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.
## 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.

<table>
<thead>
<tr>
<th>AEBSCC</th>
<th>ESL</th>
<th>ELAP</th>
</tr>
</thead>
<tbody>
<tr>
<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>
</tr>
<tr>
<td><strong>Most Basic</strong></td>
<td><strong>Noncredit</strong></td>
<td><strong>Most Advanced</strong></td>
</tr>
</tbody>
</table>

**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

**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

**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

**Placement test:**
ESL Assessment (ESLA) or MC ESL Guided Placement

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

**Tuition?**
Yes

**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:**
MC ESL Guided Placement

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

**Tuition?**
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.

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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>5/15</td>
<td>10 a.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>5/20</td>
<td>10 a.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>5/22</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>5/28</td>
<td>6:30 p.m.</td>
</tr>
</tbody>
</table>

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 two hours.
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

Students MUST register IN PERSON.
ESL Program Information

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#: 11679 24 Sessions M T R
6/4-7/30 12:30 p.m.-2:30 p.m.
No class 7/4

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#: 11684 24 Sessions M T R
6/4-7/30 12:30 p.m.-2:30 p.m.
No class 7/4
CRN#: 11685 24 Sessions M T R
6/4-7/30 12:30 p.m.-2:30 p.m.
No class 7/4

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#: 11692 24 Sessions M T R
6/4-7/30 12:30 p.m.-2:30 p.m.
No class 7/4
CRN#: 11693 24 Sessions M T R
6/4-7/30 12:30 p.m.-2:30 p.m.
No class 7/4

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#: 11701 24 Sessions M T R
6/4-7/30 12:30 p.m.-2:30 p.m.
No class 7/4

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
$380 + $70 fee = $450; NMR add $225
Online: Distance Learning
CRN#: 11676 6/5-8/13 Online 24/7

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#: 11677 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4
CRN#: 11678 27 Sessions M T R
6/4-8/6 6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

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.

www.montgomerycollege.edu/wdce
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#: 11680 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4
CRN#: 11681 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4
CRN#: 11682 27 Sessions M T R
6/4-8/6 6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

Online: Structured Remote
CRN#: 11683 27 Sessions M T R
6/4-8/6 6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

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#: 11686 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4
CRN#: 11687 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4
CRN#: 11688 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4
CRN#: 11690 27 Sessions M T R
6/4-8/6 6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

Takoma Park/Silver Spring Campus
CRN#: 11689 34 Sessions M T W R
6/3-8/1 9:30 a.m.-11:30 a.m.
No class 6/19, 7/4

Online: Structured Remote
CRN#: 11691 27 Sessions M T R
6/4-8/6 6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

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#: 11696  34 Sessions M T W R
6/3-8/1  9:30 a.m.-11:30 a.m.
No class 6/19, 7/4

CRN#: 11697  34 Sessions M T W R
6/3-8/1  9:30 a.m.-11:30 a.m.
No class 6/19, 7/4

CRN#: 11698  27 Sessions M T R
6/4-8/6  6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

Online: Structured Remote
CRN#: 11699  27 Sessions M T R
6/4-8/6  6:30 p.m.-9 p.m.
Last class on 8/6 meets 6:30 p.m.-9:30 p.m.
No class 7/4

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#: 11695  16 Sessions T R
6/11-8/6  12:30 p.m.-3 p.m.
No class 7/4

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#: 11703  16 Sessions T R
6/11-8/6  12:30 p.m.-3 p.m.
No class 7/4
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. Students complete reading and assignments according to the course schedule. Class sessions take place in real time, and the instructor leads course sessions.

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

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 Microsoft 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

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

Melissa Hauptman  
MA in TESOL, American University

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

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
Rockville Campus Legend of 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/aelg 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.–4:30 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#: 11679

Number of Sessions
24 Sessions

Days of Week
M T R

Dates
6/4-7/30

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
### REGISTRATION FORM

#### Workforce Development and Continuing Education

**Please Print Clearly**

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**You Must Have a Placement Counselor’s Approval Before Registering**

<table>
<thead>
<tr>
<th>College ID Number:</th>
<th>Birthdate</th>
<th>Sex [Female] [Male]</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Last Name:** [ ]
- **First Name:** [ ]
- **Middle Initial:** [ ]
- **Month:** [ ]
- **Day:** [ ]
- **Year:** [ ]

- **Address:** [ ]
- **House # and Street Name:** [ ]
- **Apt. #:** [ ]
- **City:** [ ]
- **State:** [ ]
- **Zip:** [ ]

- **Home Phone:** [ ]
- **Work Phone:** [ ]
- **Fax:** [ ]
- **E-Mail:** [ ]

**Have you attended MC before?**
- Yes [ ]
- No [ ]

**How did you hear about us?**
- Received brochure in mail [ ]
- Website [ ]
- Social media [ ]
- Advertisement [ ]
- On campus [ ]
- Other [ ]

**Military:**
- If the military is paying for your course(s), you must submit the last 4 digits of your SSN.

**Students with Disabilities:**
- If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

**Ethnicity:**
- Choose one.
  - Not Hispanic or Latino [ ]
  - Hispanic or Latino [ ]

**Race:**
- Choose all that apply, you may choose more than one.
  - American Indian or Alaskan Native [ ]
  - Asian [ ]
  - Black or African American [ ]
  - Native Hawaiian and other Pacific Islander [ ]
  - White [ ]
  - U.S. Citizen [ ]
  - Permanent Resident (Circle one: Green Card / Working Card) [ ]
  - Other Immigration Status [ ] (Used for tuition-setting purposes only.)

**Check all that apply:**
- I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months [ ]
- I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.) [ ]
- 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. [ ]

<table>
<thead>
<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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</table>

**Code:** EL

*Refunds will go to the registered student of record.*

Total Due: $ [ ]

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**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 fees 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**

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**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**

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**NOTE:**
Credit card information will be detached and disposed of promptly and properly after payment is approved.
"I think ESL classes at Montgomery College significantly improved my English. I believe that I got a lot better at reading comprehension, using punctuation, and utilizing grammar rules in my writing."

--Anna, former Reading & Writing 5 student