

## *How to get to the Wolfson Campus*



### **By METRORAIL**

Exit Metrorail at Government Center and take the Metromover (Inner Loop) to College/Bayside Station or College North Station.

### **BY TRI-RAIL**

From Broward and points north, ride Tri-Rail's regular, weekday, Saturday and Sunday scheduled trains southbound to the Tri-Rail/Metrorail Transfer Station and board the southbound Metrorail. Exit at Government Center and board the Metromover (Inner Loop) to College/Bayside Station or College North Station.



*For more information call  
1-800-TRI-RAIL*

### **FROM THE NORTH:**

Take I-95 South to I-395 (east). Go to the N.E. Second Avenue exit and exit right onto N.E. Second Avenue. Go to N.E. Third Street and turn right.

### **FROM THE SOUTH:**

Take I-95 North. Exit onto N.W. Second Avenue. Go north 2 blocks to N.W. Fifth Street and turn right. Head down to N.E. Second Avenue and turn right. Go to N.E. Third Street and turn right.

### **FROM THE EAST:**

Take MacArthur Causeway West. Exit onto Biscayne Boulevard, where you will turn left. Go south on Biscayne Boulevard to N.E. Third Street and turn right.

### **FROM THE WEST:**

Take SR 836 East. Exit onto I-395. Take the N.E. Second Avenue exit. Go south for 8 blocks and turn right onto Third Street.

## *Building and Room Numbering System*

<b>BUILDING 1</b>	Six-story building on Second Avenue & Third Street
<b>BUILDING 2</b>	Red-tiled, three-story building on Second Avenue & Fourth Street
<b>BUILDING 3</b>	Robert McCabe Building: Brick building across from McDonald's and the Metromover College/Bayside Station on Fourth Street
<b>BUILDING 5</b>	The Bonnie McCabe Building at 25 N.E. Second Street
<b>BUILDING 7</b>	Parking Garage / ETCOTA at 500 N.E. Second Avenue

### ***EACH ROOM HAS FOUR DIGITS***

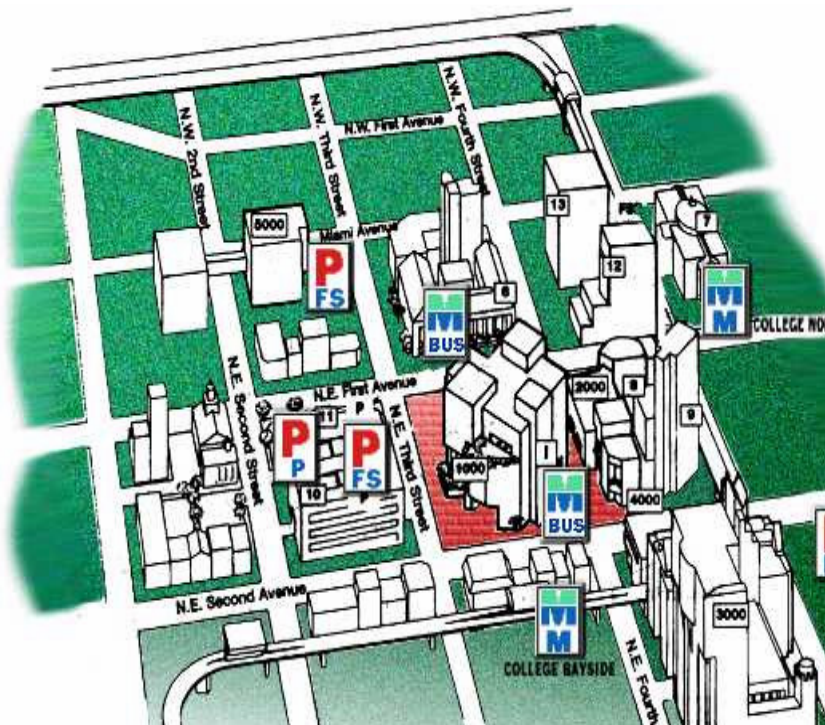
- The first number indicates the building.
- The second number indicates the floor.
- The third & fourth numbers indicate the room.

**EXAMPLE:** To find room **1615** go to

Building 1

6<sup>th</sup> Floor

Room 15



#### Key to Campus Locations

- 1000 Wolfson Building One
- 2000 Wolfson Building Two
- 3000 Robert H. McCabe Hall
- 4000 Wolfson Building Four
- 5000 Bonnie McCabe Hall - New World School of the Arts
- 6 Federal Courthouse
- 7 Central Baptist Church
- 8 Miami Fire Station Number One
- 9 Cain Towers
- 10 City Parking Garage Number Three
- 11 City Parking Lot Number Nine
- 12 James Lawrence King Justice Bldg.
- 13 Federal Detention Center

# *Department of ESL and Foreign Languages*

## **Room 1615**

- The Department of ESL and Foreign Languages offers intensive credit courses in English as a Second Language, as well as a variety of foreign language courses.
- The ESL program prepares non-native speakers of English to speak, read, and write the target language. It also introduces students to the culture of the people who speak that language.
- The Department Language Laboratory, Room 1555, is equipped with modern audiovisual aids to reinforce the process of language learning. In addition, computerized instructional labs are taught in the Computer Courtyard, Room 2201. The Language Laboratory and the Computer Courtyard are open Monday through Saturday.

