

American Culture & Language Institute

English as a Second Language



About Our Program

Our Mission

NOVA's American Culture & Language Institute (ACLI) serves local residents, visitors to Virginia, and international students in their efforts to improve their English language skills. ACLI will help you achieve your goals of language proficiency for self-improvement, academic studies, and professional development. ACLI also offers customized training in ESL for the work environment and in the areas of cross-cultural communication, multiculturalism, and diversity awareness. ACLI is part of NOVA's Workforce Development.

Part-Time ESL Program

The primary goal of the Part-Time ESL Program is to help students improve their spoken and written English to allow them to better deal with daily interactions and to advance in their job skills. Another goal of Part-Time ESL is to help students meet the entrance requirements for NOVA's College ESL program. Many of our students are immigrants who live and work in Northern Virginia or visitors to the area. Part-time courses are offered at several levels of English proficiency. New students must take the ACLI ESL placement test before registering.

Intensive English Program

The Intensive English Program is designed to prepare students for college at NOVA or at other American colleges and universities. We also help many students achieve their goals of language proficiency for self-improvement or better employment. There are six levels of courses covering core skills: reading, writing, speaking, and listening. Students are placed in appropriate levels of these courses based on the results of the ACLI ESL placement test (an oral interview and a writing sample).

In the summer semester, new F-1 students must take two intensive classes to fulfill their visa requirements. Returning F-1 students and others may enroll full-time or part-time according to their academic, self-improvement, or professional goals.

Connect with ACLI on Facebook



facebook.com/ACLIAlexandria

facebook.com/ACLIAnnandale

facebook.com/ACLILoudoun

facebook.com/ACLIManassas

facebook.com/ACLIWoodbridge

Intro Level Courses

Prerequisite: ACLI placement test results, or equivalent.

Intensive Intro Reading & Writing

7000005 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 12:30 pm – 3 pm

Part-Time Intro Reading & Writing

7000003 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Intensive Intro Speaking & Listening

7000004 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 9:30 am – 12:15 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 9 am – 11:30 am

Part-Time Intro Speaking & Listening

7000002 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm

Vocabulary & Spelling – Intro

For course description, see Low Beginning Level Courses below.

7000006 | 5 CEU | \$455

- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Low Beginning Level Courses

Prerequisite: Completion of Intro Level courses, ACLI placement test results, or equivalent.

Intensive I Reading & Writing – Low Beginning

7010004 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 12:30 pm – 3 pm

Part-Time I Reading & Writing – Low Beginning

7010002 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Intensive I Speaking & Listening – Low Beginning

7010003 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 9:30 am – 12:15 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 9 am – 11:30 am

Part-Time I Speaking & Listening – Low Beginning

7010001 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm

Vocabulary & Spelling – Low Beginning

This course develops students' vocabulary range and vocabulary acquisition skills through readings. Students learn new vocabulary by mastering prefixes, suffixes and roots. This class will help students understand American English spelling rules and provide opportunities to practice. Individualized instruction will address the spelling challenges of speakers of specific languages.

7000007 | 5 CEU | \$455

- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

**Register early
because classes
fill quickly!**

Beginning Level Courses

Prerequisite: Completion of Low Beginning Level courses, ACLI placement test results, or equivalent.

Intensive 2 Reading & Writing – Beginning

7020006 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 12:30 pm – 3 pm

Part-Time 2.1 Reading & Writing – Beginning Part I

7020003 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, June 3 – Aug 26 8:30 am – 12:20 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Part-Time 2.2 Reading & Writing – Beginning Part 2

7020004 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, June 3 – Aug 26 8:30 am – 12:20 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Part-Time 2 Writing through Reading – Beginning

In this course, students will read different types of text and improve their reading skills. They will also practice writing summaries, responses, and personal reflections based on the readings. Students will improve their reading, writing, and vocabulary skills.

