

TABLE OF CONTENTS

	<i>Page</i>
GENERAL INFORMATION	4
Extensions & E-mail Addresses	
ESL PROGRAMS	5
English as a Second Language (ESL)	
Vocational English as a Second Language (VESL)	
Additional Learning Resources	
COUNSELING SERVICES	9
ESL Counseling	
Career Guidance Center	
REGISTRATION AND ESL POLICIES	10
How to Take ESL Classes	
Mt. San Antonio College Student ID	
Class Rules and Etiquette for Students	
Student Rights and Responsibilities	
CHOICES BEYOND ESL	12
VESL	
Non-Credit Certificate Programs	
Transfer to Credit	
Certificates, Transfers, and Degrees	
GED Exam Preparation	
FREQUENTLY ASKED QUESTIONS	14
Citizenship	
International Student VISA (F1)	
Parking	
Other Questions	
INFORMATION IN SPANISH	17
INFORMATION IN CHINESE	18

EXTENSIONS & E-MAIL ADDRESSES

Mt. San Antonio College..... (909) 594-5611
[http:// www.mtsac.edu](http://www.mtsac.edu)

ESL Department Ext. 5235
<http://www.mtsac.edu/instruction/community/esl/>

Language Learning Center - Bldg. 6 Ext. 4580
To improve language skills in a lab

Credit Admissions - Bldg. 9B Ext. 4415
To apply for credit

Assessment Center - Bldg. 16C Ext. 4265
To schedule and take credit placement tests

Community Education Division - Bldg. 4 Ext. 4220
To take non-credit classes

Community Education Center - Bldg. 30 Ext. 4845
To take Adult Basic Skills and GED Preparation Programs

Bursar's Office - Bldg. 9A Ext. 4960
To get a Mt. SAC student ID

Child Development Center - Bldg. 9E Ext. 4920
For child care service

Parking Services - Bldg. 4 Ext. 4233
To buy a parking permit

Security Ext. 4555

ENGLISH AS A SECOND LANGUAGE (ESL)

Mt. SAC offers an outstanding ESL program designed to help improve your language, study skills, job skills, and general English communication skills. In addition, you will explore American culture, do research using computers, and work with classmates on projects that are interesting to you.

COURSES AVAILABLE

There are seven Levels of ESL in our program. The ESL placement test that you take during registration will help us determine the best level for you. Level classes meet for 14 or 17 hours per week so you can get the most amount of learning time possible.

**Literacy:
Pre-Level 1**

Literacy is for students with no prior learning experience in English. Students in these classes learn to recognize and use common English words.

**Beginning :
Level 1 & Level 2**

Beginning levels help learners develop the basics of spoken and written English for everyday needs. Students are encouraged to speak and write about their personal interests and life experiences.

**Intermediate
Level 3 & Level 4**

Intermediate levels build upon students' communication skills and help learners monitor their language learning process. Students at this level increase their conversational fluency, vocabulary development, and grammar accuracy.

**Advanced
Level 5 & Level 6**

Advanced levels help students assess their own language learning needs as applied to their personal academic and vocational goals. Lessons integrate language skills with lifelong learning strategies necessary for successful transition into college credit programs and/or a vocation.

Specialized Skills

Skill classes are different from Level classes because they focus on just one or two skills. These classes are from 3 to 5 hours per week. Some popular Skill classes that we offer include Speaking, Writing, *Citizenship Preparation* and *TOEFL Preparation*.

6

ESL PROGRAMS

Student Projects

We know that it takes more than grammar rules to communicate in English. For this reason, we stress presentations, projects, and service learning in most of our classes. These activities can help you learn more about American culture and share your own culture with others, provide a needed service to the local community, and improve your language skills at the same time. Projects our students have chosen in the past include culture fairs, interviews with the elderly in retirement homes, and Red Cross blood drives.

Technology in ESL

No matter what your experience with computers may be, our program can help you to use a variety of technologies as tools for language learning. Practicing keyboarding skills, researching on the Internet, using ESL software, and even creating ESL websites are some of the things our students can do in class or during Open Lab hours.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE (VESL)

VESL: CAREER PATHS

VESL offers you a way to continue improving your advanced English speaking and writing skills while also gaining proficiency in computers, college and business vocabulary, and career planning. It is a two-semester program, and you may join the morning or the evening program. When you pass the courses for these two semesters, you will have successfully earned 8 to 12 of 'credit by examination'. By continuing your education at Mt. SAC, you can transfer these units onto your permanent Mt. SAC record of units earned. In order to earn a VESL certificate, students must successfully pass all courses in the VESL program.

