

ENGLISH AS A SECOND LANGUAGE

INTERMEDIATE/ ADVANCED STUDENT GUIDE

Last	
First	
Student CSID	
Instructor	Instructor
Room	Room
Class level	Class level
Time	Time

This ESL Student Guide was developed by the ESL Learner Persistence Committee.

Welcome to our program





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ESL ONLINE RESOURCES

General

www.eslwithjim.wordpress.com www.tiny.cc/englishclub1

Listening/Speaking

www.esl-lab.com www.elllo.org www.usalearns.org www.manythings.org/pp

Reading

www.cdlponline.org www.marshalladulteducation.org

Spelling/

www.spelingcity.com tiny.cc/spellingrules

Writing

tiny.cc/writingden tiny.cc/lbccwrite

Grammar

a4esl.org www.englishpage.com www.tiny.cc/phrasalverbs

Citizenship

www.uscitizenpod.com

EL Civics

programs.sdce.edu/elcivics

GENERAL PROGRAM INFORMATION

General Information

1. What is the name of our school?

The name of our school is

We are part of San Diego Continuing Education.

2. How many Continuing Education campuses (schools) are there?

> There are seven main campuses in San Diego (see back cover).

- 3. How much does it cost to take classes? All ESL classes are free.
- 4. Where do I get a student CSID card?

Our school does not aive student ID cards. but you can get a student CSID attendance card at your campus.



5. Can I bring my children to class with me?

> No. children are not allowed in the classroom.

6. Is there a club for students?

Some campuses have Associated Student Body (ASB) groups. Ask your counselor.

7. How do I get a parking permit? Is there a fee?

> Every campus is different, so you should ask your instructor. You may need to ask your instructor to verify your enrollment in the class.

8. How long is the parking permit valid?

The parking permit is valid for one semester.

9. What should I do if I get a parking ticket?

You can pay the ticket by mail or online at www.paysdccd.com You will need the citation number and license plate number.

If you want to appeal the ticket, you can go online at www.paysdccd.com

10. What does this sign mean?

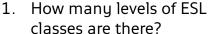
San Diego Continuing Education wants to prevent hate on campus. If you feel discriminated against (harassed) or unsafe at school, you can complete a confidential report online at www.sdce.edu/organization/birt/ report-form

11. How can I find out if the school is closed because of an emergency situation?

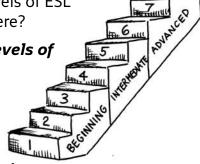
You can go to the website www.sdce.edu for information.

GENERAL PROGRAM INFORMATION

ESL Classes



There are 7 levels of ESL classes.
Sometimes a class is multi-level.



1,2,3 = Beginning

4,5 = Intermediate

6,7 = Advanced

2. What kind of certificate can I receive for taking an ESL class?

There are three types of Certificates that a student may receive at the end of the semester:

» Certificate of Participation that shows how many hours you attended class



- » Certificate of Course Completion if you complete the requirements for levels 1, 2, 3, 4, 5, 6, 7, Advanced VESL or Citizenship.
- » Certificate of Program Completion if you complete the requirements for Beginning ESL (level 3), Intermediate ESL (level 5), Advanced ESL (level 7) or Advanced VESL.

3. When are the ESL classes?

You can attend ESL classes in the morning, afternoon and evening. Some campuses have Friday night and Saturday classes.



4. Can I attend more than one class?

Yes, you can attend more than one class.

5. How long are the classes?

Most classes are 2 or 3 hours long. Some are shorter. Most classes are 18 weeks long (one semester).

Fall Semester = September to January
Spring Semester = _____ to June
Summer Session = _____ to ____

- 6. How do I know my level?
 - The ESL Registration Office gives you a test to place you in the correct level of English. Each class reviews the English from lower levels.
- 7. Can I change to a different level during the semester?

If the class is not right for you, talk to your instructor or your counselor, or go to the ESL registration office.

8. How long can I stay in a level?

You can stay in the same ESL class until you are ready to move.

9. How long does it take to finish a level?

There is no time limit to complete a level. It depends on your progress.

10. Do I need to buy a book?

In most ESL classes you need to buy a book.



11. What tests will I take in ESL classes?

You will take a reading and/or listening test twice each semester.

It is important to take at least two tests to see your progress.



Your instructor will also give you tests on the lessons in your class.

GENERAL PROGRAM INFORMATION

(continued)

Attending and Missing Classes

- 1. Do I have to stay for the whole class?

