



ENGLISH AS A SECOND LANGUAGE



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FALL 2025



The mission of the IEP at TCC is to prepare non-native speakers of English linguistically, academically, and culturally for success in the American college environment where English is the primary medium of communication.

Welcome

Welcome and thank you for considering our English as a Second Language program (ESL) and our Intensive English program (IEP) here at Tulsa Community College! We are committed to helping you become more proficient in American English and developing the skills important to succeed in college and the workplace.

As a student, you will not only learn English, but also have an opportunity to experience American culture through the many college and community activities held throughout the year.

Please take advantage of the many privileges and benefits that ESL students enjoy here at TCC:

- Free tutoring
- Use of the Library
- Use of the Fitness Center
- Use of the Computer Labs
- Membership in Student Clubs and Organizations
- Access to Student Counselors
- Use your student ID card for discounts at some movie theatres, museums, and other locations.
- Free bus rides anywhere in the city

We encourage you to join the International Association and other clubs to practice English, visit new places on cultural fieldtrips, and make new friends.

Don't forget to visit the ESL Center which is designed to help with the development of language skills outside of the classroom. In this center, you can access computer programs, books, videos, and other language learning materials.

For more information visit: tulsacc.edu/esl

or email: daniel.chaboya@tulsacc.edu



Daniel Chaboya
ESL Director

Our ESL faculty and staff look forward to serving you and contributing to your success here at TCC. We also are excited about meeting you and learning about your culture and languages. Together we will share, learn, and grow in an academic environment that values intercultural awareness and communication.

Hope to see you on campus and in class very soon!

Daniel Chaboya
ESL Director

Tulsa Community College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, genetic information, or any other basis protected by applicable discrimination law in its policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and education programs, activities or services.

How to Enroll in Credit / Non-credit ESL classes

1. Take a Placement Test & Get Academic Counseling:

Come to the ESL Center (Language Center) at the Northeast Campus to take the free ESL Placement Exam. We are open for testing Monday through Thursday (arrive between 9 am - 5 pm) and Friday (by appointment, arrive between 9 am - 3 pm). Extended testing hours will be available in the evening Monday through Thursday during August. The address is 3727 E Apache, Tulsa OK 74115. Please come to the Student Union building on the east side of the campus. Parking lots 8 and 9 are the closest. The ESL Center (Language Center) is in room SU109.

After you submit your exam, an ESL staff member will talk with you about your results and courses for your level. The ESL staff member will also answer your questions and help you with your enrollment.

2. Submit an Application:

Credit students only: Submit an application online at www.tulsacc.edu, click on "Apply". If you are a US permanent resident, you should upload a color scan of your permanent resident card with your application. If you need help, please come to the ESL Center or call (918) 595-8411 for assistance. Additional documents may be required. You will receive your TCC student ID number by email in 5 to 7 days. Please contact the ESL counselor at (918) 595-8411 or salli.wandke@tulsacc.edu with any questions or for more information.

Non-credit learners only: An ESL staff member will submit your application for you when you enroll. You will receive your TCC student ID number by email 5 to 7 days after you enroll. If you do not receive it, please let an ESL staff member know.

3. Enroll in Classes:

Credit students: An ESL staff member will assist you with your enrollment. Please come to the ESL Center to enroll.

Non-credit learners: An ESL staff member will assist you with your enrollment. Please come to the ESL Center to enroll. Non-credit learners will receive an email and printed copy with the class or classes they are registered in.

All Students: If you have questions you can call or email Blanca, Salli, or Daniel. However, during enrollment we are very busy and may be unable to answer calls quickly. We recommend that you come in person.

Late enrollments after August 23rd are strongly discouraged and are only on a space available basis.

4. Pay Your Fees:

Credit students only: Pay for your classes online using MYTCC or at the Bursar's office, (www.tulsacc.edu and click on "MYTCC".) Your username is your student ID number including the "T". Select "first time" and follow the prompts to set your password. Credit students may also choose to enroll in the TCC payment plan on their MYTCC. For more information, please contact the Bursar's Office or ESL counselor.