First Semester: Advanced Speaking, Advanced Writing, Beginning Keyboarding, and Career Planning

Second Semester: Microcomputer Applications, English (credit or noncredit), and an elective course of your choice (credit or noncredit)

ADDITIONAL LEARNING RESOURCES

We know that it is very important for you to continue learning and practicing English outside of your class time. For this reason, the ESL department also offers other resources for you to use during your free time.

ESL Computer Lab: You can use the ESL Computer Lab in the afternoons to practice English skills such as listening, reading, writing, grammar, and pronunciation. We have wide variety of software programs that you can choose from. You can also do on-line research and email in English. The ESL Computer Lab is in Building 66. You need a student I.D. to use the computer lab. The ESL Computer Lab is open:

MTW	1:00 p.m. – 2:30 p.m. 5:30 p.m. – 6:30 p.m.
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Language Learning Center: The Language Learning Center (LLC) offers a variety of language software and videos to improve your English listening, speaking, and pronunciation skills. The Language Learning Center is located upstairs in Building 6, Room 264. Current hours are:

MTWTh	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 2:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.

The LLC is closed on all school holidays, orientation week, and final exam week. It is also closed on Saturday when there is a Monday or Friday holiday. Hours may change during summer sessions. A student I.D. is required. If you have any questions, please call (909) 594-5611 Ext. 4580.

ESL Library: No matter what your level is, the ESL Library has books and tapes for you. Stop by and take a look at the hundreds of resources: Easy classics, true stories, newspapers, magazines, and ESL textbooks. We also have a full set of World Book Encyclopedia and other reference material to use in the Library. The ESL Library is in Building 66. You need a student I.D. to check out material. You can check them out one week at a time and renew your check-out if necessary. A drop box is available in the ESL office in Building 66 in case you have to return material when the library closed. The library is open:

MTWTh	11:00 a.m. - 1:00 p.m. 5:30 p.m. - 6:30 p.m.
Fridays	11:00 a.m. - 1:00 p.m.

NOTE: Registration for the ESL Computer Lab and Language Learning Center is at the ESL Registration Counter in Building 66.

ESL COUNSELING

Mt. San Antonio College has counselors available for referral and to answer your questions regarding:

<i>Transfer to Credit</i>	<i>Program Requirements</i>
<i>Citizenship</i>	<i>American Language (AmLa)</i>
<i>Degree Evaluation</i>	<i>Financial Aid</i>
<i>Career Guidance</i>	<i>Specific Licenses</i>
<i>General Questions</i>	<i>Problem Resolution</i>
<i>Skill Development</i>	<i>TOEFL</i>

Meet with our counselors to get started on your plan to get the job you want or to achieve your educational goals. The ESL Counseling office is located in Building 66, in the Lobby. For appointments, you may sign up on the clipboards at the registration counter, or call directly at (909) 594-5611 Ext. 5232 or 5715.

CAREER GUIDANCE CENTER

The ESL Department has developed a Career Guidance Center (CGC) to assist students in resume preparation, job interviewing skills, and job exploration information. The center offers videotaped interviewing review and computer resume development. For more information about the CGC, contact the ESL Counselor.

10 REGISTRATION AND ESL POLICIES

HOW TO TAKE ESL CLASSES

If you are a new student to Mt. SAC ESL programs, you need to follow these steps to register for classes:

- Step 1 Take the ESL Placement Test and participate in the ESL Orientation in Building 66, first floor. Tests are on **Thursdays** only. Sign-up begins 1 hour before each test. Allow 2~3 hours for the process.

Testing times:

For Morning Classes: 8:30 am, 11:00 am

For Evening Classes: 4:30 pm, 7:00 pm

- Step 2 Register for an ESL class - or - be placed on a waiting list. If your name is put on a waiting list, you will be notified by mail when there is an opening in a class.
- Step 3 Get a student ID. We will issue you a Mt. SAC student ID number.

If you are a continuing student and have not taken any ESL classes for more than a year, you need to take the placement test again.

