```
Apply online at www.ccc.edu/AdultEd
  │
  ├── New student or returning student with last enrollment prior to Summer 2019
  │        │
  │        └── A. Receives & completes Placement Survey
  │             AND
  │            B. Verifies residency
  │                 │
  │                 └── Staff registers students based on Placement Survey
  │
  └── Student here in Fall 2019, Spring 2020, or Summer 2020
           │
           └── Receives & completes Schedue Preference Survey
                │
                └── Staff registers student based on prior course enrollment
```

Detailed new students and students out more than 1 year without active AE program:

1. Student submits an online application at ccc.edu/adulted.
2. Student almost immediately receives the message below to personal email address (whatever they used to do the application):

Welcome to <<COLLEGE>>!

All Fall 2020 Adult Education (English as a Second Language and High School Equivalency prep) courses will be offered as distance-learning. That means that you do not come to campus, but will use free online tools like Brightspace, Zoom, emails, and calls.

To register for Fall 2020 classes, you need to complete the following steps:

1. Confirm you live in Illinois by:
    o   Sending a picture of one of the documents listed below to <<Generic Email>> OR
    o   Showing the document to an Adult Education staff member in a video Zoom call at <<Virtual Student Services>>
        ▪   Some acceptable documents include:
            •   A valid driver's license or state ID
            •   A valid passport (U.S. or Home Country)
            •   Any other form of government-issued ID (Chicago, national or foreign)
                o   If your ID <u>does not</u> include a current Illinois address, you may provide additional documentation using 1 of the following: bank statement, mortgage/deed/lease, insurance policy, official mail from a government agency, pay stub, utility bill, or Illinois temporary driver's license.
2. Complete the placement survey and schedule preference survey:
    •   You will receive an email in the next 48 hours with a link to complete a short survey.
    •   Please complete this survey on your own to the best of your ability.
    •   This placement survey will be used to identify your class level for Fall classes.
3. Once you complete the survey and confirm you live in Illinois, you will be registered for a class/classes by the Adult Education staff.
    •   Classes begin the week of August 24.
    •   At the beginning of the semester, you will be contacted by your teacher with more information about the class.

Do you need a computer?

•   Once you have completed the above steps and are officially enrolled in class, you may borrow a computer from <<COLLEGE>> by going to www.ccc.edu/loanerlaptop.

Do you have questions or need additional help? We are here to help!

•   Contact the Adult Education office:
                    <<Location information>>

•   Contact the City Colleges of Chicago Call Center for help in English or Spanish:
    •   Leave a message for the City Colleges of Chicago Call Center 773-COLLEGE (773-265-5343) and they'll call you back
    •   Live Chat: https://ccc.custhelp.com/app/chat/chat_launch

3. The next business day, District will send placement and schedule preference survey to applicants with the message below.
   a. Staff can preview the survey here:
      https://cccds.co1.qualtrics.com/jfe/preview/SV_cOtmc1ycStTPADX?Q_SurveyVersionID=current&Q_CHL=preview

---

En español abajo

Hello <<NAME>>,

In order to identify the level of class you will need in Fall 2020, please complete the Placement and Schedule Survey at this link: <<Take the Survey>>

The link is unique to you, so you should not share it with other people planning to attend City Colleges. We will use this placement survey to identify your class level for Fall 2020. Please complete this survey on your own to the best of your ability.

If you have questions, you can reach out to your Adult Education office: https://prepare.ccc.edu/virtual-student-services/

Thank you!

City Colleges of Chicago Adult Education

Hola <<NAME>>,

Para poder identificar el horario o nivel en el que debera ser ubicado el próximo semestre, por favor complete la siguente encuesta en este enlace. Take the Survey

El enlace o link debe ser utilizado únicamente por usted. No debe ser compartido por otras personas que deseen asistir a los City Colleges. La encuesta sera usada con el fin de identificar su nivel en el Otoño del 2020. Por favor llene la encuesta lo mejor que pueda y sin ayuda.

Si tiene alguna pregunta, puede comunicarse con su oficina de Educación para Adultos: https://prepare.ccc.edu/virtual-student-services/

Gracias!

Educación para Adultos de los City Colleges of Chicago

Follow the link to opt out of future emails / Para cancelar la suscripción de futuro correo electrónicos, haga clic en el siguiente enlace:

Click here to unsubscribe

Students receive the following message when they complete the survey:

En español abajo
Thank you for completing the Placement & Schedule Survey!