 It is important to come on time and stay for the whole class. If you need to miss some class time, please tell your instructor.
- Do I have to come to class every day?
 You can attend class even if you cannot come everyday. If you will be absent, please tell your instructor.
 If you are in a Managed Enrollment class, you are required to attend at least 80% of the classes.
- be absent a few days?

 If you are absent a few
 days, notify your
 instructor by telephone
 or e-mail.

3. What should I do if I will



4. What should I do if I am absent for a long time and want to return to school?

You should go to the ESL Registration Office or talk to your instructor.

You are welcome to return to school anytime if there is space in the classroom.

If you are in a Managed Enrollment class, you can re-enter the class the first week of the next session if space is available.

Computers and Technology

 Can I learn how to use a computer in my ESL class?

You may learn some computer skills in your ESL class. You may also learn computer skills in the ESL computer labs. Most campuses have ESL computer labs.

2. What are the requirements to use the computer labs?

Any ESL student can attend an ESL computer lab. You may also attend a computer class through the Business Information Technology (BIT) department if your ESL level is intermediate or advanced.

3. Can I use a school computer for checking my e-mail?

You may only use school computers to do projects or activities assigned by your instructor.

4. Are cell phones allowed?

You are not permitted to make or receive phone calls in the classroom.

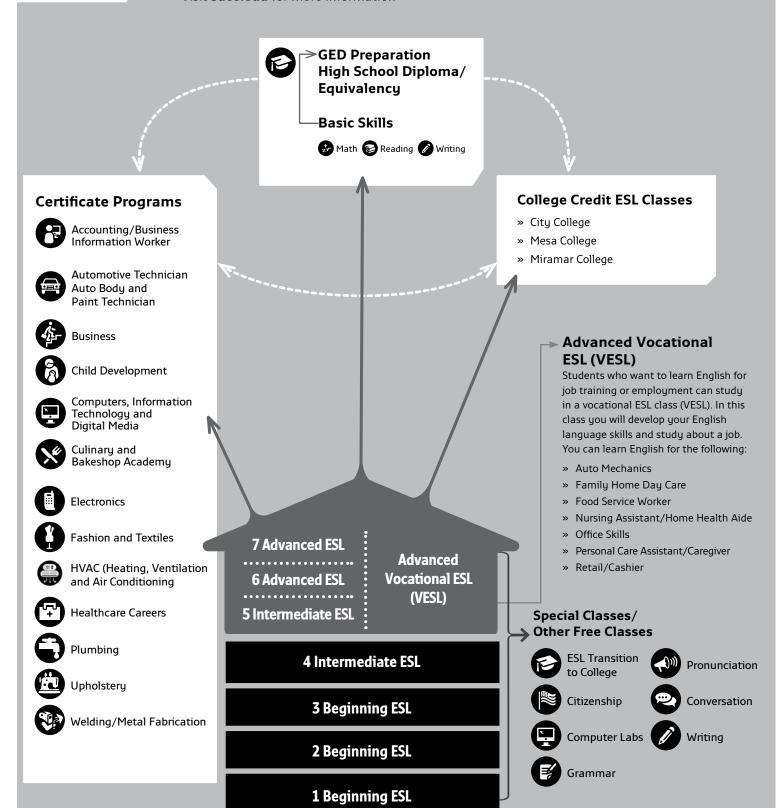
If it is urgent, please step outside of the classroom to make or receive a call.



ESL DESTINATIONS

Pathways from ESL classes to other Continuing Education programs and college classes.

Visit sdce.edu for more information



MY SHORT-TERM GOALS

Complete at the **beginning** of the semester. Put a check **√** next to your goals for the semester.

Work get a job stay at my cu enter job trair get a promoti improve work enter the mili other work go	ning on on my job skills tary	Personal/Family visit my children's school volunteer in my child's classroom or school read to my children help my children with homework take my children to the library go to school meetings other personal goals:
Community —— enter a Citizer —— get my U.S. Community —— register to vote —— vote in an electory —— participate in —— other community	tizenship e ction community activities	Education —— learn computer skills —— enroll in the next ESL level —— enroll in Basic Skills —— enroll in GED or High School Diploma class —— enroll in college —— enroll in certificate program class —— other educational goals:
Work got a job stayed at my entered a cert got a promoti improved wor entered the m other work go	current job ificate program on on my job k skills iilitary	Personal/Family — visited my children's school — volunteered in my child's — classroom or school — read to my children — helped my children with homework — took my children to the library — went to school meetings — other personal goals:
Community —— entered a Citi: —— got my U.S. Community —— registered to voted in an element of the participated in the community	itizenship vote ection n community activities	Education learned computer skills enrolled in the next ESL level enrolled in Basic Skills enrolled in GED or High School Diploma class enrolled in college enrolled in certificate program class other educational goals:

MY SHORT-TERM AND LONG-TERM GOALS

Directions: Refer to ESL Destinations Chart on page 7.

