



## English as a Second Language (ESL) Institute Frequently Asked Questions

### Who should take ESL Institute classes

The ESL Institute offers noncredit English classes for the community. Classes include instruction and opportunities to practice listening, speaking, reading, and writing in English.

Taking ESL classes will help you achieve these goals:

- Learn English for everyday situations like talking to a doctor, applying for a job or shopping
- Take the GED/HiSET test
- Go to college

### What is the difference between credit and noncredit ESL?

**Credit ESL** classes at CCP are part of the ESL unit. These classes focus on academic English to prepare you for college classes. You gain college credit from these classes, but the credits do not count toward your degree. An intermediate English proficiency level is required to enroll in these classes.

Questions? Contact Talar Kaloustian, assistant chair of the ESL unit, at [tkaloustian@ccp.edu](mailto:tkaloustian@ccp.edu) or Juan Suarez Romero, coordinator of ELL Student Services, at [jsuarezromero@ccp.edu](mailto:jsuarezromero@ccp.edu).

**Noncredit ESL** classes at CCP are part of the ESL Institute. These classes focus on community or "survival" English. You will not gain college credit from these classes, but ESL Institute students have access to CCP's student support systems. A beginning English proficiency level is needed for these classes.

Contact us for more information at [AdultLiteracy@ccp.edu](mailto:AdultLiteracy@ccp.edu).

### What are the class levels?

- ESL Intro – Low Beginner
- ESL I – Beginner
- ESL II – Low Intermediate
- ESL III – High Intermediate
- American Idioms – ONLY available to students who complete ESL III

### What is the cost of the class and textbooks?

The class fee is \$80 (American Idioms costs \$100), plus the cost of textbooks.

After you are registered for class, you can pay online with a credit card or in person with cash or a check. To pay in person, visit Student Tuition Services on Main Campus at 1700 Spring Garden Street.

### What are the class hours?

There are 75 instructional hours per semester. Classes are available mornings, afternoons and evenings for all levels, with a Monday, Wednesday, Friday or Tuesday, Thursday schedule for your convenience.

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Scan this QR code to visit the ESL Institute's page to learn more and view it translated.

## How do I register for class? What is the registration process?

### *New students:*

1. Attend an information session (optional). The sign up link can be found on our website.
2. Sign up for the placement test. You can take the placement test online or in person. Make sure your email is typed correctly or you will not receive the test information.
3. Take the placement test at your scheduled time.
4. Instructors grade the tests. It can take a few weeks to complete grading. Please be patient; we receive hundreds of tests!
5. You will receive an email with your proficiency level and a link to register for CCP classes. Click on the link, input your information and choose the class days/times you prefer.
  - Registration is first-come, first-served, so you should register as soon as possible after receiving this email!
  - Be sure to type your information completely and correctly. Errors in your information may cause delays in processing and result in losing a seat in your preferred class.
6. The Office of Student Records and Registration creates your student profile and officially registers you for class. This can take several days.
7. You will receive an email welcoming you to the College. The email includes instructions to pay for your class. You can pay online with a credit card or in person with cash or a check.

### *Returning Students:*

1. You do not need to re-take the placement test if you completed the test in the last year.
2. You need a final score of 80% or higher and at least 80% attendance to move to the next level.
3. To access the registration form for returning students, please email [AdultLiteracy@ccp.edu](mailto:AdultLiteracy@ccp.edu).

## How does the placement test work, and what is on it?

The placement test helps us decide what class level is best for you. The test is a Google Form. In-person testers will take the test in a computer lab. Online

testers will receive an email with a Zoom link and a link to the test form about 15 minutes before the start time. The test takes a little over an hour.

The test has three sections:

1. Listening: 10 minutes | 10 questions | Multiple choice
2. Grammar: 30 minutes | 40 questions | Multiple choice
3. Writing: 20 minutes | 1 question | Write about a picture set

## Are classes online or in person? Where are in-person classes?

You can choose to take a class completely online or completely in person. Space is limited, so register early.

In-person classes are at the Main Campus (1700 Spring Garden Street, Philadelphia, PA, 19130), the Northeast Regional Center (12901 Townsend Road, Philadelphia, PA 19154) or the Career and Advanced Technology Center (4746 Market Street, Philadelphia, PA 19139).

## What other resources are available?

- Tutoring
- Library access
- CCP Cares student support team, which can help you address issues so you can continue your studies

## How do I contact the program?

Website: [ccp.edu/esl-institute](http://ccp.edu/esl-institute)

- In person: 1700 Spring Garden Street, Winnet Building, Room S3-03, Philadelphia, PA 19130
- Office Hours: Monday – Friday, 8:30 a.m. – 5 p.m.

Email/Phone:

- Main: [AdultLiteracy@ccp.edu](mailto:AdultLiteracy@ccp.edu), 215-751-8531
- Gretchen Spencer, Manager, Adult and Community Education: [gspencer@ccp.edu](mailto:gspencer@ccp.edu), 215-751-8371
- Sarah Maguire, Executive Director, Division of Access and Community Engagement: [smaguire@ccp.edu](mailto:smaguire@ccp.edu), 215-751-8250



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