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

Workforce Development and Continuing Education
montgomerycollege.edu/wdce | 240-567-5188
# English as a Second Language (ESL) at Montgomery College

## Is this the right program for you?
There are three ESL Programs for adult learners whose first language is not English.

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<th>AEBSCC</th>
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<td>Adult ESOL and Basic Skills for College and Careers program</td>
<td>Noncredit (Formerly American Pre-Academic and Professional ESL program)</td>
<td>English Language for Academic Purposes Program (Academic English)</td>
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<tr>
<td><strong>Most Basic</strong></td>
<td><strong>Noncredit</strong></td>
<td><strong>Most Advanced</strong></td>
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### AEBSCC
- **Adult ESOL (AELG) 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

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

### ESL
- **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 a placement test
  - to take a TOEFL preparation course

### ELAP
- **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

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### Placement test:
- AEBSCC: CASAS tests or other tests
- ESL: ESL Assessment (ESLA) or MC ESL Guided Placement
- ELAP: MC ESL Guided Placement

### Locations:
- AEBSCC: Many sites throughout Montgomery County
- ESL: Rockville Campus and Takoma Park/Silver Spring Campus
- ELAP: Germantown, Rockville, and Takoma Park/Silver Spring Campus

### Tuition?
- AEBSCC: Most are free—varies by program and class
- ESL: Yes
- ELAP: Yes

Financial aid may be available.
How to Register for Classes

New Students
If you wish to take classes, you must take the ESL Assessment Test or go through the MC ESL Guided Placement process. Test dates for the ESL Assessment Test are listed below. No appointment is necessary for the test. Test results and placement information are given by appointment.

Returning Students
You must register in person based on the recommendations from your instructor at the end of your last class. If you took this class more than one year ago, you need to contact us to see if you need to be retested. You can only take a course three times. If you do not pass a class with a grade of A or B after 3 tries, you cannot take it again without special permission.

Degree-Seeking Students
If you went through the MC ESL Guided Placement process and placed into Workforce Development & Continuing Education, call 240-549-2691 or email us at ESL-Rockville@montgomerycollege.edu. If you already have a placement, you can register in person at one of the registration locations. You do not need to contact us, but you can if you have a question.

Disability Services
If you need support services due to a disability in order to take a placement test, you must contact Natalie Martinez at 240-567-4118. You must do this at least two weeks before the test date in order to ensure timely services. If you are interested in the credit program, call 240-567-5000 for more information.

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

Testing for New Students

Rockville Campus
Please come to Room 220 on the 2nd floor of the Campus Center Building at one of the following times:

- Monday, 1/8 6:30 p.m.
- Thursday, 1/11 10:00 a.m.
- Tuesday, 1/16 10:00 a.m.
- Wednesday, 1/17 6:30 p.m.

Takoma Park/Silver Spring Campus
If you want to take classes in TP/SS, you can take the test in Rockville.

The test takes about one hour.

You will be asked to come back another day to get your test results and course placement level.

For safety and security reasons, please do not bring children. Alternatively, you can bring another adult to supervise your children.

Do not come to testing if you are sick.

Registration Locations

You must have a placement form to register.
You may register any time before classes begin.
Courses are first-come, first served. Register early to make sure there is space in the course.

Register at one of the following locations:

- Rockville Campus:
  220 CC (Campus Center Building)

- Takoma Park/Silver Spring Campus:
  230 CF (Cafritz Foundation Arts Center)

- Germantown Campus:
  241 and/or 243 HS (Humanities and Social Sciences)

- Gaithersburg Training Center: Room 400

- Westfield South in Wheaton: Room 306
  Currently Closed for renovation

Students MUST register IN PERSON.
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 3 (formerly called Writing & Vocabulary)
Reading and Writing 3
Writing 4 (formerly called Intermediate Writing)
Writing 5 (formerly called Intermediate Writing 2)
Reading and Writing 4
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 1
Communication Skills 2
Communication Skills 3
Communication Skills 4
Communication Skills 5
Conversation Workshop
Pronunciation
Discussing Issues

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.

