St. Charles Community College
English Language and Culture Institute

Academic ESL/INE
Student Handbook

Table of Contents

Mission, Values and Vision

Our mission is the following: The English Language and Culture Institute (ELCI), including the Academic ESL and Intensive English programs, empowers students to learn English for a variety of purposes, from career and educational preparation to life-long learning and community stewardship. Notably, the institute values diversity, promotes cultural understanding, fosters global outreach, and emphasizes student success.

Our values are the following: Prepared. Successful. Culturally aware. Community-minded.

Our vision is the following: The English Language and Culture Institute (ELCI) will inspire and educate non-native speakers from varied backgrounds, enabling them to communicate successfully in English, contribute to the global community, and progress toward their academic, personal, and career goals. Additionally, the ELCI, through varied learning programs, will enhance the understanding of the U.S. and other cultures for our students of all languages, areas of origin, and ethnicities, as well as the community at large.

Keys to Success in College

Motivation is key. People are responsible for motivating themselves. College is tough and demanding. Students may have to sacrifice some free time or refuse that extra shift at work because of an upcoming test or assignment. Yes, grit is going to be tested. One method to stay on track is to keep the educational or career goal in mind. When times get tough, remind yourself of this goal. Here are a few other keys to success:

Enroll in College Success Seminar (ESL 100). ESL 100 fulfills the requirements of COL 101, which is required for all first-time freshmen at SCC, and ESL 100 is taken in conjunction with other ESL courses. Learn what resources are available to you to help you succeed, plan for your degree, research possible careers, gain time management skills, and connect with others.

Master your time. There is only so much time in a day. Therefore, be realistic about the number of courses you take. Remember that you still need to study, sleep, work, and handle other obligations that take up time. It is much better to take fewer classes and do very well rather than taking more that you can handle and barely succeed.

For college courses, the minimum study time is two hours a week for EACH credit hour you are enrolled in.

Read the course syllabus and consult it as needed. Your professor will hand out the syllabus, usually on the first day of class. This document is critical to your success in the course. Due dates, expectations, assignments, grading information, the instructor's contact information, office hours, and other information can be found on the syllabus.

Keep a planner. From the syllabus, note when tests and papers are due. Schedule work, study time, sleep, and any other obligations.

Divide up larger projects into smaller chunks. Quizzes and tests are studied for over the course of a week. Paper or project ideas should begin when the instructor hands out the assignment.

Do not miss class and make sure to arrive on time. College classes cover material at a much faster rate than high-school classes do, so missing classes can cause you to fall behind quickly.

Professors want you to succeed. Visit your professors during office hours if you have questions or need clarification.

Actively engage in your classes. Participate, ask questions and demonstrate interest in the subject. Turn off your cell phone.

Learn what resources SCC offers and where they are located. If you are not sure, ask an academic counselor for assistance.

Get involved with student activities and clubs. Your experience at SCC can be awesome and you will only get out of it what you put into it. So, go ahead. Join a club and meet new people, connect with others, gain leadership skills, and have fun!

Maintain your health. Eat well, sleep well, and schedule some sort of regular physical activity. These activities are often the first neglected when time is limited but also the most important to help you succeed.

Do not plagiarize! Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific documentation, and, if verbatim (exact) statements are included, through separation from the rest of the paper by indentation or quotation marks ("….") as well. By submitting work for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

Check your student e-mail (my.stchas.edu) and Canvas e-mail/pages every day. This is how your professors/instructors communicate with you. Your student e-mail is also used for official college communication from offices such as enrollment services or international student services.

Essential Manners at SCC

Remember that the ESL and other faculty members and staff do not live at the college. To meet with your professor, please visit during the stated office hours; making an appointment is advisable. Do not think that you can stop by the ESL Faculty members' (instructor's) office and find the faculty member there just waiting for you. The same goes for advisors! Remember that they are busy as well.

The chair of the English Language Institute has an office in HUM 203, and adjunct faculty members have an adjunct office in the HUM 203 as well. If your instructor is not in the office, do not expect the Department Office Coordinator at the front desk to search for the instructor or explain where she or he is at. That is not her job.

Come to class. E-mail your professor if you think you might miss class because of sickness or an emergency, and make sure to use your student e-mail, not your personal e-mail. Find out whether your professor prefers Canvas or SCC (stchas.edu) e-mail. When e-mailing your professor, please use a salutation such as "Dear Professor …..," or "Hello, Dr./Mr./Ms." Do not forget to sign your name at the end of the e-mail.

Ask a classmate for contact information so that you can get notes or information about a class you may miss. It is not your professor's job to conduct another private class with you after you miss a class.

ZOOM Etiquette:

When students attend a class on ZOOM, they should do the following:

- Keep their cameras on.
- Dress as if attending class — and stay fully dressed.

- Pay attention and take notes as if in the classroom.
- Keep microphones on mute when the professor or another classmate is speaking.
- Keep microphones on mute when attending ZOOM in the same room as others to prevent feedback and echoes.
- Do not attend ZOOM in bathrooms. Yes, people have done this before!

Complaint Process

When you have concerns about a professor, try not to gossip and make unkind comments to other students, staff members, tutors, or other professors. Do try to address the issue. **There is a proper procedure for grievances, especially about grades**. If you have a problem with a professor's approach or with your grade in a class, do not be afraid to discuss your concerns with your **professor**. Often, the professor is grateful to have a student identify a concern. This is the first step.

After approaching the professor, please take your concerns to the chair of the department. If that does not yield results, please make an appointment with the dean of the division. Finally, the last place to go is the **Office of Academic Affairs, SSB 2110.**

Attendance Policy

SCC's attendance policy is the following: "The college has no plan of recognized class "cuts" or absences. You should attend all class meetings in which you are enrolled. In general, students are considered excessively absent when they have missed a class more times than the credit hour value of the course. Excessive absence may be sufficient cause to fail the course. For distance classes, "attendance" will be defined as active participation in the course as described in the individual course syllabus. The final decision as to what constitutes excessive absence from a class is left to the instructor and will be outlined in the course syllabus. Students should discuss any absences with their instructor."

Students who are absent from classes while participating in college-sponsored events or activities will not be automatically penalized for the absence. It is the expectation that students will normally be excused from class except under extraordinary circumstances. Students must complete the following procedures to determine the outcome of their absence for each missed class.

- Students should make every effort to schedule college-sponsored activities around classes.
- Students are responsible for notifying their instructors in advance of the absence. When possible, contact your instructor at least two weeks before the event/activity. Face-to-face interaction between student and instructor is preferred.
- In advance of the activity, students must provide their instructor(s) a completed Event Form for each missed class. Student Event Forms are available to student athletes in CC 104 and for members of clubs and organizations in CC 102. This form will help you discuss the potential effects of the absence with your instructor.

- Students are expected to make up any class work in a time frame to be determined by the instructor. When a test is scheduled for the day of the expected absence, students should discuss with their instructor how to make other arrangements to take the test. You should use the ACE Tutoring Center for additional help and the Assessment Center for make-up tests.
- If you fail to inform the faculty in advance of the expected absence, the absence may or may not be accommodated by your instructor. For extended absences out of town, you will be expected to fill out an ESL "Absence for travel" form.
- Absences for the student-related activity will be reflected in your attendance record.

