ENGLISH AS A SECOND LANGUAGE

Summer

2015
Welcome and thank you for considering our English as a Second Language program (ESL) and our Intensive English program here at Tulsa Community College (TCC)! We are committed to helping you become more proficient in American English and developing the skills important to succeed in college and the workplace. As a student, you will not only learn English but also have an opportunity to experience American culture through the many college and community activities held throughout the year.

Please take advantage of the many privileges and benefits that ESL students enjoy here at TCC:

- Use of the Language Center
- Use of the Fitness Center
- Use of the Library
- Use of the Computer Labs
- Membership in Student Clubs and Organizations
- Access to Student Counselors
- Access to Student Discount Tickets for Special Events

We encourage you to join the International Association and other clubs to practice English, visit new places on cultural fieldtrips, and make new friends. Don’t forget to visit the Language Center which is designed to help with the development of language skills outside of the classroom. In this center, you can access computer programs, books, videos, and other language learning materials.

Daniel Chaboya
ESL Coordinator

Our ESL faculty and staff look forward to serving you and contributing to your success here at TCC. We also are excited about meeting you and learning about your culture and languages. Together we will share, learn, and grow in an academic environment that values intercultural awareness and communication. See you on campus and in class very soon!

Daniel Chaboya
ESL Coordinator
Call the Language Center, (918) 595-7536, and make an appointment for the free ESL placement test. The test is given in The Language Center/ESL Program at TCC Northeast Campus, 3727 E. Apache (Apache and Harvard), room 1521, which is located on the first floor of the Student Union. When you come to take the test, please bring any immigration documents you have with you.

After completing your ESL placement test, the ESL counselor will discuss the results with you and help you choose ESL classes to meet your needs. The ESL counselor will also answer any questions you have about the ESL program and will help you with the application and enrollment.

Submit an application online by going to www.tulsacc.edu or come to the Language Center where staff can assist you. You will receive your TCC student ID number by email in 5 to 7 days. You must submit your immigration documentation in person at the TCC Welcome Center/Registrar’s Office. In addition, if possible please bring your high school transcript and any college or university transcripts you have. Additional documents may be required. Please contact the ESL counselor with any questions or for more information.

The ESL counselor will assist you in completing your enrollment. After you have finished registering for classes, you will receive a copy of your class schedule. Please bring it with you during the first week of classes and when you go to the bookstore to buy your textbooks.

Pay for your classes at the Bursar’s Office in the Student Union or online using MYTCC, (go to www.tulsacc.edu and click on “MYTCC”). The first time you use MYTCC, click “change”. Your username is your student ID number including the “T”. You should set up three security questions when prompted. Your “old password” is your date of birth (MMDDYY). You should create a new password that is at least 6 characters long, with at least one upper case letter and at least one number. You will login with your student number and your new password.

You may also choose to enroll in the TCC payment plan. For more information, please go to the Bursar’s office or see the ESL counselor.

If you are a US citizen, permanent resident, asylee or refugee, you may qualify for federal financial aid. You can apply on-line at www.fafsa.gov. It is recommended that you apply as soon as possible. A minimum TOEFL® score of 460 is required in order to receive any federal financial aid that the student might otherwise qualify for. The TCC FAFSA code is 9763. Please contact the ESL counselor or the Financial Aid Office if you have questions or need help.

Go to the Campus Book Store located in the Student Union to buy your books. Please bring your class schedule.

Go to the Campus Police Office to get your parking sticker. You will need your student ID number and the make, model, and tag number of your vehicle.

Go to the Student Activities Office and get your photo student ID card made. Please bring your student ID number and a photo ID. You must wait at least 24 hours after enrolling to receive your ID.
ESL Placement Testing

Any student who wishes to enroll in ESL classes for the first time must take the ESL Placement test. The ESL Placement test measures reading, writing, listening and speaking and is used to ensure that the student is enrolled in ESL classes at the appropriate level. The following are some common questions about the ESL Placement test:

**How much does it cost?** There is no charge for the ESL Placement test.

**How much time does the test take?** The ESL Placement test takes approximately 1½ hours.

**What is needed to register for the test?** Please call (918) 595-7536 to make an appointment. Please be sure to bring any immigration documents and school records you have with you.