Examples of Educational Goals:

This semester:

I want to improve my English.

How will you reach that goal?

I will attend ESL class at least 4 days each week and review my lessons every day.

Next semester:

I want to enroll in the VESL class and study English for Certified Nurse Assistant (C.N.A.). How will you reach that goal?

I will improve my CASAS reading score and complete ESL level 4.

Next year:

I want to enroll in the C.N.A. Training Class.

How will you reach that goal?

I will complete the VESL class and pass the required reading test.

In five years:

I want to get a job as a Licensed Vocational Nurse (L.V.N.).

How will you reach that goal?

I will work as a C.N.A. and complete an L.V.N. Program.

Complete the sentences about your short-term and long-term goals. Refer to your short-term goals on page 8 and the ESL Destinations Chart on page 7 that gives information about pathways from ESL to other programs and college classes.

This semester I want to
How will you reach that goal? I will
Next semester I want to
How will you reach that goal? I will
Next year I want to
How will you reach that goal?
In five years I want to
How will you reach that goal? I will

CLASSROOM REMINDERS



Prepare for class.
 Bring paper,
 textbook, pencils,
 pens, and a binder.
 Organize your
 papers in a binder.



 When you enter, find a seat.
 Do not save chairs for other students.



3. If you enter class late, please enter quietly and do not interrupt the lesson.



4. Return to class on time after the break.



5. Be polite.
Listen when
the instructor
or other students
are speaking.



6. Raise your hand when you want to speak or answer a question.



7. Do not use a cell phone in the classroom. Turn the ringer off.
Put the phone on vibrate.



8. Do not use a cell phone near the classroom.



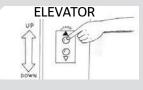
9. When you take a test, do your own work. Do not look at your classmate's test.



10. Stay on the right-hand side of stairs.



11. Let students exit before you enter an elevator.



12. Push the top
button to go up.
Push the bottom
button to go
down.



13. If your campus has an evacuation drill, stay calm and follow the evacuation route.
Do not run or push.



14. Do not use the elevator when an alarm rings or during an evacuation.



15. In an evacuation pay attention and follow directions carefully.

16.	

USEFUL ENGLISH EXPRESSIONS

1.	Initiating Conversation What's up? What's new? Have you heard the news? You look familiar. Have we met before?	2.	Offering to Help May/Can I help you? Do you need any help? Let me give you a hand. Could you do me a favor?
3.	Asking for Clarification What does mean? Could you repeat/say that again? Could you explain/pronounce/ spell that? Could you clarify that? Could you elaborate on that?	4.	Expressing Clarification What I mean is What I'm saying is Let me put it this way. Let me try to explain in a different way.
5.	3		Expressing an Opinion I believe/think that In my opinion, I feel
7.	Agreeing/Affirming I agree. I feel the same way. I really liked your idea/point about You made a good/strong point.	8.	Disagreeing I disagree. I don't agree. I have a different opinion. That's a good/valid point, but look/read what it says here.
9.	Offering Advice I think you should I think you ought to I suggest/recommend that you If I were in your shoes, I'd		Making a Prediction I would predict that My prediction is that My guess would be
11.	Expressing Preferences I would like/prefer to I would rather My preference is		Summarizing Finally, In conclusion, To sum it up

PHRASAL VERBS

1. CROSS OUT: to draw a line through a mistake.

The instructor wants us to

She was lived in Mexico.

wants us to cross out the mistakes.

2. GET INTO: to join.

We often <u>get</u> <u>into</u> groups.



LEAVE OUT: to omit.

Students often <u>leave out</u> the e-mail address on the application.

Name: <u>Toan Nguyen</u> **DOB**: <u>6/30/65</u> **Date**: <u>9/25/08</u> **E-mail**: ____

4. BUBBLE IN: to fill in a bubble on a form or test.

Did you <u>bubble in</u> the semester on your form?



5. PASS OUT/HAND OUT: to distribute.

Could you <u>pass</u> <u>out</u> the papers, please?