Repeating Courses

You may repeat a course twice. For the third time, you need the signature of the Department Chair. More information on this is available at the following address: https://www.stchas.edu/academics/college-catalog/course-degree.

Serious Concerns or Threats

If you have serious concerns about sexual or other types of discrimination, these may be Title IX issues. Title IX of the Education Amendments of 1972 protects people from sexual discrimination in educational programs and activities at institutions that receive federal financial assistance. This is one of many rules and regulations that protect students. In Title IX cases or if you feel threatened, please **contact Chris Cross, student Title IX coordinator. More information on reporting procedures can be found at** https://www.stchas.edu/about-scc/employment/title-ix/. Your ESL 100 class will also discuss Title IX. Of course, if the concern could put you in danger, contact the college police at 636-922-8545. In cases of emergency, such as a fire or bad accident, you can also call 911. Here is a link to a great article on when to call 911: http://www.safebee.com/home/when-you-should-and-shouldnt-call-911.

English Language and Culture Institute

SCC's English Language and Culture Institute, with its major program known as the Academic English as a Second Language Department, offers non-native speakers the opportunity to participate in a full program to improve their reading, grammar, composition, listening skills, speaking skills, and cultural knowledge through credit English as a Second Language (ESL) courses. These courses serve as academic preparation, with some of them also fulfilling general education requirements or serving as pre-requisites. The program also offers Intensive English classes for those not quite ready to enter Academic ESL at the college level. Those courses have a prefix of INE instead of ESL. The ECI courses are available to all advanced ESL/World English learners.

The following English as a Second Language courses are offered:

- ➤ **ESL 100:** SCC Success and Skills for Non-Native Speakers (3 credits)
- ➤ **ESL 103/SPE 100:** Pronunciation, Communication, and Listening for Non-Native Speakers (4 credits)
- ➤ **ESL 104 (RDG 104 equivalent):** College Reading for Non-Native Speakers (4 credits)
- ➤ **ESL 105:** (COM 101 equivalent) Advanced Conversation for Non-Native Speakers/Communication (3 credits)
- ➤ **ESL 106 (RDG 106 equivalent):** Advanced College Reading for ESL Students (3 credits)
- ➤ **ESL 107:** Intensive Grammar Review for Non-Native Speakers (4 credits)
- ➤ **ESL 108:** Intermediate Grammar and Composition for Non-Native Speakers (3 credits)
- ➤ **ESL 109:** Research Writing for Non-Native Speakers (3 credits)
- ➤ **ESL 112:** Academic Vocabulary Across the Disciplines (1 credit)
- ➤ **ESL 113:** Advanced Vocabulary for Special Purposes (1 credit)
- ➤ **ESL 115A:** Community as Classroom Lab A (1 credit)
- ➤ **ESL 115B:** Community as Classroom Lab B (1 credit)
- ➤ **ESL 115C:** Community as Classroom Lab C (1 credit)
- ➤ **ESL 115D:** Community as Classroom Lab D (1 credit)
- ➤ **ESL 115E:** Community as Classroom Lab E (1 credit)
- ➤ **ESL 115X:** Community as Classroom Lab X (1/2 credit to 1 credit)
- ➤ **ESL 116:** ESL Conversation and Current Events (1 credit)
- ➤ **ESL 120:** Success in Health Care Careers for Non-Native Speakers (3 credits)
- ➤ **ESL 199:** Study of U.S. Community and Culture (1 credit)
- ➤ **ESL (soon ECI) 299:** Academic English for Special Purposes (such as business, computer science, translation) (3 credits)
- ➤ **English Language Institute (open to all English Learners, including World English)mere**
- ➤ **ECI 109** Research Writing for Advanced ESL and World English Speakers
- ➤ **ECI 290:** Academic English Practicum (1-4 credits)

   Intensive English courses (offered in summer and select semesters)

- ➤ **INE 100:** Intensive English Emerging Skills (9 credits)
- ➤ **INE 101:** Reading and Writing for Non-Native Speakers (3 credits)
- ➤ **INE 102:** Listening and Speaking for Non-Native Speakers (3 credits)
- ➤ **INE 111:** Emerging Vocabulary 1 for Non-Native Speakers (1 credit)
- ➤ **INE 112:** Emerging Vocabulary 2 for Non-Native Speakers (1 credit)
- ➤ **INE 190:** Intensive English Practicum (1-3)
- ➤ **INE 199 (RDG 190):** Phonics & Fluency (2 credits)

ESL 115

Community as Classroom Lab

What is this class about?

- This ½- to 1-credit course is a requirement each semester for anyone enrolled in ESL or ESL-equivalent courses, and it is optional for Non-Native Speakers in other classes, such as English.

How does ESL 115 work?

- Students attend the sessions that are scheduled for their levels of ESL 115 (A-E & X) plus required and optional ESL 115 activities, but they may also attend other activities and lab sessions at other levels for extra credit. Extra credit sessions are worth 3 points, and those points are added at the end of the semester and can help improve your grade. Usually, each course is limited to 15 points extra credit.

When does this class take place?

- Dates vary but check your 115 syllabus for more information. Lab sessions, workshops, and activities usually begin before or after ESL classes, so it is easier for students to come to the class.
- The workshops, labs, and activities are a half hour to one and a half hours long.

Where does it take place?

- The workshops typically take place in the McGuire Hall (formerly Humanities) and Conoyer Hall (formerly Social Science) buildings, but some may be recorded or via ZOOM. Always check your syllabus and the 115 Level-Lab Canvas page for verification.

Why is ESL 115 important?

- It helps the student with ESL classes. Students learn about grammar, writing, vocabulary, research, and more.
- Additionally, there are conversation labs and activities where students improve their speaking and listening skills.
- Just as importantly, it encourages students to become involved in the community and the college, which has been proven to contribute to student success.

How does ESL 115 help students?

- The students get extra credit for coming to ESL 115.
- Students have more success in their ESL classes as a result of coming to ESL 115.

Who teaches ESL 115?

- The ESL Specialist at the ACE Center teaches many of the sessions along with the help of Dr. Dawn Huffman and other adjunct ELCI instructors, who help coordinate the students in each workshop level.

Certificate of Specialization in ESL

A Certificate of Specialization in English as a Second Language targets non-native speakers who are working to build English language skills while preparing to take college courses in all disciplines. It also aids those who would like to show their proficiency in English for other educational or career purposes. The pathway is here: https://www.stchas.edu/academics/majors-degrees-certificates/English-as-a-Second-Language-CS. This certificate contains 18-22 credit hours, encouraging mastery of English Reading, Writing and Speaking skills, and would consist of at least, but not limited to six courses.

An English Fundamentals Certificate is also available for those who want to establish intermediate proficiency in English. The plan for that certificate is below.