**Where and when is the ESL Placement test given?** The ESL Placement test is given in the Language Center at the Northeast Campus of TCC, 3727 E. Apache, Tulsa OK 74115 (Apache and Harvard). We recommend that you park in the east parking lot. The Language Center is located in the Student Union Building on the first floor, room 1521. **Appointments are recommended. Please call (918) 595-7536.**

For questions about testing or to make an appointment, contact, please call (918) 595-7536
English Proficiency Requirements
For Classes Other Than ESL

POLICY
All applicants who indicate English as a second language shall be required to provide evidence of proficiency in the English language prior to enrollment in college-level courses.

PROCEDURE
One of the following standards is used to determine English Language Proficiency for all first time applicants prior to enrolling in college-level credit courses:

1. Standardized Testing: Students must meet one of the following minimum scores for admission to TCC without taking ESL:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet-Based TOEFL® (iBT)</td>
<td>61</td>
</tr>
<tr>
<td>Computer-Based TOEFL®</td>
<td>173</td>
</tr>
<tr>
<td>Paper-Based TOEFL®</td>
<td>500</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0</td>
</tr>
</tbody>
</table>

2. Intensive English Program (IEP): Students must score 460 or higher on the paper-based TOEFL®, 140 or higher on the computer-based TOEFL®, 48 or higher on the Internet TOEFL® administered at a Special Testing Center or an International Testing Center, or 5.0 or higher on the IELTS examination prior to beginning the IEP. After achieving an acceptable score, students must successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents immediately prior to TCC admission. At least two-thirds of the 12 weeks must be instruction at an advanced level.

3. High School Performance: Students must successfully complete the high school core requirements in an English-speaking high school or graduate from an English-speaking high school and demonstrate competency through the Policy on Remediation and Removal of High School Curricular Deficiencies. Students will take the Computerized Placement Tests (CPT) in TCC's Assessment Center. CPT test results will be used to demonstrate proficiency in English, math, and science or to determine the appropriate remediation.

4. Previous College Performance: Students must provide an official transcript showing a minimum of 24 college-level credit hours with passing grades from an accredited American college or university.
Tuition must be paid in full at the time of enrollment and can be paid by cash, check, or credit card or the student must enroll in the payment plan. For more information or to enroll in the payment plan, please go to MYTCC on the TCC website or visit the Bursar’s Office. To log into MYTCC, your username is your student ID number including the “T”. You should set up three security questions when prompted. Your “old password” is your date of birth (MMDDYY). You should create a new password that is at least 6 characters long, with at least one upper case letter and at least one number. You will login with your student number and your new password.

In addition to tuition, the student is assessed additional fees by the college and is usually required to buy at least one textbook for each course. It is not possible to give an exact quote for the cost of the courses until the student has enrolled in classes. However, the following tables on pages 6 and 7 show the approximate tuition rate schedule for both non-resident and resident students.

**Approximate Tuition Rate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL Basics Cultural Readings 2 (DAY)</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL Basics Cultural Readings 2 (EVENING)</td>
<td>$233.34</td>
</tr>
<tr>
<td>ESL Intermediate Cultural Readings 2 (DAY)</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL Intermediate Cultural Readings 2 (EVENING)</td>
<td>$233.34</td>
</tr>
<tr>
<td>ESL Advanced Cultural Readings 2 (DAY)</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL Advanced Cultural Readings 2 (EVENING)</td>
<td>$233.34</td>
</tr>
<tr>
<td>ESL Basic Writing Workshop 2</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL Advanced Writing Workshop 2</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL Basics Vocabulary 3</td>
<td>$233.34</td>
</tr>
<tr>
<td>ESL TOEFL® Intermediate Preparation 2 (DAY)</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL TOEFL® Intermediate Preparation 2 (EVENING)</td>
<td>$233.34</td>
</tr>
<tr>
<td>ESL TOEFL® Advanced Preparation 2 (DAY)</td>
<td>$350.01</td>
</tr>
<tr>
<td>ESL TOEFL® Advanced Preparation 2 (EVENING)</td>
<td>$233.34</td>
</tr>
</tbody>
</table>