6. TURN IN/HAND IN: to submit a paper or an assignment.

I <u>turn in</u> my homework at the beginning of class.



7. FIGURE OUT: to understand, to solve a problem.

I cannot <u>figure out</u> my paystub.



8. GO OVER: to review, to look at.

The teacher likes to go over the previous day's lesson at the beginning of class.

9. LOOK UP: to use a resource to find the information.

The students always look up the meaning of new words in the dictionary.



10. MOVE ON: to continue with something else.

Let's <u>move on</u> to the next lesson.



11. SHUT DOWN: to turn the power off.

It's time to <u>shut</u> <u>down</u> the computers.



12. WATCH OUT: to be careful, to give a warning.

<u>Watch out!</u> The floor is wet.



CULTURAL TIPS AND U.S. LAWS

Adjusting to a New Culture/ Culture Shock

Adjusting to a new culture can be a confusing experience. As a result, you may miss your family and friends. Most people who come to a new country feel the same way. This is called "culture shock," and it is temporary. Here are some ideas to help you deal with culture shock:

- 1. Go to ESL classes regularly. Make friends in class and ask for their e-mail address or telephone number.
- 2. Find an activity you like to do such as cooking or gardening.
- 3. Exercise.
- 4. Visit interesting places, such as Balboa Park, San Diego Zoo, museums, or beaches.
- 5. Talk to your instructor, your counselor or a friend.

Time

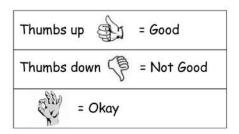
People in the United States (U.S.) think it is very important to be on time (punctual).



- 1. At work, the rules for being on time are very strict. If work begins at 8:00 a.m., your boss will say you are late if you arrive at 8:01 a.m.
- 2. You should arrive at your ESL class on time. If you are not on time, take the first available seat as quickly and quietly as possible.

Social Habits

- 1. In the U.S., people usually form lines to wait their turn for services.
- 2. Some people are uncomfortable answering questions about private issues such as salary, age, weight, money, sex, politics, and religion.
- 3. Some hand gestures are OK in the U.S. but they are not OK in other countries. These gestures are OK in the U.S.:



- People generally like more personal space than people from many other countries. People like to stand three feet (or more) away from each other when talking.
- 5. When people talk, they make eye contact. They are uncomfortable when people do not make eye contact.

CULTURAL TIPS AND U.S. LAWS

(continued)

Child's School

- 1. Parents are encouraged to get involved in their child's school and education.
- 2. Parents are invited to attend parentteacher conferences, Open House or Back-to-School Night and PTA meetings to get information about their child's progress, class and school.
- 3. If you have any questions or concerns, you can make an appointment with the teacher, counselor, or principal.
- 4. Make sure the teacher and school have your current telephone number(s).
- Tell the school if your child takes medicine or has medical conditions such as, asthma, diabetes or food allergies.

Women and Men

- 1. In the U.S., women and men have the same rights.
- 2. There are laws about physically hurting others, such as disciplining children.
- 3. Sexual harassment is illegal.

Driving/Driving Safety

1. The driver and all passengers in a moving car must wear seat belts at all times.



- 2. If you are stopped and anyone in the car is without a seat belt, you will be fined.
- 3. It is against the law to drive without a valid driver's license.
- 4. If you have a foreign driver's license, it is not valid after three months.
- 5. Driving under the influence of alcohol or drugs is a very serious crime in the United States.
- 6. In California, you are not allowed to use a handheld cell phone while driving.
- 7. If a police officer stops you while driving, remain in the car and follow the officer's instructions. Offering money to a police officer is illegal.

Environment

1. It is illegal to litter. Put trash, gum, food, and cigarette butts in the trash container.



2. Please recycle. Put paper, plastic, and aluminum cans in the blue recycle container.



3. Smoking is not allowed on any campus.



IRREGULAR VERB CHART

	Present	Past	Participle	Practice
1.	am/is/are	was/were	been	
2.	become	became	become	
3.	begin	began	begun	
4.	bite	bit	bitten	
5.	blow	blew	blown	
6.	break	broke	broken	
7.	bring	brought	brought	
8.	build	built	built	
9.	buy	bought	bought	
10.	. catch	caught	caught	
11.	. choose	chose	chosen	
12.	. come	came	come	
13.	. cost	cost	cost	
14.	. cut	cut	cut	
15.	. do	did	done	
16.	. draw	drew	drawn	
17.	. drink	drank	drunk	
18.	. drive	drove	driven	
19.	. eat	ate	eaten	
20.	. fall	fell	fallen	
21.	. feed	fed	fed	
22.	. feel	felt	felt	