ESL Placement Offices

Rockville Campus
Room 204A Campus Center Building (CC)
Phone or Text: 240-549-2691
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
### General Communication Courses

#### Communication Skills 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 better communicate in English. TWA

**Course:** ESL321  **48 Hours**  
$380 + $70 fee = $450; NMR add $225  

**Rockville Campus**  
CRN#: 33425  
24 Sessions  
1/29-4/24  
12:30-2:30 p.m.  
No class 3/11, 3/13

#### Communication Skills 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:** ESL331  **48 Hours**  
$380 + $70 fee = $450; NMR add $225  

**Rockville Campus**  
CRN#: 33416  
24 Sessions  
1/29-4/24  
12:30-2:30 p.m.  
No class 3/11, 3/13  
CRN#: 33417  
24 Sessions  
1/29-4/24  
12:30-2:30 p.m.  
No class 3/11, 3/13  

**Online: Structured Remote**  
CRN#: 33418  
24 Sessions  
1/29-4/24  
7-9 p.m.  
No class 3/11, 3/13

#### Communication Skills 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:** ESL341  **48 Hours**  
$380 + $70 fee = $450; NMR add $225  

**Rockville Campus**  
CRN#: 33420  
24 Sessions  
1/29-4/24  
12:30-2:30 p.m.  
No class 3/11, 3/13  
CRN#: 33421  
24 Sessions  
1/29-4/24  
12:30-2:30 p.m.  
No class 3/11, 3/13  

**Online: Structured Remote**  
CRN#: 33422  
24 Sessions  
1/29-4/24  
7-9 p.m.  
No class 3/11, 3/13

#### Communication Skills 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:** ESL351  **48 Hours**  
$380 + $70 fee = $450; NMR add $225  

**Rockville Campus**  
CRN#: 33423  
24 Sessions  
1/29-4/24  
12:30-2:30 p.m.  
No class 3/11, 3/13  

**Online: Structured Remote**  
CRN#: 33424  
24 Sessions  
1/29-4/24  
7-9 p.m.  
No class 3/11, 3/13

#### Pronunciation
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:** ESL300  **40 Hours**  
$380 + $70 fee = $450; NMR add $225  

**Rockville Campus**  
CRN#: 33414  
20 Sessions  
1/30-4/11  
12:30 – 2:30 p.m.  
No class 3/12, 3/14  

**Online: Structured Remote**  
CRN#: 33415  
20 Sessions  
1/30-4/11  
7-9 p.m.  
No class 3/12, 3/14

### Pre-Academic Courses

#### Reading & 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 a placement test for credit classes. TWA

**Course:** ESL320  **68 Hours**  
$530 + $90 fee = $620; NMR add $300  

**Rockville Campus**  
CRN#: 33438  
34 Sessions  
1/22-3/7  
9:30-11:30 a.m.  
CRN#: 33440  
34 Sessions  
1/22-3/7  
9:30-11:30 a.m.  
CRN#: 33439  
27 Sessions  
1/30-5/7  
6:30-9 p.m.  
Last class on 5/7 meets 6:30-9:30 p.m.  
No class 3/12, 3/14
Reading & 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 a placement test for credit classes.
TWA
Course: ESL330 68 Hours
$530 + $90 fee = $620; NMR add $300
Rockville Campus
CRN#: 33445 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33447 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 34140 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33443 27 Sessions T R
1/30-5/7 9:30 a.m.-12 p.m.
Last class on 5/7 meets 9:30 a.m.-12:30 p.m.
No class 3/12, 3/14
CRN#: 33444 27 Sessions T R
1/30-5/7 6:30-9 p.m.
Last class on 5/7 meets 6:30-9:30 p.m.
No class 3/12, 3/14
CRN#: 33441 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.
CRN#: 33442 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.
Online: Structured Remote
CRN#: 33446 27 Sessions M W
1/29-5/6 6:30-9 p.m.
Last class on 5/6 meets 6:30-9:30 p.m.
No class 3/11, 3/13