*(Tuition does not include books and some student fees.)*
# Tuition Information

**Approximate Tuition Rate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL Basics Cultural Readings 2 (DAY)</td>
<td>$948.72</td>
</tr>
<tr>
<td>ESL Basics Cultural Readings 2 (EVENING)</td>
<td>$632.48</td>
</tr>
<tr>
<td>ESL Intermediate Cultural Readings 2 (DAY)</td>
<td>$948.72</td>
</tr>
<tr>
<td>ESL Intermediate Cultural Readings 2 (EVENING)</td>
<td>$632.48</td>
</tr>
<tr>
<td>ESL Advanced Cultural Readings 2 (DAY)</td>
<td>$948.72</td>
</tr>
<tr>
<td>ESL Advanced Cultural Readings 2 (EVENING)</td>
<td>$632.48</td>
</tr>
<tr>
<td>ESL Basic Writing Workshop 2</td>
<td>$948.72</td>
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<tr>
<td>ESL Advanced Writing Workshop 2</td>
<td>$948.72</td>
</tr>
<tr>
<td>ESL Basics Vocabulary 3</td>
<td>$632.48</td>
</tr>
<tr>
<td>ESL TOEFL® Intermediate Preparation 2 (DAY)</td>
<td>$948.72</td>
</tr>
<tr>
<td>ESL TOEFL® Intermediate Preparation 2 (EVENING)</td>
<td>$632.48</td>
</tr>
<tr>
<td>ESL TOEFL® Advanced Preparation 2 (DAY)</td>
<td>$948.72</td>
</tr>
<tr>
<td>ESL TOEFL® Advanced Preparation 2 (EVENING)</td>
<td>$632.48</td>
</tr>
</tbody>
</table>

*(Tuition does not include books and some student fees.)*

*Students should visit the Welcome Center (Registration & Admissions) in the Student Center to determine residency status.*

**Tuition is subject to change.**

**Additional fees:** There is a $5.00 per semester Student ID fee and a one-time $20 admission fee.

**Books:** Books are approximately $40-$60 per course. Prices will vary for each course.

**Refunds:**
For 8 week courses, 100% refund during the first week of the class only. **No refund after first week.**

**Dropping Classes:**
If a student does not plan to attend a course, it is the student’s responsibility to officially drop his or her class(es) by notifying the Registrar’s Office by the end of the refund period. Please contact the ESL counselor if you need assistance.
# Class Schedule

**Summer 2015**

**June 1 – July 26**

### Northeast Campus Daytime Schedule

<table>
<thead>
<tr>
<th>Call #</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Monday and Wednesday</td>
<td></td>
</tr>
<tr>
<td>32936</td>
<td>ESLG 0993-201</td>
<td>ESL Basics Cultural Readings 2</td>
<td>9:00 AM - 11:50 AM</td>
</tr>
<tr>
<td>31791</td>
<td>ESLG 0993-202</td>
<td>ESL Intermediate Cultural Readings 2</td>
<td>9:00 AM - 11:50 AM</td>
</tr>
<tr>
<td>31792</td>
<td>ESLG 0993-203</td>
<td>ESL Advanced Cultural Readings 2</td>
<td>9:00 AM - 11:50 AM</td>
</tr>
<tr>
<td>31794</td>
<td>ESLG 0993-206</td>
<td>ESL Basic Writing Workshop 2</td>
<td>12:30 PM - 3:20 PM</td>
</tr>
<tr>
<td>31795</td>
<td>ESLG 0993-207</td>
<td>ESL Advanced Writing Workshop 2</td>
<td>12:30 PM - 3:20 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday and Thursday</td>
<td></td>
</tr>
<tr>
<td>32126</td>
<td>ESLG 0992-203</td>
<td>ESL Basics Vocabulary 3</td>
<td>9:00 AM - 10:50 AM</td>
</tr>
<tr>
<td>31793</td>
<td>ESLG 0993-204</td>
<td>ESL Intermediate TOEFL® Preparation 2</td>
<td>9:00 AM - 11:50 AM</td>
</tr>
<tr>
<td>31796</td>
<td>ESLG 0993-205</td>
<td>ESL Advanced TOEFL® Preparation 2</td>
<td>9:00 AM - 11:50 AM</td>
</tr>
</tbody>
</table>