7020013 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm

Intensive 2 Speaking & Listening – Beginning

7020005 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 9:30 am – 12:15 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 9 am – 11:30 am

Part-Time 2.1 Speaking & Listening – Beginning Part I

7020001 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Part-Time 2.2 Speaking & Listening – Beginning Part 2

7020002 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Part-Time 2 Sounds of English – Beginning

Do you want people to understand you more easily? This course is for students who want to gain confidence in speaking by improving their pronunciation. In addition, students will learn to make a connection between the way the sounds of English are spelled and the way they're spoken. The class will target each student's particular difficulties in order to achieve more natural and accurate speech.

7020010 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm

Grammar & Conversation – Beginning

Speak English with more confidence! In this course, students will actively practice grammar structures to improve fluency and increase confidence in their everyday conversation skills. Grammar rules will be discussed as part of in-class conversations with additional grammar presentations.

7020007 | 4 CEU | \$415

- 📍 Manassas Campus: Mon & Wed, June 7 – Aug 2 9:30 am – 12 pm

Class schedules are subject to change.

Please check **MyWorkforce** for up-to-date class information.

nvcc.augusoft.net

High Beginning Level Courses

Prerequisite: Completion of Beginning Level courses, ACLI placement test results, or equivalent.

Intensive 3 Reading & Writing – High Beginning

7030006 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 12:30 pm – 3 pm

Part-Time 3.1 Reading & Writing – High Beginning Part I

7030003 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, June 3 – Aug 26 8:30 am – 12:20 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Part-Time 3.2 Reading & Writing – High Beginning Part 2

7030004 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, June 3 – Aug 26 8:30 am – 12:20 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Part-Time 3 Writing through Reading – High Beginning

In this course, students will read different types of text and improve their reading skills. They will also practice writing summaries, responses, and personal reflections based on the readings. Students will improve their reading, writing, and vocabulary skills.

7030016 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm

News for You – High Beginning

This course is intended for high beginning to low intermediate students to help them develop reading and conversation skills. Students will read an ESL newspaper and discuss local, national and world news. The course will help students build better vocabulary, improve reading skills and express their opinions in English.

7030011 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm

Intensive 3 Speaking & Listening – High Beginning

7030005 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 9:30 am – 12:15 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 9 am – 11:30 am

Part-Time 3.1 Speaking & Listening – High Beginning Part I

7030001 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Part-Time 3.2 Speaking & Listening – High Beginning Part 2

7030002 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Part-Time 3 Sounds of English – High Beginning

Do you want people to understand you more easily? This course is for students who want to gain confidence in speaking by improving their pronunciation. In addition, students will learn to make a connection between the way the sounds of English are spelled and the way they're spoken. The class will target each student's particular difficulties in order to achieve more natural and accurate speech.

7030012 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm

Grammar & Conversation – High Beginning

Speak English with more confidence! In this course, students will actively practice grammar structures to improve fluency and increase confidence in their everyday conversation skills. Grammar rules will be discussed as part of in-class conversations with additional grammar presentations.

7030008 | 4 CEU | \$415

- 📍 Manassas Campus: Mon & Wed, June 7 – Aug 2 9:30 am – 12 pm

Specialty ESL & Test Preparation

See page 7.

Low Intermediate Level Courses

Prerequisite: Completion of High Beginning Level courses, ACLI placement test results, or equivalent.

Intensive 4 Reading & Writing – Low Intermediate

7040006 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 12:30 pm – 3 pm

Part-Time 4.1 Reading & Writing – Low Intermediate Part I

7040003 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, June 3 – Aug 26 8:30 am – 12:20 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Part-Time 4.2 Reading & Writing – Low Intermediate Part 2

7040004 | 5 CEU | \$455

- 📍 Alexandria Campus: Tue & Thu, June 6 – Aug 15 6:30 pm – 9 pm
- 📍 Alexandria Campus: Sat, June 3 – Aug 26 8:30 am – 12:20 pm
- 📍 Loudoun, Signal Hill: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Manassas Campus: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm
- 📍 Woodbridge Campus, WRC: Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Part-Time 4 Writing through Reading – Low Intermediate

In this course, students will read different types of text and improve their reading skills. They will also practice writing summaries, responses, and personal reflections based on the readings. Students will improve their reading, writing, and vocabulary skills.