Non-credit learners only: Please pay for your classes at the time of enrollment. We accept Visa, MasterCard (debit or credit), or Discover cards, checks, or cash.

ESL Staff Contact Information

| | | |
|----------------|------------------|--|
| Daniel Chaboya | (918) 595 - 7544 | daniel.chaboya@tulsacc.edu |
| Blanca Willis | (918) 595 - 8382 | blanca.willis@tulsacc.edu |
| Salli Wandke | (918) 595 - 8411 | salli.wandke@tulsacc.edu |

How to Enroll in Credit / Non-credit ESL classes *(continued)*

6. Get an ID Card:

ID cards are made in the Student Life Office in room SU236 on the second floor of the Student Union Monday through Thursday 9am to 6 pm (closed on Friday).

- **Credit students only:** Please bring your student ID number and a photo ID.
- **Non-credit learners only:** The cost is included in your course fee. Please bring a photo ID and your receipt showing your ID number. If you have questions, please contact the ESL Department.

Please DO NOT throw your ID card away at the end of the semester. The cost to replace it is \$20. Your ID card will be revalidated each semester when you pay your tuition and fees.

7. Refund Policy for Course Withdrawal (Dropped Class):

100% Refunds for course withdrawals (dropped classes) from credit or non-credit ESL courses are only given during the first week of the semester. After the first week, there is no refund. Please contact the ESL Department for assistance.

Academic Calendar

| Activity | Date |
|--|--|
| Enrollment and Fee Payment for fall ESL classes | July 1 - August 23 |
| ESL Classes Begin | Monday, August 26 |
| Late enrollment, Add, Drop & Fee payment continues | August 26 - August 30 Monday - Friday |
| 100% Refund on Dropped Classes (no refund after the first week) | August 26 - August 30 Monday - Friday |
| Labor Day - College Closed | Monday, September 2 |
| TCC Professional Day - No Classes | Tuesday, September 3 |
| Final Exams | November 11 - 14 Monday - Thursday |

English Proficiency Requirements For Classes Other Than ESL

Policy

All applicants who indicate English as a second language shall be required to provide evidence of proficiency in the English language prior to enrollment in college-level courses.

Procedure

One of the following standards is used to determine English Language Proficiency for all first time applicants prior to enrolling in college-level credit courses:

1. **Standardized Testing:** Students must meet one of the following minimum scores for admission to TCC without taking ESL:

| | |
|-----------------------------|-----|
| Internet-Based TOEFL® (iBT) | 61 |
| Paper-Based TOEFL® | 500 |
| IELTS | 5.5 |
| PTE Academic | 44 |
| iTEP Academic | 3.5 |

Intensive English Program (IEP): This program is a matriculation program which allows students to enter TCC college classes by proving their readiness through testing *and* class work. Students must achieve a qualifying score on one of the following tests:

| | |
|-----------------------------|---------|
| Internet-Based TOEFL® (iBT) | 48-60 |
| Paper-Based TOEFL® | 460-499 |
| IELTS | 5.0-5.4 |
| PTE Academic | 36-43 |
| iTEP Academic | 3.0-3.4 |

After achieving an acceptable score, students must successfully complete a minimum of 12 weeks of study at an IEP approved by the Oklahoma State Regents immediately prior to TCC admission. At least two-thirds of the 12 weeks must be instruction at an advanced level.

3. **High School Performance:** Students must successfully complete the high school core requirements in an English-speaking high school or graduate from an English-speaking high school and demonstrate competency through the *Policy on Remediation and Removal of High School Curricular Deficiencies*. Students must take the college placement test in the Testing Center. The results will be used to demonstrate proficiency in English and math to determine the appropriate remediation.
4. **Previous College Performance:** Students must provide an official transcript showing a minimum of 24 college-level credit hours with passing grades from an accredited American college or university.

