



ENGLISH LANGUAGE ACQUISITION

(ELA) STUDENT HANDBOOK



Kirkwood
COMMUNITY COLLEGE

IMPORTANT NUMBERS

Cedar Rapids | 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404

| Department/Office | Location | Phone |
|-------------------------------------|-----------------------------------|--------------|
| Admissions and Student Life | 3rd Floor Iowa Hall | 319-398-5517 |
| Advising and Transfer Center | 2nd Floor Kirkwood Hall | 319-398-2600 |
| Bookstore | 1st Floor Benton Hall | 319-398-5469 |
| Counseling Services | 3rd Floor Iowa Hall | 319-398-5540 |
| EagleCard Office | 131 Nielsen Hall | 319-398-5680 |
| English Language Acquisition (ELA) | 2008 Iowa Hall | 319-398-5668 |
| Financial Aid/Bill Pay | 3rd Floor Iowa Hall | 319-398-7600 |
| Food Pantry | 3038 Iowa Hall | 319-398-5540 |
| Housing Information | Student Life, 2nd Floor Iowa Hall | 319-398-5578 |
| Global Learning | 2008 Iowa Hall | 319-398-5579 |
| Learning Commons | 2071 Cedar Hall | 319-398-5425 |
| Library Services — Circulation | Benton Hall | 319-398-5696 |
| Lost and Found | 3034 Iowa Hall | 319-398-7777 |
| Michael J Gould Recreation Center | Main Campus | 319-398-5596 |
| Public Safety | Main Campus | 319-398-7777 |
| Sharon Falduto, ELA Student Advisor | 2008M Iowa Hall | 319-398-5668 |
| Test Center | 2055 Cedar Hall | 319-398-5456 |
| The Café/Food Options/Cafeteria | 1st Floor Iowa Hall | 319-398-7189 |

Johnson County Regional Center | 2301 Oakdale Blvd., Coralville, IA 52241

| | | |
|-------------------------------------|--------------------------------|--------------|
| Mohamed Joreya, ELA Student Advisor | 008B KRCUI | 319-887-3628 |
| Coralville Student Services | Johnson County Regional Center | 319-887-3658 |
| Global Learning | 008F KRCUI | 319-887-3628 |
| Learning Commons | 052 KRCUI | 319-887-3612 |

It is the policy of Kirkwood Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Vice President, Human Resources and Institutional Effectiveness, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, 319-398-5572, equity@kirkwood.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.



GLOBAL LEARNING MISSION:

Lead comprehensive internationalization at Kirkwood Community College.

GLOBAL LEARNING VISION:

All Kirkwood faculty, staff, and students engage in global learning experiences, positively impacting our local and global communities.

GLOBAL LEARNING VALUES:

Student-focused, Welcoming, Intercultural Competency, Inclusion, Belonging, Empathy, Collaboration.

Kirkwood Community College Vision:

To be the community college leader in regional, national, and global education.

Kirkwood's Values:

Respect, Innovation, Collaboration, Excellence.

What Classes Do I Need to Take?

Before you register for classes, you will take the ESL ACCUPLACER test. This test is free. You can take the test at the Kirkwood campus in Cedar Rapids or in Coralville. You will take the test on a computer at the Test Center in 2055 Cedar Hall, or at the Test Center in the regional center in Coralville. The test has three parts: Writing, Grammar, and Reading. After you take the test, you will get a paper that tells you what level of classes you need to take. Your listening and speaking skills will be tested by a teacher, with an Oral Proficiency Interview, also called an OPI or K-DOSE-OPI™. Make appointments for placement testing under the “New Students, Next Steps - Placement Testing” section at www.kirkwood.edu/ela.

Kirkwood has four levels of ELA classes. The course progression is attached to this handbook.

Students who place into Level 1 should consider taking free ESL classes. We do not offer Level 1.

Level 2: Beginners (Approaching Intermediate)

Level 3: Intermediate

Level 4: Intermediate (Approaching Advanced)

Level 5: Advanced

I Scored More Than One Level on My ESL ACCUPLACER and OPI Tests. Is That OK?

Yes. Many people have scores of more than one level. You can be in two levels at the same time, but you may not skip levels. This means that you cannot choose to take Level 4 classes in the fall semester and Level 3 classes in the spring semester. You must finish all your lowest-level classes before adding higher-level classes. You are not allowed to take classes in three different levels. If your test scores show three different levels, you will be required to take the lower-level classes.

