>Registration Locations</th>
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<tbody>
<tr>
<td><strong>Rockville Campus</strong></td>
<td><strong>You must have a placement form to register.</strong></td>
</tr>
<tr>
<td>Please come to Room 220 on the 2nd floor of Campus Center at one of the following times:</td>
<td>You may register any time before classes begin.</td>
</tr>
<tr>
<td>Monday  5/21  6:30 p.m.</td>
<td>Courses are first-come, first served. Register early to make sure there is space in the course.</td>
</tr>
<tr>
<td>Thursday  5/24  10:30 a.m.</td>
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</tr>
<tr>
<td>Tuesday  5/29  10:30 a.m.</td>
<td><strong>Register at one of the following locations:</strong></td>
</tr>
<tr>
<td>Wednesday  5/30  6:30 p.m.</td>
<td>• Rockville Campus: 220 CC (Campus Center)</td>
</tr>
<tr>
<td><strong>Takoma Park/Silver Spring Campus</strong></td>
<td>• Takoma Park/Silver Spring Campus: 230 CF (Cafritz Foundation Arts Center)</td>
</tr>
<tr>
<td>Please come to Room 230 on the 2nd floor of Cafritz Foundation Arts Center at one of the following times:</td>
<td>• Germantown Campus: 241 and/or 243 HS (Humanities and Social Sciences)</td>
</tr>
<tr>
<td>Wednesday  5/16  6:30 p.m.</td>
<td>• Gaithersburg Training Center: Room 400</td>
</tr>
<tr>
<td>Tuesday  5/22  10:30 a.m.</td>
<td>• Westfield South in Wheaton: Room 306*</td>
</tr>
</tbody>
</table>

**The test takes almost two hours.**
You will be asked to come back another day to get your test results and course placement level.

* Disability access for this leased site is on the same side as the movie theater entrance. For more information regarding disability access at the site, or if any individuals are facing accessibility issues anywhere in the Westfield South Center, please call 240-567-8841.
What classes do you want to take?

Pre-Academic ESL
In these classes you will work on reading, writing, and grammar skills. You will build your grammar foundation, learn reading strategies, build vocabulary, develop ideas in writing, and learn to edit your work. You will also learn about American academic culture.

You should take classes in this track if you—
- Want to take credit classes in the future; or
- Want to improve your job prospects; or
- Want to work on your reading and writing skills for your job.

Pre-Academic ESL Courses
- Reading and Writing 1
- Reading and Writing 2
- Writing and Vocabulary Skills
- Reading and Writing 3
- Writing Workshop
- Intermediate Writing
- Intermediate Writing 2
- Reading and Writing 4
- Reading and Writing 4 for Healthcare
- Reading and Writing 5
- TOEFL Preparation

General Communication
In these classes you will work on the ability to communicate in everyday, social, academic, and professional situations within American culture. You will build fluency in speech and listening comprehension. You will develop vocabulary and pronunciation skills.

You should take classes in this track if you—
- Need to improve your verbal skills to support your academic goals; or
- Are not planning on taking credit classes in the future, but want to improve listening and speaking skills in English.

General Communication Courses
- Communication Skills for English Language Learners 1
- Communication Skills for English Language Learners 2
- Communication Skills for English Language Learners 3
- Communication Skills for English Language Learners 4
- Communication Skills for English Language Learners 5
  - Conversation Workshop
  - Pronunciation for Advanced Beginning and Intermediate Students
  - Discussing Issues in Depth

Occupational ESL Courses
- Communication Skills for Professionals
  - ESL for Healthcare
  - Pronunciation for Professionals
  - Writing for Professionals

NOTE: Not all courses are offered every semester. Please see schedule for current course offerings.

