

# How to Register for DMAcc ELL Classes

Any questions with a red asterisk (\*) are required.

1. Choose the language you want read the form in. Click the red box in the upper-right corner “Select Language”.
2. Fill in your name (first, middle, last)
3. Fill in your email address (you can only use an email address once)
4. Fill in your phone number
5. Identify your gender
6. Fill in your birthdate
7. Click on the circle to choose “I want to register for English classes” ...
8. When you are finished, click on the NEXT button

Thank you for your interest in our school!

We will communicate with you using the phone number and/or email you provide. So please make sure your entries are accurate.  
We look forward to meeting you!

First Name \*  Middle Name  Last Name \*

Please type your name as it appears on legal documents.

Student Email \*  Phone \*

Enter an email address you can access easily and check frequently. Please make sure that you only use ONE email account, and that the email account belongs only to you, as email accounts cannot be shared. If you do not have an email, [click here for instructions on how to create one.](#) We communicate important messages to students via text message. If you do not currently have a mobile phone, please list a mobile phone number of a trusted family member or friend so that you can receive messages.

Gender \*  
 Male  Female  Non-Binary

Date of Birth. \*    Age \*

Please answer the question below to let us know which class interests you. \*

I want to register for English classes (No registration appointments remain in Des Moines)  
 I want to earn a High School Equivalency Diploma (HSE).

Next

9. **Social Security Number is an optional question and SSN is not required for participation in our program.** However, collecting a SSN helps us to track your achievements better. We protect your information and keep it safe.
10. Fill in your address, including city, state, and zip code. **If you live in an apartment or trailer, please be sure to include the apartment number in the address.**
11. Uploading a picture is optional.
12. Choose your first language.
13. Choose your ethnicity.
14. Choose your race.

The screenshot shows a registration form with several fields. Blue arrows on the left point to the following elements:

- Street Address \***: A text input field containing "123 Sesame Street".
- City \***: A text input field containing "Mytown".
- State \***: A dropdown menu showing "Iowa".
- Zip Code \***: A text input field containing "51111".
- What is the language you first learned as a child? \***: A dropdown menu showing "Albanian".
- Ethnicity \***: Radio button options for "Hispanic or Latino" and "Not Hispanic or Latino". The "Not Hispanic or Latino" option is selected.
- Race \***: Radio button options for "White", "Asian", "Black or African American", "Native Hawaiian", "Pacific Islander", "American Indian", "Alaska Native", and "Filipino". The "White" option is selected.

Other form elements include a file upload section with a "Choose File" button and "No file chosen" text, and a note: "Please upload a favorite photo of yourself so that we can use it for your student profile. Because we are using this for your student ID, please include only your head and shoulders in the image."

15. Identify your employment status.

16. Choose what level of education you have completed.

17. Note if it was in the US or in another country.

**Labor Force Status \***

- I have a job.
- I do not have job, but I am able to work.
- I have a job, but I am about to lose it.
- I do not have a job, and I do not want to get a job.

**Please Select the Highest Educational Certificate, Diploma, or Degree Earned \***

Select...