Placement Testing

ESL Placement Testing:

Any student who wishes to enroll in ESL classes for the first time must take the ESL Placement Exam. The ESL Placement Exam measures reading, writing, listening, speaking and grammar and is used to ensure that the student is enrolled in ESL classes at the appropriate level. The following are some common questions about the ESL Placement test:

- How much does it cost?** There is no charge for the ESL Placement Exam.
- How much time does it take?** The ESL Placement Exam takes approximately 1½ hours.
- How can I register for the exam?** There is no advanced registration needed.
- Where is the ESL Placement Exam given?** The ESL Placement Exam is given in-person at the following locations.

TCC ESL Department/Language Center

TCC Northeast Campus, Room SU109

3727 E Apache Tulsa OK 74115

(918) 595-7536

Monday through Thursday:

Please arrive between 9 am and 5 pm.

Friday (by appointment):

Arrive between: 9 am - 3 pm

International Language Center

TCC Southeast Campus, Room 1120

10300 E 81st St Tulsa OK 74133

(918) 595-7750

Please call for an appointment

**Please call (918) 595-8411, (918) 595-7544, or
(918) 595-8382 or email salli.wandke@tulsacc.edu
if you have any questions.**

Tuition Information

Tuition:

The following chart shows the approximate tuition rate for non-resident and resident credit students. Non-credit rates are also listed. Please note that other fees may apply. Most courses require a textbook, which is not included in tuition.

Credit ESL Classes:

Tuition must be paid in full at the time of enrollment and can be paid by cash, check, or credit/debit card or the student must enroll in the payment plan. For more information or to enroll in the payment plan, please go to MYTCC on the TCC website or visit the Bursar's Office. If you need help setting up the payment plan, please visit the Bursar's Office or ask an ESL staff member.

Non-Credit ESL Classes:

Tuition must be paid in full at the time of enrollment by cash, check or Visa, MasterCard (credit/debit), and Discover. Please note that textbooks are not included in the tuition. There is no payment plan available.

All students:

Late enrollments after August 23rd are strongly discouraged and only on a space available basis.

| Approximate Credit & Non-Credit ESL Course Tuition Rate* | | | |
|--|------------|------------------|----------------------|
| 3 credit-hour courses | | | |
| | Non-Credit | Credit Resident* | Credit Non-Resident* |
| 1 Course | \$420 | \$438 | \$1,113 |
| 2 Courses | \$840 | \$876 | \$2,226 |
| 3 Courses | \$1,260 | \$1,314 | \$3,339 |
| 4 Courses | \$1,680 | \$1,752 | \$4,452 |
| 5 Courses | \$2,100 | \$2,190 | \$5,565 |
| 2 credit-hour courses | | | |
| 1 Course | \$280 | \$292 | \$742 |
| * TCC Admissions determines residency status (credit student only). Tuition is subject to change. Resident & non-resident tuition for fall 2025 will be determined after July 1. | | | |

Tuition Information

Additional fees:

Credit students only: There is a \$5.00 per semester ID fee and a one-time \$20 admission fee.

Non-credit learners only: The ID fee is included in your course fee.

Books:

Books are approximately \$40 -\$70 per course. Prices will vary for each course.

Refunds:

For 12 week classes, 100% refund during the first week of the class only. **No refund after the first week.**

Dropping Classes:

Credit students only: If a credit student does not plan to attend a course, it is the student's responsibility to officially drop his or her class(es) by notifying the Registrar's Office before the end of the refund period. Please contact the ESL Counselor if you need assistance.

Non-credit learners only: Non-credit learners must contact the ESL Specialist, ESL Counselor, or ESL Director before the end of the refund period.