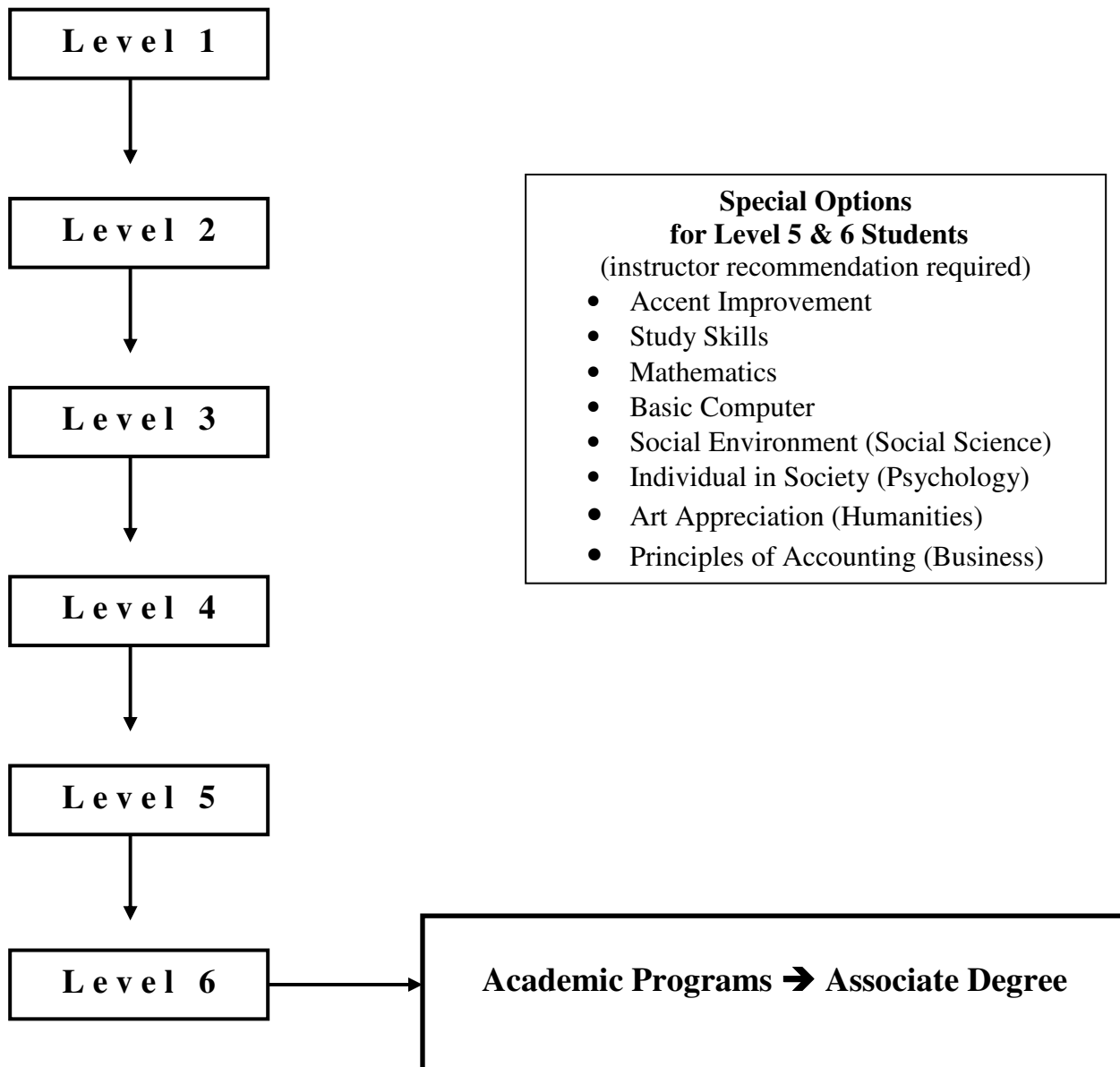
Satisfactory completion of the ESL courses allows students to enroll in regular programs at the College. For more information please call (305) 237-3219 or visit Room 1615 at the Wolfson Campus. Permission of the Department is required to register in the ESL program courses.

### ***The Department of ESL and Foreign Languages Statement of Purpose and Goals***

The Department of ESL and Foreign Languages at the Wolfson Campus of Miami-Dade College holds that all persons in our culturally rich and linguistically diverse nation should be provided the opportunity and be encouraged to become proficient in more than one language to a degree of mastery consonant with their needs and aspirations. The learning of other languages adds new linguistic competence and cultural sensitivity to already valuable linguistic backgrounds. One language is never intended to supplant another. We hold, therefore, that all persons, whatever their linguistic and cultural background, should be encouraged to preserve that proud birthright and be given the opportunity to continue to grow in the understanding and use of it.

Those who are not proficient in English should be provided the opportunity and encouragement to become so, since English is the key to gaining an accurate, broad perspective on American life, to obtaining equality of educational, economic, social, and political opportunity, and thereby to participating fully and freely in society. In the same way, those who are proficient only in English should have the opportunity and should be encouraged to achieve proficiency in other languages and to know and appreciate the history and culture of other people. It is through the knowledge of languages and cultures that we best begin to know and comprehend the scope and significance of human experience in history, from ancient times to modern; it is through the knowledge of languages and cultures that we best learn to tolerate and appreciate cultural and linguistic diversity at home, to understand our contemporaries abroad, and so achieve our full potential as citizens of the world.

# *ESL for Academic Purposes*



## *EAP Course Levels*

	<b>SPEECH</b>	<b>READING</b>	<b>WRITING</b>	<b>GRAMMAR</b>
<b>Level 1</b>	<b>EAP 1101 EAP 1101L</b>	<b>EAP 1121</b>	<b>EAP 1141 EAP 1141L</b>	<b>EAP 1161</b>
<b>Level 2</b>	<b>EAP 1201 EAP 1201L</b>	<b>EAP 1221</b>	<b>EAP 1241 EAP 1241L</b>	<b>EAP 1261</b>
<b>Level 3</b>	<b>EAP 1301 EAP 1301L</b>	<b>EAP 1321</b>	<b>EAP 1341 EAP 1341L</b>	<b>EAP 1361</b>
<b>Level 4</b>	<b>EAP 1401 EAP 1401L</b>	<b>EAP 1421</b>	<b>EAP 1441 EAP 1441L</b>	<b>EAP 1461</b>
<b>Level 5</b>	<b>EAP 1500 EAP 1500L</b>	<b>EAP 1520</b>	<b>EAP 1540 EAP 1540L</b>	<b>EAP 1560</b>
<b>Level 6</b>	<b>EAP 1600 EAP 1600L</b>	<b>EAP 1620</b>	<b>EAP 1640 EAP 1640L</b>	<b>EAP 1660</b>