For example, your schedule may include Level 3 Writing, Level 3 Grammar, Level 4 Reading, Level 4 Culture and Conversation, Level 4 Presentations.

YOU MUST FINISH *ALL* OF YOUR LOWEST-LEVEL CLASSES BEFORE ADVANCING TO A HIGHER LEVEL.

How Do I Register for Classes?

Register at www.kirkwood.edu/ela. For personal advising help choosing your classes, visit the ELA advisor in 2008 Iowa Hall on the Cedar Rapids campus, or 008B Regional Center at the University of Iowa or call 319-398-5668 for Cedar Rapids or 319-887-3628 for Coralville. You can also email ela@kirkwood.edu. Register early to get your preferred class schedule. Seats fill quickly. Consider your work or child care schedule with your class schedule. **Schedule changes after the first week of class are not permitted.**

What If I Need to Change My Schedule?

After classes have started, you will need to get the permission of an instructor to add a class. Go to www.kirkwood.edu/lateregistration to fill out the information about the class you would like to add. An email will be sent to the teacher with your request. **After the first week of class, no changes are permitted.** Plan your schedule around your work and child care commitments before the semester begins.

It is very important to attend class. If you miss too many classes, you will fail. If you fail too many classes, or withdraw from too many classes, you may not be able to receive any financial aid.

To Keep Your Financial Aid

You Must Successfully Complete Classes

| | |
|-----------------|--------------|
| Completion Rate | Required GPA |
| 67% | 2.0 |

What If I Need to Drop a Class?

If you need to drop a class, talk to an ELA advisor as soon as possible. Check with the Financial Aid department to learn if dropping a class will impact how much financial aid you will receive, or if you will be required to pay money back to Kirkwood. Students on an F-1 Visa are required to be enrolled full-time.

Visit www.kirkwood.edu/lastdaytodrop for more details.

MyHub

The central location to access your student information — personalized to you!

From MyHub you can:

- Access Talon
- Access your student email
- View your class schedule
- See the balance on your bill

www.kirkwood.edu/myhub



Can I Get Financial Aid?

You may be eligible to receive financial aid. Financial aid is a combination of scholarships, grants, work-study, and loans that come from three different sources: the federal government, the state government, and the college. Students who have earned a bachelor's degree are not eligible for federal grants, although they may be eligible for state grants, loans, and scholarships. Grants and scholarships do not need to be paid back. Loans will need to be paid back after you graduate or leave school. To be eligible for financial aid, you must:

- Be a U.S. citizen or eligible noncitizen
- Have graduated from high school or earned a GED
- Be enrolled in a degree program
- Be making satisfactory academic progress
- Not be in default for a federal or state student loan

You can fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. It is best to get your application in as soon as possible so that you can be recognized for all available financial aid, if eligible. Please note that certain financial aid is considered need based, which means you have to qualify based on the information you give on your FAFSA. You can reapply for financial aid beginning Oct. 1 for the following award year that begins in August and runs through the following August. You can get more information at www.kirkwood.edu/onestop.

School code: 0040076

You may also be eligible for scholarships! Kirkwood has over \$3 million available in scholarships each year, making your most affordable option even more affordable.

More than 1,400 scholarship awards ranging from \$500 to \$5,500 are given to students just like you. And, there's just one easy application to complete for you to be considered. Apply at www.kirkwood.edu/scholarships. Scholarship deadlines are Oct. 1, March 15, and July 15.

College is not free. Be aware of how much money you are borrowing, how much you will have to pay back, and how much grant eligibility you have remaining. You do not want to use up all of your eligibility.

Credit Hours Required per ELA Level

| | |
|---------|-----------------|
| Level 2 | 12 credit hours |
| Level 3 | 12 credit hours |
| Level 4 | 15 credit hours |
| Level 5 | 12 credit hours |

ELA classes are charged current Kirkwood tuition rates. Tuition rates can be found here: www.kirkwood.edu/tuition.

When Should I Buy My Books?

Do not buy books until after you have gone to your classes. You can buy books at the Kirkwood Bookstore. If you have financial aid, you can use that money to buy books. Do not remove the plastic wrap from a textbook until you are certain it is the correct book. Always keep your receipt. The receipt is necessary if you need to return the book.