7040007 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

News for You – Low Intermediate

This course is intended for high beginning to low intermediate students to help them develop reading and conversation skills. Students will read an ESL newspaper and discuss local, national and world news. The course will help students build better vocabulary, improve reading skills and express their opinions in English.

7040012 | 5 CEU | \$455

- 📍 Annandale Campus: Mon, Wed & Thu, June 7 – Aug 3 7:15 pm – 9:15 pm

Intensive 4 Speaking & Listening – Low Intermediate

7040005 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 9:30 am – 12:15 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 9 am – 11:30 am

Part-Time 4.1 Speaking & Listening – Low Intermediate Part I

7040001 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Part-Time 4.2 Speaking & Listening – Low Intermediate Part 2

7040002 | 5 CEU | \$455

- 📍 Alexandria Campus: Mon & Wed, June 5 – Aug 14 6:30 pm – 9 pm
- 📍 Annandale Campus: Tue, Thu & Fri, June 8 – Aug 4 9:30 am – 11:30 am

Grammar & Conversation – Low Intermediate

Speak English with more confidence! In this course, students will actively practice grammar structures to improve fluency and increase confidence in their everyday conversation skills. Grammar rules will be discussed as part of in-class conversations with additional grammar presentations.

7040008 | 4 CEU | \$415

- 📍 Manassas Campus: Mon & Wed, June 7 – Aug 2 9:30 am – 12 pm



Intermediate Level Courses

Prerequisite: Completion of Low Intermediate Level courses, ACLI placement test results, or equivalent.

Intensive 5 Reading & Writing – Intermediate

7050004 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 12:30 pm – 3 pm

Intensive 5 Speaking & Listening – Intermediate

7050003 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 9:30 am – 12:15 pm
- 📍 Loudoun, Signal Hill: Mon – Fri, May 31 – Aug 10 9 am – 11:30 am

High Intermediate & Advanced Level Courses

Prerequisite: Completion of Intermediate Level courses, ACLI placement test results, or equivalent.

Intensive 6 Reading & Writing Workshop

This intensive course focuses on developing academic writing skills, improving essay writing, grammar, and vocabulary development at the intermediate/advanced level. Students spend a lot of time working on their individual writing with the instructor. Reading materials provide themes for essays and other writing assignments, as well as vocabulary. Grammar is taught through specific writing tasks.

7060002 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 10 am – 12:30 pm
- 📍 Annandale Campus: Mon – Fri, May 31 – Aug 4 1:15 pm – 4 pm

Intensive 6 Oral Communication Workshop

In this intensive course, advanced level students will improve their listening and note-taking skills, acquire and use academic vocabulary, prepare small impromptu presentations as well as researched individual presentations.

7060001 | 12.5 CEU | \$1,560

- 📍 Alexandria Campus: Mon – Fri, May 31 – Aug 11 1:30 pm – 4 pm



Specialty ESL Courses

Prerequisite: See course details, ACLI placement test results, or equivalent.

Business Communication

This course helps students address problems encountered in the business world. Students will learn about common business practices and how to write business memos, e-mails, letters, resumes, summaries and reports. They will participate in listening activities; will practice telephone calls, interviews, negotiations and meetings; and will also prepare and deliver presentations. This course will focus on oral communication skills, but will also include writing assignments. Course topics may vary by location and instructional hours offered. (Recommended levels: intermediate – advanced)

7080002 | 5 CEU | \$485

📍 **Annandale Campus:** Tue & Thu, June 1 – Aug 10 7 pm – 9:30 pm

Contemporary Issues & Current Events

This course has been designed for intermediate to advanced level students who want to improve their oral communication, writing and vocabulary skills by discussing and writing about current topics and world events. This class focuses on teaching students to analyze and express opinions with advanced language skills. Students will work with American news broadcasts and print media. No textbook is required. (Recommended levels: intermediate – advanced)