None

HSE (High School Equivalency) Certificate

High School Diploma

Technical Degree/Career Training Certificate

Some College, no certificate, degree, or diploma

College Degree - Associate's (2-yr) degree

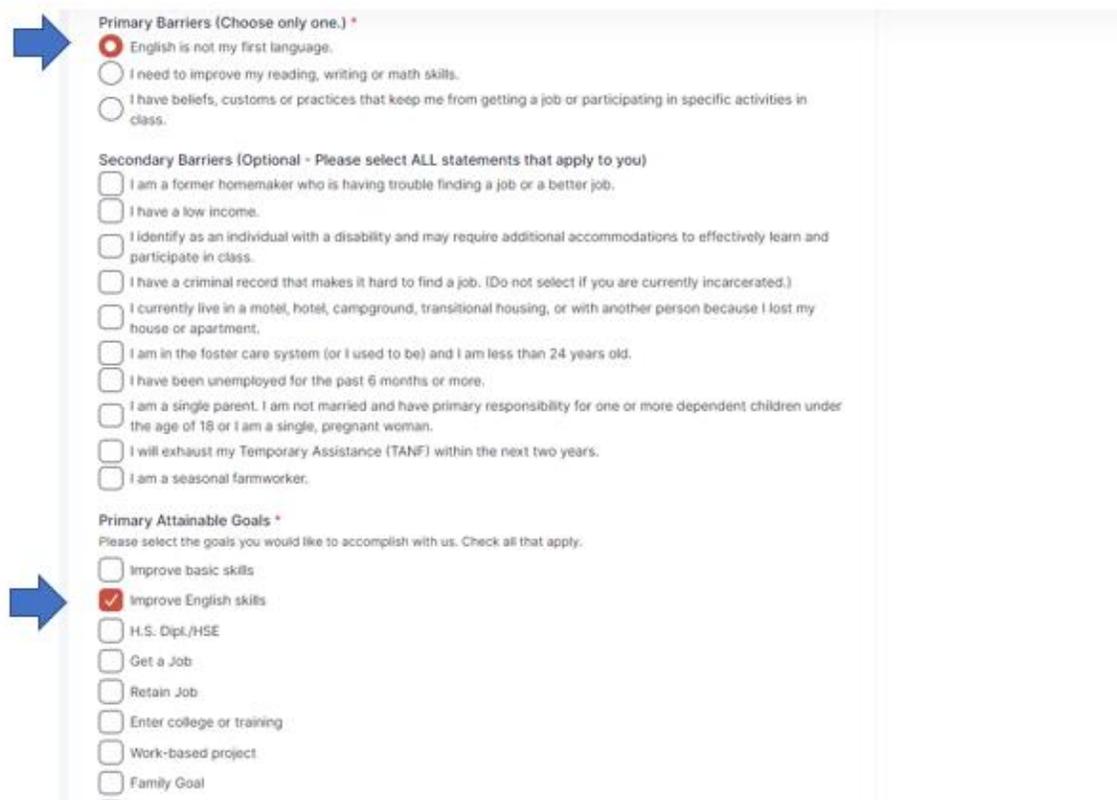
**Did most of your education happen OUTSIDE the US? \***

- U.S. Based
- Non-U.S. Based

18. Identify your Primary Barrier. **It MUST BE English is not my first language.**

Secondary Barriers is optional, but marking these helps us to get to know you and connect you to resources.

19. Identify your Primary Attainable Goal. One will likely be “Improve English Skills”, but choose all the goals that apply to you. The Secondary Barriers section is optional but marking these helps us to get to know you and connect you to resources.



**Primary Barriers (Choose only one.) \***

- English is not my first language.
- I need to improve my reading, writing or math skills.
- I have beliefs, customs or practices that keep me from getting a job or participating in specific activities in class.

**Secondary Barriers (Optional - Please select ALL statements that apply to you)**

- I am a former homemaker who is having trouble finding a job or a better job.
- I have a low income.
- I identify as an individual with a disability and may require additional accommodations to effectively learn and participate in class.
- I have a criminal record that makes it hard to find a job. (Do not select if you are currently incarcerated.)
- I currently live in a motel, hotel, campground, transitional housing, or with another person because I lost my house or apartment.
- I am in the foster care system (or I used to be) and I am less than 24 years old.
- I have been unemployed for the past 6 months or more.
- I am a single parent. I am not married and have primary responsibility for one or more dependent children under the age of 18 or I am a single, pregnant woman.
- I will exhaust my Temporary Assistance (TANF) within the next two years.
- I am a seasonal farmworker.

**Primary Attainable Goals \***

Please select the goals you would like to accomplish with us. Check all that apply.

- Improve basic skills
- Improve English skills
- H.S. Dipl./HSE
- Get a Job
- Retain Job
- Enter college or training
- Work-based project
- Family Goal

20. Fill out any personal status information you wish to share. This field is optional but your answers can help us to connect you with resources.

Choose all that apply.

**Personal Status**

- I am enrolled in WIOA, Title I
- I am enrolled in WIOA, Title III
- I am enrolled in WIOA, Title IV
- I am a TANF recipient.
- I am a recipient of other public assistance, such as SNAP or WIC or other assistance.
- I am also enrolled in a High School / the K12 school system.
- I lost my job or am getting laid off due to my company shutting down or moving away.
- I am a veteran.
- I have a physical disability.
- I have a learning disability.
- Other

21. Read the student expectations below.

22. Type your name in the Electronic Signature box.

23. Click Next

#### Commitment

We are fully committed to your success, and we will walk with you every step of the way along your journey. We ask that, if you are admitted to our adult education classes, you commit to following our program expectations.

If I am accepted in an adult education class, I commit to:

- Take a pre-test and a post-test.
- Be on time for and attend all classes.
- Be an active participant during class.
- Set time aside outside of class for study and completion of assignments.
- Exhibit a professional behavior and attitude at all times.
- Update the school with any changes in my contact information.

#### Electronic Student Signature. \*

Please type your full legal name, as this will serve as your electronic signature. This signature acknowledges that the information provided in this form is correct.



Next

24. Choose the campus where you would like to take your placement test.  
**DO NOT CHOOSE A CAMPUS WHERE YOU WILL NOT BE ABLE TO ATTEND CLASSES.**

25. Choose the date and time of your location – you will see a calendar below the location section so that you can choose the date and time for testing.