English Fundamentals Certificate 12 to 16 credits

Pre-requisite	
INE 100 (or chair approval/testing out)	
General Requirements	9 credits from below
INE 101 Reading and Writing	3
INE 102 Listening and Speaking	3
ESL 100 Student Success for Non-Native Speakers	3
Electives	**Student must choose at least one course from below (at least 3 credits)**
INE 199 Phonics and Fluency	2
INE 111 Emerging Vocabulary 1	1
INE 112 Emerging Vocabulary 2	1
ESL 199 U.S. Community and Culture	1
MUS/ART/PHE (non-intensive English)	1-3
Intermediate course/communication experience capstone	**1-4 credits or 30 clock hours AEL intermediate taken concurrently with credit courses**
ESL 103 Pronunciation and Listening or ESL 107 Intensive Grammar	4
Practicum (INE 190 or ESL 290)/30 hours AEL intermediate level courses taken simultaneously with INE courses	1-3/ -----

*Below is an example of an ESL student's typical sequence/levels, but students may be placed in varying levels based on their personal goals and learning needs as well as their skills in the different areas of reading, writing, listening, speaking and cultural knowledge. The alignment with Common European Framework of Reference levels for all language learners is written on the chart, but we consider the levels to be **beginner, high beginner/low intermediate, intermediate, advanced, and high advanced/mastery regarding outcomes within the ELCI program** itself. * Note: ESL 115X is an alternative lab for part-time students and level repeaters.

Example of Non-Native Speaker Pathway

INE LEVEL 1 (A1)	INE LEVEL 2 (high beginner/low intermediate, A2)	ESL LEVEL 1 (intermediate, B1)	ESL LEVEL 2 (high intermediate, B2)	ESL LEVEL 3 (advanced, high B2-low C1)
ESL 100 (1) and 199 (1) (if not taken previously at SCC)	ESL 100 (3) and 199 (if not taken previously at SCC)	ESL 100 (3) and 199 (1) (if not taken previously at SCC)	ESL 100 (3) and 199 (1) (if not taken previously at SCC)	ESL 100 (3) and 199 (1) (if not taken previously at SCC)
INE 100 (9 credits)	INE 102 (3 credits)	ESL 103 (4)	ESL 105/COM 101 for NNS (3)	ESL 105/COM 101 for NNS (if not taken previously) (3)
INE 111 (1)	INE 101 (3)	ESL 104 (4)	ESL 106 (3)	ESL electives if desired
INE 112 (1) (can be taken in next semester)	INE 111 (1) and/or INE 112 (1) If not taken previously	ESL 107 (4)	ESL 108 (3)	ESL 109 (3)/ECI 109 (3) (latter may be taken with English 101 with chair placement)
ESL 115A (1)	ESL 115B (1)	ESL 115C (1)	ESL 115D (1)	ESL 115E (1)
	INE 199 (2)	ESL electives (by request/chair placement)	ESL electives (by request/chair placement)	General education courses/ESL certificate courses
	INE 190 (1-3)	Math in some circumstances	Math or general education classes/ESL 120 for healthcare majors ESL 299 (soon ECI 299) English for Specific Purposes (business, engineering, translation, etc.)	ESL 120 for healthcare majors if not taken previously/math/general education courses ECI 299 English for Specific Purposes (business, engineering, translation, etc.) if not taken previously ECI 290 Academic English Practicum

Student Placement

How do we place our students when they enter SCC?

When we place our students, we look at a combination of reading, listening, language use, speaking, and interviews. We also look at the subcategories of vocabulary and fluency when conducting interviews and reading essays, and we may employ additional in-office testing.

Most heavily weighted in consideration are the following, in order of importance: essay/short writing (writing, vocabulary use, and grammar) & oral interview (listening, fluency, and speaking). The listening Accuplacer, reading Accuplacer, and writing diagnostics are given in the beginning of the semester to diagnose any extra needs that may have not been anticipated in the initial assessment. When at all possible, we try to keep students in one level because of collaboration between classes and the way the schedule fits together. Electives may be recommended to address more specific fluency/vocabulary issues. It is possible to have split levels, however. For example, if a student's speaking is more advanced than writing, the student may be placed lower in writing but higher in the other courses.

The English Language and Culture Institute, made of the Academic ESL Department (ESL), the Intensive English Department (INE) and the English Culture Institute (ECI) courses, encourages students to appeal their placement when they believe it is incorrect. The appeal may consist of one or more of the multiple measures used as determined by the department. ==Once a student has entered an ESL course, no appeal will be allowed.== However, if the ESL faculty members, especially after the initial diagnostic assessment, believe a non-native speaker has been inaccurately placed, the Academic ESL Department may make adjustments to the student's placement even after the student begins taking Intensive English and ESL courses.

How do students move from level to level, class to class?

Students progress by achieving the outcomes in their classes, all which include both a combination of independent out-of-class and in-class assessments. A "C," which indicates satisfactory achievement of outcomes, is necessary to move to the next level in any of the reading, writing, or oral/receptive communication strands. We also post-test students in the Accuplacer as well as with departmental essays, not for promotion purposes, but rather to show how students have improved as a whole. It is a "test" for our department — are we doing our job? Resident students will generally have a hold on their registration until they have passed the ESL 109 departmental essay and/or earned their ESL Certificate of Specialization.

Non-Native Speaker Assessment Process and Appeal

Non-native speakers need to make an appointment for an ESL interview as part of the placement/testing process. This appointment can be made by going to the following webpage: https://www.signupgenius.com/go/scc-elci-appointment New students should select ESL Interview and then choose to meet with either Dr. Dawn Huffman, Chair of the English and Culture Language Institute, or the ESL Specialist . This is best done at the beginning of the assessment process. Students who wish to inquire about the Academic ESL and INE programs or who are unable to schedule an interview time may contact Dr. Dawn Huffman at **dhuffman@stchas.edu** or call 636-922-8574. Current students may also make an appointment on the Signup

Genius page or with the ESL specialist through the ACE Center scheduling system, where they will choose "Course Guidance." The ACE Center page is here: https://www.stchas.edu/student-life/student-services/tutoring-services/ and the link for the ACE scheduling system is here: ACE Tutoring - Student Login (whos-next.com)

SCC Resources

The following information is compiled from the SCC website and put here for students' convenience. For accuracy purposes, most of the information is snipped directly from the website, and in those cases, the web pages are cited to show where the information came from and to allow students to find out more.

Advising Information

Determining your schedule and deciding what classes to take can be overwhelming. Every student at SCC can access an advisor to help make this process a bit easier. In order to get the courses you need during the time you want, make sure to register early! Watch the SCC website and check your email for registration dates. Typically, for fall classes, students can register in April. For spring classes, students can begin registering in October. ESL students should check with their ESL advisors to determine the next level in their plan.