It is mandatory to purchase the textbooks for the class.



How Can I Do Well in School?

The most important thing to do is attend class. Also, do your homework. If you need to miss class, it is very important to talk to your teacher and turn in your assignments as soon as possible. If you miss too many classes, you will fail. If you fail, you must still pay for the class, and you will also have to take the class again. After you have registered, you need to go to class. Even if you never go to class, if you do not drop your classes, you may still have to pay for them.

If you need help with your class work, see an ELA learning assistant for free. The schedule for ELA learning assistants is available on our website, www.kirkwood.edu/ela.

Suggestions for you as you study English:

1. Speak with native speakers regularly
2. Find a way to practice English outside of class, at home, etc.
3. Sign up for ELA study support in the Learning Commons
4. Visit the Language Lab and use computer software like Duolingo to practice English
5. Read English books and newspapers not required for class
6. Watch English language television, or watch television with English subtitles
7. Visit the Writing Center in Cedar Rapids or online, www.kirkwood.edu/cow
8. Remember: English is **not just a class** — it is a goal!



Classroom Participation

Student participation is an important part of the Kirkwood ELA classroom and in most U.S. classrooms. This type of interaction may be different from the classroom style you are used to. Students are expected to think independently and are allowed to express an opinion in class. Students should not use their cell phone in class unless the instructor allows it.

Syllabus

Your teacher will give you a syllabus at the beginning of the semester. This syllabus is found on Talon, Kirkwood's learning management system. This syllabus is very important. It will guide you as to when assignments are due, what you should be reading and studying, and how you can contact your teacher if you need help.

Avoid Strong Fragrances

Many students and faculty members have strong reactions to fragrances, such as perfumes, aftershaves, and scented soap. These smells can make people very sick. Please do not overuse them.

Also, you will be sitting near other students. Follow practices of good personal hygiene: brush your teeth, wash your clothes, and bathe regularly.

What Is an EagleCard?

The EagleCard is your official Kirkwood ID. You need it for:

- Buying books at the Kirkwood bookstores
- Selling books at buy-back time
- Checking out books at the Kirkwood Library
- Requesting a bill, transcript, or copy of your class schedule
- Changing your name or address (in person)
- Using the Kirkwood Rec Center, computer labs, and to attend athletic or entertainment events

To get your EagleCard, present a government-issued photo ID (driver's license, passport, etc.) at one of these locations:

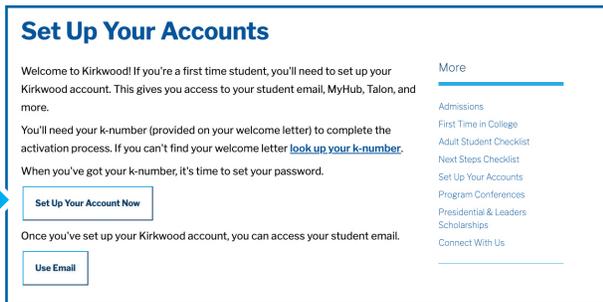
- EagleCard office (131 Nielsen Hall, main campus)
- Any county center office

Discounts may be available with your EagleCard. Some requirements may apply. Visit the EagleCard office (located inside the Allsop Computer Lab, 131 Nielsen Hall, main campus) for detailed information on specific discounted items and a full list of participating businesses.

How to Set Up Student Email

Go to www.kirkwood.edu/get-started/admissions/setup.

1. Open the box that says "Set Up Your Account Now."
2. You will need to create a password for your email.



Set Up Your Accounts

Welcome to Kirkwood! If you're a first time student, you'll need to set up your Kirkwood account. This gives you access to your student email, MyHub, Talon, and more.

You'll need your k-number (provided on your welcome letter) to complete the activation process. If you can't find your welcome letter [look up your k-number](#).

When you've got your k-number, it's time to set your password.

[Set Up Your Account Now](#)

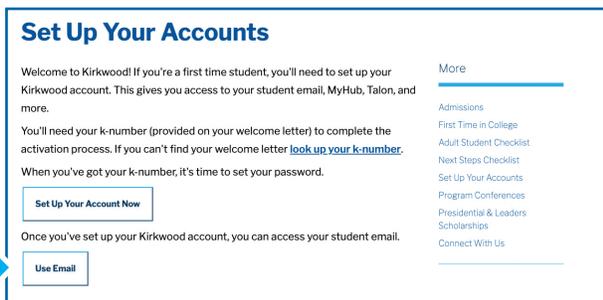
Once you've set up your Kirkwood account, you can access your student email.

