

# LETTER FROM THE DEAN



## AELG Student Handbook

**W**elcome to the Adult ESOL & Literacy Grant Program at Montgomery College! We're very happy that you have decided to join us! We have wonderful faculty who are ready to help you meet your goals.

Coming to school is a big commitment. Many of you have families, jobs, and other responsibilities. Sometimes it can be difficult to study. Sometimes you might even think about quitting. We understand this and want to help you stay in school.

We'd also like you to think about your goals. Why are you coming to school? What do you want to learn in your class? What do you want to do when you finish your class? What do you want to do when you finish the program? As you think about your life and what you'd like to do, please share this information with your teachers so that we can better help you.

When you're done with our program, there are lots of other opportunities at Montgomery College! You can study for a degree in health care, computer science, or business administration, for example. You can prepare for a four-year degree at a university. Even if you don't want a degree, there are lots of great noncredit programs. You can learn about automotive repair, construction, or child care to get a better job. Staff at Montgomery College are ready to help you register for these classes, get financial aid, and meet your goals. Just ask us!

Whatever you decide to do, just remember this: learning is a lifelong journey and we're all in this together. We're happy that you've decided to join us. Thank you for this opportunity and we look forward to working with you!

We wish you all the best!

A handwritten signature in black ink that reads 'Donna Kinerney'.

Donna Kinerney, Ph.D.  
Instructional Dean  
Adult ESOL & Literacy Programs

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## PROGRAM OVERVIEW

**T**he Adult ESOL & Literacy Grant Program (AELG) offers a variety of adult educational services. To enroll in classes, you must be at least 17 years old, have withdrawn from high school (public or private), and live in Montgomery County. Classes meet at sites and community centers throughout the county, allowing you to find a class that fits your schedule. Most classes are free.

All faculty are expected to follow Montgomery College policies and procedures. For more information, or if you have any questions, please contact the Office of the Vice President for Planning and Institutional Effectiveness at (240) 567-7971 or [planning@montgomerycollege.edu](mailto:planning@montgomerycollege.edu). For the complete Montgomery College Policies and Procedures document, visit [cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074](http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=2074).

### Course Offerings

Our classes are for adults at all levels. Classes focus on English language, basic reading and math skills, and GED® Test preparation.

Students in the ESOL (English for Speakers of Other Languages) program study English to help them in their everyday lives. ESOL classes focus on listening, speaking, reading, and writing. ESOL and Civics classes help students participate more in the community and learn more about U.S. history and government. Vocational ESOL classes offer job preparation. ESOL students who need a high school diploma may choose to enroll in the GED® Test preparation classes once they become very advanced in English.

Our adult basic and secondary education program offers classes to help students learn basic reading and math skills.



## ESOL Program

Level	Description
Literacy	The Literacy level is for students who are learning how to read in their native language and also in English.
Beginning	Beginning-level classes are for students who can already read and write in their native language but need to learn English. Students can understand simple phrases.
Intermediate	Intermediate-level students are able to read and write short passages in English. They can also hold conversations.
Advanced	Advanced students have strong language skills. They focus on improving English vocabulary, grammar, and fluency.
ESOL Civics	In civics classes, students learn more English, and they also learn about U.S. history, government, and their community.
Vocational Programs	These programs provide ESOL training for jobs in customer service, building trades, and health care.

## GED® Program

Level	Description
ABE	Adult Basic Education (ABE) is for students who need basic skills in reading and math.
Pre-GED®	Pre-GED® is for students who have stronger skills, but need more work in reading, math, science, and social studies.
GED® Test Prep	GED® classes help students who are ready to focus on the specific information and skills covered in the four official GED® Tests.

## Other Program Services

Service	Description
College & Career Study Groups	Students registered with the AELG program may attend workshops to improve academic skills, explore and apply to college credit and non-credit programs, and search and apply for jobs.
Citizenship Preparation Program	These classes prepare students for the USCIS exam. For more information, see page 20.
Maryland i-Pathways	Online classes to prepare for the GED® Tests.

## Class Schedule

Service	General Schedule (For specific class schedule see <a href="http://www.montgomerycollege.edu/wdce/aelg">www.montgomerycollege.edu/wdce/aelg</a> )
Morning	7–9 a.m., Monday–Friday
Day	9–11 a.m., 9:30 a.m.–noon, or 12:30–3 p.m., Monday–Friday; 11 a.m.–4 p.m. Monday–Friday
Evening	Starting at 6 p.m., 6:30 p.m., or 7 p.m., depending on location; days and locations vary by semester
Saturday	8:30 a.m.–12:30 p.m., fall and spring sessions
Sessions	Fall, Fall I, Fall II, Spring, Spring I, Spring II, Summer I, Summer II

In GED® test preparation classes, students prepare for the GED® test areas—reading, math, science, and social studies.

In addition to classes, we offer other services to help our students succeed. Detailed descriptions of classes and services are outlined in the tables on page 4.

### New Student Orientations

Orientation sessions give prospective students important information before they apply to the AELG Program. It allows students to see if the AELG Program is right for them; they learn about the classes, registration, and procedures.

For dates, times, and locations, call the AELG office at 240-567-8950 or visit us on the Web at [www.montgomerycollege.edu/wdce/aelg](http://www.montgomerycollege.edu/wdce/aelg).

### Registration

Registration times for new classes are published three times a year in the Workforce Development & Continuing Education *Schedule of Classes*. The schedules are

also posted on the College's Web site, and schedules are available at community locations and public agencies.

### Registration Guidelines For All Students

1. New students must register in person.
2. You may only register at one center.
3. You must live in Montgomery County.
4. You must be at least 18 years of age and officially withdrawn from high school. Bring your withdrawal papers to registration.
5. You may not bring children to registration, testing, orientation, assignment, or class.
6. You must be withdrawn from public or private school.
7. Students with F-1 and J-1 visas are not eligible for these classes.

### Registration Guidelines For Returning Students

Preregistration periods are normally offered to returning students. The students should come on the preregistration date to

the center where they wish to take classes. They must bring the preregistration form that they received at the end of the previous session. If they lose this form, they may need to retest and enroll as a new student.

AELG students may repeat a class at the same level if their test scores indicate they need more work. However, they cannot take a class at the same level for more than three sessions. After three sessions, students will meet with the AELG advisor to evaluate learning goals and class placement.

### **Additional Requirements For ABE/ASE Students**

1. You should not enroll in this program if you are a high school graduate or have attended more than 12 years of school in your native country.
2. If you have received a certificate or diploma from another country, tell a teacher at registration and he or she will advise you about what to do.

### **Waiting List Information**

If there is no room in class for all of the students who come to register, they will be put on a waiting list. The waiting list is for one session only. Wait-listed students who have taken the placement test are normally given priority for the next session.

### **Books**

Students may purchase textbooks through the College Bookstore or online. The bookstore will sell books at specific times at sites and centers. Students must bring a money order for the correct amount on the date when books will be sold. Students can also pay with credit cards. Cash and checks are not accepted at sites. After those dates, students must go to a campus bookstore to buy their books where they may use cash or credit card to make purchases. We cannot accept money for books or sell books at the Westfield South. (For a complete list of campus bookstores, see pages 22, 24, and 26 of “Appendix B”.)