Reading & 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 a placement test for credit classes.
TWA
Course: ESL340 68 Hours
$530 + $90 fee = $620; NMR add $300
Rockville Campus
CRN#: 33456 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33458 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 34141 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33453 27 Sessions T R
1/30-5/7 9:30 a.m.-12 p.m.
Last class on 5/7 meets 9:30 a.m.-12:30 p.m.
No class 3/12, 3/14
CRN#: 33454 27 Sessions T R
1/30-5/7 6:30-9 p.m.
Last class on 5/7 meets 6:30-9:30 p.m.
No class 3/12, 3/14
CRN#: 33450 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.
CRN#: 33451 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.
Takoma Park/Silver Spring Campus
CRN#: 33459 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33455 27 Sessions T R
1/30-5/7 6:30-9 p.m.
Last class on 5/7 meets 6:30-9:30 p.m.
No class 3/12, 3/14
Online: Structured Remote
CRN#: 33457 27 Sessions M W
1/29-5/6 6:30-9 p.m.
Last class on 5/6 meets 6:30-9:30 p.m.
No class 3/11, 3/13

Room Numbers
Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.
**Reading & 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. This course is helpful if you are planning to take a placement test for credit classes. TWA

**Course: ESL350 68 Hours**
$530 + $90 fee = $620; NMR add $300

**Rockville Campus**
CRN#: 33465 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33467 34 Sessions M T W R F
1/22-3/7 9:30-11:30 a.m.
CRN#: 33464 27 Sessions T R
1/30-5/7 6:30-9 p.m.

Last class on 5/7 meets 6:30-9:30 p.m.
No class 3/3, 3/14

CRN#: 33400 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.
CRN#: 33466 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.

**Takoma Park/Silver Spring Campus**
CRN#: 33462 34 Sessions M T W R F
3/19-5/3 9:30-11:30 a.m.

**Online: Structured Remote**
CRN#: 33466 27 Sessions M W
1/29-5/6 6:30-9 p.m.

Last class on 5/6 meets 6:30-9:30 p.m.
No class 3/11, 3/13

CRN#: 33463 27 Sessions T R
1/30-5/7 9:30 a.m.-12 p.m.

Last class on 5/7 meets 9:30 a.m.-12:30 p.m.
No class 3/3, 3/14

**Writing 3**
Introductory writing course for students who already have the ability to write simple sentences. Increase vocabulary and learn to write better paragraphs. This course is helpful if you are planning to take a placement test for credit classes. TWA

**Course: ESL332 40 Hours**
$380 + $70 fee = $450; NMR add $225

**Rockville Campus**
CRN#: 33469 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

CRN#: 33470 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

CRN#: 33468 20 Sessions M W F
3/20-5/3 9:30-11:30 a.m.

**Writing 4**
Learn to write and edit well-developed paragraphs. Review basic grammar and punctuation. This course is helpful if you are planning to take a placement test for credit classes. TWA

**Course: ESL342 40 Hours**
$380 + $70 fee = $450; NMR add $225

**Rockville Campus**
CRN#: 33471 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

CRN#: 33472 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

CRN#: 33524 20 Sessions M W F
3/20-5/3 9:30-11:30 a.m.

**Takoma Park/Silver Spring Campus**
CRN#: 33473 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

**Online: Structured Remote**
CRN#: 33474 20 Sessions M W
1/29-4/10 7-9 p.m.

No class 3/11, 3/13

**Writing 5**
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 a placement test for credit classes. TWA

**Course: ESL352 40 Hours**
$380 + $70 fee = $450; NMR add $225

**Rockville Campus**
CRN#: 33476 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

CRN#: 34166 20 Sessions T R
1/30-4/11 12:30-2:30 p.m.
No class 3/3, 3/14

CRN#: 33475 20 Sessions M W F
3/20-5/3 9:30-11:30 a.m.

**Online: Structured Remote**
CRN#: 33477 20 Sessions M W
1/29-4/10 7-9 p.m.

No class 3/11, 3/13
**Distance Learning (DL)** are offered completely online and allow students to learn independently, on their own schedules, as they meet specific deadlines and complete assignments. Instructors guide students’ learning with lessons, activities, and feedback through a Blackboard course site.