**Accent Reduction Classes (instructor recommendation required)**

**EAP 1501 Accent Reduction 1  
EAP 1502 Accent Reduction 2**

# *Academic Policies*

1. Textbooks are required in this program.
2. Attendance is **REQUIRED**. After 3 consecutive absences without notification, the instructor may drop you from the class.
3. Punctuality is **REQUIRED**.
4. Homework is **REQUIRED**. Instructors reserve the right to require graded or non-graded or supplementary work in class or as homework.
5. Extra credit work is at the discretion of the instructor.
6. Incomplete grades and withdrawal policy are as per college catalog.
7. Dropping/Adding is the student's responsibility. Instructors may also initiate drops for no shows and non-attendance.
8. Student records will be kept for one year. Inquiries regarding grades must be presented within this time.
9. **MIDTERM and FINAL EXAM**: Make-ups for midterm and final exams are given **ONLY** with an official excuse (note from doctor, minister, immigration or court) giving the exact date.
10. **QUIZZES and TESTS**: Make-ups for quizzes and tests are at the discretion of the instructor. The instructor may choose to drop your lowest quiz grade.
11. If a student is absent, he/she should call another student in the class or his/her teacher to find out the work done and the homework assignment. He/she should come prepared for the next class.

## **Additional Student Responsibilities**

- You are responsible for completing all class assignments and turning them in on time.
- You are responsible for contacting your instructor when you are unable to attend class.
- You should let your instructor know immediately if you are having problems in class.

## *Fees for Credit Courses and Withdrawal and Forgiveness Policy*

### Fees for Credit Courses

#### **Registration Fees for college credit courses**

1. Florida Residents
  - a. Matriculation     \$64.05 per credit
  
2. Non-Florida Residents
  - a. Tuition & Matriculation     \$219.15 per credit

#### **ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

*1) Students may only withdraw from the same class twice.*

Example: You enroll for EAP 1361 (Grammar 3) in the fall and drop it. You take it again in the spring and drop it. The next time you register for EAP 1361, you can not withdraw from it.

**2) Students who receive a “D” or an “F” in any of our courses are allowed to repeat the course if they choose to do so. In this instance, a student is allowed to repeat the course up to three times. The last grade will be figured into the overall grade point average. However, on the third attempt, the student will be charged out-of -state fees for the course.**

# Department Grading System

## GRADING SCALE

A .....	92 - 100
B .....	84 - 91
C .....	75 - 83
D .....	65 - 74
F .....	64 and below

## ESL Department Grading Policy

Students must pass a comprehensive departmental final exam with a minimum grade of 75 to be eligible to pass the class. Students who score 74 or less on the departmental final exam must repeat the class. When students have passed the final exam, the final grade for most classes will be computed utilizing the following criteria:

1. Tests/quizzes, homework, class participation, attendance ..... 2/3
2. Final Exam..... 1/3

## Grading Criteria Used in Levels 1- 6

	<u>Points</u>		
<b>A</b> = Excellent	4.0	<b>I</b>	= Incomplete
<b>B</b> = Good	3.0	<b>W</b>	= Withdrawal
<b>C</b> = Average	2.0	<b>NR</b>	= No Grade Reported
<b>*D</b> = Poor	1.0		
<b>*F</b> = Failure			

*\*Students who receive a grade of D, F or W must repeat the course.*

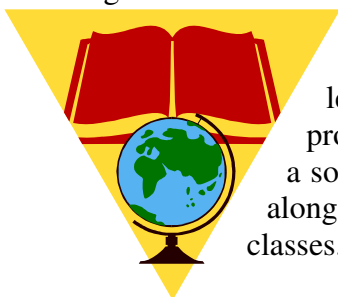
## Your Rights

You should obtain a copy of the *Student Rights and Responsibilities Handbook* from Student Life, Room 2101. This handbook fully explains your rights in situations such as appealing a grade, freedom of expression, utilization of special aids, etc.

# *Other Departmental Opportunities*

## **LEARNING COMMUNITIES**

Learning Communities is a program offered to qualified students enrolled in Level 6 to get a head start on their college classes. A learning community is a cluster of classes with a common group of students and teachers. As part of this learning community, students who are able to study an intensive academic program will be allowed to enroll in a required college humanities course or a social science course. Students take Level 6 reading, grammar and writing along with the college class. The college classes are offered instead of speech classes.



## **THE TELL PROGRAM (Time Exchange for Language Learning)**

The purpose of TELL is to help students improve their fluency in their target language by pairing students taking a foreign language with students taking ESL classes. Students plan sessions to converse with each other in their respective languages. TELL is a wonderful opportunity to meet students from other countries. For more information, contact Roy Luna (Coordinator of the TELL Program) in Room 1606, Patricia Nation in Room 1640, or Paula Epstein (Coordinator of International Student Services) in Room 3113.



## **THE SERVICE-LEARNING PROGRAM**

Service-Learning is a college-wide program in which students learn and develop skills through volunteer work that meets real community needs. Students enrolled in this program are involved in service projects designed to enhance classroom learning and foster civic responsibility. For more information about Service-Learning, contact Luciano Ramos, Director of the Center for Community Involvement at (305) 237-7470.



## *Other Departmental Opportunities*

### STUDENTS HELPING STUDENTS (SHS) PROGRAM



*A Partnership for Learning*

The SHS Program offers students enrolled in the Department of ESL and Foreign Languages a series of 12 workshops in two different content areas: Business and Computer Information Systems.