### Northeast Campus Evening Schedule

<table>
<thead>
<tr>
<th>Call #</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Monday and Wednesday</td>
<td></td>
</tr>
<tr>
<td>30617</td>
<td>ESLG 0992-204</td>
<td>ESL Basics Cultural Readings 2</td>
<td>6:00 PM - 7:50 PM</td>
</tr>
<tr>
<td>32127</td>
<td>ESLG 0992-205</td>
<td>ESL Intermediate Cultural Readings 2</td>
<td>6:00 PM - 7:50 PM</td>
</tr>
<tr>
<td>32128</td>
<td>ESLG 0992-206</td>
<td>ESL Advanced Cultural Readings 2</td>
<td>6:00 PM - 7:50 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday and Thursday</td>
<td></td>
</tr>
<tr>
<td>32129</td>
<td>ESLG 0992-207</td>
<td>ESL Basics Vocabulary 3</td>
<td>6:00 PM - 7:50 PM</td>
</tr>
<tr>
<td>30619</td>
<td>ESLG 0992-209</td>
<td>ESL Intermediate TOEFL® Preparation 2</td>
<td>6:00 PM - 7:50 PM</td>
</tr>
<tr>
<td>32665</td>
<td>ESLG 0992-210</td>
<td>ESL Advanced TOEFL® Preparation 2</td>
<td>6:00 PM - 7:50 PM</td>
</tr>
</tbody>
</table>

**Enrollment starts March 30th**

ESL classes can be taken for credit or non-credit
Class Schedule

Summer 2015
June 1 – July 25

Educational Outreach Center
2201 S Garnett Rd, Tulsa, OK 74129

Monday & Wednesday
32664  ESLG 0992-240  ESL Basics Vocabulary 3  9:00 AM - 10:50 AM
32666  ESLG 0992-241  ESL Basics Vocabulary 3  7:00 PM - 8:50 PM

Tuesday & Thursday
32937  ESLG 0993-241  ESL Summer Workshop 2 (High School Age)  9:00 AM - 11:50 AM
International Student Services

The International Student Services Office is the admission and academic advisement office for students on an F-1 student visa. We also provide new student orientation as well as assistance with change of non-immigrant status, work permission and reinstatement. We welcome your application and look forward to the opportunity to assist you in your goal to attend the TCC English as a Second Language program.

Admission Procedures

The following are the Admission Procedures for students wanting to attend the TCC ESL program on an F-1 student visa:

1. Request an International Student application packet from the International Student Services office on the 1st floor of the Student Union at the Northeast Campus or download the application from our website at: www.tulsacc.edu/iss

2. An official TOEFL® score of 460 or higher for the paper-based test, 140 or higher for the computer-based test, or 48 or higher on the internet-based test (iBT) is required of all students for whom English is a second language. The TOEFL® must have been taken within the last two years. Only an official score report from ETS will be accepted. TCC's TOEFL® number is 6839.

3. U.S. Immigration and Naturalization service requires that evidence of adequate financial support for educational expenses be submitted to TCC before the college can issue a Certificate of Eligibility (I-20). TCC provides detailed information on this requirement in the International Student Admission Packet.

Fax: (918)595-8451
E-mail: iss@tulsacc.edu
Address: International Student Services
Tulsa Community College
3727 East Apache
Tulsa, OK 74115-3151

Immigration Responsibilities

Individuals that plan to enter the U.S. for educational purposes are responsible for obtaining the appropriate visa status and for understanding and abiding by the U.S. Immigration rules that pertain to their immigration status. U.S. Immigration regulations require students entering with a Tulsa Community College I-20 to register for classes in the semester for which the I-20 is issued. Transfer to another U.S. institution may be approved after a student has completed a semester's coursework.