**Structured Remote (SR)** are scheduled on specific days and at specific times. Students meet as a class remotely through Zoom or Blackboard Collaborate; instructors will tell students which software to use. Students complete reading and assignments according to the course schedule. Class sessions take place in real time, and the instructor leads course sessions.

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**Benefits of Being a Student in the ESL Program**

**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 semesters only)
- Check out Montgomery College Library books
- Use Montgomery College swimming pools

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

[https://www.montgomerycollege.edu/admissions-registration/student-resources/student-id-cards.html](https://www.montgomerycollege.edu/admissions-registration/student-resources/student-id-cards.html)

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**MORE Benefits of Being a Student in the ESL 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 practice opportunities for the College's placement test for credit classes
- 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)
### ESL Faculty Roster

**Lucy Alton**  
MSEd TESOL, Shenandoah University

**Fernanda Aragone**  
MA, American University; MA in TEFL, Argentina

**Caroline Barry**  
Diploma in TEFL, i-to-i, Ireland.

**Kara Blank-Gonzalez**  
M.Ed, University of Maryland

**Brock Brady**  
MA in TESOL, Portland State University

**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

**Anneka Fraser**  
M.Ed in TESOL, Concordia University-Nebraska

**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

**Melissa Hauptman**  
MA in TESOL, American University

**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

**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

**Emma Muñoz**  
PhD in Linguistics, Georgetown University

**Domingo Nieves**  
MA in TESOL, American University

**Linda Neuman**  
MA in TESOL, University of Maryland, Baltimore County

**Tiffany Shao**  
MA in TESOL, American University

**Leigh Sours**  
MA in TESOL, American University

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

**Albert VanLanduyt**  
MA in Applied Linguistics and TESL Certificate, George Mason University

**Claire Wall**  
MA in TESOL, American University

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

**Jason A. Youngkin**  
MA in TESOL California State University

**Miriam Zemen**  
MA in TESOL, American University
Montgomery College
Rockville Campus
51 Mannakee Street
Rockville, MD 20850
240-567-5000

Directions
Take I-270 to Route 28 West (Montgomery Avenue/Rockville). Turn left onto Nelson Street, go to first traffic light and turn left onto Mannakee Street. The campus is 1 and 1/2 blocks on the left. Campus is also accessible from the Shady Grove Metro station via the Ride-On bus.

Legend of Campus Buildings
(as of July 2021)

AR  Paul Peck Art Building
AT  Amphitheatre
CB  Counseling/Advising Building (Security Office)
CC  Campus Center (Bookstore, Cafeteria, WDCE)
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
Montgomery College  
Takoma Park/Silver Spring Campus  
7600 Takoma Avenue  
Takoma Park, MD 20912  
240-567-1300

Directions
Take I-495 East or West to Exit 31B, Georgia Avenue South (Route 97). Continue south on Georgia Avenue past the Colesville Road (Route 29) intersection. Following the signs for Montgomery College, turn left onto Sligo Avenue. Follow Sligo Avenue to Fenton Street to the traffic light; turn right. Continue on Fenton Street to the traffic light at Philadelphia Avenue (Route 410); turn left. The campus is on the right. The campus is also accessible from the Silver Spring and Takoma Park Metro Stations, local Ride-On buses, and the Metrobus.
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/aeg for more information.

Do I need to register for the ESL Assessment (ESLA) test?
Please call 240-549-2691 or email us at esl-rockville@montgomerycollege.edu.

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.

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 ESL Assessment (ESLA) test the same as the MC ESL Guided Placement?
No. The ESL Assessment (ESLA) Test is only for placement into the ESL program in WDCE. The MC ESL Guided Placement is for placement into the English Language for Academic Purposes (ELAP) program.

If I took the MC ESL Guided Placement, do I need to take the ESL Assessment (ESLA) Test?
No. If you are placed into the ESL (formerly APPE) program, we will contact 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 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 classes in our program.
Registration Options

Check our website to see if anything has changed: https://www.montgomerycollege.edu/wdce/esl.

You must register in person at one of the registration locations by 11:59 p.m. the day before the class begins. If you cannot, you must contact the counseling office at 240-549-2691 or ESL-Rockville@montgomerycollege.edu.