Class Schedule

Fall 2025

August 25 - November 13

ESL Daytime Schedule

| <u>Call #</u> | <u>Course ID</u> | <u>Course Name</u> | <u>Time</u> |
|-------------------------------------|-------------------------|----------------------------|--------------------|
| Monday and Wednesday Daytime | | | |
| 81348 | ESLN 0992- | ESL Beginning 1 | 9:00 AM - 10:20 AM |
| 80043 | ESLN 0992- | ESL Beginning 3 | 9:00 AM - 10:20 AM |
| 12833 | ESLA 0243-201 | ESL Writing Basics 1 | 9:00 AM - 10:50 AM |
| 12843 | ESLA 0443-201 | ESL Writing Intermediate 1 | 9:00 AM - 10:50 AM |
| 12857 | ESLA 0643-201 | ESL Writing Intermediate 3 | 9:00 AM - 10:50 AM |
| 12867 | ESLA 0743-201 | ESL Writing Advanced 1 | 9:00 AM - 10:50 AM |
| | | | |
| 12889 | ESLA 0233-201 | ESL Grammar Basics 1 | 12:30 PM - 2:20 PM |
| 12841 | ESLA 0433-201 | ESL Grammar Intermediate 1 | 12:30 PM - 2:20 PM |
| 12855 | ESLA 0633-201 | ESL Grammar Intermediate 3 | 12:30 PM - 2:20 PM |
| 12865 | ESLA 0733-201 | ESL Grammar Advanced 1 | 12:30 PM - 2:20 PM |

Class Schedule

Fall 2025

August 25 - November 13

TCC Northeast Campus Daytime Schedule

| <u>Call #</u> | <u>Course ID</u> | <u>Course Name</u> | <u>Time</u> |
|-------------------------------------|------------------|-----------------------------|--------------------|
| Tuesday and Thursday Daytime | | | |
| 81355 | ESLN 0992-701 | ESL Beginning 2 | 9:00 AM - 10:20 AM |
| 81368 | ESLN 0992-701 | ESL Beginning 4 | 9:00 AM - 10:20 AM |
| 12830 | ESLA 0223-201 | ESL Reading Basics 1 | 9:00 AM - 10:50 AM |
| 12839 | ESLA 0423-201 | ESL Reading Intermediate 1 | 9:00 AM - 10:50 AM |
| 12853 | ESLA 0623-201 | ESL Reading Intermediate 3 | 9:00 AM - 10:50 AM |
| 12863 | ESLA 0723-201 | ESL Reading Advanced 1 | 9:00 AM - 10:50 AM |
| | | | |
| 12835 | ESLA 0253-201 | ESL Speaking Basics 1 | 12:30 PM - 2:20 PM |
| 12845 | ESLA 0453-201 | ESL Speaking Intermediate 1 | 12:30 PM - 2:20 PM |
| 12859 | ESLA 0653-201 | ESL Speaking Intermediate 3 | 12:30 PM - 2:20 PM |
| 12869 | ESLA 0753-201 | ESL Speaking Advanced 1 | 12:30 PM - 2:20 PM |

Class Schedule

Fall 2025
August 25 – November 13

TCC Northeast Campus Daytime Schedule

| <u>Call #</u> | <u>Course ID</u> | <u>Course Name</u> | <u>Time</u> |
|--|------------------|------------------------------|---------------------|
| Monday, Tuesday, Wednesday and Thursday Daytime | | | |
| 12828 | ESLA 0213-201 | ESL Listening Basics 1 | 11:00 AM - 11:50 AM |
| 12837 | ESLA 0413-201 | ESL Listening Intermediate 1 | 11:00 AM - 11:50 AM |
| 12851 | ESLA 0613-201 | ESL Listening Intermediate 3 | 11:00 AM - 11:50 AM |
| 12861 | ESLA 0713-201 | ESL Listening Advanced 1 | 11:00 AM - 11:50 AM |