APPE (ESL) Placement Offices

Rockville Campus
Room 204A
Campus Center (CC)
Phone: 240-567-7262
E-mail: ESL-Rockville@montgomerycollege.edu

Takoma Park/Silver Spring Campus
Room 230
Cafritz Foundation Arts Center (CF)
Phone: 240-567-5611
E-mail: ESL-Takoma@montgomerycollege.edu
Individualized Computer Laboratory
Study English in the computer lab at your own time and pace, concentrating on lessons that you choose. If you are enrolled in APPE ESL courses, you may use the lab without registering and paying for this course during the semester in which you are registered. Scheduled ESL classes meeting in the lab will receive priority seating. TWA

Course: ESL057
$80 + $70 fee = $150; NMR add $120

Rockville Campus 211 CC
CRN#: 13982 6/8-8/9
Lab is open 11 a.m. to 7 p.m. M,T,Th.
Lab is open 11 a.m. to 2:30 p.m. W,F
Lab is closed 7/4.

General Communication Courses

Communication Skills for English Language Learners 1
Learn to communicate in English about your daily life and needs. Improve speaking, listening and pronunciation, and increase basic vocabulary. TWA

Course: ESL187
$355 + $70 fee = $425; NMR add $225

Rockville Campus
CRN#: 13730 24 Sessions M,W,F
6/4-7/30 12:30-2:30 p.m. 215 SB
No class 7/4

Communication Skills for English Language Learners 2
Improve your listening comprehension and vocabulary while increasing your ability to communicate in daily situations in English. Practice pronunciation patterns and learn strategies to help better communicate in English. TWA

Course: ESL188
$355 + $70 fee = $425; NMR add $225

Rockville Campus
CRN#: 13731 24 Sessions M,W,F
6/4-7/30 12:30-2:30 p.m. 216 SB
No class 7/4

Communication Skills for English Language Learners 3
Improve your speaking, listening and pronunciation skills to communicate better in daily social and work situations. Learn strategies to start conversations in English and keep them going. TWA

Course: ESL190
$355 + $70 fee = $425; NMR add $225

Rockville Campus
CRN#: 13732 24 Sessions M,W,F
6/4-7/30 12:30-2:30 p.m. 004 SB
No class 7/4
CRN#: 13733 19 Sessions T,R
6/5-8/7 6:30-9 p.m. 212 CC
Last class on 8/7 meets 6:30-9:30 p.m.
CRN#: 13734 24 Sessions M,T,W,R,F
7/9-8/9 9:30-11:30 a.m. 117 SB
Communication Skills for English Language Learners 4
Improve your speaking, listening and pronunciation to communicate more effectively in English. Practice using English to solve problems and learn to select appropriate vocabulary and intonation to better communicate your intended message. Discuss past and current events. TWA

Course: ESL191
$355 + $70 fee = $425; NMR add $225

Rockville Campus
CRN#: 13735 24 Sessions M,W,F 6/4-7/30 12:30-2:30 p.m. 213 SB
No class 7/4
CRN#: 13736 19 Sessions T,R 6/5-8/7 6:30-9 p.m. 210 CC
Last class on 8/7 meets 6:30-9:30 p.m.
CRN#: 13737 24 Sessions M,T,W,R,F 7/9-8/9 9:30-11:30 a.m. 201 SB

Communication Skills for English Language Learners 5
Learn to participate more fully in discussions about life, work and current events by telling and listening to stories, giving detailed descriptions and using appropriate stress and intonation patterns. Learn to use English to deal with unexpected or stressful situations. TWA

Course: ESL192
$355 + $70 fee = $425; NMR add $225

Rockville Campus
CRN#: 13738 24 Sessions M,W,F 6/4-7/30 12:30-2:30 p.m. 201 SB
No class 7/4
CRN#: 13739 19 Sessions T,R 6/5-8/7 6:30-9 p.m. 205 CC
Last class on 8/7 meets 6:30-9:30 p.m.

