

# Non-credit English Language Learners at Des Moines Area Community College

## Student Handbook



# Table of Contents

<b><i>Non-credit English Language Learners at Des Moines Area Community College.....</i></b>	<b><i>1</i></b>
<b><i>Table of Contents .....</i></b>	<b><i>2</i></b>
<b><i>About the English Language Learners .....</i></b>	<b><i>3</i></b>
<b><i>ELL Class Enrollment .....</i></b>	<b><i>4</i></b>
<b><i>Student Expectations .....</i></b>	<b><i>6</i></b>
<b><i>How to Use Burlington English .....</i></b>	<b><i>7</i></b>
<b><i>DMACC Non-Credit ELL Advisors .....</i></b>	<b><i>8</i></b>
<b><i>What to Expect After Finishing the ELL Program.....</i></b>	<b><i>10</i></b>
<b><i>Who to Contact for Help.....</i></b>	<b><i>11</i></b>
<b><i>Find Us Online.....</i></b>	<b><i>13</i></b>
<b><i>Frequently Asked Questions.....</i></b>	<b><i>14</i></b>

# About the English Language Learners (ELL) Program at DMACC

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



## ELL Class Enrollment



- **Step 1. Register and sign up for a testing appointment.**
  - Online: [DMACC ELL site](#)
  - OR**
  - In-person: Urban Campus (1100 7th Street, Des Moines, IA 50314) Building #3
- **Step 2. On registration day, you will pick a date and time to take an in-person reading test to determine your English reading skills. Please only choose the location where you wish to attend. Testing is offered at various locations and times:**
  - Urban Campus
  - Southridge Center
  - Ames Hunziker Center
  - Perry Van Kirk Center
  - Oakridge Neighborhood
  - Ankeny Campus
  - West Campus

- **Step 3. After successful completion of registration and the exam, you will choose your class time and location. Note: Not every level is offered at all locations. Online classes are offered via Zoom. Once you have chosen an online class, the link will be provided to you.**

- Class times for online and in-person classes

- Monday – Thursday                      8:15 am – 10:15 am
- Monday – Thursday                      10:30 am – 12:30 pm
- Tuesday – Thursday                      6:00 pm – 8:30 pm

- Levels

- Basic (Level 1)
- Low Beginner (Level 2)
- High Beginner (Level 3)
- Low Intermediate (Level 4)
- High Intermediate (Level 5)
- Advanced (Level 6)

- **Step 4. At the end of your class session, if you attended class at least 40 hours, you are required to take a post test to evaluate your progress in our program.**

# Student Expectations

Our program has student expectations that include an attendance policy and participation in testing. **Students MUST attend class 80% of the time.**

## Attendance:

- You MUST come to class every day.
- If you cannot attend, you need to notify your teacher.
- If you miss 3 classes in a row, you will be dropped from the program and can no longer attend.
- If you are dropped from the program, you will need to enroll as a new student on the next registration day.

## Testing:

- Everyone that enters our program is required to take in-person tests.
  - Reading pre-test: given to new students as part of the registration process to determine the correct level of class.
  - Listening pre-test: given to new students during the first few weeks of class.
  - Post-test: given to current students who have attended a minimum of 40 hours of class time. It is usually given the last week of the session and may be either reading or listening.

# How to Use Burlington English

Burlington English is the software instructors will use in the class and it is extremely important that you know how to access and use the app before class starts.



Instructions for use in English:

[English Instructions:](#)



[Instruccuccionen en espanol:](#)



## DMACC Non-Credit ELL Advisors

ELL advisors are here to help. They are trained to help with the next steps in academic, career, or personal goals.

What can they help with?

- Transition
  - Setting goals for transition from the ELL program to pathways, certificates, or additional training
- Overcome barriers
  - Provide a connection to community resources
- Career Resources
  - Resume help
  - Interview skills
  - Networking

Contact them directly or ask the teacher to help make an appointment.



Christine Baker	Bethany Flanders
	
Mayo Neville	Zachary Kostka
	
Tim Baucum	Matt Lundeen
	
Ivon Mihura	Danielle Reier
	

# What to Expect After Finishing the ELL Program

After completing the ELL program, DMACC has several options to help with moving to the next goal:

- High School Completion Program
  - Obtain your High School diploma through the [DMACC HiSet program](#)
- [Workforce Training Academy](#)
  - Short-term trainings to obtain a better job
    - Business
    - Health Care
    - Skilled Trades
    - Transportation
- [Credit ELL classes](#)
- [Integrated Education and Training \(IET\)](#)
  - CDL Jumpstart
  - Nurse Aide Jumpstart (CNA)

