

ESL E-Student Agreement

ESOL

Name: _____	Class taking: _____
ID: _____	Class hours required per week: <u>8</u>
Password: _____	Instructor: _____
Best #: _____ email: _____	Email: _____

- **I understand that I must pay the course fee before I can register for an ESL online course.** I must be tested, pay for the course and return with my paid receipt to register before I can receive orientation. I understand that if I pay and do not receive orientation or start the course in the time period stated, I will not receive a refund.
- **Grace Period/ Drop Procedure:** I understand that I must e-mail or call the instructor within 48 hours of the day that I register to schedule an orientation. I must attend an orientation on main campus within one week of my first contact with the instructor. If I miss my scheduled orientation, or fail to log on and begin coursework within 10 days of orientation, I can be removed from this course and I will not receive a refund.
- I possess basic computer skills. I can use the Internet, send and receive e-mail, and download attachments.
- I am required to work a minimum of 8 hours each week on my online course work. I understand that if I fail to work at least 8 hours, I might be dropped from the course.
- If I am unable to work on my online course for longer than one week, I will contact my instructor via e-mail or phone call. This regular communication with the instructor regarding progress is important.
- I understand I will need to attend one face-to-face class at main campus each month that I am registered for the online course.
- I will contact the instructor for assistance when facing problems with course content or computer concerns.
- I agree to take a test at the end of each semester. I understand I may take a test at the campus nearest me. The instructor will help me to schedule the post-test.

Student signature: _____ Date: _____

ESL Department Signature _____