International students (students with F1 student visas) advisors: Please use ISS@stchas.edu

- Brian Wiltowski
  International Student Services Manager & PDSO
  636-922-8611
  (bwiltowski@stchas.edu)
- **Sarah Johnson-- DSO**
  International Academic Advisor
  636-922-8248
  Sarah_johnson@stchas.edu

ESL Course Guidance:

- **Dr. Dawn Huffman**
  Chair, English Language and Culture Institute
  Academic ESL/INE programs
  dhuffman@stchas.edu
- ESL Specialist (ACE Center)

To schedule an appointment for advising, go to https://www.signupgenius.com/go/scc-elci-appointment

You can also schedule with the ACE Center appointment system: Choose course guidance https://www.whos-next.com/staging/stchas/appointments/app02/step1_login.aspx

Mental Health Services

From the website: https://www.stchas.edu/student-life/student-services/mental-health-services/

A mental health counselor is available to assist all current SCC credit students. If you have personal issues that are interfering with your college career or student life, contact mental health services. If you're a current student, you can schedule an appointment by calling 636-922-8536.

Counseling sessions are:

- Free of Charge
- Confidential
- Short-Term & Solution-Focused
- 45-Minute Sessions

Mental Health Service Contact Info:

https://www.stchas.edu/student-life/student-services/mental-health-counseling/

636-922-8536
ADM 1123

After-hours and need immediate assistance? Call the crisis Behavioral Health Response line at 314-469-6644

Crisis Text Line: Text the word "HOME" to 741741

SCC Police: 636-922-8545

ACE Center

From the website: https://www.stchas.edu/student-life/student-services/tutoring-services/
Summer/Fall semester hours are Monday-Thursday, 7:30 a.m.-8 p.m., Friday, 8 a.m. to 3 p.m. Between semester hours vary and check website for summer hours. Here is a link to the ACE Center to make an appointment: https://www.whos-next.com/staging/stchas/appointments/app02/step1_login.aspx
Contact information: Call 636-922-8444 for an appointment or email ace-center@stchas.edu.
Webpage: https://www.stchas.edu/student-life/student-services/tutoring-services/

The ACE Tutoring Center is your best friend at SCC. The ACE center can help students uncover the tools and techniques they need for success in college. The center offers tutoring in math, science, English, ESL, or writing.
You can schedule a time to meet with a tutor for a 25-minute session in person or by calling ahead. While you can schedule up to four sessions per week, you may want to start slowly with one or two appointments per week. Appointments cannot be back-to-back. Appointments will be cancelled for students who are ten minutes late, and the next student waiting will be helped. Cancellations, no-shows or reschedules waste the time of tutors and the time of students. Try to be punctual and reliable when booking an appointment. If a student fails to show up for an appointment without proper cancellation 3 times, the student could

lose the right to use the ACE center. If a 24-hour notice is given to cancel an appointment, this will not count towards the no shows/cancellations.

Location: First floor, Schnare Library (SL) or remote VIA ZOOM.

Library

The Schnare Library (SL), formerly Learning Resource Center, at SCC is filled with wonderful resources. Student can borrow books from the library, access reference material, utilize online databases, and much more. The librarians love to help our students! For questions, see the librarian on duty. Additionally, if you are at home, you can always chat with a librarian using the "chat" feature on the library webpage.

Contact Information:
CIRCULATION DESK-636-922-8434
REFERENCE DESK-636-922-8620

Library Hours: Summer/Fall (Break and Summer hours may vary.)
MONDAY – THURSDAY 7:30 a.m.- 9:00 p.m.
FRIDAY 7:30 a.m.- 4:30 p.m.
Saturday 9 a.m. to 2 p.m. (closed Sunday)

Career Services Center

The career services center is a resource which is available to all SCC students. The career services center can help students with career exploration and job search. They can help you determine a future career for your personality and skillset. Additionally, they can help with resume writing and interview skills. For more information, stop by or make an appointment.

Contact Information:

- **Jenny Hahn Schnipper**
  Career Services Manager
  636-922-8244
  careerservices@stchas.edu
  Office location: 1200 Suite of the former ADM building, now called SCC Main (SCM).
  Hours Mon-Thurs, 8 a.m. to 4:30 p.m. and Friday, 10 a.m. to 4:30 p.m.

Department of Public Safety

From the website: https://www.stchas.edu/student-life/safety-security/

The department of public safety or campus police is a great resource with students. They work to keep our campus safe and help students with many concerns.

Reporting a Crime

All students, faculty and staff are encouraged to report any crime or criminal activity to the Department of Public Safety (DPS) at 636-922-8545 (on campus, dial 8545). DPS is located in the Police Building between the Campus Lakes Apartments and the former Social Science Building, now called Conoyer Hall (CH). DPS will investigate, or report to the appropriate law enforcement agencies, all incidents of crime or criminal activity on campus. DPS also will cooperate with local police agencies in monitoring any off-campus criminal activity.

Building and Parking Lot Safety

Building and parking lot safety services are provided for students and faculty throughout the year. If you need to contact a Public Safety officer, you may inquire at the Welcome Center in SCC Main (SC), previously known as the Administration Building. Use the phone located at the Welcome Center to call the Department of Public Safety at extension 8545, use a cell phone to call 636-922-8545 or ask any staff member to call the Department of Public Safety (DPS).

In an emergency situation, you should call 636-922-8545 from the nearest phone. DPS will respond immediately. Emergency phones are located in all elevators, hallways and classrooms of every building. Emergency phones are also located in each parking lot. Look for the blue light pole near the sidewalk.

Motorist Assist Services

The Department of Public Safety offers a motorist-assist service to all students, faculty, staff, and visitors on the college campus. When contacting the DPS dispatcher please provide your name, location, vehicle description, a call back number and what type of service is needed.

Services provided by DPS include:
- Jump starts for dead batteries
- Lock out assistance for keys locked in the car
- Compressor for low or flat tires
- Loaner gasoline can

Simply call 636-922-8545 from your cell phone or use one of the blue light emergency phones located on every campus parking lot.

Financial Services

From the website: https://www.stchas.edu/admissions/financial-aid/

The Financial Services Department will help students determine eligibility for scholarships and other financial aid available from SCC, as well as many federal, state, and local sources.

It is important to pay your bill on time to avoid being dropped from classes. For questions, call, email or visit the financial services department.

Check your Financial Aid Status and review bills by logging into your MySCCPortal. Scroll down to the box titled SCC CONNECTION. Click STUDENT and then FINANCIAL AID. One of the options will be Financial Aid Checklist. From there you can access your Financial Aid status and Satisfactory Academic Progress.

Financial Services Contact Info:

Office: Suite 1100 in SCC Main (SC), formerly the Administration building
Phone: 636-922-8601

Admissions & Financial Aid Office Hours:

Students can request appointments Monday through Fridays. See the webpage for hours.

Webpage: https://www.stchas.edu/admissions/financial-aid/

Scholarships

From the website: https://www.stchas.edu/admissions/financial-aid/types-aid/scholarships
Scholarships are funds that do not require repayment. They range from a specific amount given in a particular semester to a full scholarship of tuition, fees, and books for up to four continuous semesters. Scholarships are based on a wide range of criteria that include academic achievement, enrollment in a specific career program, leadership involvement, talent, and athletic ability.