IRREGULAR VERB CHART

(continued)

Present	Past	Participle	Practice
23. fight	fought	fought	
24. find	found	found	
25. fit	fit	fit	
26. fly	flew	flown	
27. forget	forgot	forgotten	
28. forgive	forgave	forgiven	
29. freeze	froze	frozen	
30. get	got	gotten	
31 . give	gave	given	
32. go	went	gone	
33. grow	grew	grown	
34. hang	hung	hung	
35. have	had	had	
36. hear	heard	heard	
37. hide	hid	hidden	
38. hit	hit	hit	
39. hold	held	held	
40. hurt	hurt	hurt	
41. keep	kept	kept	
42. know	knew	known	
43. lay	laid	laid	
44. lead	led	led	

Present	Past	Participle	Practice
45. leave	left	left	
46. lend	lent	lent	
47. lose	lost	lost	
48. make	made	made	
49. mean	meant	meant	
50. meet	met	met	
51. pay	paid	paid	
52. put	put	put	
53. read	read	read	
54. ride	rode	ridden	
55. ring	rang	rung	
56. rise	rose	risen	
57. run	ran	run	
58. say	said	said	
59. see	saw	seen	
60. sell	sold	sold	
61. send	sent	sent	
62. shake	shook	shaken	
63. show	showed	shown	
64. shrink	shrank	shrunk	
65. sing	sang	sung	
66. sit	sat	sat	

IRREGULAR VERB CHART

(continued)

Present	Past	Participle	Practice
67. sleep	slept	slept	
68. speak	spoke	spoken	
69. spend	spent	spent	
70. stand	stood	stood	
71. steal	stole	stolen	
72. stick	stuck	stuck	
73. sting	stung	stung	
74. sweep	swept	swept	
75. swim	swam	swum	
76. take	took	taken	
77. tear	tore	torn	
78. teach	taught	taught	
79. tell	told	told	
80. think	thought	thought	
81. throw	threw	thrown	
82. understand	understood	understood	
83. wake	woke	woken	
84. wear	wore	worn	
85. win	won	won	
86. write	wrote	written	
87			
88			

ENGLISH VERB TENSES

English verbs give information about the **type** and **time** of action.

	PRESENT	PAST	FUTURE
SIMPLE	Simple Present	Simple Past	Simple Future
	habitual actions; general knowledge	action happened at a specific time	action will happen at a specific time
	Ex: I walk to school everyday.	Ex: I walk ed to the park yesterday. Add: "ed" to verb	Ex: I will walk or I am going to walk to my friend's house after school.
		Add. ed to verb	Put "will" or "to be going to" before verb
PROGRESSIVE	Present Progressive	Past Progressive	Future Progressive
to be + <u>V</u> ing	action in progress at present time	action was in progress at specific time in past	action will be in progress at a specific time in future
	Ex: I am walk ing now.	Ex: I was walk ing to school when I saw an accident.	Ex: I will be walking to school tomorrow.
PERFECT	Present Perfect	Past Perfect	Future Perfect
to have + past participle	exact time of when action happened is not important	action ended before another action in the past	action will be finished before another action takes place in the future
	Ex: I have already walk ed a mile today.	Ex: I had walk ed a mile when it started to rain.	Ex: I will have walked two miles before class starts.
PERFECT PROGRESSIVE	Present Perfect Progressive	Past Perfect Progressive	Future Perfect Progressive
to have + been V ing	action has been in progress	action was in progress before another event happened in the past	action will be in progress before another event happens in the future
	Ex: I have been walk ing all morning.	Ex: I had been walk ing for 30 minutes when my friend drove by and gave me a ride.	Ex: I will have been walking for two hours by the time my friend joins me.

