

ATTENDANCE	You MUST let the teacher know if you cannot come to a ZOOM meeting by email (thing@pcc.edu) or call and leave a message (971-722-3710).
IMPORTANT DATES TO REMEMBER	<ol style="list-style-type: none"> 1. April 2, Friday – Last day to pay for this class by <ol style="list-style-type: none"> a) online (you need a PCC email account) or b) by phone, 971-722-8888 (need your G#) or c) mail a check with your G# to: Portland Community College ATTN: Student Account PO Box 19000 Portland, OR 9728 2. April 6, Tuesday - If you don't want this class, last day to drop this class to get a refund. Tell the teacher. 3. May 31, Monday- PCC closed: Memorial Day 4. June 15, Monday – Last day of class
ESOL DEPARTMENT STUDENT PROGRESS POLICY STATEMENT	The ESOL Department has 8 levels of English. For Level 1, 2, and 3, most students study in one level for 1, 2, or 3 terms. The teacher decides each student's level for the next term. The teacher uses the test scores and the student's progress in learning English during the term. Only students whose English is progressing may register for the next term.
CHEATING / PLAGIARISM	<p>PCC does not allow or tolerate cheating. Cheating is doing school work that is not your work. Example:</p> <ol style="list-style-type: none"> 1. copy your classmate's homework, a book, the Internet, or other materials <p>You will receive a 0/F grade for the work. Repeated cheating= not passing the class.</p> <p>http://www.pcc.edu/about/policy/studentrights/studentrights.pdf#code-of-student-conduct.</p>
DISABILITY SERVICES	If you need assistance to fully participate in this class, call the Disability Services at 971-722-4341 or TTY: 971-722-4072 (www.pcc.edu/disability).
TITLE IX / NON-DISCRIMINATION	Students and teachers at PCC treat all people fairly. We do not discriminate. If you feel you have been treated unfairly because of your identity, please contact the <i>Office of Equity and Inclusion</i> at 971-722-5840 or equity.inclusion@pcc.edu . For more information http://www.pcc.edu/about/equityinclusion/eeostatement.htm

**SANCTUARY
COLLEGE
STATEMENT**

PCC is a sanctuary college. For more information and resources see www.pcc.edu/resources/undocumentedstudents.

LEAVING A MESSAGE ON VOICE MAIL

1. Dial **971-722-3710**
- 2, **Teacher:** “This is Trina Hing, ESOL teacher. Please leave your name and message after the beep. Also, please spell your **first and last name**. Thank you!”
3. **Woman’s voice:** “Please leave a message after the tone. When you are finished, you may hang up or press 1 for special options.”

(BEEP)

4. **Student:** “My name is _____
(first and last name)

(Spell your first and last name)

EXAMPLE: “My first name is T-R-I-N-A and my last name is H-I-N-G.
I’m in Level 2 Class. Today is _____.
(month and date)

Message: “I cannot come to class because _____.”

HANG-UP

