

How to Register for Credit ESL Classes

1. To attend ESL credit classes you need to apply for admission to San Jose City College (SJCC). You can do so at www.cccapply.org. When the application asks for your major write in 'General Education.' Once you submit the application, within a few days you should receive a student ID number. This is a very important number which you will use as long as you study at SJCC. If you decide to take noncredit classes, complete the noncredit application and take it to Admissions & Records or the NonCredit Specialist located in room T-124 of the Center For Economic Mobility.
2. Once you have your student ID number you need to arrange to **take our ESL Placement test**. The testing schedule will be published a month or two before testing is available, April for summer and fall classes, and late October for spring classes. Go to the Assessment Center webpage at: <http://www.sjcc.edu/Counseling/Pages/Assessment-Center.aspx>. Follow the 4 Steps and click on the "SL Assessment" purple pull-down for information about the ESL placement test.
3. Or you can call 408-288-3170 to sign up. If you phone and leave a clear message on the machine, leave your name, student number, phone number, and the date and time you choose. Then show up at that time for your test.
4. Once we read your test **we will place you in the appropriate classes**. Our program does not take students who do not speak English. If you test too low for the program we will refer you to an adult education program where you can build up your skills before re-taking our test, in no sooner than 6 months. Check the link to see the ESL Program.
5. At your test session you will be told when to **come to get you results and to attend a college orientation**. Plan to stay at least 90 minutes. You will also get help to register so bring your schedule of available times to take classes.
6. **Decide how many classes you can take**. For each unit that you take understand you might have two hours of homework each week for 16 weeks. For example, if you take 15 units, you may have 30 hours of homework each week. If you take 8 units, expect 16 hours of homework a week.
7. **You may only take the same class 3 times** if you do not pass or finish, so plan to work hard to pass each class.
8. If you have lived in California for one year and one day, **you are a resident and will pay \$49 a unit**. Provide proof of residency by showing a past PG&E bill or phone bill, or other document that will show your address one year in the past. Non-residents will pay \$199 per unit. Foreign students can only study at SJCC if they have the right visa. We do not issue I-20s for full time students in ESL.
9. **Financial aid is available for qualified resident students**. Once you have your student ID number, you may apply to see if you qualify to receive financial aid. Go to EOP&S or the Financial Aid Office in the Student Center, and do so early because it may take months for you to be approved. Students on financial aid often must register for 12 units or more. Money is also available to help you pay for your textbooks.
10. Be sure to **obtain a free student ID card** at the Information Center in the Student Center on the first floor. You need this card to access the labs, check out books from the library, and use campus printers.