



ALAMO COLLEGES DISTRICT

San Antonio College

**A Resource Handbook
for
ESLA, ESL and ENGA Students**

**Languages @ SAC
Center for English Language Learning**

(Revised December 2023)

1819 N. Main Avenue, San Antonio, Texas 78212-3941; (210.486.0000)

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Who are we?

CELL is one academic discipline in the Languages @ SAC Department. We are part of San Antonio College one of the Alamo Colleges.

Where are we?

CELL is located in Languages @ SAC Department **OC 119** (Susan R. & Jesse H. Oppenheimer #119)

Vision

The vision of San Antonio College is to be recognized nationally for student success and best practices. As part of that vision, **CELL**'s vision is to provide a vibrant learning environment for English language learners (ELLs) to prepare for success in their academic and/or career choices.

Mission Statement

The mission of the Center for English Language Learning (CELL) is to provide an opportunity for English Language Learners (ELLs) to study in a dynamic learning community in order to acquire essential English language and cultural adaptation skills necessary to meet academic, professional, and personal goals.

CELL Goals

To provide high-quality, comprehensive instruction for ELLs.

To prepare ELLs to transition to and be successful in college-level classes.

To develop the communication skills of ELLs to work in a diverse global society.

Accreditation

SAC is accredited since 1972 and has regional accreditation from the Southern Association of Colleges and Schools Commission on Colleges; CELL at SAC has national accreditation from the [Commission on English Language Program Accreditation](#).

CELL Faculty

Full-Time Faculty

Jeremy	Polk	jpolk11@alamo.edu	OC 131	210-486-1717
Linda	Silva	lsilva@alamo.edu	OC 136	210-486-1715
Kerrie	Smith	ksmith477@alamo.edu	OC 122	210-486-0979

Part-Time Faculty--CELL @ SAC

Dr. Sharla	Jones	sjones@alamo.edu	OC 126	210-486-0983
Kelsey	Evans	kevans69@alamo.edu	OC 124	210-486-1730
Guadalupe (Sal)	Gutierrez	ggutierrez@alamo.edu	OC 134	210-486-1287
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PROSPECTIVE STUDENTS

ESLA, ENGA – Academic Program

A. English as Second Language for Academics (ESLA--credit)

- **Intensive courses (Levels 1 - 4):**
 - Speaking and Listening
 - Writing
 - Grammar
 - Reading and Vocabulary

Purpose: Prepare students for advanced courses (ENGA) or to improve communication skills in English for professional careers.

B. English for Academic Purposes (ENGA--credit)

- **Intensive courses:**
 - Grammar & Composition
 - Reading & Vocabulary
- **Purpose:** Prepare students for college or university classes.
- **Requirements:** (1) completion of ESLA or ESL level 4 or ENGA course placement testing; (2) *College readiness (TSI) exam

Who can apply?

ESLA, ENGA (credit) classes if

- want to improve reading, writing, grammar, and listening/speaking skills for college-level courses;
- have an F-1 visa;
- have financial aid; or
- are U.S. citizens or permanent residents who wish to continue their education at SAC, transfer to university programs or pursue professional careers

How do I apply?

1.APPLY TEXAS: Complete WEB Admission form online: www.applytexas.org (Web Admission process takes 4 business days.)

2.BANNER ID: Receive Banner ID in email from College.

3.TRANSCRIPTS: EVALUATE YOUR Transcripts www.naces.org.

- High school diploma – Basic / General Evaluation.
- University transcripts – Course by Course Evaluation.
- GED in Spanish or English

Submit Official Transcripts & Evaluation OR GED scores to Admission and Records.
Must be sent directly from your institution to SAC:

- Electronically: sac-transcripts@alamo.edu
- Mail San Antonio College **Attn: Welcome Center Box 704 1819 N. Main Ave. San Antonio, Texas 78212 (MLC 207).**

4.MENINGITIS VACCINATION: If you are UNDER 22 years old, you must get the Bacterial Meningitis Vaccination and wait 10 days before registering ONLINE

5.ENGLISH PROFICIENCY PLACEMENT TEST:

Free placement test. The test is offered Monday through Thursday at 9:30 am by appointment. Please contact the Languages@SAC department at 210-486-0965 or email sac-cell@alamo.edu to schedule your placement test.

6.REGISTRATION: After you take the Michigan placement test and fulfill all the enrollment steps, you will be registered in the Languages @ SAC office.