7080008 | 5 CEU | \$485

📍 **Annandale Campus:** Mon & Wed, May 31 – Aug 9 7 pm – 9:30 pm

Intro to Public Speaking

This course provides intermediate to advanced level students with the skills needed to deliver formal and informal presentations. Students learn how to research, organize, and prepare presentations that will inform and persuade an audience. Topics include developing platform skills (body language, eye contact, voice projection), and delivering clear, concise, and relevant messages.

7080006 | 5 CEU | \$485

📍 **Annandale Campus:** Mon & Wed, May 31 – Aug 9 10 am – 12:30 pm



Test Preparation Courses

Prerequisite: See course details, ACLI placement test results, or equivalent.

TOEFL Preparation

This course provides intermediate and advanced level students with the necessary skills and strategies for successful test-taking. It covers all aspects of the TOEFL exam, providing review and practice in grammar, reading, writing, listening, and speaking skills for academic purposes. This course is for students pursuing college entrance or the equivalent. (Recommended levels: intermediate – advanced)

7070001 | 5 CEU | \$485

📍 **Annandale Campus:** Tue & Thu, June 1 – Aug 10 9:30 am – 12 pm

📍 **Loudoun, Signal Hill:** Tue & Thu, June 6 – Aug 15 7 pm – 9:30 pm

Writing for the TOEFL

This course will prepare students to write an essay on a given topic within a set time period and to write a summary or a response to a text or listening passage. Strategies for doing well on timed writing tests will be covered, including developing an outline and a thesis, time management, and essay revision. The course will also cover several other aspects of writing, such as advanced grammar and vocabulary, proper use of transitions, and complex sentence structure. This course would be helpful for any intermediate to advanced level student looking to improve their writing. (Recommended levels: intermediate – advanced)

7070002 | 5 CEU | \$485

📍 **Annandale Campus:** Tue & Thu, June 1 – Aug 10 7 pm – 9:30 pm

ESL Refund Policy

You will receive a full tuition refund if you cancel your class within 7 days after the start date of the first scheduled class session. No tuition refunds will be made after these dates. All refund requests must be made in writing (email to wddrefunds@nvcc.edu). If your class is cancelled by the college, a full tuition refund will be issued. If you pay by credit card the refund will be credited to your card. All other refunds are issued as checks and will be mailed to the student's current mailing address. Check refunds take approximately 2–4 weeks to be processed after the check payment has cleared. Refund checks will be made payable to the student, regardless of who paid for the course. **NOTE:** If you pay by credit card, but your enrollment is adjusted (switched to a different class), the refund will be issued as a check and mailed to the student within 2–4 weeks.

Failure to attend: If you are not in class by the refund deadline and have not contacted us, you may be dropped from your class without a refund. If you miss 20% of the class without ever attending, you will be withdrawn without a refund. Note: This refund policy applies to ACLI-ESL courses only.

Registration Checklist for ACLI Students

NEW international students on an F-1 visa, be sure to check in at the International Student Office.