[Use Email](#)

More

- Admissions
- First Time in College
- Adult Student Checklist
- Next Steps Checklist
- Set Up Your Accounts
- Program Conferences
- Presidential & Leaders Scholarships
- Connect With Us

3. When you finish setting up your accounts, go to the second box that says "Use Email."



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[Set Up Your Account Now](#)

Once you've set up your Kirkwood account, you can access your student email.

[Use Email](#)

More

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Where Can I Print My Paper?

You can print at either the Library or the Allsop Computer Lab, which is on the first floor of Nielsen Hall, or from the computers on the first floor of the Coralville center. You will need to present your EagleCard. You are given a \$36 print quota each semester, which is tied to your EagleCard. You can also make copies in the Library.

What is TRIO Student Support Services - ESL?

Kirkwood Community College's TRIO Student Support Services - English as a Second Language program (TRIO SSS - ESL) is a federally funded program under the U.S. Department of Education. We provide opportunities for academic, social, and cultural development for multilingual students.

Who Can Join TRIO SSS - ESL?

1. Be enrolled in credit classes at Kirkwood Community College.
2. Be enrolled in English Language Acquisition classes (at least level 5); a nonnative English speaker, or speaker; read, write in another language at home.
3. Meet at least one of these three criteria:
 - First-generation student (neither parent nor guardian has a 4-year college degree)
 - Low income and/or
 - Documented disability

How Does TRIO SSS - ESL Programming Support Students?

- Academic advising and support
- Financial literacy
- Study support and mentorship
- Transfer advising
- Assistance with applying for scholarships
- Cultural and civic engagement opportunities

Student Computer Laboratories

The Language Lab for ELA students is located in 3010 Cedar Hall on the main campus. Open lab times are available for students. This room is designated especially for English Language Acquisition students. Individual computer stations have microphones, Internet access, and a printer.

Students can use the lab to:

- Work on classroom assignments
- Review and practice classwork using their textbook CDs
- Access online classroom resources

ELA study support is available in the Learning Commons, and there is also ELA study support available on Zoom.

www.kirkwood.edu/ela

Allsop Computer Lab

The Allsop Computer Lab in 131 Nielsen Hall houses 105 PCs and four iMacs, one copier/printer, one high-efficiency black-and-white printer, one color printer, one 3D printer, and two scanners. No classes or labs are scheduled in the quiet-study areas. The walk-in lab is used for students' school-related research and homework. Students may reserve a computer at least one day ahead by calling 319-398-5606 or coming to the front counter. Students are required to swipe their EagleCard upon entering/exiting the computer lab. No food or drinks are allowed in the computer lab. Computer lab hours are subject to change during inclement weather.

Can I Take Other Classes Besides ELA?

Students in Level 5 may take art classes. You should understand that you will be asked to write papers in these classes.

Music lessons are open to students in all levels.

Depending upon your major, you may be able to start your major classes at Level 5. Students in Industrial Technology classes can start their major after Level 4.

Can I Join Student Groups While I Am an ELA student?

Yes! A student group is a great way to meet new people, to work on your English skills, and to have fun. You can see what clubs are available by visiting www.kirkwood.edu/clubs.

How Will I Know if Classes Are Canceled?

It is a good idea to sign up for the Kirkwood Alert, which will send a message to your email or your cell phone if classes are canceled due to bad weather or other emergency situations. Sign up at www.kirkwood.edu/alert. You can also watch local television stations or listen to local radio stations for announcements of cancellations. Remember to listen for "**Kirkwood Community College**." Kirkwood is NOT the same as "Cedar Rapids," or "Cedar Rapids schools," or "Iowa City," or "Iowa City schools," or "College Community schools," and Kirkwood is not always on the same schedule as those other schools.



CAMPUS LIFE

Housing

Kirkwood does not have dormitories. Kirkwood works closely with nearby apartment complexes. The phone number for the Kirkwood Housing office is 319-398-7647. Most complexes are within walking distance. Kirkwood students also ride Cedar Rapids Transit buses for free. See map for details.