Classes and programs are available to California residents over 16 years of age.

PHOTO ID

To get your photo ID, you must get a printout of your current schedule from the ESL Registration Counter (Bldg.66) and present it to the Photo ID window at the Bursars office (Bldg. 9A). There is a \$10 fee. You will receive your ID immediately.

CLASS RULES AND ETIQUETTE FOR STUDENTS

RULES OF STUDENT CONDUCT

You **must attend class** regularly. If you have a high number of absences, you may be dropped from the class and will be placed on the waiting list to get back into class. If you are consistently late to class, abuse the break time, or disrupt others' learning, you may be dropped from the class. You must show respect for the teacher and students in the classroom and follow all departmental policies. You are encouraged to see the ESL counselor if you have special circumstances, issues or complaints regarding our policy.

PLACEMENT POLICIES

When you come to the ESL Department for the first time, you must take the "placement test" in order to determine the best level of placement. At the end of each semester, you will be advised to repeat a level or to move up to the next level based on class work, class tests, the

final test and the evaluation of the instructor. Please bring all questions and/or concerns about your ESL placement to the ESL Matriculation Supervisor (Ext. 5242).

EXEMPTION FROM ESL ASSESSMENT

If you are currently enrolled or have been enrolled in credit English courses, you can take TOEFL and Citizenship classes without taking the ESL Placement Test.

REGISTRATION POLICIES

You **must be officially registered** in order to attend any ESL classes. If you are currently enrolled in ESL classes with good attendance record, you will have priority registration for the following session. You are allowed to register for only one level class per semester (i.e. either morning, afternoon, or evening). You can request a class time change as long as you have been attending the class for at least 4 weeks with no more than 2 absences.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- You can talk to a supervisor if you feel have a question or concern about anything in the ESL program, and to request special assistance for your situation.
- You can ask for help in taking the test, or completing your class if you have special needs or disabilities. The ESL department will help you to get any available services on campus or in the community.
- You can talk to a supervisor if you are uncomfortable in class due to harassment of any kind.
- You can meet with a Counselor for any reason related to your educational success.

STUDENT RESPONSIBILITIES

- Come to class on-time, prepared, and follow the directions of the instructor.
- Pursue completion of the class to the best of your ability.
- Complete class assignments.
- Maintain progress toward educational goals.

COLLEGE RESPONSIBILITIES

- The ESL department will provide an orientation concerning campus and department procedures and policies.
- The ESL department has Counselors and Educational Advisors to assist you in finding the right career for you, and help you find the right courses for that career.
- The ESL department has Counselors and Educational Advisors to help if you are having difficulty in the program.

12 CHOICES BEYOND ESL

VESL (Vocational English as a Second Language)

VESL programs, for advanced level students, combine English as a Second Language with classes in business and health. (See page 6.) VESL is offered in the fall and spring semesters. For further information, contact the VESL Specialist at Ext. 5236.

NON-CREDIT CERTIFICATE AND SHORT-TERM VOCATIONAL PROGRAMS

Mt. San Antonio College Community Education Division offers a variety of non-credit certificate programs designed to develop or enhance vocational skills. These certificate programs are similar to those awarded through the credit programs at Mt. San Antonio College. They are well recognized by business and industry, and frequently used as a requirement for professional advancement. See our ESL Counselor or call the Community Education office for more information at Ext. 4220.

TRANSFER TO CREDIT

If you are interested in taking credit classes, you may take the Assessment of Written English (AWE). The AWE determines your credit English placement. If you complete Levels 4 ~ 6 or VESL program and pass, you may progress into AMLA classes without taking the AWE. If you are thinking about transferring to credit, it is a good idea to make an appointment with the ESL Counselor!

Steps to take credit classes for those who are not currently enrolled in ESL Programs:

1. Application – Apply on-line or go to Admissions and Records in the Student Services Center (Bldg.9B), and complete and submit the application form.
2. Assessment – Schedule for placement tests at the Assessment Center, or call to make an appointment at Extension 4265.
3. Orientation – You will be introduced to college programs and services, and you will be advised of your rights and responsibilities as a Mt. San Antonio College student. To schedule for an orientation, call the Counseling Department at Extension 4380. Online orientation is available through Mt. SAC web site (www.mtsac.edu).
4. Counseling & Advisement – Counselors will help you develop an educational plan and provide information on resources that you can use in order to be successful in college.
5. Registration – You will receive a registration date by mail. You can register on-line or using the telephone registration system.
6. Fees – Pay your fees on-line or at the Bursar's office within 5 working days after you register.