## Montgomery County



Students will find out the titles and prices of books after classes start. Students are not required to buy the books and may attend class without them. However, they should tell their teacher and let him or her know how they plan to study in class and at home. The teacher will not make copies of book pages for students without books. Class materials are available at some public libraries.

### How to Contact AELG

Westfield South Office Building  
Suite 210  
11002 Veirs Mill Road  
Wheaton, MD 20902

Phone: 240-567-8950

Fax: 240-567-8977

Web: [www.montgomerycollege.edu/wdce/aelg](http://www.montgomerycollege.edu/wdce/aelg)

For questions, e-mail the AELG Program at [esol@montgomerycollege.edu](mailto:esol@montgomerycollege.edu) or [ged@montgomerycollege.edu](mailto:ged@montgomerycollege.edu). No registrations will be accepted by phone or e-mail.

### Main Office

The main office is on the second floor of the Westfield South Office Building (the same building as WorkSource Montgomery) at Westfield Shoppingtown in Wheaton. It sits across from the Wheaton Metro Station on Veirs Mill Road. The entrance is across from the south parking garage.

Metro access to Wheaton is on the Red Line. All AELG sites and centers, including Westfield, are accessible by bus. Check bus and Metro routes in your area to get the most up-to-date information.

### Community Places

All AELG sites and centers are listed by city on page 8. Since class sites change sometimes, be sure to pick up a current flyer at the Wheaton office or check the College Web site at [www.montgomerycollege.edu/wdce/aelg/locations/locations.htm](http://www.montgomerycollege.edu/wdce/aelg/locations/locations.htm) for up-to-date information. You can also find detailed maps for all locations on the Web



## Gaithersburg

Sites	Address
Bohrer Parent Center	35 N. Summit Ave., Gaithersburg, MD 20877
Gaithersburg Business Training Center	12 South Summit Ave., Gaithersburg, MD 20877
Gaithersburg Elementary School	35 N. Summit Ave, Gaithersburg, MD 20877
Gaithersburg High School	314 South Frederick Ave. , Gaithersburg, MD 20877
Montgomery Village Middle School	19300 Watkins Mill Rd., Montgomery Village, MD 20886

## Germantown & Rockville

Sites	Description
Germantown Campus	20200 Observation Dr., Germantown, MD 20876
Richard Montgomery High School	250 Richard Montgomery Dr., Rockville, MD 20852
Rockville Campus - Gudelsky Institute for Technology	51 Mannakee St., Rockville, MD 20850
Seneca Valley High School	19401 Crystal Rock Dr., Germantown, MD 20874

## Silver Spring

Sites	Address
A. Mario Loiderman Middle School	12701 Goodhill Rd., Silver Spring, MD 20906
John F. Kennedy High School	1901 Randolph Rd., Silver Spring, MD 20902
Montgomery Blair High School	51 University Blvd. East, Silver Spring, MD 20901
Takoma Park Middle School	7611 Piney Branch Rd., Silver Spring, MD 20910
Westfield South Office Building	11002 Veirs Mill Rd., Suite 210, Wheaton, MD 20902
White Oak Middle School	12201 New Hampshire Ave., Silver Spring, MD 20886



site.

Information for the Gaithersburg Business Training Center can be found online at [www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps) or by calling 240-567-1863.

## GED® Test Information Resources

To find out more about the GED® Tests, visit the Web sites below.

- **Maryland Adult Education Online**  
Free online GED® test prep.  
[www.mdadulthoodonline.org](http://www.mdadulthoodonline.org)
- **Maryland Adult Education and Literacy Services Program**  
Computer-based GED® tests through the Department of Labor, Licensing and Regulation.  
[www.dllr.state.md.us/gedmd/gedcbttaker.shtml](http://www.dllr.state.md.us/gedmd/gedcbttaker.shtml)
- **GED® Testing Service**  
Sign up for the GED® exam.  
<https://ged.com/>

## Montgomery College Campuses and Services

Use these Montgomery College numbers for information about services and programs on each campus, such as Counseling and Advising, College Bookstore, Reading and Writing Center, Library, Athletic Facilities, Financial Aid, Admissions, and more.



### Rockville Campus

51 Mannakee Street  
Rockville, MD 20850  
240-567-5000

*Located at the intersection of Route 355 and Mannakee Street.*

### Germantown Campus

20200 Observation Drive  
Germantown, MD 20876  
240-567-7700

*Located near I-270 (Exit 15) at the intersection Route 118 and Observation Drive.*

### Takoma Park/Silver Spring Campus

7600 Takoma Avenue  
Takoma Park, MD 20912  
240-567-1300

*Located on Fenton Street near Philadelphia Avenue (Route 410).*

### Workforce Development & Continuing Education

Westfield South Center  
11002 Veirs Mill Road, Suite 306  
Wheaton, MD 20902  
240-567-5188

*Located at Westfield Shoppingtown in Wheaton, near WorkSource Montgomery.*

For more information on campus locations, see “Appendix B” on pages 20–27 or visit the “Locations and Maps” portion of the Montgomery College Web site at [www.montgomerycollege.edu/maps](http://www.montgomerycollege.edu/maps).





## POLICIES AND PROCEDURES

The policies and procedures of the Adult ESOL & Literacy Grant Program are designed to help you succeed as a student and to offer you a safe, comfortable, and welcoming academic environment. Many of these policies help to ensure the safety of students, faculty, and staff members. Please review them carefully and ask your teacher if you have any questions.

### Tuition and Fee Policies

Although most of the classes are free, some classes require tuition. In the Literacy Program, the ABE- and Pre-GED®-level classes are free. GED®-level classes have a fee for each class taken each session. In the ESOL program, Advanced-level classes have a fee.

All fees, including book purchases and tuition, must be paid by a money order made out to Montgomery College. No cash, checks, or credit cards will be accepted. Tuition is due on the first day of class. Faculty will not be able to accept partial payments for any class.

### College Refund Policy

The effective date for withdrawal will be the date the student successfully drops the class online or the date that notification of withdrawal is filed in the Office of Admissions and Records. The refund deadline for each course is listed on the invoice/schedule a student receives at the time of registration; these deadlines are also in MyMC.





All refunds are payable by check to the student of record. Fees are non-refundable. For information regarding Montgomery College refund policies, visit [cms.montgomerycollege.edu/wdce/register/refund-policy.html](http://cms.montgomerycollege.edu/wdce/register/refund-policy.html).

### Courses Cancelled by the College

Students will receive 100 percent refund of tuition and fees for courses cancelled by the College.

### Courses Dropped by Student before the Published Deadline

Students will receive 100 percent refund of tuition and fees if they drop a course on or before the refund deadline.

### Involuntary Withdrawals

Students who are unable to attend due to the following reasons are required to present documentation appropriate for issuing a prorated refund:

- *Entering involuntarily on active duty into the armed services.* Provide copy of military orders signed by commanding officer and including proof of entry date.
- *Illness of student or immediate family member (child, parent, spouse, or member of household).* Provide physician's certification stating student or family member's illness with date effective.
- *Death of student or immediate family member.* Provide a copy of the death certificate or published obituary.
- *Involuntary transfer/change in work hours by student's employer.* Provide a letter from employer on company letterhead verifying change and date effective.