Dining

Kirkwood's Cedar Rapids campus has options at The Café in Iowa Hall, which offers a variety of hot foods; a Linn Hall Café Mini; and the Fully Charged coffee shop in Iowa Hall. The campus also has vending machines in select locations.

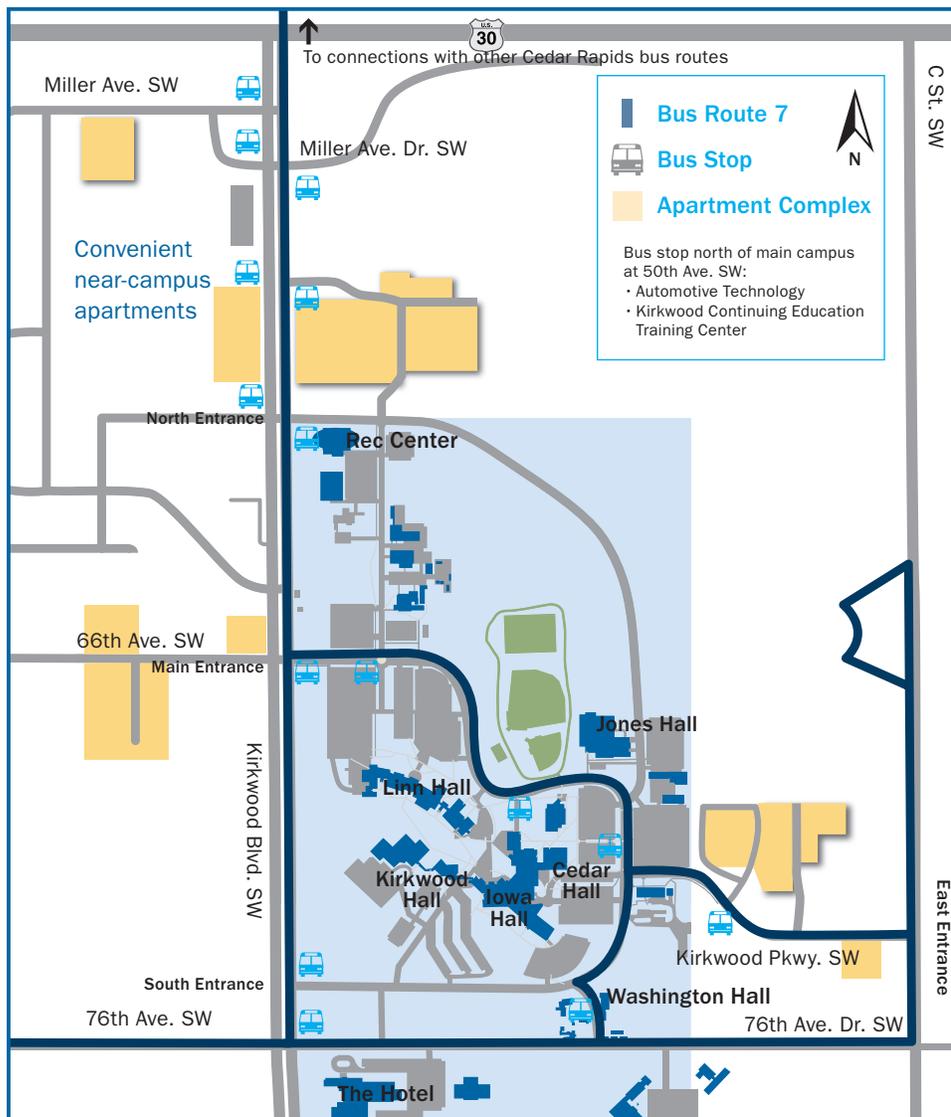
Student Health

Kirkwood Student Health Clinic services are available at MercyCare Prairie Creek for students needing nonemergency medical attention. MercyCare Prairie Creek is located across from campus, just east of The Hotel at Kirkwood Center, at 777 76th Ave. Dr. SW.

Student Health hours are
Monday – Thursday 8 a.m. to 4 p.m., and Friday 8 to 11 a.m.

Call 319-558-0342 to schedule an appointment.
Walk-ins are also welcome.

For other resources, such as Student Health in Iowa City, visit www.kirkwood.edu/learnenglish.



BUS ROUTES

Cedar Rapids

Kirkwood students ride all Cedar Rapids buses for FREE.

