



**Community
Education**

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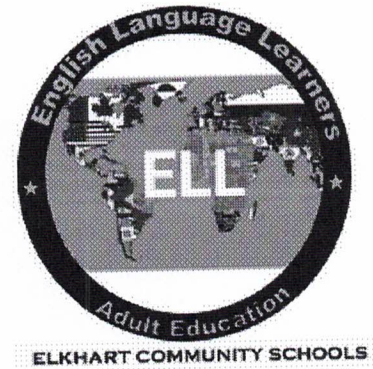
Community Education

Dreaming. Inspiring. Doing.

English Language Learner (ELL) Classes:

Para ver esta pagina en español, haz clic aquí. *Espanol*

For a Spanish-speaking staff member, call our office between 9am and 1pm at 574-262-5678.



Steps to Enroll in classes:

1. Look at the times offered below and decide which class works best for your schedule.

9:00AM - 11:00AM

**ELKHART HIGH SCHOOL FRESHMAN
DIVISION - DOOR #27**

1 Blazer Blvd, Elkhart, IN 46516

11:00AM - 1:00PM

**ELKHART HIGH SCHOOL FRESHMAN
DIVISION - DOOR #27**

1 Blazer Blvd, Elkhart, IN 46516

2:00PM - 8:00PM

PIERRE MORAN MIDDLE SCHOOL

200 W Lusher Ave, Elkhart, IN 46516

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2. Register for an ORIENTATION.

The first step to enrolling in our classes is to register for an ORIENTATION. Attending an orientation is MANDATORY.

Registration opens on the 1st Monday of every month, during the months school is in session, at 9 am. Please call 574-262-5678 to register. Orientation dates will be given at the time of registration. Orientation times will correspond with the class time you register for. The registration period for the month is open until all of the seats are filled or the Friday before orientation begins, whichever comes first.

When registering you will be asked the following information. If you are helping another individual register please have their information ready.

*Class choice *Full Legal Name * Street Address *Phone Number *Type of photo ID *Birthdate *Does the person have a Social Security Card?

3. Attend **ALL DAYS** of your scheduled orientation.

As stated above, attendance at EVERY DAY of orientation is mandatory. Please put the dates in your calendar and set reminders.

Teachers will give you class information at the end of the orientation period. Remember your photo ID on the first day of orientation.

PROGRAM POLICIES:

Attendance: Students will sign an attendance agreement stating that they plan to attend class everyday or evening it is offered. After six absences, a student may lose their seat in the class. If this happens, a student is welcome to seek re-enrollment at a later date. Students must report all absences to the instructor prior to missing class accompanied by a valid excuse.

Behavior: This is an adult program, and adult behavior is expected. Rude and disrespectful words and actions toward staff or fellow students will not be tolerated, and depending on the student may be removed from our program. Removal may be temporary or permanent and is based on the discretion of program administrators.

Communication with Instructor: Please let your instructor know if you are struggling with your class or have issues hindering your class attendance. The instructors are here to support

Departure: Students are expected to arrive at class on time and remain until the instructor or be dismissed by the instructor.

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Dress Code: Students are to dress appropriately for a work setting when coming to class. (Sagging pants, pajamas, slippers, hats, low cut or midriff showing tops, etc., are all inappropriate for class.) No hoods are worn in class.

Cell Phone Usage: Students are to turn off or silence their cell phones during class time. If there is an emergency call, please communicate the situation with your instructor and step outside of the classroom.

RESTRICTIONS:

- *No one under the age of 18 is permitted to take our English classes, per the state of Indiana.
- *Individuals must be a resident of Indiana to attend our classes.
- *Individuals must be in possession of a current valid government issued ID.

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