ESL-Continuing Education Program

Intensive courses (Levels 1-4):

- Speaking and Listening;
- Writing;
- Grammar; and
- Reading and Vocabulary

Purpose: To improve communication skills in English for professional careers.

Who can apply?

ESL (non-credit) classes if

- have to pay out-of-state tuition;
- have any kind of visa except F-1 Visa;
- want to improve English skills for training or employment opportunities; and/or
- plan to take ESLA after they have in their possession, documents and/or evidence of a high school diploma, residency, etc.

How do I apply?

1. ENGLISH PROFICIENCY PLACEMENT. The test is offered Monday through Thursday at 9:30 am by appointment. Contact the Languages@SAC department at 210-486-0965 or email sac-cell@alamo.edu to schedule the English Proficiency Placement test.

2. SCAN THE QR CODE. It will open a form. Fill it out and submit.



3. REGISTRATION: After you take the English proficiency placement test, you will be registered in ESL courses.

NEW STUDENTS

How to log in to ACES

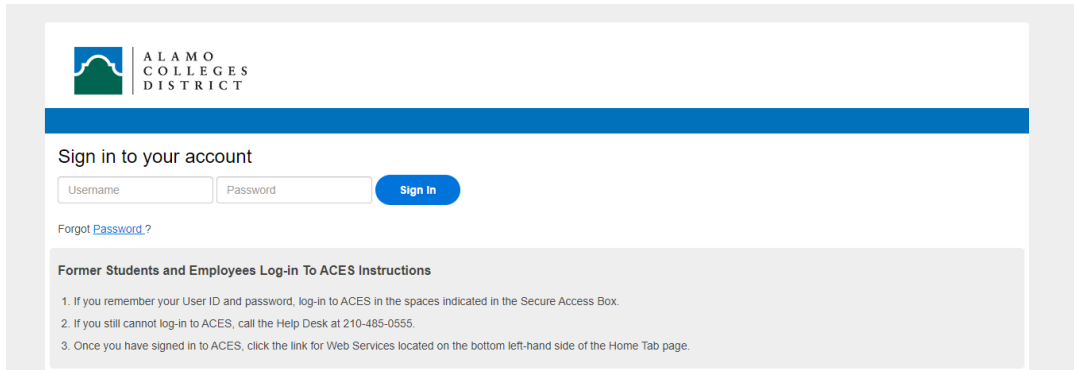
Username: Ask for your the username to the Languages @ SAC Department office.

Password: Your default password will be the first two letters of your last name, IN CAPS , followed by your birthdate in MMDDYY format. *If this password doesn't work, you need to call the Helpdesk at 210-486-0777 option 7

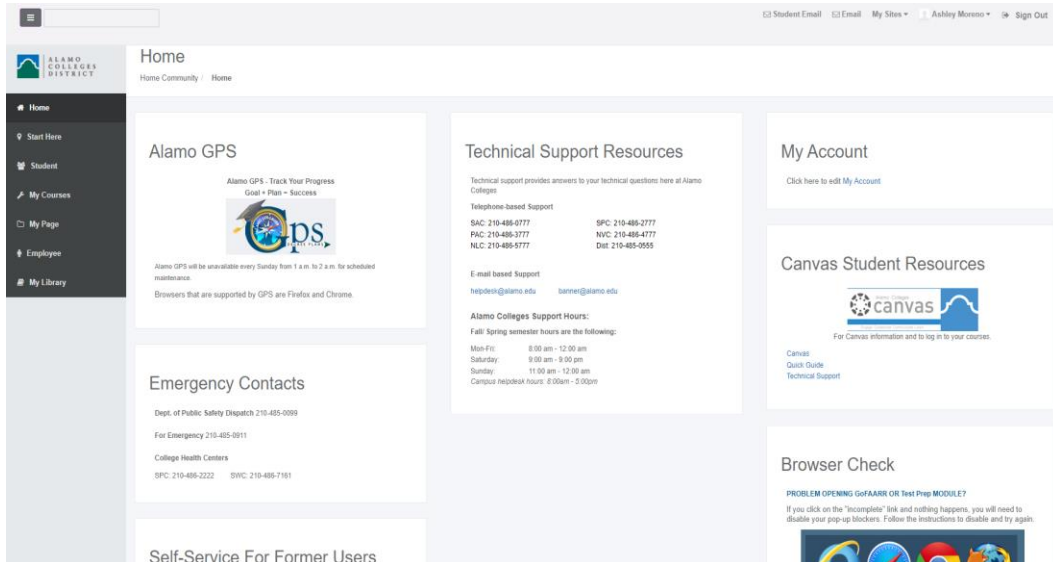
The screenshot shows the login page for Alamo Colleges District. At the top left is the Alamo Colleges District logo. Below it is a blue header bar. The main content area has a white background with a blue bar at the top containing the text "Sign in to your account". Below this are two input fields: "Username" and "Password", both of which are circled in red. To the right of these fields is a blue "Sign in" button. Below the sign-in form is a section titled "Former Students and Employees Log-in To ACES Instructions" with three numbered steps. Below that is a "Welcome to ACES" section with a green header and a paragraph of text. At the bottom, there are three columns of information: "ACES Login Information" with a red warning for first-time users, "Important Numbers" listing phone numbers for Helpdesk, Admissions and Records / Enrollment Services, and "Useful Information" with links for Registration, Canvas, and Weather Line.