## Who to Contact for Help

Service	Number	Email	Help Provided
<b>Security Department</b>	515-248-7200	NA	<ul style="list-style-type: none"> <li>• Vehicle starts</li> <li>• Vehicle unlocking</li> <li>• Security escorts</li> <li>• Basic First Aid</li> </ul>
<b>Tech Support</b>	515-965-7300	NA	<ul style="list-style-type: none"> <li>• DMACC email and password</li> <li>• Canvas issues</li> <li>• myDMACC issues</li> </ul>
<b>ELL Coordinator-</b> John Windheuser	515-697-7764	<a href="mailto:jwindheuser@dmacc.edu">jwindheuser@dmacc.edu</a>	<ul style="list-style-type: none"> <li>• ELL registration appointments</li> <li>• Student information (900#, email, test scores)</li> <li>• Change classes</li> </ul>
<b>ELL Consultant-</b> Deb Sheehy	515-778-2729	<a href="mailto:dcsheehy@dmacc.edu">dcsheehy@dmacc.edu</a>	<ul style="list-style-type: none"> <li>• Information/assistance with DMACC ELL in Ames, Perry, West, Southridge and Ankeny</li> </ul>
<b>ELL Consultant-</b> Margaret Coles	530-723-2369	<a href="mailto:mcoles1@dmacc.edu">mcoles1@dmacc.edu</a>	<ul style="list-style-type: none"> <li>• Information/assistance with DMACC ELL online</li> </ul>
<b>ELL Consultant-</b> Joel Bouwers	515-218-9367	<a href="mailto:jhbouwers@dmacc.edu">jhbouwers@dmacc.edu</a>	<ul style="list-style-type: none"> <li>• Information/assistance with DMACC ELL online</li> </ul>

<b>ELL Student Support Services-</b> Andrea Morales	515-697-7762  Text: 515-612-7708	anmorales@dmacc.edu	<ul style="list-style-type: none"> <li>• ELL registration appointments</li> <li>• Student information (900#, email, test scores)</li> <li>• Change classes</li> </ul>
<b>ELL Student Support Services-</b> Ruth Thoreson	515-697-7762  Text: 515-612-7708	rthoreson1@dmacc.edu	<ul style="list-style-type: none"> <li>• ELL registration appointments</li> <li>• Student information (900#, email, test scores)</li> <li>• Change classes</li> </ul>
<b>Lutheran Services in Iowa</b>	515-271-7335	refugee@lsiowa.org	<ul style="list-style-type: none"> <li>• Other English classes</li> <li>• Citizenship classes</li> <li>• Driving classes</li> <li>• Computer classes</li> </ul>
<b>ELL Advisors</b>		See pages 8 and 9 for contact information	<ul style="list-style-type: none"> <li>• Set professional and academic goals</li> <li>• Plan next steps after the ELL program</li> <li>• Find community resources</li> <li>• Help navigate the transition from ELL to credit classes</li> </ul>
<b>Evelyn K. Davis Center</b>	515-697-7700	info@EvelynKDavisCenter.org	<ul style="list-style-type: none"> <li>• Job coaching</li> <li>• Financial planning</li> <li>• Computer classes</li> <li>• Small business support</li> </ul>

## Find Us Online

### Facebook



### Internet



### Wakelet



# Frequently Asked Questions

## FAQs

### ***What locations offer classes?***

Face-to-face classes are typically offered at:

- Urban Campus (1100 7th Street, Des Moines, IA 50314)
- Evelyn K Davis Center for Working Families (1171 7th St, Des Moines, IA 50314)
- Southridge Center (1111 E. Army Post Road, Des Moines, IA 50315)
- Ames Hunziker Center (1420 S. Bell Avenue, Ames, IA 50010)
- Perry VanKirk Center (1011 2nd Street, Perry, IA 50220)
- Oakridge Neighborhood (1401 Center Street, Des Moines, IA 50309)
- Ankeny Campus (2006 S. Ankeny Blvd, Ankeny, IA 50023)
- West Campus (5959 Grand Ave, West Des Moines, IA 50266)

### ***What levels of class are available?***

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

### ***How do I sign up for classes?***

A registration appointment link will appear on [this](#) website before the start of our session. Once the link is available, click on the link, select a location/date/time for your registration appointment, and then fill out a little bit of information about yourself. This reserves a testing/registration appointment for you. If you do not feel comfortable using a computer or if you need assistance, you can also come to Building 3 at Urban Campus during our office hours. We can help you to make your testing appointment.

### ***What should I expect at registration?***

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

### ***How much do classes cost?***

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

### ***Do I have to attend every class?***

We understand that sometimes students need to miss class for appointments, sick children, illness, vacation, etc. However, you should try to come to class as much as possible and, if you need to miss class, please tell your teacher. If you miss three days of class in a row and have not told your teacher that you will be gone, you will be dropped from the class. You will not be able to come back to class until the next session and will have to register again

.

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

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

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

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



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

Multiple pathways are available upon completion of the ELL Non-Credit Program including:

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