- Convenient stops by near-campus apartments
- At least hourly pickups throughout the day

380 Express

Purchase fare/pass bus transportation between the Cedar Rapids main campus and downtown Iowa City. Go to www.380express.com for more information.

Kirkwood Food Pantry

To address the food scarcity issues that many college students face, Kirkwood established a Student Food Pantry on both our main campus and in Coralville. All currently enrolled Kirkwood students are invited to receive grocery items from the Student Food Pantry once a week at NO cost! Make an appointment here: www.kirkwood.edu/explore/services/dean-of-students/student-food-pantry.

Or contact studentfoodpantry@kirkwood.edu or food.pantry.ic@kirkwood.edu.

I'm Having a Hard Time. Can I Talk to Someone?

Yes. If you need help with your class work, you can schedule study support in the Learning Commons. If you have a problem with your teacher, you can talk to the Global Learning dean or associate dean at 319-398-5579 (2008 Iowa Hall). If you need counseling, you can see a Kirkwood counselor. All these services are free. The Kirkwood counselors are in the Dean of Students office, 319-398-5540. At The Kirkwood Center at the University of Iowa, you can make an appointment with a counselor at Student Services. Community resources are also found at www.kirkwood.edu/learnenglish.

I'm Taking Level 5 Classes. Am I Done?

Before you are finished with ELA classes, make an appointment with an ELA advisor. You will need to take all the required classes, and may also be required to take the standard ACCUPLACER test and ALEKS math test. After a successful audit, you will be able to register yourself for classes and/or meet with your academic program advisor for assistance. We are not able to confer a Certificate of Completion for English Language Classes. Your next step is to enroll in classes for your degree, diploma, or certificate.

- Have you taken all of these classes?
 - ◆ Elements of Writing
 - ◆ Fundamentals of English Grammar
 - ◆ Level 5 Culture and Conversation
 - ◆ Effective Reading Strategies

I'm Done With ELA Classes. Now What?

That's up to you! You are welcome to join a degree program at Kirkwood, take classes at another college or university, or use your new language skills to help you with your job. The Career Services office on 3rd Floor Iowa Hall can help you decide on a major.