Pronunciation for Advanced Beginning and Intermediate Students
Learn to better understand spoken English and to be better understood when speaking. Learn how to recognize and produce basic sound patterns of English. TWA

Course: ESL103
$225 + $65 fee = $290; NMR add $140

Rockville Campus
CRN#: 13718 12 Sessions T,R 6/12-7/19 7-9 p.m. 207 CC
CRN#: 13716 12 Sessions T,R 6/12-7/19 12:30-2:30 p.m. 215 SB

Pre-Academic Courses

Reading and Writing 1
For beginning students with some basic knowledge of English. Learn basic English grammar, write simple sentences and paragraphs, and read short simple texts. You will also practice speaking and listening. TWA

Course: ESL165
$505 + $90 fee = $595; NMR add $250

Rockville Campus
CRN#: 13719 27 Sessions M,T,R 6/5-8/6 6:30-9 p.m. 216 CC
Last class on 8/6 meets 6:30-9:30 p.m.
Reading and Writing 2
For high-beginning students who have already studied English and know some basic English vocabulary and grammar. Improve grammar knowledge, write paragraphs and read a book. This course is helpful if you are planning to take the Accuplacer ESL test. TWA

Course: ESL166
$505 + $90 fee = $595; NMR add $250

Rockville Campus
CRN#: 44082  34 Sessions  M,T,W,R,F
6/4-7/20  9:30-11:30 a.m.  206 SB
No class 7/4
CRN#: 13720  27 Sessions  M,T,R
6/5-8/6  6:30-9 p.m.  215 CC
Last class on 8/6 meets 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 44083  34 Sessions  M,T,W,R,F
6/4-7/20  9:30-11:30 a.m.
No class 7/4
CRN#: 13721  27 Sessions  M,T,R
6/5-8/6  6:30-9 p.m.
Last class on 8/6 meets 6:30-9:30 p.m.

Reading and Writing 3
For low-intermediate students who have already studied English in school. Review basic English verb tenses and practice writing well-developed paragraphs. Learn to use various reading strategies to help you understand texts. This course is helpful if you are planning to take the Accuplacer ESL test. TWA

Course: ESL168
$505 + $90 fee = $595; NMR add $250

Rockville Campus
CRN#: 44085  34 Sessions  M,T,W,R,F
6/4-7/20  9:30-11:30 a.m.  004 SB
No class 7/4
CRN#: 44084  34 Sessions  M,T,W,R,F
6/4-7/20  9:30-11:30 a.m.  215 SB
No class 7/4
CRN#: 13722  27 Sessions  M,T,R
6/5-8/6  6:30-9 p.m.  214 CC
Last class on 8/6 meets 6:30-9:30 p.m.

Takoma Park/Silver Spring Campus
CRN#: 44086  34 Sessions  M,T,W,R,F
6/4-7/20  9:30-11:30 a.m.
No class 7/4
CRN#: 13723  27 Sessions  M,T,R
6/5-8/6  6:30-9 p.m.
Last class on 8/6 meets 6:30-9:30 p.m.
**Reading and Writing 4**  
For intermediate students. Read, discuss and respond to readings in writing. Develop and practice skills needed for academic study in the United States. This course is helpful if you are planning to take the Accuplacer ESL test. TWA

**Course: ESL176**  
$505 + $90 fee = $595; NMR add $250

**Rockville Campus**  
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</table>

**Reading and Writing 5**  
For intermediate students planning to study in U.S. colleges and universities. Improve your ability to express your ideas more clearly and accurately in writing. Practice by writing multi-paragraph compositions in response to readings and discussions. This course is helpful if you are planning to take the Accuplacer ESL test. TWA

**Course: ESL223**  
$505 + $90 fee = $595; NMR add $250

**Rockville Campus**  
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**Takoma Park/Silver Spring Campus**  
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<td></td>
<td>Last class on 8/6 meets 6:30-9:30 p.m.</td>
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</table>
Writing—Intermediate Writing
Learn to write and edit well-developed paragraphs. Review basic grammar and punctuation. This course is helpful if you are planning to take the Accuplacer ESL test. TWA

Course: ESL184
$355 + $70 fee = $425; NMR add $225

Rockville Campus
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Writing—Intermediate Writing 2
Review writing and editing of well-developed paragraphs. Introduction to writing a multi-paragraph essay. This course is helpful if you are planning to take the Accuplacer ESL test. TWA

Course: ESL225
40 Hours
$355 + $70 fee = $425; NMR add $225

Rockville Campus
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Advanced English
Discussing Issues in Depth
Read, analyze and discuss current cultural and social issues while building vocabulary. Learn how to express and support your opinion, to agree and disagree with opinions of others respectfully in English. TWA