- **The Business Workshops**

These workshops are offered to students in the advanced levels of the ESL Program who are planning to major in the field of business. The purpose of this activity is to give students the opportunity to learn basic business and accounting concepts and related terminology in English before they enroll in regular college classes.

There are 6 workshops offered throughout a period of 6 weeks, one hour per week, in the following content areas:

- Management
- Accounting (Part 1)
- US Taxes
- Sales and Marketing
- Accounting (Part 2)
- Business Etiquette and Social Responsibility

- **The Computer and Information Systems Workshops**

These workshops are offered to students in the beginning levels of the ESL Program who need to learn basic computer skills and related computer terminology in English to facilitate and enhance their coursework.

There are 6 workshops offered throughout a period of six weeks, one hour per week, in the following content areas:

- Computer concepts and terminology
- Basic Excel skills
- Basic Word processing skills
- Getting to know the hardware
- How to navigate on the Web
- How to register and obtain grades on the Web

**For additional information, please contact the following professors:**

Professor Norma Riccio  
Department of ESL and  
Foreign Languages  
(305) 237-3207  
[nriccio@mdc.edu](mailto:nriccio@mdc.edu)

Professor Ana Cruz  
Business Department  
(305) 237-3029  
[acruz1@mdc.edu](mailto:acruz1@mdc.edu)

Professor Giselle Siu  
Computer and Information  
Systems Department  
(305) 237-3479  
[gsiu@mdc.edu](mailto:gsiu@mdc.edu)

# *Admission Requirements for Credit Programs*

**To complete your application, you must provide the following information/document(s):**

- Social Security Number\*
- Official High School Transcripts with graduation date
- College/University Transcripts (foreign original & English translation)
- Immigration Status (Permanent Alien Card)

**In order to be granted FLORIDA RESIDENCY STATUS, you must provide one of the following documents:**

- Florida Driver's License or Florida I.D.
  - Copy of the Income Tax return form (student's or parent's)
  - Florida Vehicle Registration
  - Florida Voter's Registration
  - Florida corporation
  - Proof of purchase of Florida real estate property
  - Proof of Florida utility bills (phone, light, water, gas)
  - Professional occupational license in Florida
- (Documents should be dated at least one year prior to the beginning of classes.)

## **PAY \$20.00 APPLICATION FEE**

Check or Money Order payable to *Miami-Dade College*

Note: As a general rule, applicants under the age of 21 will be considered dependent. Therefore, the residency statement must be completed by a parent or legal guardian. Conversely, applicants over the age of 21 will be considered independent and will complete the residency statement.

There will be exceptions that will be considered individually, for example, if an applicant is less than 21 and claims to be independent, works full-time and earns approximately \$6,000 per year and has a Florida driver's license, etc., he/she could be considered as such.

*\*International students are assigned a social security number (for MDC administration purposes only).*

For Additional Information call  
**THE NEW STUDENT CENTER**  
(305) 237-3076



## *Financial Aid*

**THE FOLLOWING FINANCIAL AID PROGRAMS ARE AVAILABLE TO ALL MDC STUDENTS WHO MEET THE ELIGIBILITY REQUIREMENTS:**

### **PELL GRANT**

Provides students with money for college education and related expenses. This money does not have to be paid back. A Federal Financial Aid Form must be completed every year beginning in January to determine eligibility. It usually takes between 6-8 weeks to receive a response to this application. Contact the Financial Aid Office to inquire about eligibility for book loans.

### **STUDENT LOAN**

This is a special loan for students used to pay for college education and related expenses. These low interest loans must be paid back to the lender six months after the student leaves school. Applications are available in the Financial Aid Office.

### **BOOK LOAN**

A book loan is an advancement on the Pell Grant that is used to buy books. The amount given is a pre-set limit based on the number of credits and the amount of financial aid available to the student. Book loans are issued about 2 weeks before the beginning of the new term. Request a book loan by taking your registration schedule and a picture ID to the Financial Aid Office.

### **SHORT TERM LOAN**

A short term loan is a legal document you request at the Financial Aid Office. A non-refundable flat fee of \$15.00 is required with the second payment. The short term loan lets you pay your total tuition in two installments. The first installment is due on the scheduled due date. The second installment is due 6 weeks after. Check exact dates with the financial aid office.

# *Financial Aid*

## **SCHOLARSHIPS**

Provides students who have met specified criteria with money for college education and related expenses. This money does not have to be paid back. Scholarships may be based on considerations such as grade point average, academic major, gender, income, place of residence, athletic talent, art or music, etc. To find out if you are eligible for any scholarships, complete a General Scholarship application in the Financial Aid Office. (Scholarships are used to pay tuition and/or books.)

## **WORK STUDY**

Part-time jobs on & off campus are available to students who qualify for financial aid. These jobs pay minimum wage. To apply for work study, visit the Financial Aid Office.

### **ELIGIBILITY AND PROCEDURE**

- Only permanent residents and U.S. citizens can receive federal financial aid.
- Provide your income tax return form. Financial aid is based on your (or your parents') income.
- Complete and mail the Financial Aid Application Form.
- You will receive a form called the Student Aid Report (SAR), which will inform you if you are eligible.
- If there are no corrections to be made to the SAR, sign it and take it to the Financial Aid Office.
- When you register for your classes, the money will be there to pay for your fees.

The Office of Student Financial Aid and Scholarships is in Room 3115 and is open Monday-Thursday, 8:00 a.m. to 7:00 p.m., and on Fridays from 8:00 a.m. to 4:30 p.m. Advisors are available to help you.

**VISIT OUR WEB PAGE!**  
[http://www.mdc.edu/financial\\_aid/](http://www.mdc.edu/financial_aid/)

# *Steps to Register*

## **STEP 1**

### **NEW STUDENT CENTER**

Room 3113, ☎ (305) 237-3076

- Receive an Admissions Application.
- Take completed application to the Admissions Office, and receive your Student Number in Room 3114. ([www.mdc.edu](http://www.mdc.edu))
- Go to Bursar's Office, Room 1168, to pay \$20.00 application fee.