More information about Involuntary Withdrawals is online at [www.montgomerycollege.edu/verified/pnp/appendixi.docx](http://www.montgomerycollege.edu/verified/pnp/appendixi.docx).

## Verification of Enrollment Requests

Transcripts are documents that list the classes a student has taken. Montgomery College students can print transcripts from the Montgomery College web site: <http://cms.montgomerycollege.edu/edu/department2.aspx?id=20097>. You can request and pay for an "official transcript." Unofficial transcripts are free.

AELG students can also request a "verification of enrollment" letter to document attendance to class. This letter is not an official document. Ask your Site Mentor or Teacher if you need a letter.

## Montgomery College Student ID Cards

A student ID card with current semester registration sticker will allow you to check out library books, use swimming pools and computer/writing labs, go to Career Counseling, and receive FREE transportation on Ride On buses within Montgomery County 24 hours a day, every day.

As a student, you can also receive discounts on some movies, sporting events, concerts, even airlines.

### ID Card for New Students

To get your student ID card, bring your paid receipt, and another form of photo identification to any of the offices on page 12.



## Student ID Locations

Campus	Location
Rockville	Student Services Lobby 51 Mannakee Street Rockville, MD 20850 Phone: 240-567-5092
Germantown	Office of Student Life 20200 Observation Drive Germantown, MD 20876 Phone: 240-567-7840
Takoma Park/ Silver Spring	Office of Student Life 7600 Takoma Avenue Takoma Park, MD 20912 Phone: 240-567-1482

See Appendix B on pages 20–27 for more details about College campus locations. Please call for office hours; they are subject to change, particularly during summer.

Your ID card must be validated each semester by placing the current semester registration sticker on the card. There is, however, a small transportation fee that students must pay each semester.

Students must show acceptable proofs of payment, including: Nelnet Confirmation, Financial Aid Letter, “Account Summary By Term” page from MyMC, Student Schedule with zero balance, or Cashier’s Office Account Summary.

## Field trips

Some classes may require visits outside the site. Students will need to take public transportation or to make their own arrangements. The MC field trip policy is

available online at [http://cms.montgomerycollege.edu/EDU/Verified\\_-\\_Policies\\_and\\_Procedures/PDF\\_Versions/51005\\_Field\\_Trips](http://cms.montgomerycollege.edu/EDU/Verified_-_Policies_and_Procedures/PDF_Versions/51005_Field_Trips).

## Attendance and Late Student Policy

Students need to show that they are ready to learn by attending class regularly. Regular attendance is also important for students to make progress. Students should not register for a class if they do not expect to attend all the classes. If a student misses the first two classes, the student will lose his or her space. That student will be given information about registering for the next session, but will not be allowed to return during the current session.

Students who arrive more than 30 minutes late for class—or leave more than 30 minutes early—will be marked as absent, except during a weather emergency.

## Attendance Chart

Class Length/Type	Maximum Absences
30 hours (Saturday ABE/ASE)	2
45 hours (ABE/ASE) 60 hours (ESOL, EL/Civics, ABE/ASE)	3
75 hr (ESOL) 90hr (ESOL, EL/Civics) 100 hr (Customer Service)	5

If you have documentation, there may be some exceptions to the attendance rules. If you have questions, talk to the site mentor.

## Children on Site

Children are not allowed in the classrooms during registration or classes. This includes children in hallways and outside the buildings. Students should not ask other students or staff to babysit during registration and testing.

## Emergency Closings

Classes may be cancelled due to bad weather. If you take classes at a Montgomery College campus, see below.

### Classes at Montgomery College Campuses

If MC is open,	<b>ALL CLASSES</b> are held.
If MC is closed,	<b>NO CLASSES.</b>
If MC opens late,	classes start <b>WHEN</b> the college opens.

You can find out about closings by:

- **Phone:** 240-567-5000.
- **TV:** Watch news broadcasts.
- **Radio:** Listen for school closings.
- **Internet:** [www.montgomerycollege.edu](http://www.montgomerycollege.edu).
- **Text:** Text MONTGOMERY to 411911 or visit at [alert.montgomerycountymd.gov/register.php](http://alert.montgomerycountymd.gov/register.php).

[tymd.gov/register.php](http://tymd.gov/register.php). (Text message rate applies.)

### Classes at Montgomery County Public Schools

If MCPS is open,	<b>ALL CLASSES</b> are held.
If MC is closed,	<b>NO CLASSES.</b>
If MCPS is closed,	<b>NO CLASSES.</b>
If MCPS or MC cancel evening activities,	<b>NO EVENING CLASSES.</b>

If you take classes at a Montgomery County Public Schools facility, go to [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org) to find out about cancellations at MCPS sites related to bad weather.

## Extended Sessions

If classes are cancelled because of weather conditions or a building emergency, students and faculty will make up the lost time by coming to school for additional classes.

## Emergency Response

In the event of an emergency, tell a teacher, site mentor, center coordinator, or security guard as soon as possible. In case of a life-threatening emergency, call 911 right away, then tell a staff member. If the alarm rings, students should follow directions provided by AELG staff.

It is important for students and staff to follow evacuation procedures given by the center coordinator or site mentor. Faculty will take attendance before and after exiting the building.

Each session, sites and centers will hold a fire drill. At that time, faculty, site mentors, and center coordinators will inform students of emergency evacuation procedures. Students may ask their teachers at any time to tell them the best way to exit their site in an emergency.

## Security

Security staff are available at many sites to handle security issues and to notify appropriate authorities. They work closely with site mentors and center coordinators to monitor the environment and to help keep the students and staff safe. Students should report any problems or unsafe behavior immediately.

## Alcohol, Drugs, Smoking, and Weapons

Alcohol, drugs, smoking, and weapons are not allowed at the centers. For further clarification, see “Zero Tolerance Behaviors” in the *Student Rights and Responsibilities* section of this handbook, on page 18. See also sections J, K, U, and V of “Misconduct” on pages 29–30.

## Harassment

Harassment is any behavior that attacks or bothers someone. The behavior is unwanted and may be verbal, physical, or sexual harassment.

Harassing behavior is against the law and it violates the College’s Equal Opportunity and Non-Discrimination Policy, Equal Education Opportunity and Non-Discrimination Policy, and Sexual Harassment Policy. Violations of this policy on the part of any employee, any student, or any participant in any College program will result in appropriate disciplinary action, including discharge or expulsion. More details are explained in sections B, S, X, and Y in “Misconduct” on pages 29–30 of this handbook.

### Unacceptable Behaviors

- Don’t talk badly about people who are different from you
- Don’t touch people without permission
- Don’t say bad things about people
- Don’t call, text or e-mail people without permission
- Don’t take pictures or video of other people without their permission
- If someone says “no,” you stop (remember, “no” means “stop”)

See page 18 for “Zero Tolerance Behaviors.”

## Reporting Problems

Students should report violations of policies on harassment and discrimination to faculty, site mentors, or center coordinators. To read the College’s policies on these issues, see [www.montgomerycollege.org/Departments/OED/linkswelcome.htm](http://www.montgomerycollege.org/Departments/OED/linkswelcome.htm).



## Academic Integrity

The AELG Program expects that all students will be very honest. The behaviors below are not allowed.