How to check e-mail in ACES

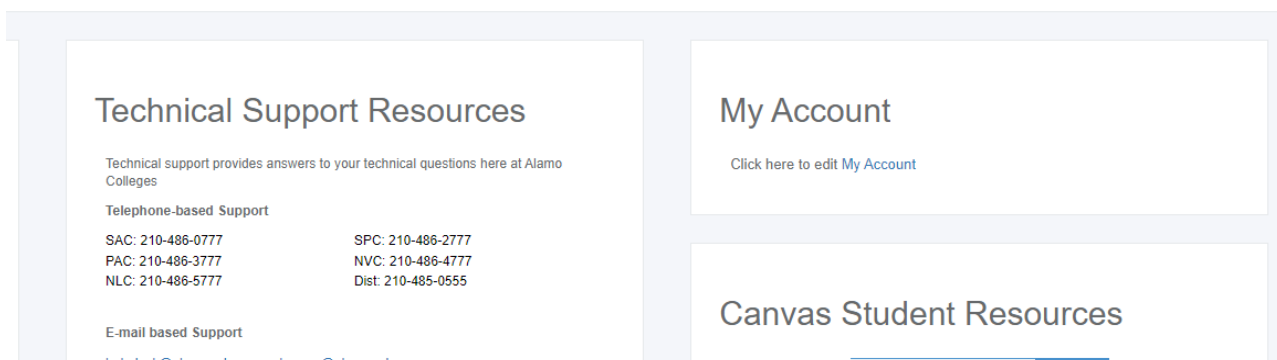
1. Log in to ACES at aces.alamo.edu



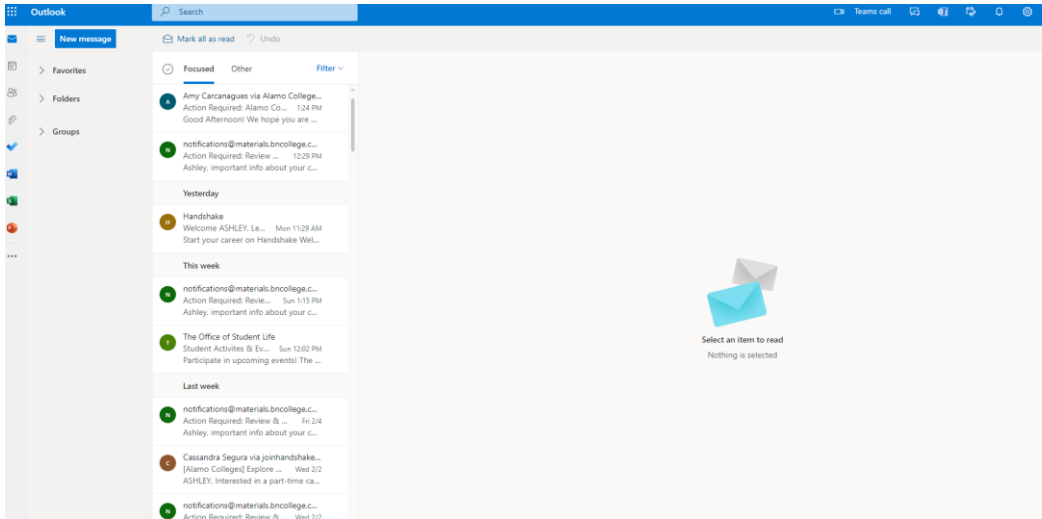
2. After you login, you will be directed to the home page of your **ACES** account