## **STEP 2**

### **FINANCIAL AID**

Room 3115, ☎ (305) 237-3353

- Complete Financial Aid Form (FFAF).
- Make sure a financial aid counselor revises your form before mailing.
- After you receive your Student Aid Report (SAR) in the mail, bring it back to the Financial Aid Office with the following required documents:
  1. Proof of citizenship status
  2. High School Diploma or Equivalent
  3. Income Tax Return Form

## **STEP 3**

### **TESTING**

Room 3104, ☎ (305) 237-3011

New International Students and /or Non-Native Speakers of English

- Make appointment to take English Placement Test (EPT). (Bring ID and social security number to make appointment.)
- Take the English Placement Test.

# *Steps to Register*

## **STEP 4**

### **ESL ACADEMIC ADVISEMENT**

Room 1615, ☎ (305) 237-3219

- Take your test scores to an advisor in Room 1615.
- Go to Room 1615 to make an appointment for an interview by a staff member.
- Obtain a signed Class Schedule Form from an advisor in Room 1615.

## **STEP 5**

### **REGISTRATION**

Room 3114, ☎ (305) 237-3131

- Go to Registration, Room 3114.
- Request your Class Schedule. It will verify your registration and give your payment date and the room numbers for your classes.

## **STEP 6**

### **BURSARS/FEE PAYMENT**

Room 1168, ☎ (305) 237-3004

- Pay fees as indicated on Class Schedule.
- If you have Financial Aid, go to the Financial Aid Office.
- Retain your Validated Class Schedule after payment.

## **STEP 7**

### **STUDENT LIFE**

Room 2101, ☎ (305) 237-3536

- Present a paid schedule and get your MDC identification card.

- **BEGIN YOUR CLASSES!**

# *After the EAP Program*

## **QUESTIONS YOU MAY ASK AFTER COMPLETING THE ESL CREDIT PROGRAM:**

### **1. What is the CPT?**

The CPT is a placement exam. It is divided into two parts: Math & English. The English component is divided into two parts: Writing & Reading Comprehension. The writing exam is grammar based and you will not be required to write an actual essay.

### **2. Who takes the CPT?**

All degree-seeking students at MDC who have not taken the SAT or ACT must take the CPT.

### **3. Is it possible to fail the CPT?**

No, the CPT scores are used for placement purposes only.

### **4. What happens if I get a low score?**

A low score indicates that you will probably need some college preparatory work before you are ready to take regular English and math courses.

### **5. Can I take courses related to my major if I get a low score on the CPT exam?**

Yes, you can still take regular courses in your major as long as there are no specific requirements.

### **6. When do I take the CPT exam? Will I be notified?**

If you are taking Writing Level 6, you will be notified by your teacher. If you have already taken Writing Level 6, but are enrolled in other Level 6 courses, talk to your grammar teacher regarding the exam. If not, contact your other ESL instructors and they will refer you to the appropriate source. **For Testing Dates** make an appointment with the Testing Department for the CPT Practice and CPT tests. Call (305) 237- 3011 or go to Room 3104.

### **7. How can I prepare for the CPT?**

**You have been preparing all along!** If you are taking the Writing Level 6 laboratory component, you are already working on additional practice exercises. You might also want to purchase the GED, SAT or ACT Workbook sold at the college bookstore.

## *After the EAP Program*

### **8. Do I have to take both the CPT and TOEFL before starting regular classes?**

If you are planning to attend Miami Dade College, you only need to take the CPT, SAT or ACT exam. If you are planning to attend another institution, you should find out about specific admission requirements.

### **9. Which courses do I need to take after finishing Level 6?**

Basically, it depends on two things: your score on the college placement exam and the specific educational plan for your major. Your score on the placement exam will determine which English or math courses you need to take. You will also enroll in the specific courses required for your major. Don't forget to contact an academic counselor before formulating a new course schedule.

### **10. How do I get in contact with an academic advisor?**

After you take the CPT, SAT or ACT, the personnel in the Testing Department will provide you with information. If not, go directly to Room 3117 and make an appointment with an academic advisor. Make sure you take your placement scores and any other pertinent information to the counseling session.

### **11. Will Miami- Dade accept any of the courses that I took at a university in my native country? Do they count towards graduation?**

It depends. You should have your transcript translated into English by a professional translator or agency. Take your notarized transcripts to the Registrar's Office. They will determine whether you will receive credit for any of the courses completed at another institution.

### **12. I already have a bachelor's degree from my native country. Can I declare a new major?**

Yes, you can change your major at any time.

### **13. How do I change my major?**

Go to the Registrar's Office and notify them.

# *Foreign Languages Program*

## **FOREIGN LANGUAGES AND LITERATURE**

This program enables the students to transfer to senior institutions that offer baccalaureate degrees in foreign languages. Graduates may seek employment in settings where knowledge of and fluency in foreign languages is necessary, such as teaching a foreign language, multi-national corporations, diplomatic work and a variety of public services where interpreter/translation skills are needed.

These conversation courses are designed for those people who want to learn a foreign language from a practical point of view. The classes provide general knowledge of the language from which students can continue to build their ability to master its usages in any situation. In addition, they offer a basic conversational means of communication relevant to students' needs. For more information please contact (305) 237-3219 or visit Room 1615 at the Wolfson Campus.

In order to enter a State University a student must have two (2) sequential units of study in one foreign language in high school or eight to ten (8-10) credit hours of sequential study in one foreign language at the college level.