- Create a MyWorkforce account** at nvcc.augusoft.net. This is a one-time process for new students.
- Schedule an ACLI ESL placement test** at nvcc.augusoft.net. Bring a photo ID when you come for testing.
- Meet with ACLI advisers** after the test to discuss course options. See page 9 for ACLI office locations.
- Register and pay for classes.** Payment is due at the time of registration. **Online:** Log into MyWorkforce nvcc.augusoft.net and register online. NOVA Workforce accepts online payments by e-check with no fees or by credit/debit cards using Visa, MasterCard or American Express. Please note credit/debit card payments are assessed a service fee by Nelnet Business Solutions. **In Person:** Register at any Workforce Full Services Office. (See page 9) Pay with check or cash at any Campus Business Office. Credit card payments are not accepted in person.
 - You are expected to check and meet **prerequisites** for ACLI courses prior to registering. You may be withdrawn or switched to another course if you register without meeting the necessary prerequisites.
 - Be sure to have any **financial guarantee letters** (third-party payments) at time of registration. You cannot register using one form of payment and switch to a third-party payment at a later date.
 - Payment plans and financial aid are not available for ACLI classes.
- Check refund policy** (see page 7). To receive a full refund, you **MUST** cancel your class within 7 days after the start date of the first scheduled class session. No tuition refunds will be made after these dates. All refund requests must be made by emailing WDDrefunds@nvcc.edu.
- Pay for parking.** If your class is held on campus, you may park in student parking (B-lots). Parking stickers are available online at www.nvcc.edu/parking/ (\$80), or in person on campus at the Parking Office (\$90). Parking on campus is free after 4:00 pm Monday-Friday, and all day on the weekend. You may also park in the parking garage or meters for \$2 an hour. Parking at off campus locations is free.
- Buy your textbooks.** Books are required for most classes and can be purchased at the campus bookstore where your course is scheduled. Also, you may purchase your textbooks online at nvcc.bnccollege.com. Please keep your receipt. Books are subject to change. For bookstore locations, see information on page 9.
- Get your NOVACard** at any NOVA parking office a few days after your registration. Visit www.nvcc.edu/novacard to learn more about the card and its benefits.
- Activate and sign in to your myNOVA account** at www.nvcc.edu. You will need your VCCS SIS ID number. Look it up in your MyWorkforce profile.
- Check class locations** in MyWorkforce under “Current Registrations” the day before class begins to find your classroom.

Have a great semester!

Important Information

- i** **What is a CEU?** Students earn Continuing Education Units (CEUs) for their study in ACLI. One CEU equals 10 hours of class.
- i** **F-1 Students** must take a total of 25 CEUs to fulfill their visa requirements.
- i** **J-1 Students:** Six academic credits equal 80 hours or 8.0 CEUs in Workforce Development courses. See information on payment and refund options on page 7.
- i** **Use of Technology:** Most courses have an online, computer, or lab component for completion of course requirements. You need to have a reliable computer and Internet access (available on campus and area libraries).
- i** **Enrollment Limit:** You are limited to two enrollments in the same course.
- i** **Waiting List:** If a class is full, you can put yourself on a waiting list. If space becomes available, a staff member will contact you and help you register. Being on a wait list does not ensure that you will get into the class. It is not a registration in the class. **Important:** F1 visa students must be enrolled full-time and start classes when the semester begins. If you need additional advising, please stop by or call the ACLI office.
- i** **Special Accommodations Policy:** If you need special accommodations or services for your classes, meet with a disability support services counselor. Then you may take your test and register. Be sure to register at least **four weeks prior** to the beginning of classes so that proper accommodations can be arranged. If you miss this deadline, we may not be able to offer you these services or the classes of your choice.
- i** **Senior Citizens:** If you are a resident of Virginia and are 60 years of age or older, you can take ESL classes at no charge if space is available. You must fill out an eligibility form and present proof of age in person at any Full Service Workforce office, where you can receive more information.

Please note that ACLI does not offer auditing of classes. All students are expected to participate, do daily homework, log into Blackboard and check their myNOVA email on a daily basis.
- i** **Delays & Closures:**

Closures: If NOVA is closed, all classes and activities are cancelled. This also applies to classes held at off-campus sites (such as the Reston Center).

Morning Delays: If NOVA opens late due to bad weather, your class could be impacted. ACLI classes follow the NOVA criteria for delayed openings. This means that if your class would have started prior to the opening time and it will continue at least 45 minutes after the opening time, the class will be held. For example, if your class begins at 9:00 am and ends at 12:15 pm, and NOVA opens at 10:30 am, your class will begin at 10:30 am and end at 12:15 pm.

Evening Closures: If NOVA cancels evening classes and activities, all classes scheduled for that evening are cancelled.