- Copying another student’s work
- Cheating on all tests (including copying another student’s answers, using a calculator or dictionary, talking about the test, taking pictures, using cell phones, or recording the test)
- Removing any testing materials from the classroom
- Lying
- Helping others cheat, copy, or lie

## Parking Regulations

Free parking is available at most sites and centers; look for visitor parking. Read all of the parking signs carefully to avoid tickets. Do not park in “no parking” zones. If you need to use College services, make sure to obtain a permit from campus security or talk to your site administrator or site mentor.

## Personal Property

Students have full responsibility for the security of their personal possessions. Neither the AELG Program nor the site where classes are held is responsible for lost or stolen items. Students should pay close attention to purses, wallets, backpacks, cell phones, etc.

Personal property must not disrupt class. Radios and headphones should be turned off. Cell phones should be turned off or set to vibrate.

## Solicitation

Students and faculty should not use the classroom to promote business or ask classmates to purchase merchandise or services. Additionally, faculty may not tutor students currently enrolled in their classes for payment. For more details, see section Z of “Misconduct” on page 22 of this handbook.

## Food

Food and drinks are not allowed in classrooms at community sites or campuses at any time.

## Gifts

Faculty in AELG are not allowed to accept gifts from students. Students should not give gifts to their teacher.

## Health Policy

Students should use their own judgment to decide if they are too sick to come to class. If they are sick enough to make others sick, then they should stay home to rest and to prevent the spread of illness to other students.

## Dress Code

Students are expected to dress appropriately for class. This means that clothing must cover all personal areas of the body. Appropriate dress includes shoes, shirts, pants, shorts, skirts, and dresses. Head coverings are personal options. If clothing is disruptive, students will be asked to leave class for the day.





# STUDENT RIGHTS AND RESPONSIBILITIES

As part of a learning community, students in the AELG Program are entitled to certain rights. With rights come responsibilities. Without these two very important parts of school, it would be difficult to succeed. When you take responsibility for your education, you are more likely to achieve your goals.

Montgomery College students in the AELG Program share common goals of achieving a better life for themselves and their families through education. They also share the same rights, privileges, and responsibilities of all students who participate in college life.

Students have the right to participate fully in all the opportunities afforded by the College and to express their views freely within the learning community. They have the right to expect freedom from discrimination as stated in the College policy.

As participants in their own education, adult students also have certain responsibilities. It is the responsibility of every student to support a positive learning environment. They must treat all members of the College with courtesy and respect, and they must follow the rules and policies of the College, including the Student Code

of Conduct. They must not interfere with the rights of others. In case of any conduct or policy violations, students have the right to a fair administrative action according to established policies.

For more information, see sections IV and V of the Student Code of Conduct online at [cms.montgomerycollege.edu](http://cms.montgomerycollege.edu).

## Civil Rights, Disabilities and Discrimination

Enrollment in adult education classes is not limited to U.S. citizens. No legal documents are required for any of the AELG Program offerings.

Montgomery College is an equal opportunity institution and—in accordance with the law—the College does not discriminate against students or applicants who are qualified. This means that the College does not exclude people based on age, gender, race, color, religion, national origin, marital status, disability, sexual orientation, veteran status, or citizenship status.

For more information, see *Equal Education Opportunity and Non-Discrimination* online at [cms.montgomerycollege.edu](http://cms.montgomerycollege.edu).

To file a complaint of discrimination, contact:

Director of ADA & Title IX Compliance  
Office of Compliance  
Montgomery College  
Mannakee Building #150  
900 Hungerford Dr.  
Rockville, MD 20850

Students may also report incidents to the U.S. Department of Education Office for Civil Rights, 1-800-421-3481, [OCR@ed.gov](mailto:OCR@ed.gov).

## Student Right to Privacy Under FERPA

Students in the AELG Program are at least 18 years of age and are considered adults. They are protected under The Family Educational Rights and Privacy Act (FERPA). They have the right to privacy concerning their attendance and progress in class. Faculty and program staff are not permitted to provide information about a student, either orally or in writing, without the student's written consent. This policy applies to family members and outside agencies. A full list of students rights under FERPA are available online at <http://cms.montgomerycollege.edu>.

## Disability Support Services

Disability Support Services (DSS) empowers, supports, and advocates for students with disabilities to achieve their goals. DSS provides equal access to education and programs offered at Montgomery College. We promote a culture of diversity, accessibility, and opportunity within our college community.

In compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, 2009, the College:

- Provides reasonable accommodations to qualified students with documented disabilities.
- Provides DSS counselors on each campus to work with students to determine appropriate accommodations and arrange support services.
- Assists the College to comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
- Stresses the development of self-advocacy and self-determination skills.
- Maintains and protects the confidentiality of student records as required by law.
- Assists the College community to understand the effects of disabilities and to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities.

For more information on eligibility and services, contact Natalie Martinez 240-567-4118 or the main DSS office at 240-567-5058 (TTY 301-294-9672 for deaf and hard-of-hearing students). Contact DSS by e-mail at [dss@montgomerycollege.edu](mailto:dss@montgomerycollege.edu).

## Rights and Responsibilities of Students with Disabilities Under ADA

The Americans with Disabilities Act (ADA) provides broad nondiscrimination protection and public accommodations for individuals with disabilities. Students

with disabilities have the right to equal opportunity to participate in programs offered by the College. You must identify your needs in order to begin receiving services or accommodations, and be willing to provide documentation when necessary. You must take an active role in the search for aids and other alterations in the learning process.

The College has the responsibility to make reasonable accommodations or adjustments for qualified students with disabilities. It also must establish standards for entrance into its programs and work to maintain academic integrity.

You may contact DSS to ask about services or rights to accommodations by calling 240-567-5058 (or TTY 301-294-9672 for deaf and hard-of-hearing students).

## Conduct Code Violations

The Montgomery College Student Code of Conduct reminds students of the behavior standards that are expected in classrooms and at other College events. (See “Appendix C” on page 28 of this handbook.) Misbehavior will not be tolerated. If a student misbehaves or becomes disruptive, the teacher may ask the student to leave the classroom in order to counsel the student and resolve the issue. If the issue cannot be resolved right away, the site mentor or center coordinator will decide what will happen next, depending on the conduct violation. Staff will inform students of violations and consequences.

Students should report code-of-conduct violations or improper behavior by another student. Students can tell their teacher, the site mentor, center coordinator, or security staff on duty. Faculty will

then report to appropriate staff member or program administrator.

A partial list of misbehaviors is in “Appendix D” on pages 29–30 in this handbook. For a complete list, see section X of the Student Code of Conduct online at [cms.montgomerycollege.edu](http://cms.montgomerycollege.edu).

## Zero Tolerance Behaviors

Certain behaviors are considered “zero tolerance” because they are illegal according to Maryland law. Zero tolerance behaviors include: abuse, drugs, fighting, not leaving the building when asked, gambling, property damage, theft, threats against other students or staff, weapons, or any behavior that interrupts the education of other students or program processes. Smoking is not allowed in any centers or sites. Students who participate in any of these activities may be dismissed from the AELG Program or arrested by the police.