Course: ESL219
$355 + $70 fee = $425; NMR add $225

Rockville Campus
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</tbody>
</table>
APPE (ESL) Faculty Roster

Fernanda Aragone  
MA, American University; MA in TESL, Argentina

Sophia S.S. Ayub  
MA in TESL, University of Texas at San Antonio

Kara Blank-Gonzalez  
M.Ed, University of Maryland

Patricia Bone  
M.Ed, University of Maryland

Philip Bonner  
MS in Education, Johns Hopkins University

Vani Chauhan  
MA in TESOL, American University

Kelly de Albuquerque Mendonca  
MA in TESOL, American University

Rose Debenedetti  
MA in ESL, National Teachers College, Buenos Aires, Argentina

Agnes Dodge  
MA in Linguistics, Universidade Estadual do Ceara, Fortaleza, Brazil

Samikia East  
M.Ed in TESOL, University of Maryland

Jenny Elliott  
MA in ESL, George Washington University

Sharon Fields  
MA in TESOL, University of Maryland, Baltimore County

Mary-Ellen Friedland  
MEd in Adult Education and Training, Colorado State University

Miryong Galen  
MA in TESOL, Southern Illinois University at Carbondale

Annette Greene  
M.Ed in TESOL, Temple University; M.Sc. in Student Affairs and Higher Education, Indiana State University

Mary Mateus Gonzalez  
MA in TESOL, American University

Dara Hakim  
MA in TESOL, American University

William Kennedy  
MA in TESOL, School for International Training

Felisbertyn Kim  
M.Ed in Curriculum and Instruction (Second Language Education and Culture/TESOL), University of Maryland

Teresa Lew  
MA in TESOL, (Field-based Program) Azusa Pacific University

Jeremy Lignelli  
MA in Applied Linguistics in TESL, Inter American University of Puerto Rico

Molly Lunsford  
MA in International Relations, University of Chicago

Kathryn McDonnell  
MA in TESOL, American University

Stacey Meledandri  
M.Ed in TESOL, University of Maryland

James Miller  
BFA, University of North Carolina

Meg Moquete  
MA in TESOL and Bilingual Education, Georgetown University

Rose Nelan  
BA, Syracuse University

Domingo Nieves  
MA in TESOL, American University

A.J. O’Donnell  
MA, Millersville University

Sheila O’Neill  
BA, Connecticut College

Annie Jihyo Park  
MS in Educational Studies: ESOL, Johns Hopkins University  
MEd in Education Policy and Management, Harvard University

Alina Scheppke  
MA in TEFL, Kazan State Pedagogical University
APPE (ESL) Faculty Roster

Tiffany Shao  
MA in TESOL, American University

Patricia Simpson  
ESL training, Australian National University

Leigh Sours  
MA in TESOL, American University

Margarita Tartakovskaya  
MA in TESOL, Moscow State Pedagogical University

Viara Tcholakova  
MA, University of Pittsburgh; Graduate Certificate in ESOL

Janeth Andrea Veloza  
MA in TESOL, Fairfield University

Claire Wall  
MA in TESOL, American University

Gayle Weisbaum  
MA in TESOL, University of Maryland, Baltimore County

Kevin Wiseman  
M.Ed. in TESOL, University of Maryland

Miriam Zemen  
MA in TESOL, American University

Benefits of Being a Student in the APPE Program

When you register for one of our classes, you can:

Use our Computer Lab in Rockville (CC-211) for FREE

In the lab you can:

• Use English language learning websites and software
• Use websites for textbooks we are currently using in classes
• Get one-on-one tutoring
• Get practice opportunities for Accuplacer ESL
• Use Office 365 and internet browsers
• Find other resources for English practice
• Au pairs can accumulate hours in addition to the hours gained through coursework while enrolled
  (3 lab hours = 1 classroom hour)

Get a student ID card

Having this card with a current semester registration sticker lets you:

• Take Ride-On buses FREE within Montgomery County 24 hours a day, 7 days a week.
• Ride the MC shuttle between campuses (spring and fall semester only)
• Check out library books
• Use swimming pools