### **EIGHT WEEK PROGRAM**

FRE 1120 Elementary French I  
FRE 1121 Elementary French II  
FRE 2200 Intermediate French I  
FRE 2201 Intermediate French II

ITA 1120 Elementary Italian I  
ITA 1121 Elementary Italian II  
ITA 2200 Intermediate Italian I  
ITA 2201 Intermediate Italian II

SPN 1120 Elementary Spanish I  
SPN 1121 Elementary Spanish II  
SPN 2200 Intermediate Spanish I  
SPN 2201 Intermediate Spanish II

### **SIXTEEN WEEK PROGRAM**

FRW 2010 Selected Readings in French Literature I  
FRW 2020 Selected Readings in French Literature II

ITA 2240 Intermediate Italian Conversation I  
ITA 2241 Intermediate Italian Conversation II

SPN 2210 Intermediate Spanish I Conversation and Composition  
SPN 2211 Intermediate Spanish II Conversation and Composition

SPN 2340 Spanish for Native Speakers I  
SPN 2341 Spanish for Native Speakers II  
SPW 2010 Selected Readings in Spanish Literature  
SPW 2020 Selected Readings in Latin American Literature

## *Foreign Languages Academic Policies: 1120, 1121, 2200, 2201*

1. Attendance is **REQUIRED**. After 3 consecutive absences without notification, the professor may drop the student from the class.
2. **QUIZZES, TESTS and EXAMS: THERE WILL BE NO MAKE-UP** exams, except with a doctor's excuse showing the exact date and time.
3. If a student is absent, he/she must call another student in the class or his/her professor to find out the work done and the homework. **HE/SHE MUST COME PREPARED FOR THE NEXT CLASS.**
4. In order to fulfill the lab work requirement, students must attend the audio lab and the computer lab on a regular basis.
5. Homework is **REQUIRED**. Professors reserve the right to assign required/ supplementary work in class or as homework for practice and reinforcement only, or for a grade.
6. Incomplete grades and withdrawal policy: as per college catalog.
7. Dropping/Adding is the student's responsibility. Professors may also initiate drops for no shows and non-attendance.
8. Student records will be kept for one additional year. Inquiries regarding grades must be presented within this time.
9. Course description and competencies received under separate cover.

### 10. GRADING POLICY:

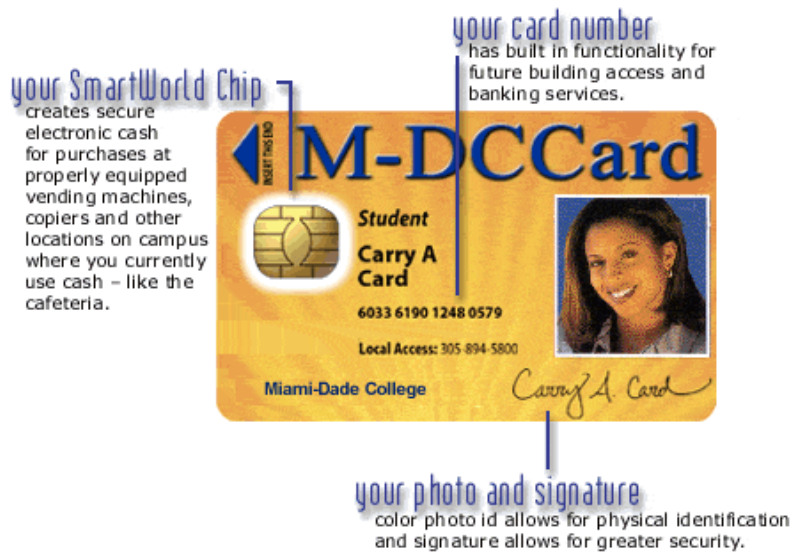
TESTS and/or QUIZZES .....	50%
FINAL EXAM .....	25%
CLASS PARTICIPATION AND LAB ATTENDANCE .....	25%

# The MDC Card

- In order to get your MDCard (I.D. card), go to the Student Life Office, Room 2101.
- You must present a validated (paid) registration schedule at the time of application.
- The MDCard is free of charge, and it can be used for a variety of services throughout the College.

## PIN NUMBER

All students are automatically assigned a Personal Identification Number (PIN) upon admission to the College. Initially this is your birth month and birth year. The PIN is required for all transactions. You may change your PIN by stopping by the Registrar's Office or by using a student access terminal. You must have proper identification with you to change your pin.



Your NEW MDCard is your *official* identification for Miami-Dade College. Over time, you *will need it* for the following:

- Official Identification
- ID for Lab access
- ID for Student Life access
- ID for test taking \*
- Library book checkout
- Parking access
- Electronic disbursement of financial aid, book loans and student payroll
- Cashless access to copy machines, vending, printing and other areas
- Automatic debit of cafeteria charges
- Automatic debit of purchases from the college bookstore
- Administrative voice mail messages provided by Z-tel
- Discounts at drink vending machines

Other services:

**ATMs and Banking Through CitiBank:** Turn your MDC Card into your ATM card. Access your money via the internet, the phone, ATMs worldwide, and the M-DCC campus banking center.

**Telecommunication Services Through Z-tel:** Activate your MDCard to get call forwarding and low-cost long distance.

*\*Other forms of picture ID may be required*

# Wolfson Campus Parking

Parking is FREE to all Wolfson students on a first come, first served basis. You must have a valid decal prominently displayed on the rear of the vehicle and a valid *MDCARD* to enter the Parking Garage or Lot #9.

## Directions to the parking garage:

### Three routes from the North:

- Take I-95 South, exit on N.W. Eighth Street. Proceed to N.W. Fifth Street. Turn left (east), proceed 5 blocks to N.E. First Avenue. The garage entrance is just east of N.E. First Avenue on the left.
- Take I-95 South to I-395 (east), exit on N.E. Second Avenue. Proceed south on N.E. Second Avenue to N.E. Sixth Street. Turn right and proceed to garage entrance.
- Take US1/Biscayne Boulevard south to N.E. Sixth Street. Turn right, proceed 1.5 blocks to garage entrance.

