



Cultural Center for Language Studies

Fluency in Languages

Class Joining Policy

Prospective students with little or no knowledge of the target language start the program from Level 1. Students with some degree of fluency are directed and encouraged to take our placement test in accordance with our **Student Placement Policy**, so we can determine the best point of entry into the program. CCLS-NJ allows students to join a group after the class has already begun if they can demonstrate the ability to follow the class). This determination is made based on the results of the placement test and in consultation with the Academic Coordinator or the teacher who interviewed the prospective student. If a student joins an ongoing class, CCLS-NJ offers several options to help the student review contents previously taught, including:

- a. purchasing hours of private instruction to review the contents in one-on-one sessions;
- b. attending classes with a different group that is studying the contents the prospective student has missed;
- c. study the contents on his or her own;
- d. a combination of some or all of the above.

Furthermore, CCLS- NJ allows any of our students to review content with other groups, free of charge, provided that we have the necessary physical space, the student maintains good attendance in his or her regular class, and there is no conflict of schedule with his or her regular classes. Also, CCLS- NJ may offer, at the Director's discretion, discounted rates for private instruction.

While we make every effort to help our prospective students join an ongoing class if they so wish, the teacher is not responsible for reviewing prior content or grading work previously due.

Orientation

CCLS-NJ provides three (3) types of orientation to our students: pre-arrival, initial, and ongoing. All students receive a copy of the pre-arrival orientation upon enrollment. Initial orientation is provided just prior to or on the first week of class. Ongoing orientation is provided on the second week of class. A student who misses initial or ongoing orientation is offered the option to attend the next orientation session available. If there is not another orientation session scheduled within the next couple of weeks, CCLS-NJ will schedule a one-on-one meeting with the student to provide the necessary orientation.