Go to the website for directions on getting a student ID card after registering:

http://cms.montgomerycollege.edu/edu/department2.aspx?id=12245

www.montgomerycollege.edu/wdce/esl.html
How to Read a Course Description

Course Name
Discussing Issues in Depth

Description
Read, analyze and discuss current cultural and social issues while building vocabulary. Learn how to express and support your opinion, to agree and disagree with opinions of others respectfully in English. TWA

Course Number

Course: ESL219

Tuition and Fees
$355 + $70 fee = $425; NMR add $225

Campus

Rockville Campus

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<th>CRN#</th>
<th># of Sessions</th>
<th>Days</th>
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<td>CRN#: 13740</td>
<td>16 Sessions</td>
<td>T,R</td>
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<th>Time</th>
<th>Room</th>
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<td>6:30-9 p.m.</td>
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FAQs
(Frequently Asked Questions)

Can I take your classes if I don’t know any English at all?
If you have never studied English and cannot speak or write at all, you should first take Adult ESOL classes at Montgomery College. Please visit www.montgomerycollege.edu/wdce/aelg for more information.

Do I need to register for the (ESLA) test?
No. If you show up on the published day at the time of the test, we will test you as long as we have enough room. We will test on a first come-first served basis, so it is a good idea to arrive a bit early.

Does it cost anything to take the test?
No. The test is free.

What will I be tested on?
The test has four parts: grammar, vocabulary, reading, and writing.

Will I receive my test results immediately?
No. You will come back for an appointment with a counselor who will give you your test results as well as an oral interview. We will also discuss options for classes with you. You should bring your visa information and payment to the counseling appointment if you would like to register for a class at that time.

What do I do if I missed all the testing dates?
You can contact the APPE (ESL) Placement Office. Depending on the time frame, we will either test you individually or advise you to come for the next testing dates.

How long are the test results valid?
They are valid for two years. However, if you think your English language level has changed, you should discuss this with a counselor.

Is the ESLA the same as the ESL Accuplacer?
No. The ESLA test is only for placement into the APPE (ESL) program in WD&CE. The ESL Accuplacer is for placement into the American English Language Program (AELP).

If I took the ESL Accuplacer, do I need to take the ESLA test?
No. You can bring your results to the APPE placement office, and we will help you.

When should I register for classes?
You should register two weeks before classes start so that you get the class you want.

How long will it take to finish the APPE (ESL) program?
There is no simple answer to this question. The answer depends on your English language background and your personal goals.

My FAFSA application was approved. Can I use it?
No. Unfortunately, you cannot use financial aid to pay for our program.
Montgomery College Rockville Campus
51 Mannakee Street • Rockville, MD 20850
240-567-5000

Montgomery College Takoma Park/Silver Spring Campus
7600 Takoma Avenue • Takoma Park, MD 20912
240-567-1300

Rockville Campus Legend of Buildings
(as of January 2016)

AR  Paul Peck Art Building
AT  Amphitheatre
CB  Counseling/Advising Building (Security Office)
CC  Campus Center (Cafeteria)
CH  Child Care Center
CS  Computer Science Building
GU  Gudelsky Institute
HU  Humanities Building
MK  Mannakee Building
MT  Macklin Tower
MU  Music Building
PA  Robert E. Parilla Performing Arts Center
PE  Physical Education Center
SB  South Campus Instruction Building (Welcome Center)
SC  Science Center
SV  Student Services Building
SW  Science West Building
TA  Theatre Arts Building
TC  Technical Center
TT  Interim Technical Training Center

Takoma Park/Silver Spring Campus Legend of Buildings
(as of January 2016)

CF  The Morris and Gwendolyn Cafritz Foundation Arts Center
CM  Catherine F. Scott Commons
CU  Cultural Arts Center
DC  Child Care Center
EG  East Garage (Parking)
FH  Falcon Hall (Physical Education)
HC  Health Sciences Center
MP  Mathematics Pavilion
NP  North Pavilion
P1  Pavilion One
P2  Pavilion Two
P3  Pavilion Three
P4  Pavilion Four
RC  Resource Center
SN  Science North Building
SS  Science South Building (Planetarium)
ST  Charlene R. Nunley Student Services Center (Cafeteria, Security Office)
WG  West Garage (Parking)
Students attending Montgomery College will pay tuition according to their residency. Available in the Montgomery College Catalog.