CERTIFICATES, TRANSFERS, AND DEGREES

VOCATIONAL CERTIFICATE

Mt. San Antonio College offers certificate programs in a series of major courses, all related to a particular occupation skills. The objective of these programs is immediate employment.

ASSOCIATE DEGREE

Mt. San Antonio College offers two associate degree programs. The Associate in Science degree is designed for vocational majors, while the Associate in Arts degree is appropriate for students seeking a baccalaureate degree.

BACHELOR DEGREE

This degree normally requires 4-6 years of full-time work. You may complete the first two years at a community college and then transfer to a 4-year college/university.

MASTER DEGREE

This is a professional degree that requires 2-3 years of study after completion of a Bachelor Degree.

DOCTORATE DEGREE

This degree requires 3-5 years of full-time study in specialized area after completion of a Master Degree.

GED EXAM PREPARATION

The General Education Development (GED) certificate is considered the equivalent to a high school diploma. You may earn this certificate by passing the official GED test. Coursework is offered in the basic skills lab to prepare students to pass the GED test. For more information, call the Community Education Center at Ext. 4935.

14 FREQUENTLY ASKED QUESTIONS

CITIZENSHIP

BASIC REQUIREMENTS/STEPS TO BECOME A US CITIZEN:

- 1) You must be a legal resident.
- 2) You must have had continuous residency for at least 5 years -or- continuous residency for at least 3 years and be married to an American citizen.
- 3) You must be a person of good moral character.

The process for attaining citizenship can be a lengthy one. Some ways Mt. SAC can help include:

- 1) The ESL Department offers Citizenship Preparation courses.
- 2) The ESL Department periodically hosts NALEO (National Association for Latino/a Elected Officials) who can aid in application completion and submission.

INTERNATIONAL F-1 STUDENT VISA

THE FOLLOWING REQUIREMENTS MUST BE MET BEFORE MT. SAC WILL ISSUE AN I-20 (FOR AN F-1 STUDENT VISA):

- 1) The college Application and the International F-1 Visa Student Application for admission
- 2) A copy of high school and/or college transcript
- 3) Confidential Financial Support information
- 4) Minimum score of 133 on the computer based TOEFL test, or 45 on the Internet Based Test, or 450 on the paper based test.

Note: ESL classes are non-credit and our ESL Department does not currently offer I-20's.

PARKING

PARKING REGULATIONS AND PERMITS

Parking permits are required for parking Monday through Thursday, 7:00 a.m. to 10:00 p.m., and Friday 7:00 a.m. to 4:00 p.m. No parking permit is required Friday 4:00 p.m. through Monday 7:00 a.m.

Parking permits currently cost \$35 for the Fall or Spring semesters, and \$18 for The Summer or Winter terms. They can be obtained in the Administration Building (Building 4) at the Cashier's window on the first floor. The office is open Monday through Thursday 7:30 p.m. to 8:30 p.m. and Friday, 7:30 a.m. to 4:30 p.m.

WHERE TO PARK:

- Student Lots - with valid permit (See campus map)
- Parking meters (.25¢ /20 min.) are provided for VISITORS at various locations on campus.
- Free 30 minute parking is available north of the Bookstore (Building 9A), south of the Performing Arts building (Bldg.2), west of the Administration building (Bldg.4), south of building 40 in Lot F, and east of the Language Center (Building 66).

ONE-DAY PAID PARKING

- Student Lots with a day pass (\$2.00) – Pass dispenser is on Bonita just south of Temple & on Mt. SAC Way in Student Lot W.
- One-day paid parking (\$2.00) – Pay Lots A and B

MOTORCYCLES

No permit is required unless the motorcycle is parked in a regular vehicle stall. Motorcycles may park free at the end of the parking rows (within the lines), if not marked “No Parking,” in student lots only.

PARKING TICKET

The Parking Services Department receives its authority to enforce the Traffic and Parking Regulations from the California Vehicle Code and provisions established by the California State Legislature. Ignoring a citation will result in immediate legal action in the form of substantial additional penalties and a hold being placed on the vehicle registration with the Department of Motor Vehicles.