Application Deadlines For F1 Students:
Spring Semester - December 1
Summer Semester - May 1
Fall semester - July 1

Questions? Telephone: (918) 595-7478
The Language Center

Where is it? The Language Center is located in room 1521 on the first floor of the Student Union at the Northeast Campus.

When is it open? The Language Center is open during the following hours during the semester:

- Mon - Thurs: 8:30 AM - 8:30 PM
- Fri: 9:00 AM - 1:00 PM
- Sat: Closed during summer
- Sun: Closed

The center is open during most holiday periods but special hours may apply. For more information, please call (918-595-7536)

What can I do? You can:
- Study for the TOEFL® (Paper version)
- Watch language learning videos
- Practice your pronunciation skills
- Practice your listening skills
- Practice grammar skills
- Practice your reading skills
- Get help from our ESL staff

International Association

The International Association is a campus organization open to all TCC students, especially ESL students! Its purpose is to provide a fun environment to learn about and share other cultures.

An organizational meeting is held at the beginning of the Fall and Spring semesters. Regular meetings are generally held on Thursdays at 12:10 PM in the Language Center at Northeast in Room 1521.

The International Association has sponsored demonstrations of clothing, traditional dances, and music from many countries, parties and field trips to museums such as the Cowboy Hall of Fame and Cherokee Heritage Center as well as other places of interest including the state capitol and Woolaroc.

For information please contact:
- Salli Wandke: (918) 595-8411
- Tom Rowe: (918) 595-8480
- Daniel Chaboya: (918) 595-7544
Contact Information

Daniel Chaboya, ESL Program Coordinator
The Language Center, NE 1521
Phone: (918) 595-7544
E-mail: daniel.chaboya@tulsacc.edu

Pam Chew, Associate Professor Foreign Language and ESL
The Language Center, NE 1521
Phone: (918) 595-8479
E-mail: pamela.chew@tulsacc.edu

Tom Rowe, Assistant Professor of ESL
The Language Center, NE 1521
Phone: (918) 595-8480
E-mail: thomas.rowe@tulsacc.edu

Salli Wandke, ESL Academic Counselor
The Language Center, NE 1521
Phone: (918) 595-8411
E-mail: salli.wandke@tulsacc.edu

Jeri Woodburn, ESL Specialist
The Language Center, NE 1521
Phone: (918) 595-7402
E-mail: jeri.woodburn@tulsacc.edu

Kathy Norman, Evening Lab Specialist
The Language Center, NE 1521
Phone: (918) 595-7536
Important Phone Numbers:

Northeast Campus Testing Center
Main Academic Building 1st Floor
Phone: (918) 595-7534

International Student Services & Visa Information
Student Union 1st Floor
Phone (918) 595-7478

Northeast Campus Welcome Center (Registration & Admissions)
Student Union 1st Floor
Phone: (918) 595-2000

Northeast Campus Career Services & Placement Testing
Student Union 1st Floor
Phone: (918) 595-8483

Additional Services:

Facet Center (Computer Center)
NE A1 (Enterprise Building)
Phone: (918)95-7592

Library
Main Academic Building 1st Floor
Phone: (918) 595-7501
# Academic Calendar

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment and Fee Payment for summer classes</td>
<td>March 30 - June 1</td>
</tr>
</tbody>
</table>
| Classes Begin                                                | June 1
d| Monday | |
| Late enrollment, Add, Drop and Fee payment Continues         | June 1 - June 5
| Monday - Friday | |
| 100% Refund on Drops (8 week summer classes)                 | June 1 - June 5
| Monday - Friday | |
| Independence Day - College Closed                            | July 2
| Thursday | |
| Final Exams                                                  | July 22 - July 23
| Wednesday - Thursday | |

During the Summer 2015 session, June 1 through July 25, TCC will be closing at 1 PM on Fridays
The Northeast Campus of Tulsa Community College is located at the intersection of North Harvard and Apache.

The address is:

Tulsa Community College
Northeast Campus
3727 East Apache Street
Tulsa, OK 74115-3151

The Language Center is located in room 1521 on the first floor of the Student Union near the Campus Store and Welcome Center. We recommend that you park in the parking lot on the east side of the campus.