### From the South:

- Take US1 to I-95 North. Exit right (east) onto N.W. Second Avenue. Proceed north 2 blocks to N.W. Fifth Street. Turn right (east), proceed 4.5 blocks. Garage entrance will be on the left.

### From the East:

- Take MacArthur Causeway west, exit onto Biscayne Boulevard. Turn left (south) to N.E. Sixth Street. Turn right (west), proceed 1.5 blocks to garage entrance.

### From the West:

- Take S.R. 836 East, exit onto N.E. Second Avenue. Turn right (south) to N.E. Sixth Street. Turn right (west), proceed for a half block to garage entrance.

## Hours of operation for the parking garage:

Mondays-Fridays	6 a.m. to 11:30 p.m.	For parking rules and regulations
Saturdays	6 a.m. to 7:30 p.m.	(305) 237-3420
Sundays	closed	

The operating hours for the parking lot on N.E. Third Street (Lot #9) are Monday through Friday from 6:30 a.m. to 6:30 p.m.

## Parking Garage Building 700



## *Other Student Services*

### **BOOKSTORE**



The bookstore is located on the first floor in Building Two (Room 2103). The bookstore sells new and used books, school and office supplies, gifts and novelties. At the end of the term, if your books are in good condition, you may sell them back to the store. Please read the signs outside the bookstore for hours of operation.

Note: If you wish to return a book for full credit, it must be returned within a specified time. In addition, you will need the sales receipt, and if the book is new, it must be returned unmarked.

Textbooks purchased last week of class and during examination periods are ineligible for refund.

### **LIBRARY RESOURCE CENTER**

The library is located on the 2<sup>nd</sup> floor of Building One (Room 1216). Use your MDCard to check out books at any MDC campus. The library is open until 9:00 p.m. weeknights (until 4:30 on Fridays) and from 9:00 a.m. to 1:00 p.m. on Saturdays.

### **LOST AND FOUND**

Lost articles are turned into Student Life, Room 2101, or to the security booth in the atrium of Building Two. After 30 days, unclaimed articles are discarded.

### **CHILD CARE**



Child care is available through the Wolfson Campus Child Development Center at Central Baptist Church, 500 N.E. Second Avenue and on the second floor of the Cain Tower, N.E. Second Avenue and N.E. Fifth Street (next to Building Two at Wolfson) on a first come, first served basis. All fees are based on income. For more information on the Wolfson Campus Child Development Center, call Ruth Slim at (305) 237-7681 or (305) 237-6911 for the Cain Tower.

### **JOB PLACEMENT SERVICES**

The campus Career Centers/Job Placement Centers provide part-time or full-time job referral services to actively enrolled students or graduates of MDC. The Centers also provide training which prepares students for job search, resume writing, and effective job interviews. (Room 3108)

## *Other Student Services*

### **ACCESS**

The ACCESS (A Comprehensive Center for Exceptional Student Services) Department is responsible for providing support services and specialized equipment to students with disabilities enrolled in credit/non-credit courses at the Campus or Outreach Centers and in alternative programs so that they may fully participate in the educational and social activities offered by the College. Services provided are: notetakers, readers, and sign language interpreters, as well as vocational and academic advisement. Tutorial services are available for free through a lab course. Specialized equipment is available for use by students with disabilities, including computers, brailers, audio recorders, visual enlargers, Franklin spelling aids, scanners and computer screen readers and screen enlargers. (Room 1567)

### **WORKING SOLUTIONS PROGRAM**

Sponsored by the Florida Department of Education

- Are you 35 or older and need a job?
  - Have you been dependent on the income of a family member but are no longer supported by such income or
  - Have you been on federal assistance such as AFDC, WIC, SSI, or Food Stamps?
- Then the Working Solutions to your problems may be education and career development which can lead to financial independence.

#### **Services offered by Working Solutions include:**

- English as a Second Language (ESL) tutoring
- Computer Preparation Class
- Academic and Job Counseling
- Community Referrals
- Personal and Career Development Seminars
- Referral to other Miami-Dade Programs
- Job Referrals and Placement

To contact the Working Solutions Program, please call (305) 237-7537 or visit us in Building One, Room 1474.

### **COMMUNITY EDUCATION**

(305) 237-3120

# Student Clubs & Organizations

## THE CAMPUS SECURITY OFFICE

Located in the Atrium of Building One. Security Officers patrol the entire campus grounds. All security officers are identified by their Miami-Dade uniform and badge.

**The 24-hour telephone number for Security is (305) 237-3100. The campus emergency hotline number is (305) 237-7500.**

## Student Clubs and Organizations

The Wolfson Campus hosts a number of diverse student clubs and organizations:

African Student Union

Haitian Boukan Club



Latin American Student Organization

Math Society Club

Creative Writing & Arts Club

Metropolis (Campus Newspaper)

Modelle International Modeling Club

New World International Club

Phi Beta Lambda Business Fraternity

Phi Theta Kappa Honors Fraternity

Spirit of Faith

Student Government Association

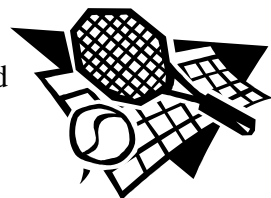
**All clubs have mailboxes in the Student Life Office, Room 2101.**

## Athletics and Recreation



*The Wolfson Lady Sharks Volleyball Team* has consistently ranked among the top in the NCJAA division. Visit the Athletic Department in Room 1465 to receive a game schedule for the season. In 1998-1999 they ranked first in the nation!

*Pool tables, table tennis, board games and foosball* are available for student recreation in Student Activities. You must present a valid student ID to use any recreation items.



## *Student Clubs & Organizations*

The Campus *Wellness Center* is located in Room 2103 and features various machines, including Nautilus equipment. Students must be enrolled in a health or weight training course to use the facility.