Class Schedule

Fall 2025

Grammar Test Preparation

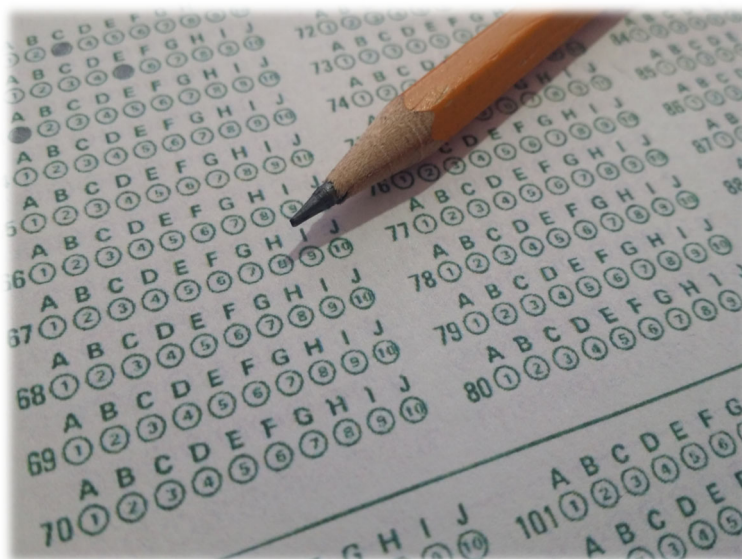
November 17 - December 11

In-Person at TCC Northeast Campus

| <u>Course Name</u> | <u>Days</u> | <u>Dates*</u> | <u>Time</u> | <u>Tuition**</u> |
|------------------------------------|--------------|-----------------|--------------|------------------|
| Morning | | | | |
| ESL Grammar Test Prep Intermediate | Mon & Wed | Nov 17 - Dec 10 | 9 AM - 11 AM | \$139 |
| ESL Grammar Test Prep Advanced | Tues & Thurs | Nov 18 - Dec 11 | 9 AM - 11 AM | \$139 |
| Evening | | | | |
| ESL Grammar Test Prep Intermediate | Mon & Wed | Nov 17 -Dec 10 | 6 PM - 8 PM | \$139 |
| ESL Grammar Test Prep Advanced | Tues & Thurs | Nov 18 - Dec 11 | 6 PM - 8 PM | \$139 |

*Classes will not meet Nov 26 or Nov 27 for the Thanksgiving Holiday.

**Textbook not included (\$50- \$70 depending on the level).



International Student Services

The International Student Services Office can help with the admission process and advises F-1 non-immigrant students on meeting their F-1 VISA requirements. We provide immigration services that include; change of status to non-immigrant status, reinstatement of F-1 VISA status, I-20 end date extension, off campus work permission and reduced course load approval under certain circumstances. We also provide new student orientation.

We welcome your application and look forward to the opportunity to assist you in your goal to attend the TCC English as a Second Language Program.

For more information, please visit our website at:

www.tulsacc.edu/iss

Contact Information:

Phone: (918) 595-7478

Office: TCC Northeast Campus, Student Union Building, room SU110

E-mail: iss@tulsacc.edu

Zoom Appointments: Please use the Zoom link at www.tulsacc.edu/iss

Address: International Student Services

Tulsa Community College

3727 East Apache

Tulsa, OK 74115-3151



Jennifer McCullough
Director of International
Student Services



Sarah Habtemiriam
International Student
Services Counselor



Caroline Broderick
International Student Services
Compliance Specialist

The ESL Center

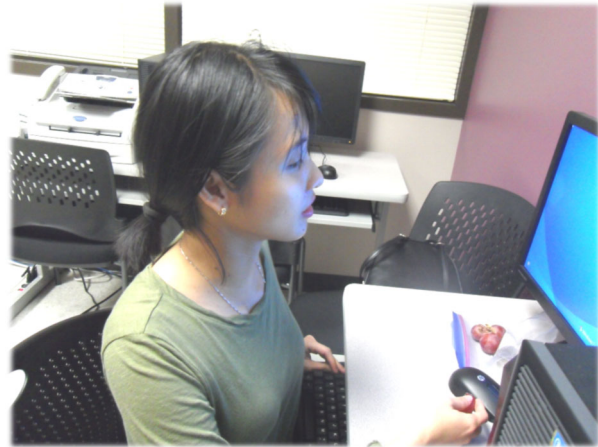
Where is it? The ESL Center is located in room SU109 on the first floor of the Student Union at the Northeast Campus

When is it open? The Language Center is open by appointment during the following hours during the semester.

| | |
|------------|-------------------|
| Mon -Thurs | 9:00 AM - 5:00 PM |
| Fri | 9:00 AM - 5:00 PM |
| Sat | Closed |
| Sun | Closed |

What can I do? You can...