## Reporting Violations

To report conduct code violations or improper behavior, see the site mentor, center coordinator, or security staff on duty. Students may also tell their teachers about a violation, who will then report to the appropriate staff member or program administrator.

## Student Notification

Students will be informed of any violations and consequences by the site mentor. Certain violations may result in dismissal from the program.

# APPENDICES

## APPENDIX A

### Community Resources

Use these Montgomery County services for transportation, employment, health, or other needs.

**Family Justice Center  
(Domestic Violence Help)**  
240-777-7099 or 240-773-0444

**Food Banks**  
Manna Food  
9311 Gaither Road  
Gaithersburg, MD 20877  
(301) 424-1130

Nourish Now  
1111 Taft Street  
Rockville, MD - 20850  
301-330-0222

Per Serving Food Pantry  
3902 Rosemary Street  
Chevy Chase, MD 20815  
301-907-8050

**Hygiene--Places to Take Showers**  
Progress Place  
8210 Colonial Lane  
Silver Spring, MD 20910  
301-585-4471

Interfaith Works  
114 W. Montgomery Ave  
Rockville, MD 20850  
301-762-8682

Rainbow Place (for women)  
215 West Montgomery Ave.  
Rockville, MD 20850  
(301) 762-1496

**Gilchrist Center for Cultural Diversity**  
240-777-4940

**MC311 Montgomery County  
Non-emergency Line**  
311 (within Montgomery County)  
240-777-0311 (Outside Montgomery Co.)

**Montgomery County Child Care Re-  
source Training Center**  
240-777-3203

**Montgomery County Community  
Health Centers**  
Germantown: 240-777-3380  
Rockville: 240-777-3987  
Silver Spring: 240-777-3160  
Wheaton: 240-777-1621

**Montgomery County Crisis Center  
(24 hours)**  
240-777-4000

**Montgomery County Dental Services**  
240-777-1875

**Montgomery County Department of  
Health and Human Services**  
240-777-1264

Germantown: 240-777-3420  
Rockville: 240-777-1245  
Silver Spring: 240-777-3075

**Montgomery County Office of Human  
Rights (Fair Housing)**  
240-777-8450

### **Montgomery County Police**

**(Non-emergency)**

301-279-8000

### **Montgomery County Public Libraries**

240-777-0001

### **Montgomery County Public School**

**Registration (Immigrant Children)**

301-230-0686

### **WorkSource Montgomery, Wheaton**

**(Employment Assistance)**

301-946-1806

### **Motor Vehicle Administration (MVA)**

1-800-950-1682

### **Public Transportation**

Metro: 202-637-7000

Ride-On Bus: 240-777-7433 OR 311

### **Sales and Service Learning Center**

240-403-3600

### **Shepherd's Table Eye Clinic**

301-585-6463

### **Social Security Administration**

Rockville: 1-800-772-1213

Wheaton: 1-800-772-1213

## APPENDIX B

### **Montgomery College Resources**

Students in the Adult ESOL Literacy Grant Program have access to an array of Montgomery College services and resources. For most College services, students will need to show their current student ID. If they do not already have a student ID, they can get one at any of Montgomery College's three main campuses.

#### **Welcome Center**

The Welcome Center is a place where all students and community members can find information about the College as well as help with the College enrollment processes, events, tours, and campus locations.

Web: [www.montgomerycollege.edu/EDU/Department2.aspx?id=55006](http://www.montgomerycollege.edu/EDU/Department2.aspx?id=55006)

#### **American English Language Program (AELP)**

The AELP serves foreign, non-English speaking students who want to develop English language skills to prepare for the

academic American classroom. The AELP offers instruction at all three campuses.

Phone: 240-567-7750

Web: [www.montgomerycollege.edu/Departments/AELP](http://www.montgomerycollege.edu/Departments/AELP)

#### **Campus Security**

The Office of Safety and Security is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), enforcement of campus parking regulations, and the lost and found service. Officers on each campus are on duty 24 hours a day, 7 days a week.

Germantown Campus: 240-567-7777

Rockville Campus: 240-567-5111

Takoma Park/Silver Spring Campus  
240-567-1600

Web: [www.montgomerycollege.edu/EDU/Department2.aspx?id=31104](http://www.montgomerycollege.edu/EDU/Department2.aspx?id=31104)

### Disability Support Services Office

This office helps students with disabilities accomplish goals by eliminating physical, technical, and attitudinal barriers.

Web: [www.montgomerycollege.edu/Departments/dispsvc](http://www.montgomerycollege.edu/Departments/dispsvc)

### Educational Opportunity Center (MC-EOC)

*See page 23 for MC-EOC information.*

### Equity and Diversity

The Office of Human Resources & Strategic Talent Management handles all issues of equity and diversity.

Phone: 240-567-5353

Web: [www.montgomerycollege.edu](http://www.montgomerycollege.edu)

### Citizenship Preparation Program

The Montgomery College Citizenship Preparation Program prepares Legal Permanent Residents (Green card holders) for the USCIS interview and civics exam. The program offers various class schedules, locations, and two levels of classes.

Phone: 240-567-8169

E-mail: [nancy.newton@montgomerycollege.edu](mailto:nancy.newton@montgomerycollege.edu)



### Montgomery College Job Search

Students with a student number can register to search for jobs or to post a resume or CV to allow employers to search for and hire them.

Web: [www.montgomerycollege.edu/ejobs](http://www.montgomerycollege.edu/ejobs)

### American Pre-Academic and Professional ESL (APPE) Program

Courses include reading, speaking, listening, grammar, pronunciation, and vocabulary. ESL courses are for beginning to advanced adult English language learners who want to continue English studies to improve reading, writing, and grammar to study in a U.S. college or university; skills needed for work and career; or to improve speaking, listening and pronunciation.

Phone: 240-567-7262

Web: [www.montgomerycollege.edu/wdce/ce/esl.html](http://www.montgomerycollege.edu/wdce/ce/esl.html)

### Transition Services

The Transitions Training for Independence classes are designed to provide students, ages 19 to 20, enrolled in Montgomery County Public Schools an opportunity to complete their public education on the college campus.

Phone: 240-567-7720

Web: [www.montgomerycollege.edu/wdce/ce/transitions.html](http://www.montgomerycollege.edu/wdce/ce/transitions.html)

## Takoma Park/Silver Spring Campus

7600 Takoma Avenue  
Takoma Park, MD 20912

Phone: 240-567-1300  
TTY: 301-587-7207

### Directions

#### By Car:

Take I-495 to Exit 31B, Georgia Avenue South (Route 97). Continue south on Georgia Avenue past the Colesville Road (Route 29) intersection. Following the signs for Montgomery College, turn left on Sligo Avenue. Follow Sligo Avenue to Fenton Street; turn right. Continue on Fenton Street through the traffic light at Philadelphia Avenue (Route 410). The campus parking garage is just ahead on your right, and the campus itself begins one block farther at New York Avenue and Fenton Street.

#### By Bus and Metro:

The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail. Visit [www.wmata.com](http://www.wmata.com) for the latest Metro schedules.

### Bookstore

The Takoma Park/Silver Spring Bookstore is located on the second floor of the Charlene R. Nunley Student Services Center (ST on map).