Residency Policy

You are eligible for a 50 percent tuition waiver. You must submit proof of such from the Adjutant General’s office. National Guard Tuition Waiver: Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for further information, please see the College’s website or ask your instructor. The College will always operate on its regular schedule unless otherwise announced. Changes to the College’s operational status will be communicated through the college website www.montgomerycollege.edu, the main phone number 240-567-5000, and the local radio and television stations. Montgomery College has an ALERT system which sends text and e-mail messages to registered users. For further information, please see the College’s website or ask your instructor.

Tuition Sponsorship by a Third Party
Each student is individually responsible for all of his/her tuition fees. If a third party such as, but not limited to, a federal, state, or municipal government agency agrees to pay these charges, the student is not relieved of his/her primary responsibility. In the event that such a third party fails to honor its agreement, Montgomery College reserves the right to bill the student directly.

Tuition Waiver
Only noncredit courses designated “TWA” tuition waiver applies in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration. Senior Tuition Waiver: Maryland residents 60 years or older by the start date of the class may have tuition waived. Disability Tuition Waiver: This waiver has been reinstated. Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html.

National Guard Tuition Waiver: If you are currently a member of the Maryland National Guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the Adjutant General’s office.

Refund Policy
Refunds are paid at 100 percent for courses administratively cancelled or dropped on or before the Refund Date printed on your registration confirmation. If you wish to drop a class, you can drop the class through MyMC, prior to the class start date, or by completing a Drop Form and submitting it by mail or fax as indicated on the form. Students can also drop class in person at Customer Service. ESL students desiring refunds after the refund date must speak directly with Annette Greene at 240-567-7262, or come to Campus Center 204A, Rockville Campus.

Transfer Policy
Students are generally not allowed to transfer to another course or course section once the course begins. On rare occasions such requests are permitted at the discretion of the program. Students with such requests should speak to the ESL learning and placement advisor in Rockville or the Takoma Park coordinators. In order to balance enrollment at the beginning of the course, the program may transfer students between course sections that meet at the same times.

Cashiers’ offices on the Rockville, Germantown, and Takoma Park/Silver Spring campuses; hours are 8:30 a.m.–1:00 p.m. and 2:00 p.m.–4:30 p.m., Mon–Fri. Parking: Students in courses lasting less than 15 days will receive a temporary parking permit. Students in longer courses must obtain a student parking permit by logging into MYMC. For more information please go to www.montgomerycollege.edu/parking.

Completed form with payment must be submitted in person at any of these Montgomery College registration areas:

Gaithersburg Business Training Center: 12 S. Summit Ave., # 400, Gaithersburg
Mon–Fri, 8:30 a.m.–9 p.m.; Sat, 8:30 a.m.–4 p.m.

Germantown Campus: Humanities and Social Sciences Building, Room 241 and/or 243
Mon–Fri, 8:30 a.m.–5 p.m.

Rockville Campus: 220 Campus Center
Mon–Thurs, 8 a.m.–7 p.m.; Fri, 8 a.m.–5 p.m.; Sat, 8:30 a.m.–noon

Takoma Park/Silver Spring Campus: 230 Cafritz Foundation Arts Center
Mon–Fri, 8:30 a.m.–5 p.m.

Westfield South: 11002 Veirs Mill Road, Suite 306, Wheaton
Mon–Thurs, 8:30 a.m.–9 p.m.; Fri, 8:30 a.m.–4:30 p.m.; Sat, 8:30 a.m.–4 p.m.

Note: Students will be enrolled in the order that registrations and payments are received. Early registration is advised. Payment is required at the time of registration and acknowledgement of registration will be given to the student at that time. Cash payments can only be made at the Cashiers’ offices on the Rockville, Germantown, and Takoma Park/Silver Spring campuses; hours are 8:30 a.m.–1:00 p.m. and 2:00 p.m.–4:30 p.m., Mon–Fri. Parking: Students in courses lasting less than 15 days will receive a temporary parking permit. Students in longer courses must obtain a student parking permit by logging into MYMC.