Wolfson offers aerobic dance classes every semester. Visit the Athletic Department in Room 1465, or review the course listings on your registration table to find out when classes are offered.



### **Campus Activities**

*The Student Services Lecture Series* – Guest speakers address issues and concerns that affect students and the community at large. Topics such as AIDS, domestic violence and racism have been discussed in previous sessions. Visit the office of Student Retention in Room 1465 to find out more about speakers, dates and times.

*The Center for Community Involvement* – At this center in Room 1464 students have volunteer opportunities to help the elderly, children, developmentally disabled, at-risk youth, prisoners, the homeless, the environment and more. Call (305) 237-3848 for more information.

*Performing and Visual Arts* – Wolfson's renowned cultural arts series features year-round presentations in the areas of dance, music, visual arts, poetry, etc. For a schedule of activities, go to the Cultural Affairs Office in Room 1406. The Centre Gallery, located in Room 1365, features art exhibitions from around the world.

*Weekday Activities* – Enjoy a concert in the campus park during lunch hours or participate in other activities such as movies, prize giveaways, radio station remote broadcasts, theatrical productions, guest speakers, cultural celebrations and more. Look for signs and banners posted around the campus for events, dates and times.

*Miami Book Fair International* - The largest literary event in the nation. Every November, Book Fair hosts world-renowned authors during a week-long festivity. The street fair has more than 300 booths for book sales, food and entertainment and presentations by authors.

VISIT THE STUDENT LIFE OFFICE, ROOM 2101 OR CALL (305) 237-3536.

# Telephone Directory

MIAMI DADE COLLEGE WOLFSON CAMPUS  
300 N.E. Second Avenue • Miami, Florida 33132

Name	Room #	Phone #
Information		(305)237-3000
Campus Security	1140	(305)237-3100
Campus Emergency Hotline		(305)237-7500

## DEPARTMENT OF ESL & FOREIGN LANGUAGES

<b>MAIN OFFICE</b>	1615	(305)237-3218
López, Oswaldo (Chairperson)	1615-3	(305)237-3217
Jones, Theresa	1615-2	(305)237-3764
Zequeira, María	1615	(305)237-3219
Fiallo, Carlos	1615-1	(305)237-3254

## FACULTY

Avondstondt, Dorothy	1634	(305)237-7598
Bahamonde, José	1649	(305)237-3215
Bribiesca, Angelo	2201	(305)237-7446
Castells, Diana	1643	(305)237-3767
Childe, Miranda	1638	(305)237-3241
Culver, Lee	1641	(305)237-3211
Entin, Esther	1638	(305)237-3191
Frank, Pradel	1636	(305)237-3239
Gilles, Daphnee	1633	(305)237-7533
González, Ileana	1648	(305)237-3216
Hanus-Zank, Catherine	1628	(305)237-3680
Hernández, Reynaldo	1559	(305)237-3054
Krech, Caro	1627	(305)237-3708
León, Sergio	1559	(305)237-7420
Luna, Roy	1609	(305)237-3249
Mass, Corey	1647	(305)237-3442
McCarthy, Maureen	1637	(305)237-7459
Muñoz, María	1608	(305)237-3839
Nation, Patricia	1640-2	(305)237-3698
O'Hara, Maureen	1642	(305)237-3127
Pérez, Guillermo	1645	(305)237-3766
Quebbemann, Frank	1632	(307)237-7604
Ramsay, Elizabeth	1628	(305)237-3786
Riccio, Norma	1646	(305)237-3207
Shippey, Margaret	1627	(305)237-7792
Tavares, Angela	1609	(305)237-7545
Williams, Margo	1626	(305)237-3933

**NOTE:** If your instructor's name is not on this list, you may call (305) 237-3219 to leave a message.

Part-time Faculty can be found in Room 1629, but please verify your instructor's schedule with him or her.

# Telephone Directory

## OTHER IMPORTANT NUMBERS:

Campus President	1301	(305)237-3203
Dean for Academic Affairs	1367	(305)237-3043
Dean of Administration	1510	(305)237-3205
Dean of Students	1201	(305)237-3007

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Name	Room #	Phone #
ACCESS <i>Disabled Student Services</i>	1567	(305)237-3072
Admissions/Registration <i>Student Records, Transcripts, Enrollment Verification</i>	3114	(305)237-3131
Academic Advisement <i>Advice and Guidance with Selecting Classes</i>	3117	(305)237-3077
Bookstore <i>Buy Textbooks, Supplies, etc.</i>	2103	(305)237-3236
Bursar/Fee Payment <i>Payments</i>	1168	(305)237-3004
Career and Transfer Center <i>University Transfer, Career Assessment</i>	3108	(305)237-3490
Community Education <i>VESOL, GED, Citizenship Classes, etc.</i>	1158	(305)237- 3120
Computer Courtyard <i>Writing Lab, Internet Access, Word Processing</i>	2201/2301	(305)237-7022
Financial Aid <i>Grants, Loans, Scholarships, Work Study Programs</i>	3115	(305)237-3244
Job Placement <i>Employment Referrals, Resume Writing</i>	3108	(305)237-3358
Library <i>Access to Books, Newspapers, Magazines, Film, Audio Materials, Internet</i>	1216	(305)237-3144
New Student Center <i>Receive Application for Admissions, Recruitment, Campus Ambassadors</i>	3113	(305)237-3076
Registration <i>Register for Classes, Drop or Add Classes</i>	3114	(305)237-3133
STAR Service <i>Get Final Grades, Register for Non-ESL Classes</i>		(305)237-0000
Student Life <i>Student Activities, Clubs and Organizations, Student IDs</i>	2101	(305)237-3536
Testing <i>Michigan, CPT, CLEP, CLAST Testing</i>	3104	(305)237-3011
Tutorial Center <i>Free Tutoring</i>	2104	(305)237-3533

Developed, compiled and edited for the Department of ESL & Foreign Languages by

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