If you have already confirmed you live in Illinois, you will be registered for a class/classes by the Adult Education staff.
- Classes begin the week of August 24.
- At the beginning of the semester, you will be contacted by your teacher with more information about the class.

If you have not confirmed you live in Illinois, please contact the Adult Education office at your college. You can find the contact information for your college here: https://prepare.ccc.edu/virtual-student-services/.
- Select your college and then find Adult Ed within the list of services.

Do you need a computer?
If you need to borrow a computer , you can request to borrow a Chromebook for Fall 2020 after you are officially enrolled in class here: https://apps.ccc.edu/LoanerLaptop/login

Gracias por completar la encuesta de horario y nivelación

Si ya confirmo que vive en Illinois, será registrado en sus clases por el personal de la oficina de Educación para Adultos
- Las clases comienzan la semana del 24 de Agosto
- Su maestro lo contactara con mas información sobre la clase a principios del semestre
Si no ha confirmado que vive en Illinois, por favor póngase en contacto con la oficina de Educación para Adultos de su college. Los puede contactar aquí: https://prepare.ccc.edu/virtual-student-services/.
- Seleccione su college y despues busque Educación para Adultos entre la lista de servicios

Necesita una computadora?
Si necesita tomar prestado una computadora, puede pedir el préstamo de un Chromebook durante el Otoño del 2020, una vez que ya este registrado en clases.
Aquí: https://apps.ccc.edu/LoanerLaptop/login

4. Student verifies residency by email or via the Zoom Room (this can happen prior to taking the placement survey).
5. Adult Education staff enroll student in class(es)
6. After registration, if students need to request a laptop, they can do so here: https://apps.ccc.edu/LoanerLaptop/login

We are drafting a message to students that will go to students once they are enrolled in class(es) with their class information.

**TABE/CASAS testing will be done as soon as possible in alignment with ICCB policy. This may be within the first month of class given limited remote testing capacity.

Detailed returning students (students here in the last year):

1. Student can submit an online application at ccc.edu/adulted but are not required to since they have an active plan.
2. Student almost immediately receive the message below to personal email address (whatever they used to do the application):

Welcome to <<COLLEGE>>!

All Fall 2020 Adult Education (English as a Second Language and High School Equivalency prep) courses will be offered as distance-learning. That means that you do not come to campus, but will use free online tools like Brightspace, Zoom, emails, and calls.

To register for Fall 2020 classes, you need to complete the following steps:

4. Confirm you live in Illinois by:
   - Sending a picture of one of the documents listed below to <<Generic Email>> OR
   - Showing the document to an Adult Education staff member in a video Zoom call at <<Virtual Student Services>>
     - Some acceptable documents include:
       - A valid driver's license or state ID
       - A valid passport (U.S. or Home Country)
       - Any other form of government-issued ID (Chicago, national or foreign)
         - If your ID does not include a current Illinois address, you may provide additional documentation using 1 of the following: bank statement, mortgage/deed/lease, insurance policy, official mail from a government agency, pay stub, utility bill, or Illinois temporary driver's license.
5. Complete the placement survey and schedule preference survey:
   - You will receive an email in the next 48 hours with a link to complete a short survey.
   - Please complete this survey on your own to the best of your ability.
   - This placement survey will be used to identify your class level for Fall classes.
6. Once you complete the survey and confirm you live in Illinois, you will be registered for a class/classes by the Adult Education staff.
   - Classes begin the week of August 24.
   - At the beginning of the semester, you will be contacted by your teacher with more information about the class.

Do you need a computer?

- Once you have completed the above steps and are officially enrolled in class, you may borrow a computer from <<COLLEGE>> by going to www.ccc.edu/loanerlaptop.

Do you have questions or need additional help? We are here to help!

- Contact the Adult Education office:
  <<Location information>>

- Contact the City Colleges of Chicago Call Center for help in English or Spanish:
  - Leave a message for the City Colleges of Chicago Call Center 773-COLLEGE (773-265-5343) and they'll call you back
  - Live Chat: https://ccc.custhelp.com/app/chat/chat_launch

3. The next business day, District will send only the schedule preference survey to applicants with the message below.
    a. Staff can preview the survey here:
       https://cccds.co1.qualtrics.com/jfe/preview/SV_cNLR7DD6P673VMp?Q_SurveyVersionID=current&Q_CHL=preview

---

En español abajo

Hello <<NAME>>,

In order to identify the class you will need in Fall 2020, please complete the Schedule Preference Survey at this link: <<Take the Survey>>

The link is unique to you, so you should not share it with other people planning to attend City Colleges. We will use this survey to identify your class for Fall 2020.