LEVEL 2

Listening and
Speaking
ESI-024

Reading and
Writing
ESI-027

LEVEL 3

Listening
ESI-034

Reading and
Vocabulary
ESI-042

Grammar
ESI-038

Writing
ESI-037

LEVEL 4

Culture and
Conversation
ESI-062

Presentations
ESI-069

Reading and
Vocabulary
ESI-068

Grammar and
Usage
ESI-064

Writing
ESI-063

LEVEL 5

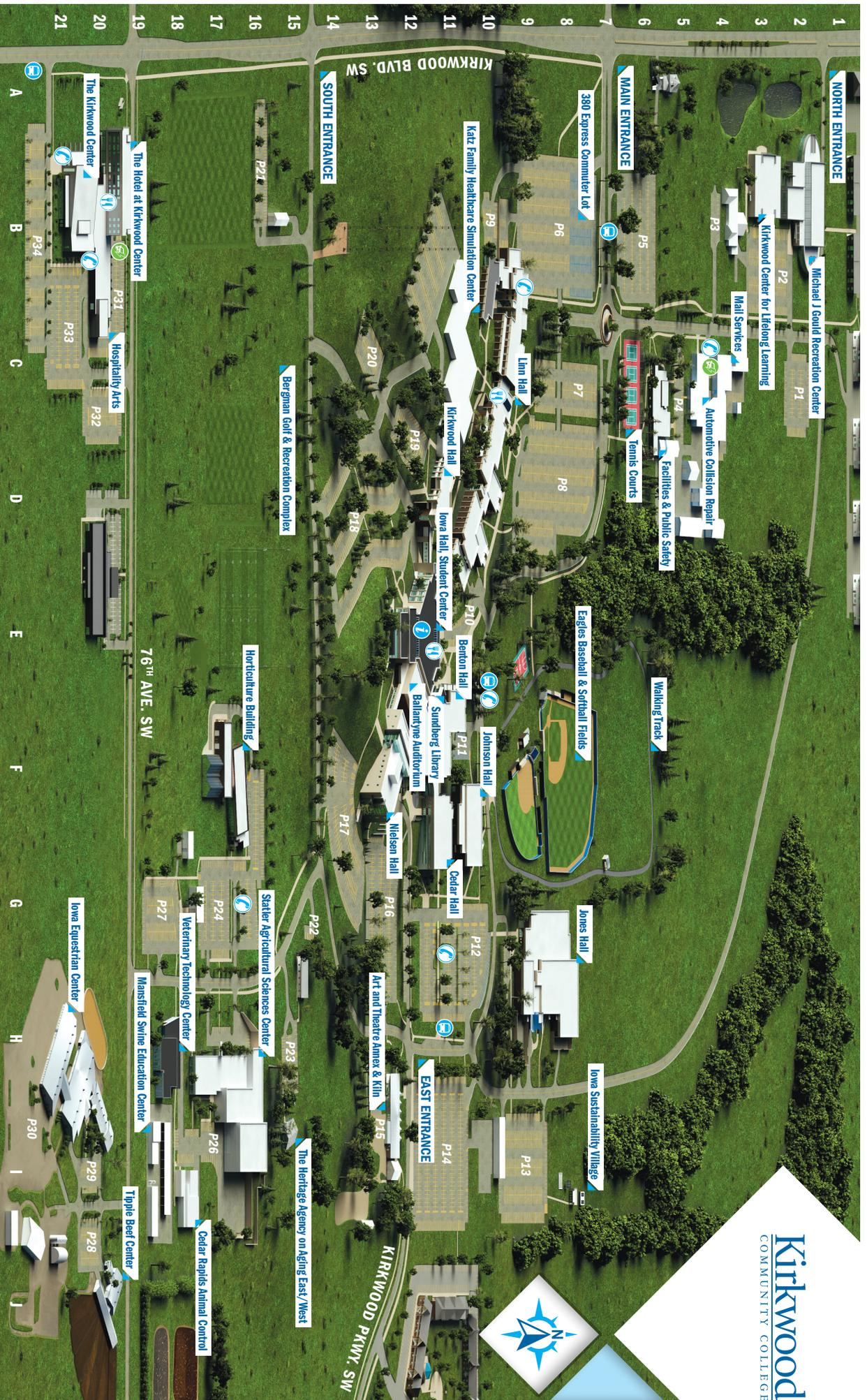
Culture and
Conversation
ESI-090

Effective Reading
Strategies
RDG-130

Fundamentals of
English Grammar
ESI-072

Elements of Writing
ENG-101





MAIN CAMPUS LOCATOR MAP

- EMERGENCY PHONES
- BUS STOP
- INFORMATION
- PARKING LOT #
- FOOD
- EV CHARGER

| | |
|-----------------------------------|-----|
| Art and Theatre Annex & Kin | 12I |
| Automotive Collision Repair | 4C |
| Balantyne Auditorium | 11F |
| Benton Hall | 10E |
| Bergman Golf & Recreation Complex | 15C |
| Bookstore | 10E |
| Cedar Hall | 11G |
| Cedar Rapids Animal Control | 17I |
| Eagles Baseball & Softball Fields | 8F |
| Facilities & Public Safety | 5C |
| Horticulture Building | 16F |
| Hospitality Arts | 19C |
| Iowa Equestrian Center | 20H |

| | |
|--|-----|
| Iowa Hall, Student Center | 11E |
| Iowa Sustainability Village | 8I |
| Johnson Hall | 10F |
| Jones Hall | 8G |
| Katz Family Healthcare Simulation Center | 9B |
| Kirkwood Center for Lifelong Learning | 21D |
| Kirkwood Hall | 11D |
| Linn Hall | 9C |
| Mail Services | 3C |
| Mansfield Swine Education Center | 18I |
| Michael J Gouid Recreation Center | 18I |
| Nielsen Hall | 12F |
| Stalter Agricultural Sciences Center | 16H |

| | |
|--|-----|
| Sundberg Library and Learning Commons | 10E |
| Tennis Courts | 6C |
| The Heritage Agency on Aging East/West | 14I |
| The Heritage Agency on Aging East/West | 19B |
| The Kirkwood Center | 20B |
| Triple Beef Center | 19J |
| Triple Business Education Center | 12F |
| Veterinary Technology Center | 18H |
| Walking Track | 5F |
| Washington Hall | 16H |
| 380 Express Commuter Lot | 7B |