Phone: 240-567-1522  
Web: [www.montgomerycollege.edu/bookstores](http://www.montgomerycollege.edu/bookstores)

### Student Life Office

The Takoma Park/Silver Spring Student Life Office is located in Room 217 in

the Charlene R. Nunley Student Services Center (ST on map). Students may visit this office to obtain a student ID. They may also go to the gym or to the pool or participate in workshops, recreational activities, social, and cultural events.

Phone: 240-567-1482

Web: [www.montgomerycollege.edu/Departments/stdactp/](http://www.montgomerycollege.edu/Departments/stdactp/)

### Counseling and Advising Office

The Takoma Park/Silver Spring Counseling and Advising Office is located on the first floor of the Charlene R. Nunley Student Services Center (ST on map).

Students are welcome to visit for walk-in advising. Students may also make an appointment by contacting an individual counselor directly. A list of names, phone numbers, and e-mail addresses is located at the Web address listed below. Please call for the hours of operation.

Phone: 240-567-1480

Fax: 240-567-1494

Web: [www.montgomerycollege.edu/Departments/studevtp/counselors.htm](http://www.montgomerycollege.edu/Departments/studevtp/counselors.htm)

### Learning Centers

To use the Learning Centers at the Takoma Park/Silver Spring campus, students must show their Montgomery College Student IDs. Students can receive tutoring in math, reading, and writing, or help with technology and computer use.

### Math/Science Learning Center

Science North Building (SN).

Room: SN101

Phone: 240-567-1427



## Rockville Campus

51 Mannakee Street  
Rockville, MD 20850

Phone: 240-567-5000  
TTY: 301-294-9672

### Directions

#### By Car:

From the north: Take I-270 South to Exit 6 (Route 28), W. Montgomery Ave./Rockville. Then take Exit 6A (Route 28) East. Turn left at first traffic light onto Nelson Street. Go to first traffic light at Mannakee Street; turn left. The campus is 1-1/2 blocks on the left.

From the south: Take I-495 to I-270 North exit 6A (Route 28, W. Montgomery Avenue/Rockville). Follow Montgomery College sign through traffic light (road becomes Nelson Street). Go to first traffic light at Mannakee Street; turn left. The campus is 1-1/2 blocks on the left.

#### By Bus and Metro:

The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail. Visit [www.wmata.com](http://www.wmata.com) for the latest Metro schedules.

### Bookstore

The Rockville Bookstore is located on the first floor of the Campus Center Building (CC on map).

Main: 240-567-5347  
Textbooks: 240-567-5389  
Web: [www.montgomerycollege.edu/bookstores](http://www.montgomerycollege.edu/bookstores)

### Student Life Office

The Rockville Student Life Office is located in Room 005 on the lower level of the Campus Center Building (CC).

Student Life welcomes all students, faculty, and staff to a department full of opportunities, involvement, and enthusiasm. It provides comprehensive programs, activities, and services that enhance the student experience.

Phone: 240-567-5092

Fax: 240.567.7175

E-mail: [stlifer@montgomerycollege.edu](mailto:stlifer@montgomerycollege.edu)

Web: [www.montgomerycollege.edu/Departments/stdactrv/](http://www.montgomerycollege.edu/Departments/stdactrv/)

### Counseling and Advising Office

The Rockville Counseling and Advising Office is located in Room 215 in the Counseling Building (CB).

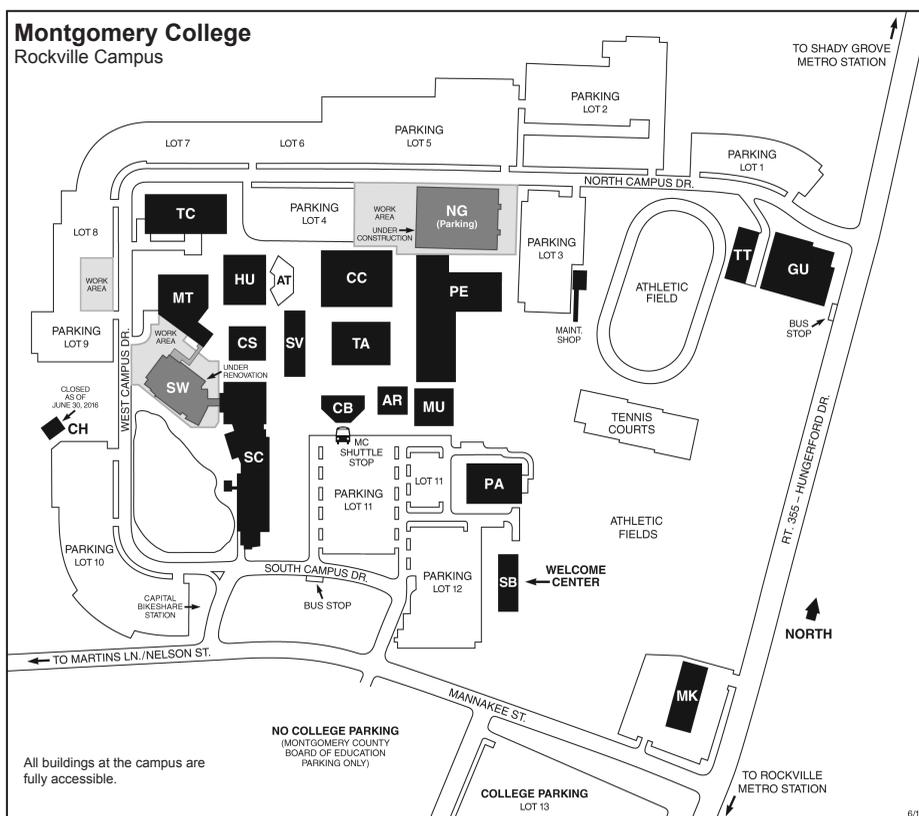
Students are welcome to visit for walk-in advising. Students may also make an appointment by contacting an individual counselor directly. A list of names, phone numbers, and e-mail addresses is located on the Web address listed below.

The office is open Monday–Friday. Hours may change due to special events or holiday schedules. Please call for Saturday hours.

Phone: 240-567-5063 or 240-567-4104

Fax: 240-567-5089

Web: [www.montgomerycollege.edu/Departments/studevrv/counseling-fs.html](http://www.montgomerycollege.edu/Departments/studevrv/counseling-fs.html)



## Learning Centers

To use the Learning Centers at the Rockville campus, students must show their Montgomery College Student IDs. Students can receive tutoring in math, reading, and writing, or help with technology and computer use.