3. At the top right corner **click on Student Email**.



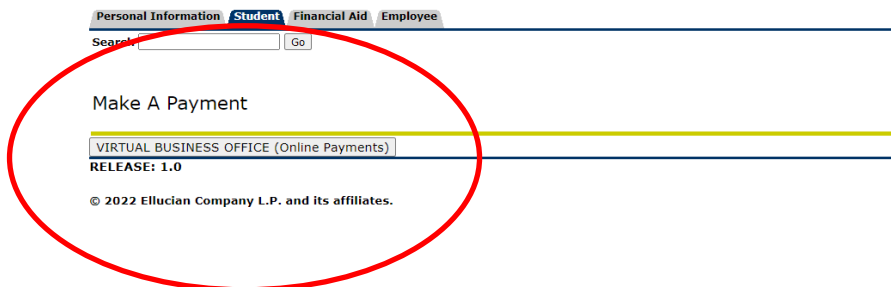
4. You will be able to see your **San Antonio College** student email.



How to pay in ACES How do I pay?

- Pay your tuition with cash in MLC building, first floor.
- Pay your tuition with credit/debit through ACES (Online).

1. **Open your ACES**
2. Click on **Student**
3. Click on **Web Services**
4. Click on **Student**
5. Click on **Student Account**
6. Click on **Make a Payment**
7. Click on the following icon **“VIRTUAL BUSINESS OFFICE (Online Payments)”**



9. Click on **Make a Payment**
10. Click on **“Pay”** (right hand side)
11. **Select a Payment Method** (Credit Card, Debit, Visa, Master Card, etc.)
12. Click on **“Go”**
13. Fill out your **“Payment Options”**
14. Click on **“Continue”**
15. **Payment Confirmation**
You are DONE!

You will receive a payment confirmation to your ACES e-mail.

How to see courses in CANVAS

1. **Open your ACES**
2. Click on the **CANVAS logo**

The screenshot shows the Alamo Colleges District Home page. At the top, there is a navigation bar with a search box, a 'Sign Out' button, and several utility icons. Below this is the main content area with a sidebar on the left. The sidebar contains links for Home, Start Here, Student, My Courses, My Page, Employee, and My Library. The main content area is divided into several sections: 'Alamo GPS' with a sub-header 'Alamo GPS - Track Your Progress Goal + Plan = Success' and a note about unavailability on Sundays; 'Technical Support' with contact information for telephone and email-based support, and a section for 'Alamo Colleges Support Hours'; 'My Account' with a link to edit the account; and 'Canvas Student ...' with the Canvas logo and a link to the Quick Guide for technical support.

3. You will see all the icons of the courses that you are registered.

The screenshot shows a dashboard titled "Dashboard" with a vertical sidebar on the left containing navigation icons. The main area displays two course cards for "ESLA-0340-001" and "ESLA-0343-001", both for "Spring 2022". The second card is circled in red. On the right, there are two sections: "To Do" with a list of tasks including "Zoom Classes Con...", "Homework for TO...", "Homework 3 B: Re...", "UPDATE: Test on ...", "Homework for 02/...", "Unit 1 Quiz Bonus ...", and "Face to Face on M..."; and "Recent Feedback" with entries for "Homework 5: Reading 'Extra Large, Please.'" and "Homework 4: Chapter 2."