If you have questions, you can reach out to your Adult Education office: https://prepare.ccc.edu/virtual-student-services/

Thank you!

City Colleges of Chicago Adult Education

Hola <<NAME>>,

Para poder identificar el horario en el que debera ser ubicado el próximo semestre, por favor complete la siguiente encuesta en este enlace. <<Take the Survey>>

El enlace o link debe ser utilizado únicamente por usted. No debe ser compartido por otras personas que deseen asistir a los City Colleges. La encuesta sera usada con el fin de identificar su clase en el Otoño del 2020

Si tiene alguna pregunta, puede comunicarse con su oficina de Educación para Adultos: https://prepare.ccc.edu/virtual-student-services/

Gracias!

Educación para Adultos de los City Colleges of Chicago

Follow the link to opt out of future emails / Para cancelar la suscripción de futuro correo electrónicos, haga clic en el siguiente enlace:

Click here to unsubscribe

Students receive the following message when they complete the survey:

En español abajo
Thank you for completing the survey!

You will be registered for a class/classes by the Adult Education staff.
- Classes begin the week of August 24.
- At the beginning of the semester, you will be contacted by your teacher with more information about the class.

Do you need a computer?
If you need to borrow a computer , you can request to borrow a Chromebook for Fall 2020 after you are officially enrolled in class here: https://apps.ccc.edu/LoanerLaptop/login

¡Gracias por completar la encuesta!

Será registrado en sus clases por el personal de la oficina de Educación para Adultos
- Las clases comienzan la semana del 24 de Agosto
- Su maestro lo contactara con mas información sobre la clase a principios del semestre

Necesita una computadora?
Si necesita tomar prestado una computadora, puede pedir el préstamo de un Chromebook durante el Otoño del 2020, una vez que ya este registrado en clases.
Aquí: https://apps.ccc.edu/LoanerLaptop/login

4. Adult Education staff enroll student in class(es)
5. After registration, if students need to request a laptop, they can do so here: https://apps.ccc.edu/LoanerLaptop/login

We are drafting a message to students that will go to students once they are enrolled in class(es) with their class information.

**TABE/CASAS testing will be done as soon as possible in alignment with ICCB policy. This may be within the first month of class given limited remote testing capacity.

"Location" information for Admissions Email

	Email	Phone	Zoom	Zoom Hours
Daley College	DaleyAdultEd@ccc.edu	773-838-7800	https://cccedu.zoom.us/j/3990739102	Monday – Thursday 11:00 am – 7:00 pm Friday – Saturday: 9:00 am – 1:00 pm
Kennedy-King College	KKAdultEd@ccc.edu	773-602-5340	https://cccedu.zoom.us/j/7354111898?pwd=RVZBUXpGeEVGZXAybi9sbWVYSDQ3Zz09	Monday thru Thursday: 10am to 12:00pm 1:00pm to 3:00pm 4:00pm to 6:00pm
Malcolm X College	MXAdultEd@ccc.edu	312-850-7300	https://cccedu.zoom.us/j/7333649512?pwd=d2ZQTCtwZVZvU3Q4M25FN1hIM1Fxdz09	Monday – Wednesday 10:00 am – 4:00 pm Thursday 10:00 am – 6:00 pm Friday 10:00 am to 12:00 pm
Olive-Harvey College	OHAdultEd@ccc.edu	773-291-6292 (Main Campus) 773-291-6770 (SCLC)	https://cccedu.zoom.us/j/9271271720?pwd=Uk5YYkZ1WENVc2J4RFRRaVBmN0JXQT09	Monday, Wednesday, Thursday: 8:30 am – 4:30 pm Tuesday: 8:30 am – 6:30 pm Friday: 9:00 am – 1:00 pm
Truman College	TrumanAdultEd@ccc.edu	773-907-4350	https://cccedu.zoom.us/my/trumanadulted	Monday: 11:00 am – 7:00 pm Tuesday – Thursday: 9:00 am – 7:00 pm Friday: 9:00 am to 4:00 pm Saturday: 9:00 am to 1:00 pm
Wright College	WrightAdultEd@ccc.edu	773-481-8823	https://cccedu.zoom.us/my/wradulteducation	Monday – Friday 10:00 am – 3:00 pm Monday, Wednesday, Thursday, Friday 5:00 pm – 8:00 pm Saturday 9:00 am – 12:00 pm