Registration Options

Refund Date

Refund Policy
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ESL students desiring refunds after the refund date must speak directly with Annette Greene at 240-567-7262, or come to Campus Center 204A, Rockville Campus.

There is a $25 invalid check fee charged each time a check is returned by a bank, including stop payments. The College reserves the right to refuse registration due to insufficient payment.

Disability Support Services
If you require services due to a disability, please call 240-567-7920 at least four weeks before class starts.

This publication is available in alternative formats upon request. Please contact Workforce Development & Continuing Education at 240-567-5188. Please allow four weeks.
REGISTRATION FORM
Workforce Development & Continuing Education
Please Print Clearly

**YOU MUST HAVE A PLACEMENT COUNSELOR’S APPROVAL BEFORE REGISTERING**

<table>
<thead>
<tr>
<th>College ID Number:</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Middle Initial</th>
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<tr>
<td>M 2</td>
<td>Month - Day - Year</td>
<td>☐ Female</td>
<td>☐ Male</td>
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<th>First Name</th>
<th>Middle Initial</th>
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<th>Address</th>
<th>City</th>
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<th>Zip</th>
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<td>House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)</td>
<td>Apt. #</td>
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<th>Home Phone</th>
<th>Work Phone</th>
<th>Fax</th>
<th>E-Mail</th>
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<th>Have you attended MC before?</th>
<th>Yes</th>
<th>No</th>
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<td>If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: <a href="http://www.montgomerycollege.edu/studentforms">http://www.montgomerycollege.edu/studentforms</a>.</td>
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<th>How did you hear about us?</th>
<th>Received brochure in mail</th>
<th>Website</th>
<th>Social media</th>
<th>Advertisement</th>
<th>On campus</th>
<th>Other</th>
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<td>☐ Social media</td>
<td>☐ Advertisement</td>
<td>☐ On campus</td>
<td>☐ Other</td>
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<tr>
<th>Military:</th>
<th>STUDENTS WITH DISABILITIES</th>
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<tr>
<td>If the military is paying for your course(s), you must submit the last 4 digits of your SSN.</td>
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<tr>
<td>If you need support services due to a disability, call Workforce Development &amp; Continuing Education at 240-567-4118 at least three weeks before class begins.</td>
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<th>ETHNICITY:</th>
<th>RACE:</th>
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<td>Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</td>
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<td>☐ Not Hispanic or Latino</td>
<td>☐ Hispanic or Latino</td>
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<td>☐ American Indian or Alaskan Native</td>
<td>☐ Asian</td>
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<td>☐ U.S. Citizen</td>
<td>☐ Permanent Resident (Circle one: Green Card / Working Card)</td>
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<th>CHECK ALL THAT APPLY:</th>
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<tr>
<td>☐ I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.</td>
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<tr>
<td>☐ I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)</td>
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<tr>
<td>☐ I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general’s office.</td>
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<th>CRN #</th>
<th>Course #</th>
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<th>Non-Md. Fee</th>
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Refunds will go to the registered student of record. Total Due $

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook. I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

Student Signature Required ___________________________ Date __________

Please indicate payment by: ☐ Check (payable to Montgomery College) Credit card: ☐ MasterCard ☐ VISA ☐ Discover

Credit Card Information: Expiration date on card ☐ 3 or 4 digit Security code on your card

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>Name on Card</th>
<th>Card holder signature required</th>
<th>Date</th>
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NOTE: Credit card information will be detached and disposed of promptly and properly after payment is approved.

Montgomery College is an Equal Opportunity Affirmative Action Title IX Institution.

4/28/16
ESL

AMERICAN PRE-ACADEMIC AND PROFESSIONAL ESL (APPE)

SUMMER 2018 COURSE SCHEDULE

Testing for new students begins May 16, 2018
See page 3 for more information.

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www.montgomerycollege.edu/wdce/ce/esl.html