You may appeal within 21 calendar days of issuance of citation. Request an Administrative Appeal in person at Parking Services in Bldg. 4 or by phone at extension 4299.

SECURITY SERVICES

Call our Escort Service at Ext. 4233 if you need someone to take you to your car from the classroom at night. If you have a flat tire, a dead battery, or locked your keys in the car, contact campus security at Ext. 4555. Our security officers will come to your rescue.

OTHER QUESTIONS

Do I need to have a Mt. SAC ID card?

Not to register for ESL classes. You need a Student ID card in order to use the Language Learning Center, ESL Library, ESL Computer Lab, and other on-campus resources.

How much is the tuition?

There are no fees for non-credit ESL classes. However, students may need to purchase textbooks needed for classes.

16 FREQUENTLY ASKED QUESTIONS

What do I need to bring with me to take the placement test?

To take the placement test, you need to sign-up beforehand and arrive at least 30 minutes prior to the beginning of the test. It is recommended that you bring your address, telephone number, and Social Security Number if you have one.

Do I need to take a test if I come from another school?

Yes. You need to take the ESL Placement Test so we can match your English level to our program's level of classes.

How does the waiting list work?

When classes are at capacity, students are placed on a waiting list. Students are then contacted as spaces become available.

How long does it take to be called from the waiting list?

The average waiting time to get into filled classes depends on the number of students regularly attending classes and the length of the waiting list.

What time are the classes offered?

Morning level classes: 8:00 a.m. - 11:30 a.m.
Afternoon level classes: 10:30 a.m. - 2:00 p.m.
Evening level classes: 6:30 p.m. - 10:00 p.m.
Afternoon skills classes: 11:30 a.m. - 1:00 p.m.
Evening skills classes: 5:00 p.m. - 6:30 p.m.
Saturday skills classes: 8:00 a.m. - 10:30 a.m. / 10:30 a.m. - 1:00 p.m.

Times can be changed, so call for a current schedule.

What classes can I take after I finish Level 6?

The ESL department has several classes available that are not level classes, some of which are the VESL: *Careers in Business* and VESL: *Careers in Health* programs. If credit classes are desired, students may enroll in the credit American Language classes, or credit English classes.

What is the difference between credit and non-credit classes?

Non-credit classes, such as ESL, do not offer units toward a degree or certificate. Credit classes are scheduled through the Student Services Center, and can lead to the award of a degree or a certificate.

Do you have a child care center (for ESL)?

There is no childcare center specifically for ESL students; however, you can sign up for the Mt. SAC Child Care Center for a fee, based on availability.

1. Niveles de ESL

Nuestro programa consiste de siete (7) niveles diferentes; empezando desde Pre-nivel uno (principiante), hasta nivel seis (avanzado). Normalmente, un alumno tiene que completar un semestre para poder continuar al próximo nivel.

2. Servicios de consejeros académicos:

También ofrecemos servicios de consejeros que incluye:

- Planes pedagógicos
- Desarrollo sobre carreras
- Servicios de resume
- Estrategias para la búsqueda de trabajo
- Prácticas para entrevistas
- Otras preguntas o consultas

Si tiene alguna pregunta, por favor haga una cita con nuestros consejeros. (909)594-5611 Ext. 5232

3. Laboratorio de Idiomas

El laboratorio de idiomas (LLC – edificio 6) le ofrece una variedad de materiales en video y audio casset para mejorar su habilidad auditiva, de conversación y pronunciación. Es necesario que tenga una identificación de estudiante para tener acceso a este laboratorio.

El horario del Centro de Idiomas (LLC) es:

Lu/Ma/Mi/Ju	8:00a.m.-9:00p.m.
Viernes	8:00a.m.-2:00p.m.
Sabado	9:00a.m.-2:00p.m.

4. Identificación Estudiantil

Usted puede obtener una identificación después del examen. Para obtener una identificación tiene que tener un horario generado por nosotros, y otra forma de identificación. Estos documentos deben ser llevados a la oficina de “Bursars” en el **edificio 9A**. Hay una cuota fija de \$10, e inmediatamente después le darán su identificación. Asegúrese que el número de identificación en su nuevo documento sea el correcto.