### Math/Science Learning Center

Macklin Tower, ground floor

Room: MT002

Phone: 240-567-5200

E-mail: [mathsci@montgomerycollege.edu](mailto:mathsci@montgomerycollege.edu)

Open: Monday–Saturday

Tutoring: Walk-in only

Web: [www.montgomerycollege.org/Departments/mathscr/](http://www.montgomerycollege.org/Departments/mathscr/)

## Writing, Reading & Language Center

Humanities Building (writing tutoring),

Macklin Tower (grammar & reading)

Rooms: HU002, MT020

Phone: 240-567-7402, 240-567-7215

E-mail: [writingcenter.rockville@montgomerycollege.edu](mailto:writingcenter.rockville@montgomerycollege.edu)

Open: Monday–Saturday

Tutoring: Walk-in only

Web: [www.montgomerycollege.org/studentsvc/lrnglabs/](http://www.montgomerycollege.org/studentsvc/lrnglabs/)

## Technology Lab

Humanities Building (HU)

Computer Science Building (CS)

Room: HU312/314, CS25/26 and CS21A

Phone: 240-567-5156 or 240-567-5249

Open: Monday–Sunday

Tutoring: Schedules posted in HU307

Web: [www.montgomerycollege.edu/Departments/InTechRV/](http://www.montgomerycollege.edu/Departments/InTechRV/)

## Germantown Campus

20200 Observation Drive  
Germantown, MD 20876

Phone: 240-567-7700  
TTY: 301-540-2133

### Directions

#### By Car:

Take I-270 to Exit 15 East (Route 118). Continue to the second traffic light at Observation Drive; turn right onto campus.

#### By Bus and Metro:

The campus is served by both Ride On Bus and Metrobus routes with connections to Metrorail. Visit [www.wmata.com](http://www.wmata.com) for the latest Metro schedules.

### Bookstore

The Germantown Bookstore is located on the lower level of the Humanities and Social Science Building (HS on map).

Phone: 240-567-7877  
Web: [www.montgomerycollege.edu/bookstores](http://www.montgomerycollege.edu/bookstores)

### Student Life Office

The Germantown Student Life Office is located in Room 186 in the Sciences and Applied Studies Building (SA). Student Life aims to provide positive experiences for students outside of the classroom. Stop by to update a student ID or participate in an activity.

Phone: 240-567-7840  
Fax: 240-567-7843  
E-mail: [studevgt@montgomerycollege.edu](mailto:studevgt@montgomerycollege.edu)  
Web: [www.montgomerycollege.edu/Departments/studevel/](http://www.montgomerycollege.edu/Departments/studevel/)

### Counseling and Advising Office

The Germantown Counseling and Advising Office is located in Room 175 in the Sciences and Applied Studies Building (SA).

Students are welcome to visit for walk-in advising. Students may also make an appointment by calling or e-mailing an individual counselor directly. A list of names, phone numbers, and e-mail addresses is located at the Web address listed below.

The office is open Monday–Friday. Please call for Saturday and holiday hours.

Phone: 240-567-7734  
Fax: 240-567-1985  
Web: [www.montgomerycollege.edu/Departments/studevgt/counselinggt.htm](http://www.montgomerycollege.edu/Departments/studevgt/counselinggt.htm)

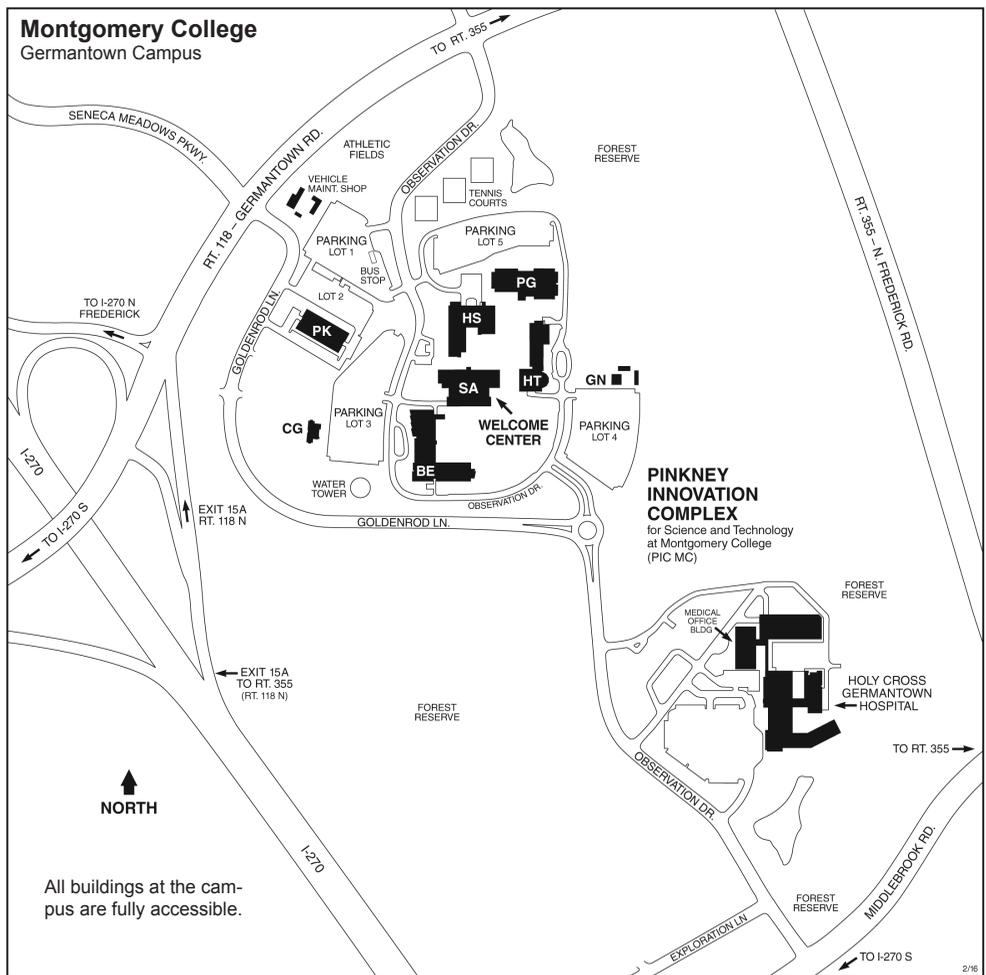
### Learning Centers

To use the Learning Centers at the Germantown campus, students must show their Montgomery College Student IDs. Students can receive tutoring in math, reading, and writing, or help with technology and computer use.

### Math/Accounting Learning Center

The Math Center is located in the High Technology and Science Center (HT).

Room: HT229  
Phone: 240-567-1947  
Open: Monday–Friday  
Tutoring: Walk-in only  
Web: [www.montgomerycollege.edu/Departments/mathlct/](http://www.montgomerycollege.edu/Departments/mathlct/)



### Writing Center and Language Lab

This lab is located in the Humanities & Social Sciences Building (HS). Students may only use computers for class assignments.

Room: HS150

Phone: 240-567-1930

Open: Monday–Saturday

Tutoring: Walk-in only

Web: [www.montgomerycollege.org/Departments/writetg/](http://www.montgomerycollege.org/Departments/writetg/)

### Technology Lab

The computer lab is located in the High Technology and Science Center (HT). It has computers with standard software, plus printers and scanner stations.

Room: HT230

Phone: 240-567-1949

Open: Monday–Saturday

Web: [www.montgomerycollege.edu/Departments/cpscigt/lab.html](http://www.montgomerycollege.edu/Departments/cpscigt/lab.html)

# APPENDIX C

## Standards of College Behavior

The following statement appears in College offices and labs to remind students of the behavior standards and process adopted by the College. All full- and part-time faculty are strongly encouraged to include the statement in their syllabi.

The “Standards of College Behavior” text below is taken from section VII of the Student Code of Conduct. The full text is available online.