4. When you **click on** any of the **icons**, you will see your virtual classroom.

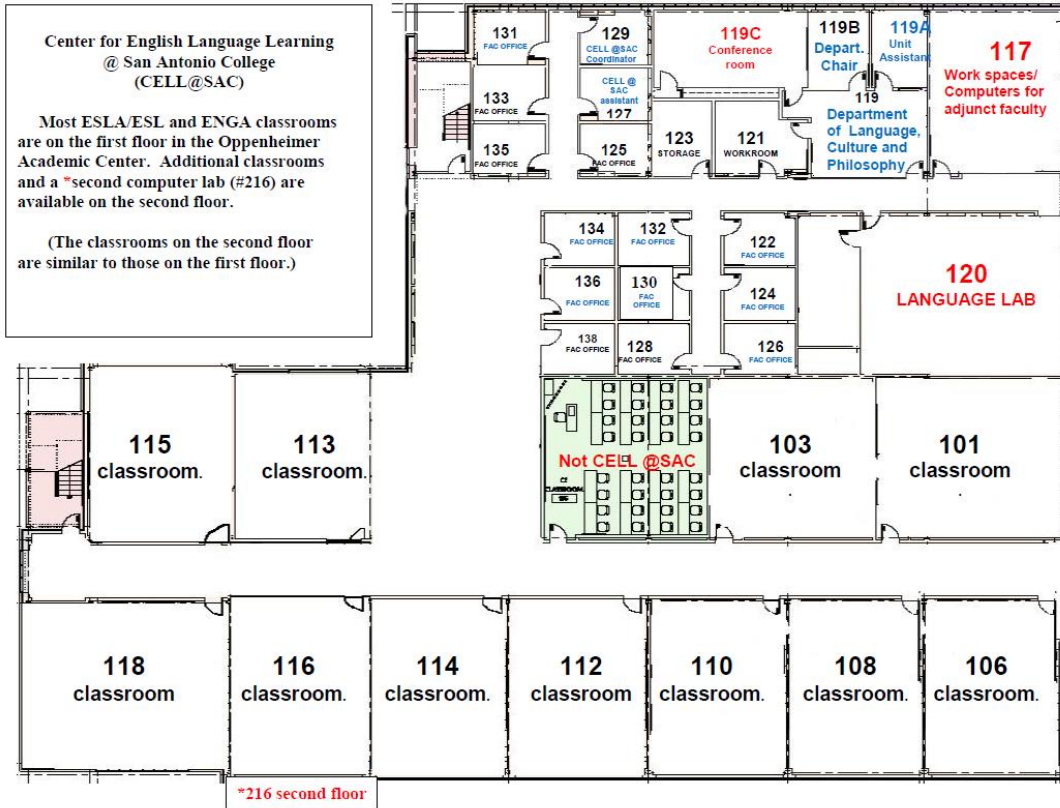


SAC Access-Friendly Campus Map



Classroom Locations

First floor



CURRENT STUDENTS

Academic Advisement

- After taking the Michigan Placement Test, students will be advised by the ESL office about their correct level. If there are any problems with enrollment (such as problems with their FAFSA), they will be sent to Bertha Castellanos in the Empowerment Center.
- All level 4 students receive advisement from the ENGA Coordinator about the TSI exam requirement for ENGA classes.
- When students are ready for college classes, they will be advised by the Empowerment Center advisors about which classes to take.

For one to one academic advisement, go to: [Empowerment Center](#)

ESLA, ENGA helpful links

- [Registration Calendar](#)
- [Tuition and Fees](#)
- [Payment Deadlines](#)

Forms for ESL, ESLA and ENGA

Student request to change level

Languages @ SAC
Center for English Language Learning @San Antonio College

Student Request to Change Placement or Level for ESLA/ESL/ENGA

Student: Please complete this information:

Date: _____

Student's Name _____ Banner # _____

Check One:

I want to start taking an ESLA/ESL or ENGA. Please review the score of my placement test. (CELL@SAC Staff: Please attach the completed Michigan test score sheet, essay, and student information sheet to this form).

I am a current student. I want to skip a course or level:

I want to take _____.

CELL@SAC staff: Please take this form to one of the full-time professors. The student may speak with one of the professors at the same time.

Professor:

My recommendation is _____

Professor's signature: _____

Date _____

Please return this completed form to the Department office.

CELL@SAC staff: If the professor has

(1) approved a change to the student's initial placement, indicate that in SPACMNT and complete the appropriate override in SFASRPO. Also, please staple this form to the Michigan test;

(2) indicated that the student may skip a course OR a level, state that in SPACMNT and complete the appropriate override in SFASRPO.

Student Complaint

Languages @ SAC
Center for English Language Learning @ SAC (CELL@SAC)

Student Complaint about an ESLA/ESL or ENGA Class Submitted to the Department Chair

Name of student _____ Banner # _____

Date _____

e-mail address _____

You must first speak with your professor about your concerns.

➤ Did you speak with your professor?

Yes No

Information about the class:

Class: _____ **#** _____ **Section #** _____ **CRN #** _____

Example: ESLA Grammar # 0331 # 001 #17037

Example: ESL Grammar # 1032 # 101 #10110

What are your concerns?

