ESL
HANDBOOK

**English as a Second Language
2019 - 2020**

Delgado
COMMUNITY COLLEGE

www.dcc.edu/go/esl

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Welcome to the Delgado Community College ESL Program!

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(504) 671-6341   delgadoesl@dcc.edu

MISSION STATEMENT

Delgado's English as a Second Language Program introduces students to American and New Orleans cultures and aims to improve students' English reading, writing, speaking, and listening skills in preparation for study at an American college or university.

PROGRAM LEARNING OUTCOMES

Upon completion of the English-as-a-Second-Language Program, students will:
*   Demonstrate fluency in English writing, reading, listening, and speaking in a variety of academic and workforce settings.
*   Apply knowledge of cultural values and history, both of the United States and New Orleans.

PROGRAM INFORMATION

Schedule Options
Students can attend day or evening classes in Basic, Intermediate, and Advanced Grammar, Reading, Conversation, and Composition. Class times are as follows:

Day Classes				
Monday	Tuesday	Wednesday	Thursday	Friday
8 a.m. - 9:50 a.m. Composition	8 a.m. - 9:15 a.m. Conversation	8 a.m. - 9:50 a.m. Composition	8 a.m. - 9:15 a.m. Conversation	8 a.m. - 9:50 a.m. Composition
10 a.m. - 10:50 a.m. Reading	9:30 a.m. - 10:45 a.m. Reading	10 a.m. - 10:50 a.m. Reading	9:30 a.m. - 10:45 a.m. Reading	10 a.m. - 10:50 a.m. Reading
11 a.m. - 11:50 a.m. Grammar	11 a.m. - 12:15 p.m. Grammar	11 a.m. - 11:50 a.m. Grammar	11 a.m. - 12:15 p.m. Grammar	11 a.m. - 11:50 a.m. Grammar
Evening Classes				
Monday	Tuesday	Wednesday	Thursday	
7 p.m. - 10 p.m. Reading	7 p.m. - 10 p.m. Composition	7 p.m. - 10 p.m. Reading	7 p.m. - 10 p.m. Composition	

REGISTRATION

Course Sequences
For complete course descriptions, visit **www.dcc.edu/go/esl**.

Grammar	Reading	Conversation	Composition
ESLN 001 Basic I ↓ ESLN 002 Basic II ↓ ESLN 011 Intermediate I ↓ ESLN 012 Intermediate II ↓ ESLN 021 Advanced I	ESLN 003 Basic I ↓ ESLN 004 Basic II ↓ ESLN 013 Intermediate I ↓ ESLN 014 Intermediate II ↓ ESLR 023 Advanced I*	ESLN 005 Basic I ↓ ESLN 006 Basic II ↓ ESLN 015 Intermediate I ↓ ESLN 016 Intermediate II ↓ ESLN 025 Advanced I	ESLN 007 Basic I ↓ ESLN 008 Basic II ↓ ESLN 017 Intermediate I ↓ ESLN 018 Intermediate II ↓ ESLR 027 Advanced I*

*These are co-requisite courses. Students must register for ESLR 023 and ESLR 027 together.

HOW TO REGISTER

Students can apply online, but they should plan to visit the City Park campus to complete the ESL placement test and meet with a faculty advisor. ESL faculty and the International Student Advisor are available to help students with any part of the registration process.

To contact an ESL faculty advisor, call (504) 671-6357 or (504) 671-6341. To speak with the International Student Advisor, call (504) 671-5090.

Apply to the College
For assistance with this process, contact a faculty advisor or the International Student Advisor.
- Visit www.dcc.edu.
- Scroll over Admissions and select Apply Now.
- Select Application for Admission.
- Select Sign Up to create an account.
- Enter an email and create a password to access your application information later.
- Follow the prompt to complete the application.

Take the ESL Placement Test
ESL Placement Test dates are available throughout the year. Visit our website for current dates. Sign up online at **https://www.registerblast.com/dcc-citypark/Exam/List**, or contact the Testing Center to schedule an appointment.

The Testing Center
Delgado Community College - City Park Campus - Building 2, Room 302
615 City Park Avenue, New Orleans, LA 70119
(504) 671-5080

Meet with a Faculty Advisor
Faculty advisors are available to help with early and late registration. For faculty availability, please see the Registration Days & Times flyer included in this handbook. To schedule an appointment with a faculty advisor, call (504) 671-6357 or (504) 671-6341.