April 1, 2023 is the deadline to apply for tuition scholarships.
More than $115,000 in scholarships is made available each year between the SCC Foundation and the Board of Trustees.
To learn more about the scholarships offered by the SCC Foundation, visit https://stchas.academicworks.com/

Small scholarships are also available to help pay for books. The deadlines are below:
Summer Semester: May 15 – May 21
 Fall Semester: July 1 – July 7
Spring Semester: November 1 – November 7
To learn more about book scholarships specifically, go to https://www.stchas.edu/docs/pdfs/21-0629-FOU-%20Book%20Scholarship%20Flier.pdf

Clubs & Social Events

From the website: https://www.stchas.edu/student-life/clubs-organizations

You might come to a meeting for the free food, but you'll stay for the chance to learn more, laugh more, and make new friends and strong connections. With 35+ clubs and organizations at SCC, it's easy to find something that interests you. For a complete listing of clubs and to learn more, you can write Student Life Manager James Bratcher, jbratcher@stchas.edu or call 636-922-8469.

Global Student Network

From the website: https://www.stchas.edu/student-life/clubs/Global-Student-Network

Global Student Network (GSN) provides the opportunity for ESL, international students, and others to share their experiences and culture with each other. GSN hopes to educate the college and local community about their cultures and countries and to learn more about American culture from the college and local community.

For more information, contact Dr. Dawn Huffman.

DR. DAWN K. HUFFMAN
Professor/Chair
636-922-8574
dhuffman@stchas.edu

Community Service

From the website: https://www.stchas.edu/academics/credit-programs/service-learning

Community service is to help others, so the community as a whole can be improved. People engaged in high quality service learning meet the needs of their communities while increasing their own academic achievement. Most importantly, students will engage equally with learning and service and reflect on the connections.

How it works: When students provide service (through volunteering, service-learning, or a combination of service opportunities) to community organizations government agencies, or community-wide initiatives over the course of a single semester, they track their hours with the Semester of Service Logbook.

Recognition: At the end of the semester, students who have provided 45 hours or more of service will receive special recognition from the college. Please note that all service hours must take place within a single semester (Fall, Spring, or Summer)

How to participate: All interested students should contact the Service Learning Coordinator, Bryonie Carter.

Associate Professor
636-922-8266
bcarter@stchas.edu

Cougar Athletics

Athletics are an important part of student life at SCC. The school fields sports teams, including soccer and baseball for men, and soccer and softball for women.

To access collegiate game schedules, visit https://www.stchas.edu/student-life/athletics/teams/

Depending on the year, SCC may also offer co-ed "sporty" activities for students to participate in. Ask for availability of the following:
- Basketball
- Roller Hockey
- Ultimate Frisbee
- Pickleball

Prior to participation, each student must show proof of medical insurance as well as a current physical. Forms are available for pick-up from the club advisor. Each club has its own procedures and costs for tryouts, so please contact the advisor or coach for more information.

Fitness Center

From the website: https://www.stchas.edu/student-life/health-fitness/fitness-center

The Recreation Center, a multipurpose facility, is located in the northwest quadrant of the campus. A major purpose of programming in the Recreation Center is to assist in the promotion of health and wellness for the campus community by providing a healthy environment for personal development through physical and recreational activities.

Students, faculty, and staff have access to the Fitness Center, which provides fitness assessment and a complete weight machine circuit.

Admittance to the Fitness Center requires a student ID card to prove current college student status. Current students, faculty, and staff should call 636-922-8219 to inquire about availability and to make an appointment for orientation lessons on the equipment.

The Fitness Center is not available for open use during scheduled classes. Please check the class schedule or posted schedule on the Fitness Center whiteboard for "open" use times.

The gym is open for recreational sport activities when not scheduled for regular college activities or special events.

Who's Who

Below you will find a list of instructors and other pertinent people involved with the Academic ESL Department.

Dr. Greg Bosworth
Dean of Humanities and Social Sciences
gbosworth@stchas.edu

Dr. Dawn Huffman
English Language and Culture Institute Chair
ESL 115 Administrator/ESL 115A Coordinator
dhuffman@stchas.edu/636-922-8574

Meredith Struebing
ESL Adjunct Faculty
ELCI Enrichment Faculty Lead
mstruebing@stchas.edu

Susan Wagener
Division Office Coordinator (Conoyer Hall, 1104)
swagener@stchas.edu

Brooke Helling
ESL Adjunct Faculty
ESL 115E lead/coordinator
Social media coordinator
bhelling@stchas.edu

Tujia Evjen
Adjunct Faculty
ESL 115D lead/coordinator
tevjen@stchas.edu

Alison Asuncion
aasunccion@my.stchas.edu

Katie Stelte
kstelte@stchas.edu

Zoe Lemcovitz
ESL Adjunct Faculty
zlemcovitz@stchas.edu

Rosa Thomas
ESL Adjunct Faculty
Level ESL 115B lead/coordinator
rthomas@stchas.edu

Haley Henderson-Pennington
ESL Adjunct Faculty
hhendersonpennington@stchas.edu

Michelle Bailey
ESL Adjunct Faculty
mbailey@stchas.edu

Perry Gross
ESL Adjunct Faculty
Evening ESL 115 coordinator
pgross@stchas.edu

Rosemarie Brefeld
ESL Adjunct Faculty (not spring 2022)
rbrefeld@stchas.edu
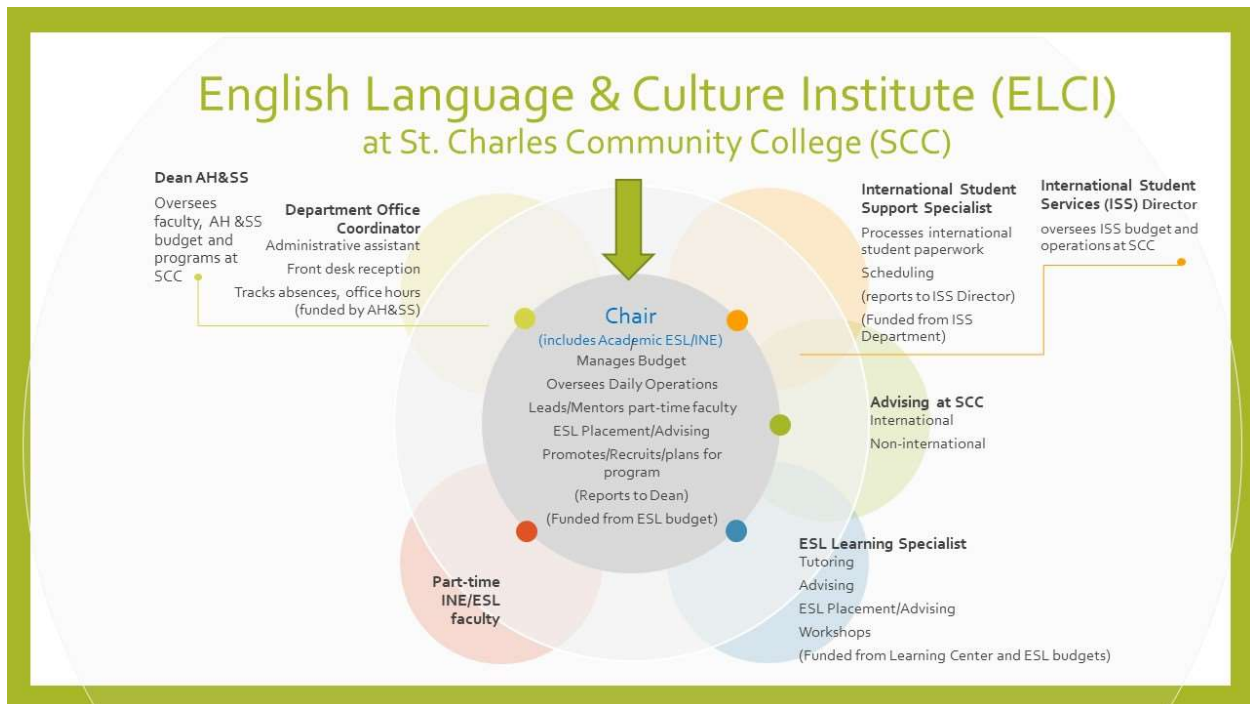
Adelina Blood
Adjunct Faculty
ablood@stchas.edu