26. **YOU MUST CHOOSE A LOCATION AND A DATE AND TIME TO BE FULLY REGISTERED.**

Choose your location: \*

- Urban Campus/Evelyn K. Davis Center (1171 7th Street, Des Moines, IA 50314)
- Southridge Center (1111 E. Army Post Road, Des Moines, IA 50315)
- West Des Moines Campus (5959 Grand Avenue, West Des Moines, IA 50266)
- Perry Van Kirk Center (1011 2nd Street, Perry, IA 50220)
- Carroll Campus (906 North Grant Road, Carroll, IA 51401)
- Ankeny Campus (2006 S. Ankeny Blvd., Ankeny IA 50023)

English:

**IMPORTANT - this registration event is ONLY for people who want to study at DMACC West Campus or in an online class.**

You will NOT be able to register for classes at Urban Campus at this event.

Español:

**IMPORTANTE: este evento de inscripción es SOLO para personas que desean estudiar en DMACC West Campus o en una clase en línea.**

**NO podrá registrarse para clases en Urban Campus por medio de este evento.**

If you have questions or need assistance, please contact Deb Sheehy at [dcsheehy@dmacc.edu](mailto:dcsheehy@dmacc.edu) or at 515-697-7762.

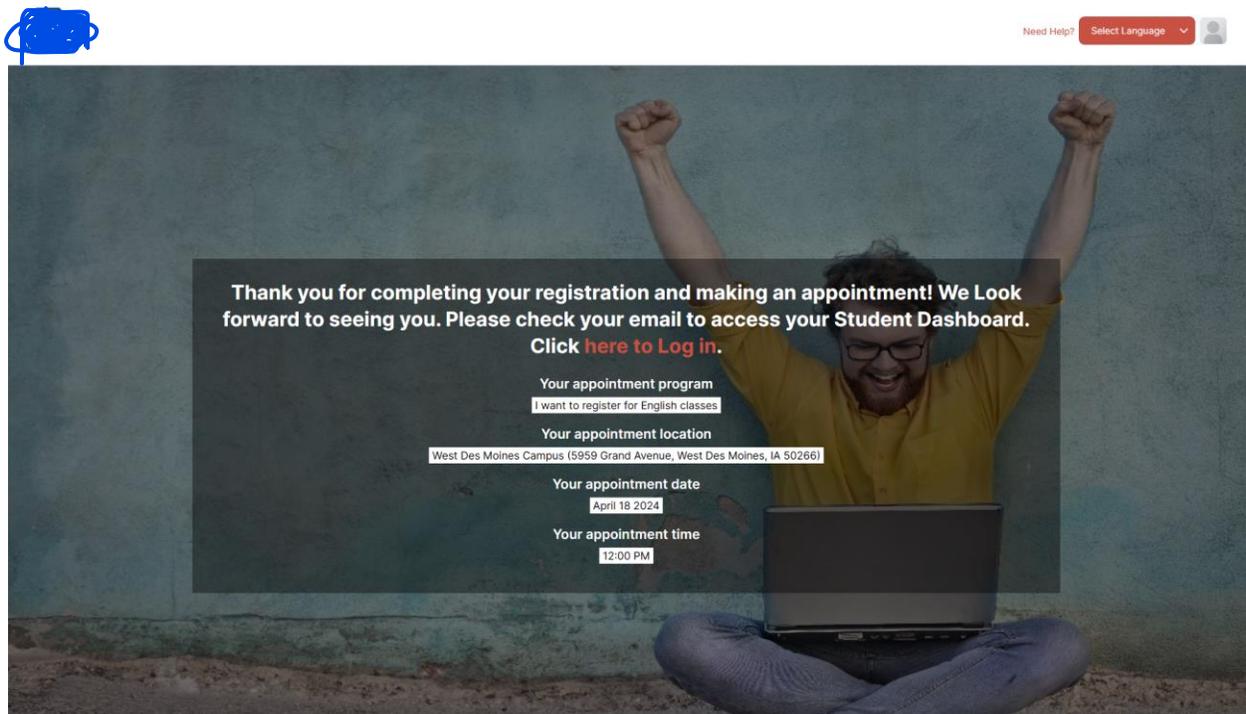
Select your appointment Date \*

		April		2024		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select your appointment time on April 18, 2024 \*

12:00 PM

27.If you have successfully completed the all steps of the form, you will see a confirmation screen:



If you have questions or need assistance, please contact:

DMACC ELL Office – 515-697-7762 | [noncreditell@dmacc.edu](mailto:noncreditell@dmacc.edu)