- * Take a free ESL Placement Exam
- * Get information about classes for your level
- * Get help enrolling in ESL classes
- * Learn about programs and degrees at TCC
- * Study for the TOEFL®
- * Use computers to practice your English on-line
- * Find information about community programs to help you learn English



Additional Services

Northeast Campus Testing Center

AB101 Academic Building 1st Floor
Phone: (918) 595-7534
www.tulsacc.edu/testing

International Student Services & Visa Information

SU110 Student Union 1st Floor
Phone (918) 595-7478
Email: iss@tulsacc.edu for help
www.tulsacc.edu/iss
Appointments available by Zoom. Please use the [ISS Zoom](https://tulsacc.zoom.us/j/9185957478) link at www.tulsacc.edu/iss
Walk-ins welcome Monday through Thursday 9 am to 6 pm and Friday 10 am to 5 pm.

Library

AB133 Academic Building 1st Floor
Phone: (918) 595-7501
Open Mon-Thurs 7:30 am to 8:00 pm; Fri 7:30 am to 5 pm; Summer hours may vary
TCC On-line Library Services
<http://library.tulsacc.edu/home>

Northeast Campus Academic Success Center (Admissions, Advisement, Financial Aid, & Bursar)

AB126 Main Academic Building 1st Floor
Phone: (918) 595-2000
<https://www.tulsacc.edu/admissions-aid/admissions>
<https://www.tulsacc.edu/student-resources/academic-advising>

Facet Center

A1 (Computer Center)
Phone: (918) 595-7592

Writing Center

ESL tutoring and more in-person and by Zoom
<http://guides.library.tulsacc.edu/writingcenter/>

TCC ESL Webpage

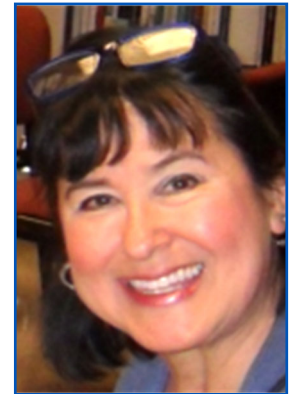
<https://www.tulsacc.edu/esl>

Contact Information



Daniel Chaboya, Director of ESL
The ESL/Language Center, NE SU109
(918) 595-7544
daniel.chaboya@tulsacc.edu

**Pam Chew, Associate Professor
Foreign Language and ESL
(retired)**



Tom Rowe, Associate Professor of ESL
The ESL/Language Center, NE SU109
(918) 595-8480
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**Katie Brockett, Assistant
Professor of ESL**
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Salli Wandke, ESL Academic Counselor
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salli.wandke@tulsacc.edu

Blanca Willis, ESL Specialist
The ESL/Language Center, NE SU109
(918) 595-8382
blanca.willis@tulsacc.edu



Siri Stauffer, ESL Office Support Clerk
The ESL/Language Center, NE SU109
(918) 595-7536
siriluck.stauffer@tulsacc.edu

Student Organizations

The International Association is a campus organizations open to all TCC students, especially ESL and international students. Their purpose is to introduce students to Tulsa and to provide a fun environment to learn about and share each other's cultures. TCC ESL students are welcome to join any student organization at TCC.

Organizational meetings are held at the beginning of the Fall and Spring semesters, but the club can meet year-round. Regular meetings are held during all semesters and generally held on Wednesdays at 12:00 PM in the Language Center at Northeast campus in room SU109.

The International Association has sponsored activities such as bowling, hikes, and music and dance from many countries, parties, and field trips to museums such as the Philbrook Museum of Art, Woolaroc Museum & Wildlife Preserve, the Gathering Place, and other places of interest.

For more information please contact:

| | | |
|-----------------|--|----------------|
| Salli Wandke: | salli.wandke@tulsacc.edu | (918) 595-8411 |
| Blanca Willis: | blanca.willis@tulsacc.edu | (918) 595-8382 |
| Daniel Chaboya: | daniel.chaboya@tulsacc.edu | (918) 595-7544 |