Stephanie Polster
spolster@stchas.edu

How is the ELCI Structured?

The English Language and Culture Institute structure is attached here:

The English Language and Culture Institute operates on a team basis. The chair, formally under St. Charles Community College, cannot be a supervisor for faculty members because she is still part of faculty (having to do with state union regulations). Nevertheless, the chair acts as the team captain: She performs administrative duties, sets the direction of the program, oversees daily operations, leads part-time faculty, maintains the budget, promotes/recruits to her program, and works closely in conjunction with the ESL Learning Specialist, who acts as staff, tutor, and part-time faculty. Also supporting the team in daily operations are Susan Wagener, the department office coordinator (administrative assistant), and Brian Wiltowski, International Student Service Manager, who currently leads International Student Services.

Others on the periphery in the college overall structure include International Advisor Sarah Johnson and the Student Services advisors who work with scheduling. Dr. Amy Koehler, vice president of Academic Affairs, and Dr. Greg Bosworth, dean of Humanities and Social Sciences, oversee the budget and supervise the chair. Mr. Wiltowski, manager of ISS, is responsible for contracts with third parties and institute articulations, as well as other support services, such as housing, as it concerns international students.

English Language & Culture Institute (ELCI)
at St. Charles Community College (SCC)

Dean AH&SS
Oversees faculty, AH&SS budget and programs at SCC

Department Office Coordinator
Administrative assistant
Front desk reception
Tracks absences, office hours
(funded by AH&SS)

International Student Support Specialist
Processes international student paperwork
Scheduling
(reports to ISS Director)
(Funded from ISS Department)

International Student Services (ISS) Director
oversees ISS budget and operations at SCC

Chair
(includes Academic ESL/INE)
Manages Budget
Oversees Daily Operations
Leads/Mentors part-time faculty
ESL Placement/Advising
Promotes/Recruits/plans for program
(Reports to Dean)
(Funded from ESL budget)

Advising at SCC
International
Non-international

Part-time INE/ESL faculty

ESL Learning Specialist
Tutoring
Advising
ESL Placement/Advising
Workshops
(Funded from Learning Center and ESL budgets)

Important Phone Numbers

Adult Education and Literacy: 636-922-8411
ACE Learning Center: 636-922-8444
Assessment Center: 636-922-8629
Athletics: 636-922-8250
Bookstore: 636-922-8448
Enrollment services: 636-922-8234 (A personal visit may be better as this office is very busy.)
Humanities and Social Sciences Office: 636-922-8398
Fitness Center: 636-922-8219
Help desk: 636-922-8555
Information Desk: 636-922-8400
International Student Services: 636-922-8611 (Brian Wiltowski, ISS Student Services Manager, and Sarah Johnson, advisor)
Public Safety: 636-922-8545
Student Activities: 636-922-8214
Student Success Office: 636-922-8536

The campus directory can be found at the following website: https://www.stchas.edu/about-scc/directory

Useful links

Student portal: https://myscc.stchas.edu/faculty_staff/Pages/default.aspx

English Language and Culture Institute: https://www.stchas.edu/academics/departments/English-Language-and-Culture-Institute

International Student Handbook: https://www.stchas.edu/docs/pdfs/SKMBT_28318110106420.pdf

St. Charles Community College Student Handbook: https://www.stchas.edu/academics/college-catalog/student-handbook

International Student Services: https://www.stchas.edu/admissions/international/

Community Resources

Transportation

Transportation is a vital component of student life. If you do not own a car, check out some of the transportation resources available in the area:

- ACE CAB Company (Tel:(636) 925-1838); cab at www.acecabstcharles.com
- Lyft
- UBER
- Share the ride (facebook.com/groups/SCCRidesharing)

Area Housing

Students can stay in nearby apartments or on campus in Campus Lake Apartments. It is the student's responsibility to find a place to stay although the school does work with Campus Lakes Apartments, which offers student housing. Below: Campus Lakes Apartment, 1100 Campus Lake Drive, 636-442-0010, https://campuslakeapartments.com
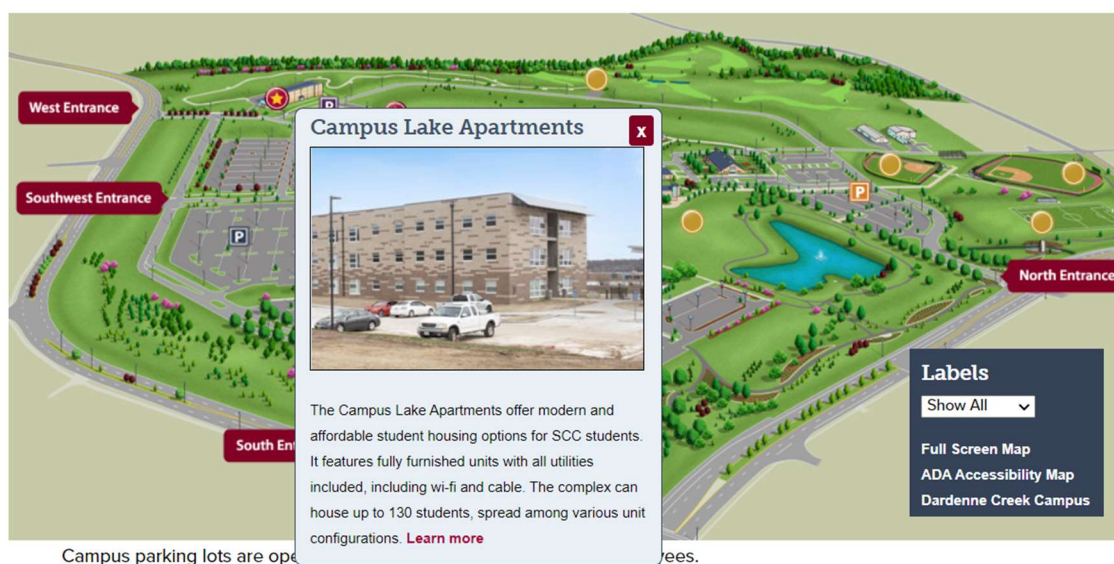
Other apartments near SCC — These are NOT endorsed by the college.