Gaithersburg Business Training Center:
12 S. Summit Ave., Suite 400,
8:30 a.m.–9 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

Germantown Campus:
Humanities and Social Sciences Building,
Room 241 and/ or 243
8:30 a.m.–4:30 p.m. (M–F)

Rockville Campus
220 Campus Center
8:30 a.m.–7 p.m. (M–R)
8:30 a.m.–5 p.m. (F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus:
230 Cafritz Foundation Arts Center
8:30 a.m.–5 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

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.

Residency Policy

The following are general guidelines taken from the College policy on residency for tuition purposes.

A complete copy of the policy is available in the Montgomery College Catalog.

A. Students attending Montgomery College will pay tuition according to their residency.

B. To qualify for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period not less than three months prior to the first regularly scheduled class for the semester.

C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as ‘a person’s permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.’

Transfer Policy

Students are generally not allowed to transfer to another course or course section once the course begins.

Students with transfer requests should speak to the ESL Learning & 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.
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 a class in person at Customer Service.

ESL students desiring refunds after the refund date must speak directly with a counselor at 240-549-2691, 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 three weeks before class starts. This publication is available in alternative formats upon request. Please contact Workforce Development and Continuing Education at 240-567-5188. Please allow four weeks.

Campus Closure and Inclement Weather Policy

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.

How to Read Course Description

Course Title
Communication Skills 2

Course Description
Improve your listening comprehension and vocabulary while increasing your ability to communicate in daily situations in English. Practice pronunciation patterns and learn strategies to better communicate in English. TWA

Course Number
Course: ESL321

Tuition and Fees
$380 + $70 fee = $450; NMR add $225

Location
Rockville Campus

CRN Number
CRN#: 33425

Number of Sessions
24 Sessions

Days of Week
M W

Dates
1/29-4/24

Time
12:30-2:30 p.m.

Room Numbers

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.

Day Designation

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday

Key to Codes

TWA Senior Tuition Waiver Applies
NMR Non-Maryland Resident
**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>Birthdate</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Sex</th>
<th>Female</th>
<th>Male</th>
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<td>M 2</td>
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<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)</th>
<th>Apt. #</th>
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<th>City</th>
<th>State</th>
<th>Zip</th>
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<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Phone</th>
<th>Fax</th>
<th>E-Mail</th>
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<tr>
<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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<thead>
<tr>
<th>Military: If the military is paying for your course(s), you must submit the last 4 digits of your SSN.</th>
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<tbody>
<tr>
<td>□Yes</td>
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<table>
<thead>
<tr>
<th>How did you hear about us?</th>
<th>□Received brochure in mail</th>
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<tr>
<th>Ethnicty: Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</th>
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<tbody>
<tr>
<td>□Not Hispanic or Latino</td>
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<thead>
<tr>
<th>Race: Choose all that apply. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)</th>
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</thead>
<tbody>
<tr>
<td>□American Indian or Alaskan Native</td>
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<tr>
<td>□U.S. Citizen</td>
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</tbody>
</table>

<table>
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<tr>
<th>CHECK ALL THAT APPLY</th>
<th></th>
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<tbody>
<tr>
<td>□I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.</td>
<td></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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<tr>
<th>CRN #</th>
<th>Course #</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Tuition</th>
<th>Course Fee</th>
<th>Non-Md. Fee</th>
<th>Course Total</th>
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| Code: | EL |

**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 ____________

Credit Card Number ____________

Name on Card ____________

Card holder signature required __________________________ Date ____________

NOTE: Credit card information will be detached and disposed of promptly and properly after payment is approved.
"When I first arrived in the USA, English seemed like a challenge for me. To pursue my studies in college, I enrolled in the ESL program. I discovered the power of language as a bridge to new opportunities. This transformative journey not only enhanced my communication skills but also opened doors to a world where I found my voice, connected with diverse cultures, and embraced the boundless possibilities that learning English brings. The ESL Noncredit program is not just a course; it’s a key that unlocks the door to a future enriched with communication, understanding, and global citizenship."

– Abdourahime, currently a student in the English Language for Academic Purposes (ELAP) program at Montgomery College