El horario de la oficina de “Bursars” es:

Lu/Ma/Mi/Ju	8:00 a.m.- 7:00 p.m.
Viernes	8:00 a.m.- 4:30 p.m.

5. Permiso de Estacionamiento

Todo vehiculo estacionado en espacios asignados para estudiantes necesita un permiso para estacionarse. Este permiso de estacionamiento cuesta \$35 cada semestre y durante la sesión de verano cuesta \$18. Puede obtener el permiso de estacionamiento en la ventanilla de Parking Services en el primer piso del edificio 4 (administración).

El horario de la oficina de Parking Services es:

Lu/Ma/Mi/Ju	7:30 a.m.- 9:30 p.m.
Viernes	7:30 a.m.- 4:30 p.m.

6. Lista de espera

Cuando no hay espacio disponible, usted será puesto en una lista de espera. En cuanto tengamos espacio disponible le mandaremos una postal por correo. En cuanto usted reciba la postal, por favor tráigala inmediatamente a la oficina de ESL para procesar su registracion.

7. Asistencias

Es necesario que usted asista a clases regularmente. Cuando usted se registre el personal de registracion le informara cuantas horas puede faltar a clase. Si usted falta mas de las horas disponibles o tres días consecutivos sin avisarle a su profesor(a), lo sacaran de su clase. Su lugar será cedido a otro estudiante que este en lista de espera.

8. Por favor de contactar al personal de registracion si usted tiene alguna pregunta sobre su horario de clases, o para alguna otra consulta en respecto a nuestro proceso de registracion.

18 INFORMATION IN CHINESE

1. ESL等級

ESL總共提供七種不同等級的課程: 分別是 Pre-Level 1 (最基程) 到 Level 6 (高程).

當您考完試後您將會被安排到適合您程度的課堂上以致幫您學好英文. 通常一個學期可以完成一個等級/Level.

2. 學生顧問服務

我們所提供的學生顧問服務可以幫助您:

- 教育規劃
- 履歷表
- 尋找工作技巧
- 事業調查
- 面談技巧練習
- 其他問題

如果您有需要任何以上的幫助, 請您與我們的顧問預約詳談

-電話 (909) 594-5611 Ext. 5232

3. 語言學習中心 (Language Learning Center)

語言學習中心 (LLC) 提供您多種電腦的語言教學. 其中有影片和其他電腦軟體可以幫助您學習與增強您的聽, 說, 與發音的能力. 您需要有學生證才能使用 LLC (Language Learning Center). 以下是 LLC 的時間表:

星期一, 二, 三, 四	8:00 a.m. – 9:00 p.m.
星期五	8:00 a.m. – 2:00 p.m.
星期六	9:00 a.m. – 2:00 p.m.

4. 學生證

辦學生證的場所在 Bursar's Office 建築物 9A. 去辦學生證時您需要攜帶從 ESL 註冊處所印給您的課程表, 以及一張有照片的證件. 辦新的學生證需付 \$10 元的費用.

Bursar's Office 的營業時間是:

星期一, 二, 三, 四	8:00 a.m. – 7:00 p.m.
星期五	8:00 a.m. – 4:30 p.m.

5. 停車證

在學校上課時您將需要購買停車證. 從星期五 4:00 P.M. 到星期一 7:00 A.M. 停車將不需要停車證.

停車證的費用分別是一學期 \$35 元, 暑期 \$18 元. 您可以在第 4 棟建築物一樓付費處購買停車證.

付費處的營業時間是:

星期一, 二, 三, 四	7:30 a.m. – 9:30 p.m.
星期五	7:30 a.m. – 4:30 p.m.

6. 排隊名單

當 ESL 課的名額都滿了時, 我們將會把您的名字放在排隊名單上, 當 ESL

的課有空位時我們會寄通知卡到您的府上以告知您可以來上課. 等您一收到通知卡片時請您儘早拿著通知卡回來 ESL 櫃檯登記您的課.

7. 出席

在學時您將需要按時來上課. 當您來選課時我們會跟您解釋一學期內您總共可以缺席幾個小時.

假如您連續缺席超過三天, 或是超過了您一學期內所規定的時數, 您將會從課堂上被取消掉, 而您的位置將會給在排隊名單上的人.

8. 如果您有任何有關選課的問題或課程的時間表, 請您與我們的工作人員聯絡.