- The Loft at Harmony Ridge, 1601 Cottleville Pkwy, Cottleville, MO 63376; 636-441-6100
- Ridgewood Village, 100 Ridgegate lane, St. Peters, MO 63376; 636-970-2229
    - in back of Mid Rivers Mall next to St. Peters Police station
- Sandalwood Creek Apartments, Outer road at Hwy. 70/Cave Springs; 636-946-6128
- The Vinings at Bordeaux, Bryan Road/ Hwy70, O'Fallon, MO; 636-978-2222

Student Health Insurance

From the website: https://www.stchas.edu/student-life/student-services/student-insurance-options

The college recommends all students seek health and accident insurance if they are not adequately covered by a family or work insurance plan. For ISS students: **Email iss@stchas.edu if you have questions about health insurance in the US. Check with ISS for the most recent health insurance situation.**

Health Care Resources

Mercy Urgent Care
107 Piper Hill Drive
Suite 100
St. Peters, MO 63376
Phone: (636) 447-4149

Barnes Jewish St. Peters Hospital
10 Hospital Drive

St. Peter's, MO 63376
636-916-9000

St. Charles County Department of Public Health
1650 Boone's Lick Rd.
St. Charles, MO 63301
636-949-7400

Area Attractions

The St. Louis Metro Region has many attractions. Below you will find a short list of some of the most popular. You can learn more about the community during our ESL 199 U.S. Culture and Community Course and from field trips with Global Student Network, ESL 115, and SCC Student Activities.

- Main Street, St. Charles
- The Arch
- The St. Louis Zoo (free)
- The St. Louis Science Center (free)
- The City Museum

- Grant's Farm
- Cathedral Basilica St. Louis
- Forest Park
- Missouri Botanical Garden

Sources

St. Charles Community College. https://www.stchas.edu/. 2020-23 (Handbook last updated in Jan. 2023)

SCC Building Names Beginning 23SP

| Current Name	NEW Name
Administration	SCC Main **1-SCM**
Student Center	Student Center **2-SC**
LRC	Schnare Library **3-SL**
FAB	Shook Theatre **4-ST**
HUM	McGuire Hall **5-MH**
TECH	Technology Building **6-TB**
CC	Recreation Center **7-RC**
CS	Campus Operations **8-CO**
CDC	Child Development Center **9-CDC**
VAB	Visual Arts Building **10-VAB**
LS	Life Sciences **11-LS**
SSB	Conoyer Hall **12-CH**
Police Building	Campus Police **13-CP**
Student Housing	Campus Lake Apartments **14-CLA**

Campus Maps

SCC Main Campus and Buildings

Located at 4601 Mid Rivers Mall Drive, Cottleville, Mo. one mile north of 364/94 and 3 miles south of I-70.
Find us on Google Maps

SCC Main [1-SCM]/Administration Building	+
Student Center [2-SC]	+
Schnare Library [3-SL]/Learning Resource Center	+
Shook Theatre [4-ST]/Donald D. Shook Fine Arts Building	+
McGuire Hall [5-MH]/John M. McGuire Humanities Building	+
Technology Building [6-TB]	+
Recreation Center [7-RC]/College Center	+
Campus Operations [8-CO]/Campus Services Building	+
Visual Arts Building [10-VAB]	+
Life Sciences [11-LS]	+
Conoyer Hall [12-CH]/Daniel J. Conoyer Social Sciences Building	+
Campus Police [13-CP]/Department of Public Safety Building	+
Campus Lake Apartments [14-CLA]	+
Campus Store *located in the Student Center Building*	+
Walking Trails & Storybook Walk	+
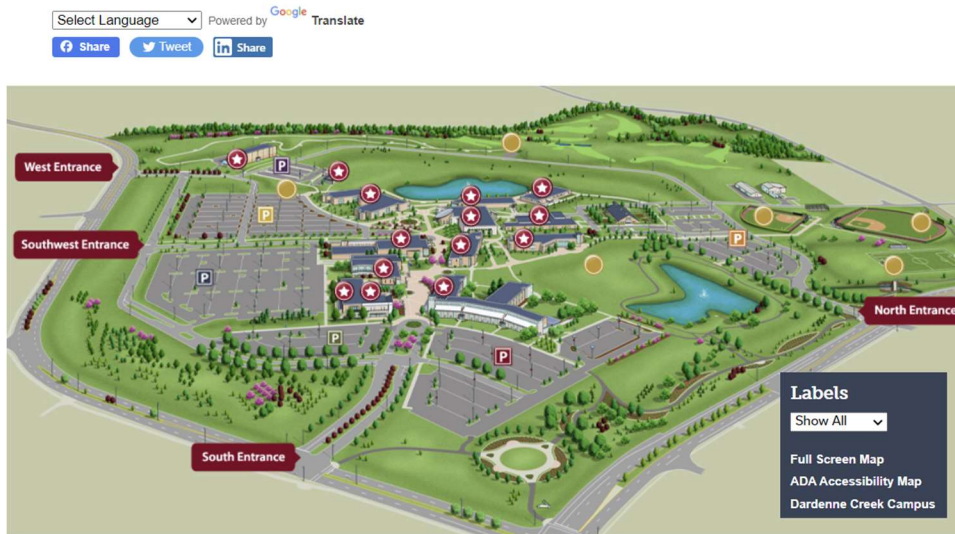
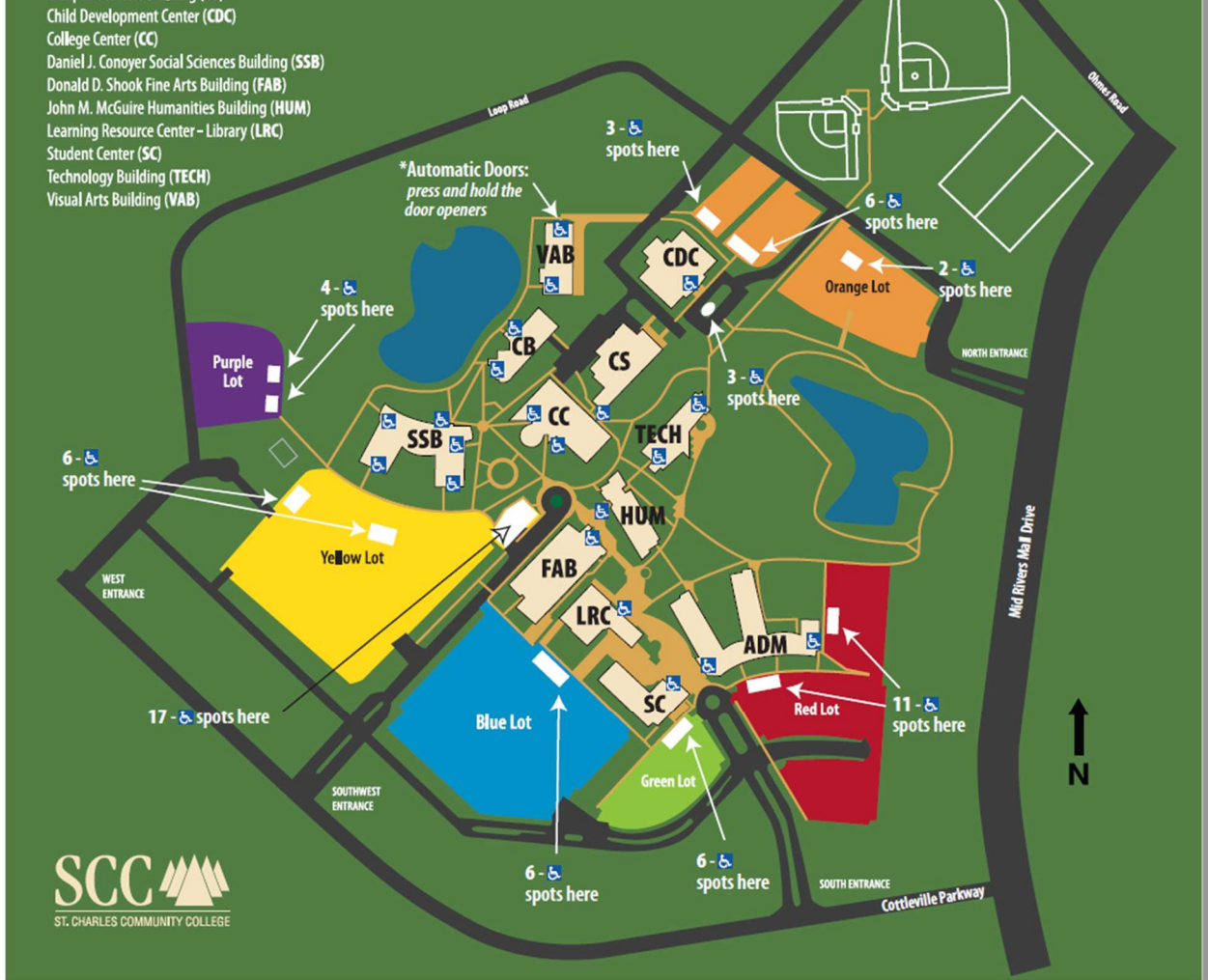Campus parking lots are open-access to all visitors, students and employees.