You can receive emergency and college closing messages on your mobile device by signing up for **NovaAlert** at alert.nvcc.edu.

	Annandale Campus		Loudoun Campus		Woodbridge Campus
Workforce Office	Workforce Full Service Office		Workforce Full Service Office		Workforce Full Service Office
Location & Contact	Ernst Community Cultural Center – CE 202 8333 Little River Tnpg Annandale, VA 22003		Loudoun, Signal Hill (off-campus) 21335 Signal Hill Plaza, Suite 300 Sterling, VA 20164		Regional Center for Workforce Education & Training (WRC) 2645 College Drive Woodbridge, VA 22191
	703-323-3168		703-450-2551		703-878-5770
	Mon – Fri: 8:30 am – 5 pm		Mon – Fri: 8:30 am – 5 pm		Mon – Fri: 8:30 am – 5 pm
Workforce Full Service Offices at Annandale, Loudoun and Woodbridge can assist you with registration and answer questions about all Workforce courses and programs. Office hours subject to change. For additional hours of operation, visit www.nvcc.edu/workforce .					
	Alexandria Campus	Annandale Campus	Loudoun Campus	Manassas Campus	Woodbridge Campus
ACLI Testing & Advising	Bisdorf Building, AA 230 5000 Dawes Avenue Alexandria, VA 22311	Student Services, CA 114 8333 Little River Turnpike Annandale, VA 22003	Signal Hill, 3rd floor (off-campus location) 21335 Signal Hill Plaza Sterling, VA 20164	Hoswmon Hall, MH 112 10950 Campus Drive Manassas, VA 20109	Regional Center for Workforce Education (WRC) 2645 College Drive Woodbridge, VA 22191
	703-845-6329	703-323-3323	703-450-2597	703-257-6536	703-878-5770
	AL-ACLI@nvcc.edu	AN-ACLI@nvcc.edu	LO-ACLI@nvcc.edu	MA-ACLI@nvcc.edu	WO-ACLI@nvcc.edu
American Culture & Language Institute (ACLI) testing and advising are available at Alexandria, Annandale, Loudoun, Manassas and Woodbridge. Testing is by appointment only. Schedule an appointment online at nvcc.augusoft.net . Walk-in advising hours vary and are subject to change. Advising appointments are recommended. Please call or email the location of your choice for current walk-in options. For registration assistance, visit or call one of the Workforce Full-Service offices.					
Classroom & Off-Campus Locations	Alexandria Campus 5000 Dawes Avenue Alexandria, VA 22311	Annandale Campus 8333 Little River Tnpg Annandale, VA 22003	Loudoun Campus 21200 Campus Drive Sterling, VA 20164 Loudoun, Signal Hill 21335 Signal Hill Plaza, Suite 300 Sterling, VA 20164 Reston Center 1831 Wiehle Avenue 3rd floor Reston, VA 20190	Manassas Campus 10950 Campus Drive Manassas, VA 20109	Woodbridge Campus 2645 College Drive Woodbridge, VA 22191
Bookstore	Tyler Building, 104 703-671-0043 nvcc.bnccollege.com	CA Building, 2nd level 703-323-3185 nvcc.bnccollege.com	LR Building, 135 703-450-2589 nvcc.bnccollege.com	Parrish Hall, 1st Floor 703-368-8554 nvcc.bnccollege.com	WB Building 703-878-5774 nvcc.bnccollege.com
Parking	Parking Services: AA 189A 703-845-6499 Metered parking lot located at Campus Dr and Dawes Ave	Parking Services: CA 103 703-323-4267 Multi-story parking garage (enter on level 1)	Parking Services: LR 241 703-450-2523 Metered parking available Reston Center: Free student parking Loudoun, Signal Hill: Free parking in designated area for NOVA students.	Parking Services: MH 312 703-257-6650 Metered parking available	Parking Services: WC 126 703-878-5815 Park in Workforce designated parking only.