(504) 671-6341 delgadoesl@dcc.edu

USING LoLA

Previously Logged in to LoLA
- Remember password: Log in with username and password that you already know.
- Do not remember password:
  - Go to **https://my.lctcs.edu**
  - Select **Don't know your password** and reset it
  - International Students with no social security number can send an email request to change the password

Never Logged in to LoLA
Your temporary password has been created with the following parameters:
- First initial of first name (lowercase) + First initial of last name (lowercase) + Birthdate (mmddyy) + P@ss
- Example: John Smith was born May 10, 1975 = temporary password would be: js051075P@ss

Once you attempt to login to LoLA for the first time, you will receive a popup message stating that your password has expired. You will then setup a new password. If you have any questions please contact Help Desk at support@lctcs.edu or (866) 217-8819.

How to Add/Drop a Class in LoLA
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Registration**
5. Go to **Term Selection** and select the term in which you plan to attend classes
6. Select **Add, Drop, or Withdraw Classes**
7. Add the CRN number or select the **Class Search** tab to look up classes by subject area
8. Select the box next to the class, then select **Register** to add the class to your schedule

*Co-requisite classes must be added at the same time. Use **Add to Worksheet** to add multiple classes at once.*

How to Request an Override/Registration Error Request Online
1. Go to www.dcc.edu
2. Select **Academics**
3. Select **Communication Division**
4. Select **Registration Error/Override Request** at bottom of page
5. Complete the form and attach an unofficial transcript or test scores
6. Select **Submit**

How to View/Print Student Schedule
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Registration**
5. Go to **Term Selection** and select the term in which you plan to attend classes
6. Select **Concise Student Schedule**

TUITION & FINANCIAL AID

Tuition & Fees
Tuition and fees are based on residency status and credit hours. Current tuition prices and college fees can be found on the Delgado website:

- Visit www.dcc.edu
- Select **Admissions**
- Select **Tuition & Fees**

Information regarding residency status is also available on the Tuition & Fees webpage. If you would like assistance with residency reclassification, please contact the Office of Admissions: (504) 483-1895.

Securing Classes
Students must pay in full or enroll in a payment plan at the time of registration to secure their class schedules.

All payment plan enrollment is done online through LoLA. Select Student Account / Account Detail / Payment Options.

Terms & Conditions
- Enrollment must be completed online.
- The first installment is due at the time of enrollment.
- As a condition of enrollment, students must provide bank routing and account numbers or credit card information for auto-draft of future payments.
- A one-time, non-refundable $30 fee will be charged upon enrollment in the plan.
- Payments are drafted on the 15th of each month until account is paid in full.
- A late fee of $10 will be assessed if any installment payment is not received within 15 calendar days after its due date.
- An NSF fee or $25 will be assessed on any dishonored items (check or credit card).

Payment Methods Accepted
- Online Check – Provide valid account and routing number for either a checking or savings account. (No extra fee charged.)
- Credit Cards – Visa, MasterCard, American Express and Discover Cards are accepted. (When choosing this option, a non-refundable 2.75% Convenience Fee will be assessed for each transaction. Fee is also assessed for debit card payments.)

Financial Aid and Payment Options

How to View Financial Aid Award
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Financial Aid** tab (If there is no financial aid tab, then student has not filled out the FASFA or it has not been processed. To complete the FAFSA, visit www.fafsa.ed.gov)
5. Select **Financial Aid Status** (If not meeting SAP, student must submit a financial aid appeal form found at www.dcc.edu/studnet-services/financialaid/sap.aspx)

How to Accept Terms and Conditions *(Must accept before award letter is available.)*
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Financial Aid** tab (If there is no financial aid tab, then student has not filled out the FASFA or it has not been processed. To complete the FAFSA, visit www.fafsa.ed.gov)
5. Select **Financial Aid/Award**
6. Select year (Make sure the current award year is listed at the top of the page)
7. Select **Terms and Conditions** at top of screen, read, then select **Accept**

How to Accept Financial Aid Award
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Financial Aid** tab (If there is no financial aid tab, then student has not filled out the FASFA or it has not been processed. To complete the FAFSA, visit www.fafsa.ed.gov)
5. Select **Financial Aid/Award**
6. Select year (Make sure the current award year is listed at the top of the page)
7. Select **Accept Award Offer** at top of screen

How to Secure Classes / Check Authorized Financial Aid *(Authorized Financial Aid = Secured Classes)*
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Student Account**
5. Select **Account Detail**

If there is a balance, the student must enroll in a payment plan to secure classes. First-time freshmen who applied for financial aid but are waiting on the aid to process, can go to the Admission's Office and request a first-time freshman deferment to secure their classes.

Students who will not receive financial can either pay in full or enroll in the payment plan in order to secure their class.

Enrolling in Payment Plan / Securing Classes
1. Log in to LoLA
2. Go to **Delgado Community College** under **Self Service Banner**
3. Select **Student** tab
4. Select **Student Account**
5. Select **Payment Processing**
6. Select **Enroll in Payment Plan**

Students must be enrolled in payment plan, have enough awarded and accepted financial aid to cover the bill, or pay in full to secure classes. Partial payments will not secure classes.

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