Student Views



Student Views



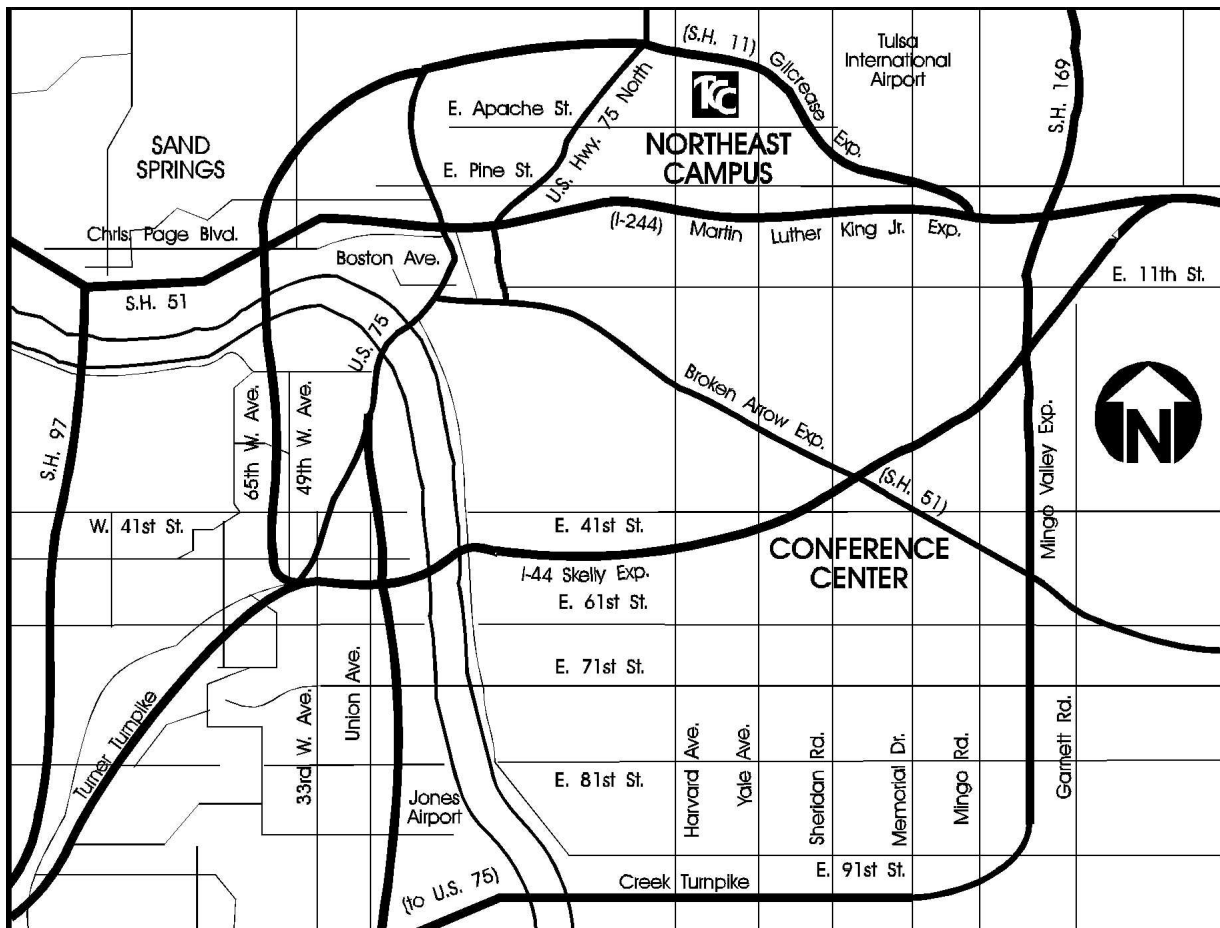
Map and Directions

The Northeast Campus of Tulsa Community College is located at the intersection of North Harvard and Apache.

The address is:

Tulsa Community College
Northeast Campus
3727 East Apache Street
Tulsa, OK 74115-3151

The ESL Center (Language Center) is located in office SU109 on the first floor of the Student Union near the Campus Store and Welcome Center. We recommend that you park in the parking lot on the east side of the campus. Parking lots 8 and 9 are the closest.





Tulsa Community College
Northeast Campus
3727 East Apache Street
Tulsa, OK 74115

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