Resolution:

Student referred back to the professor

Other comment/resolution:

Department Chair's signature: _____ Date: _____

Student Appeal for Final Grade

Department of Languages,
Center for English Language Learning@ SAC (CELL@SAC)

Student Appeal about a Final Grade (Revised April 2014)

Name of student _____ Banner # _____ Date _____
e-mail address: _____

DATE _____

I want to discuss my final grade. **You must first speak with your professor about your concerns.**

Did you speak with your professor?

Yes No

Information about the class:

Class: _____ **#** _____ **Section #** _____ **CRN #** _____ **Semester** _____
Example: ESLA Grammar # 0331 # 001 #17037 Spring Flex 2
Example: ESL Grammar # 1032 # 101 #10110

Resolution:

- Student referred back to the professor
- Other comment/resolution: _____

Signature _____
CELL@SAC Coordinator or other FT faculty

Date: _____

Add/Drop Form

ESLA, ENGA (blue form) or ESL (yellow form)

Languages @ SAC
Center for English Language Learning @San Antonio College

ADD/DROP FORM: CE-ESL

Last Name: _____ First Name: _____ Banner ID: _____

Date: _____

f1	f2	Add	Drop	CRN #	Course	Section	Instructor's Signature
<input checked="" type="checkbox"/>							

STUDENT IS RESPONSIBLE FOR PAYMENT THE SAME DAY REGISTRATION IS COMPLETED

Student Signature: _____

Staff Initials: _____

Smart Start San Antonio College Policy

You must come the first day of your class, students who do not come the first scheduled class have to talk to the instructor.

Additional Academic Resources for Students

Computer labs at San Antonio College

Mega Lab

- [Virtual Tour](#)
- [Mega lab hardware and software](#)
- [Available equipment for students to use](#)
- Available Equipment for students to use
- [Training](#)—Canvas, Word, PowerPoint

Writing Center Moody Learning Center 200 - receive feedback about your writing assignments

Free tutoring - Academic Success Center

Free Faxing Room: Moody # 709

Study Rooms: Moody 4th and 5th floor

Loftin Student Center (LSC): bookstore, cafeteria, game room, cybercafé and much more!

Student Life <https://www.alamo.edu/sac/studentlife/> (click on Calendar of Events)

Social/Recreational Information and Activities on Campus

- [Challenger Learning Center at the Scobee Auditorium](#)
- [Clubs and Organizations](#) (San Antonio College website)
- [Events at San Antonio College](#)
- [Fine Arts Calendar](#)-on going activities throughout the year are posted on a San Antonio College web site (updates in progress)
- Kinesiology/Dance: [Dance](#)
- [Links of Interest](#)
- [McAllister Auditorium](#)
- [Sports and Fitness Center on Campus](#) (San Antonio College website)

Social/Recreational Information and Activities off Campus (web sites may change)

- [Institute of Texas Cultures](#)
(The University of Texas at San Antonio)
Click on Texas Folklife Festival (June); Asian Festival (February)
- [Attractions in San Antonio](#)
- [San Antonio--Parks and Recreation](#)

Tobin Lofts--student housing

Safety/emergencies

Alamo Colleges Police Department ACPD
Emergency: 485-0911
Non-emergency--485-0099
Weather conditions (College cancellations) =485-0189
San Antonio-emergencies: 911

Student Health Insurance (for students at the Alamo Colleges)

Excellent programs at San Antonio College:

The Texas Higher Education Coordinating Board has awarded an **exemplary** rating for academic programs to these 12 programs:

Business management	*Nursing Education	Public Administration
Computer-aided design	Finance	Real Estate
Dental assisting	Financial management	Mortuary Science
Radio-TV and Film	Medical assisting	American Sign Language

* The Department of Nursing Education at San Antonio College is one of the largest programs in San Antonio and Texas. It is highly competitive and has an enrollment of approximately 1,000 students. It is accredited by the following agencies: Texas Board of Nursing (BON) and Accreditations Commissions for Education in Nursing

Additional educational opportunities: Continuing Education at San Antonio College

For additional information for students at San Antonio College, refer to the San Antonio College Student Handbook or contact Counseling and Advising Services

**Organizational Chart for the
Center for English Language Learning @San Antonio College
(CELL@SAC)**