SCC Main Campus and Buildings

Located at 4601 Mid Rivers Mall Drive, Cottleville, Mo. one mile north of 364/94 and 3 miles south of I-70.
Find us on Google Maps

ADA Accessibility Map

Administration Building (**ADM**)
Café/Bookstore (**CB**)
Campus Services Building (**CS**)
Child Development Center (**CDC**)
College Center (**CC**)
Daniel J. Conoyer Social Sciences Building (**SSB**)
Donald D. Shook Fine Arts Building (**FAB**)
John M. McGuire Humanities Building (**HUM**)
Learning Resource Center – Library (**LRC**)
Student Center (**SC**)
Technology Building (**TECH**)
Visual Arts Building (**VAB**)

Loop Road

3 - spots here

*Automatic Doors: press and hold the door openers

VAB

CDC

6 - spots here

4 - spots here

Orange Lot

2 - spots here

NORTH ENTRANCE

Purple Lot

CB

CS

3 - spots here

6 - spots here

SSB

CC

TECH

Mid Rivers Mal Drive

HUM

Yellow Lot

FAB

WEST ENTRANCE

17 - spots here

LRC

ADM

Blue Lot

SC

Red Lot

11 - spots here

Green Lot

SOUTHWEST ENTRANCE

SCC
ST. CHARLES COMMUNITY COLLEGE

6 - spots here

6 - spots here

SOUTH ENTRANCE

Cottleville Parkway

Ohmes Road

N

28

Campus parking lots are open-access to all visitors, students and employees.

SCC Main Campus and Buildings

Located at 4601 Mid Rivers Mall Drive, Cottleville, Mo. one mile north of 364/94 and 3 miles south of I-70.
Find us on Google Maps

SCC ELCI Learner's Contract

I, _____, have read the course sequence and scope on the English Language and Culture Institute page

(https://www.stchas.edu/academics/departments/English-Language-and-Culture-Institute), which includes a prospective student pathway and the path for advancement through the sequence by earning Cs or better in each course. I understand that the courses that are given to me are part of a sequence and should be taken together as co-requisites unless there are arrangements made with the chair. I acknowledge that at some levels, I may have to take a required number of credits that exceed 12 credits.

Furthermore, if I am given permission to drop a course, it may affect how I proceed in my level, and I would be responsible for taking that same course the next semester or when deemed by the chair of ELCI. Dropping courses could also delay my advancement into other courses and cause gaps in my knowledge that could be detrimental to my present or future grades.

Finally, dropping a course without permission, refusing to take a course, or not attending in a course could cause me to be dropped from other co-requisite courses. This could keep me from taking other non-ESL courses as well.

I also realize that I should attend my classes regularly and participate because often classwork includes items that address the outcomes (goals) of the courses. Not attending could have a negative effect on my grade if that non-attendance affects the achievement of outcomes in the course.

Finally, I have read the information on plagiarism and the handbook and understand its consequences.

I agree to all the above requirements in this learning contract and am committed to investing my time and resources.

Signed_____

Date: _____

<u>ABSENT FOR TRAVEL PURPOSES FORM</u>

The form is required to be completed by all ESL students who are taking ESL courses and plan to travel for more than 72 hours during the semester, especially when asking for accommodations, extensions, excused absences, or a waiver of an administrative withdrawal.

1. You should have a signature from the instructor of each course you will be missing. Only three instructors can sign each form, so you may need multiple forms.
2. Attach documentation to show the reason for travel, especially when asking for accommodations, extensions, excused absences, or administrative withdrawal waivers.
3. This form must be signed by the course instructor(s) and ELCI Chair a minimum of **two weeks** before student travels. Internationals, inform your ISS Department too!

TO BE COMPLETED BY STUDENT

Name: _____

Today's Date: _____

Trip Information:
      1. **Destination:** _____
      2. **Event:** _____
      3. **Dates of Travel:** _____
      4. **Return Date:** _____

The student requests permission to be absent for more than 72 from:
      1. **Course:** _____
      2. **Course:** _____
      3. **Course:** _____

Instructor Approval Signature: Please print your name.

    1. Instructor Name: _____ Date: _____

Instructor's Course: _____

    2. Instructor Name: _____ Date: _____

Instructor's Course: _____

    3. Instructor Name: _____ Date: _____

Instructor's Course: _____

ELCI Department Chair: _____ Date: _____

Once all signatures are obtained, the ELCI Department Chair will keep the forms for your records. Scanned copies will be sent to all your instructors and you.