- A. The College seeks to provide an environment where discussion and expression of all views relevant to the subject matter of the class are recognized as necessary to the educational process.
- B. However, students do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn, nor do they have the right to interfere with the ability of staff to provide services to any student.
- C. Faculty and staff set the standards of behavior that are within the guidelines and spirit of the Student Code of Conduct or other College policies for classrooms, events, offices, and areas, by announcing or posting these standards early in the semester.
- D. If a student behaves disruptively in the classroom, an event, an office, or an area after the instructor or staff member has explained the unacceptability of such conduct and the consequences that will result, the student may be asked to leave that classroom, event, office, or area for the remainder of the day. This does not restrict the student’s right to attend other scheduled classes or appointments.
- E. If the student does not leave, the faculty or staff member may request the assistance of Security.
- F. The faculty or staff member and the student are expected to meet to resolve the issue before the next class session.
- G. The Dean of Student Development or designated instructional Dean of Workforce Development and Continuing Education should be informed verbally or via e-mail about any situation that violates the Student Code of Conduct.
- H. If, after a review of the situation and a restatement of the expected behaviors, the student refuses to comply with the stated standards of conduct required, then the faculty or staff member should refer the issue in writing to the Dean of Student Development for action under the Student Code of Conduct.
- I. The faculty or staff member will provide the Dean of Student Development with a written summary of the facts or conduct on which the referral is based, which must include the date, time, place, and a description of the incident.

# APPENDIX D

## Misconduct

The excerpt below is a shortened form of section X in the Student Code of Conduct, “Nonacademic Misconduct.” The complete text is available online. Please keep in mind that many forms of misconduct are illegal and punishable by law.

- A. Disruption or obstruction of the educational processes of the College. Educational processes include but are not limited to teaching, research, administration, disciplinary proceedings, and other College activities, such as social, cultural and athletic events. (This also applies to off-campus events that are sponsored by the College.)
- B. Physical and/or psychological abuse, intimidation or threat of such abuse of any person on College premises or at College activities. Forms of this include but are not limited to sexual harassment, stalking, sexual assault, peer harassment, rape, and any other form of physical or verbal harassment.
- C. Refusing to remain in a building or on campus when asked to stay due to emergency circumstances determined by the College security and administration or the local authorities.
- D. Failure to obtain proper authorization to use College facilities where required.
- E. Misuse of Computing Resources. Montgomery College’s computer technology resources may not be used for purposes that support civil or criminal offenses or violate the College’s official Policy and Procedures.
- F. Refusing to show a College ID upon request to employees of the College acting in the performance of their duties. Providing false identifying information to College officials or other students while on College property or at official College events.
- G. Seizing, holding, commandeering, or damaging any property or facility of the College or threatening to do so.
- H. Refusing to depart from any property or facility of the College upon direction by College officials or other persons authorized within the regulations of the College.
- I. Illegal gambling on the campuses or at any College function.
- J. Possessing, using, selling, or distributing any type of drugs for illegal purposes.
- K. Possessing any firearms or other weapons, or dangerous chemicals or explosive elements or component parts thereof, not used by a student for lawful College studies, without authorization of the College President.
- L. Physically detaining or restraining any persons or removing such persons from any place where they are authorized to remain.

- M. Possessing, making, or causing to be made any key to operate locks or locking mechanisms on the campuses without proper authorization, or, using or giving to another a key for which there has been no proper authorization.
- N. Using College telephones or fax machines for unauthorized local or long distance use.
- O. Making noise or causing noise to be made with objects, amplification equipment, and instruments in non-authorized activities that disturb classes, meetings, office procedures, and other College activities.
- P. Making an unauthorized entry upon the playing performance area or the spectator area of any athletic contest, exhibition, or other College event.
- Q. Littering, defacing, destroying, or damaging College property or property under College jurisdiction, or removing or using such property without proper authorization.
- R. Theft or attempted theft of College property or services, or the personal property of any faculty, staff, or student member of the College community, or knowingly possessing such stolen property.
- S. Hazing for the purpose of initiation or affiliation with, or as a condition of continued membership with, a particular organization or group. Disciplinary action can be taken against individuals and organizations for such activity.
- T. Unauthorized entry to or use of College facilities.
- U. Use or possession of any alcohol on any College property without proper authorization.
- V. Use of any smoking material in unauthorized areas, including tobacco, a lighted cigarette, cigar, or pipe.
- W. Willfully encouraging others to commit any of the prohibited acts noted in this document.
- X. Any threat, real or fraudulent, against the safety of the College, its students, faculty, staff, and physical plant.
- Y. Participating in any overt sexual behavior, including but not limited to consensual acts in or on College property.
- Z. Selling any property or service outside the parameters of College clubs or other College authorized activities.
- AA. Violation of any order of the College President, or person authorized by the College President, notice of which has been given prior to such violation and during the academic term in which the violation occurs, either by publication in the College catalog, student handbook, campus newspaper, letter, Web page, or by posting on an official bulletin board designated for this purpose.
- BB. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or other College rule.
- CC. Commission of any offense prohibited by local, state, or federal law.

# STUDY TIPS

In order to succeed, you will need to do more than simply attend class. In fact, much of your learning will take place while studying outside of the classroom and doing homework. Below is a sample of how you can organize your time in order to make the most of your classes. Use a sheet of notebook paper and create your own study plan.

<b>My Study Plan</b>	
○	<b>① Make the most of my time in class.</b>
	• Ask lots of questions when I do not understand.
	• Show up on time.
	• Stay in class.
	<b>② Use the time outside of class wisely.</b>
	• Use a to-do list and a calendar to keep track of assignments, class times, and appointments.
	• Study during breaks, after dinner, and on the train or bus.
○	• Do homework regularly.
	<b>③ Study with flashcards.</b>
	• Make vocabulary flash cards.
	• Flip through them each day for 5-10 minutes.
	<b>④ Use a study buddy.</b>
	• Try to study with another student.
	• Talk to a classmate if I miss class or have questions.
○	
	<b>⑤ Create a study space.</b>
	• When I'm at home, choose a space where I can study.
	• Keep it clean and neat to help me concentrate.



## CLASSROOM RULES FOR AELG STUDENTS

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1. Arrive on time for classes, and remain in the assigned room until the end of each subject.
2. Conduct yourself in a professional manner at all times. Be respectful to classmates, instructors, substitute faculty, and Montgomery College staff.
3. Maintain respect and quiet. Think before you act. Minimize disruptions to the learning process.
4. Remain awake and attentive during your class. Remember, we are all here to learn, you should be doing class work at all times.
5. Be an active participant in class. Bring required materials to every class.
6. Montgomery College maintains a smoke-free, drug-free, and alcohol-free environment. The possession or use of alcohol, illegal drugs, and smoking, are not allowed on College property whether leased or owned.
7. Food or drinks are not allowed in the classroom. Do not leave trash or other objects on the floor.
8. Keep your cell phones turned to vibrate and out of sight during class hours. In case of an emergency, let your instructor know that you will be expecting a phone call.
9. Dress appropriately. All clothing should be decent, neat, free of offensive language and gestures, and clean.
10. If it is not yours, do not touch it!

*This program is funded by the MD Dept. of Labor, Licensing and Regulation, the U.S. Dept. of Education, and the Montgomery County Government. Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty & staff.*