PARTS OF SPEECH

PARTS OF SPEECH	FUNCTION	EXAMPLE WORDS	EXAMPLE SENTENCES
Verb	describes an action or state	action: make, study, walk,	l walk to school every day, but my friend rides her bicycle.
	of being	ride write	The name of our school is San Diego Continuing Education.
		state of being: be, seem, feel	You seem a little tired today. Do you feel ok.
Noun	person, place, thing, quality	manager, store, San Diego	I am a manager of a small store in San Diego .
	or idea	workers, honesty, reliability	When I hire new workers, I value honesty and reliability.
Adjective	describes/ modifies a noun	good, big, blue, new, colorful, beautiful	Those birds are so beautiful . They have colorful feathers.
Adverb	describes a verb, adjective or adverb	quickly, slowly, well, badly, very, more, really, usually	My little brother usually eats quickly . When he is very tired, he eats more slowly .
Pronoun	replaces a noun	l, you, he, she, it, we, they, me, him, her	Sangeeta is Indian. She is funny and very smart. I saw her yesterday.
Preposition	shows place, time, direction; may show the connection of two nouns or pronouns	to, at after, on about, of	We went to school on Monday. The movie was about Africa. I like the color of your dress.
Conjunction	connects parts of sentences, phrases or clauses	and, but, when, since, because	I like birds and cats. Xiang likes birds, but he doesn't like cats. He has been an avid bird watcher since he was a little boy.
Interjection	a word or phrase that expresses an exclamation such as surprise or pain	Oh!, Ouch!, Wow!	I just hit my thumb with the hammer. Ouch! That hurts! Wow! I watched an exciting soccer game last night.

CASAS TEST PRACTICE

Example test questions:

1.

TeleHealth Service

Now you can obtain health information 24 hours a day directly from your home telephone. Call in to our toll-free number and choose one of over 200 recorded messages that give you information on everything from common diseases to immunizations to lowering cholesterol.

What does TeleHealth offer?

- A. home health care
- B. information on health
- C. 24-hour appointment line
- D. direct access to medical staff

	Practice Questions				
1. 2. 3.	A () () ()	B ○ ○	C () ()	D () ()	

2.

Instructions:

- 1. Take out the screw that holds down the cover. Lift off the cover.
- 2. Pull out the filter and discard it. Put in a new filter.
- 3. Replace the cover and fasten it with the screw.

What do you do after you put in a new filter?

A. take the cover off

B. pull the filter out

C. remove the screw

D. put the cover on

3.

The Westview Health Care Center is planning to offer a four-week program to educate teens aged 13 to 18 on healthy weight-loss strategies and good nutrition. The focus will be on self-image, fitness, and food. Participants will identify healthy meals, develop exercise plans, and examine lifestyle choices.

What does TeleHealth offer?

- A. to provide nutritious meals for children
- B. to interest teenagers in health care careers
- C. to learn about the health problems of teenagers
- D. to teach young people how to control their weight and eat healthy food

CASAS SCORES AND READING LEVELS

Reading 5	=	211 - 220	Reading 1	=	0 - 180
Reading 6	=	221 - 235	Reading 2	=	181 - 190
Reading 7	=	236 - 245	Reading 3	=	191 - 200
_			Reading 4	=	201 - 210

TEST RECORD FALL 2016/2017

Unit Test Date	Score
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

Other Test Date	Score
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

Writing Assessment Score _____

CASAS Tests (or TABE Tests) Speaking/Writing Assessments CASAS # _______ Score ______ El Civics Objective ________ CASAS # ______ Score ______ El Civics Pass ______ No Pass ______ CASAS # ______ Score ______ Oral Presentation Score _______

Score _____

TABE

TEST RECORD SPRING 2017

Unit Test Date	Score
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

Other Test Date	Score
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

CASAS Tests (or TABE Tests)

 CASAS # ______
 Score ______

 CASAS # ______
 Score ______

 CASAS # ______
 Score ______

CASAS # _____ Score _____

TABE Score _____

Speaking/Writing Assessments

El Civics Objective _____

El Civics Pass _____ No Pass _____

Oral Presentation Score _____

Writing Assessment Score _____

San Diego Continuing Education campus locations

- **Continuing Education Campuses**
- College Campuses



Continuing Education at: Mesa College 7350 Armstrong Place San Diego CA 92111 619-388-1950



West City 3249 Fordham Street San Diego CA 92110 619-388-1873



César E. Chávez 1901 Main Street San Diego CA 92113 619-388-1910



Miramar College location 10440 Black Mtn. Road San Diego CA 92127 619-388-7825



Mesa College ●



City College

Mid-City 3792 Fairmount Avenue San Diego CA 92105 619-388-4500

North City

8355 Aero Drive

619-388-1800

San Diego CA 92123



Educational **Cultural Complex** 4343 Ocean View Boulevard San Diego CA 92113 619-388-4956

www.sdce.edu/programs/esl

ESL program information: eslinfo@sdccd.edu



San Diego Community College District Administrative Offices

3375 Camino del Rio South San Diego, California 92108-3883

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