Hello,

We apologize for any delays in our outreach. We thank you for your patience and cooperation during this time.

**The MLC will not be open for any on-campus support until further notice:**
All support will be provided virtually via Zoom, Skype, Google Meet or Google Voice. In addition to tutoring online, during the Fall and Spring semesters only, we are supporting the use of Duolingo, MLC eportfolio, Quizlet and other digital resources to support your learning throughout the academic year (Fall, Winter, Spring, & Summer).

The MLC will provide customer service support via emails, phone calls, and Zoom regarding scheduling, services, and resources. **Please note**, the best method of contact is email – languagecenter@jjay.cuny.edu. Virtual general center hours of operation for customer service support and placement exam proctoring: **Monday – Thursday 9am-5pm.**

**Summer 2021:**
- **Tutoring** - There are no tutoring services during the summer session
- **MLC Language Placement Exam services are only being provided online and remote until further notice:**

Virtual/online placement exam sessions will take place throughout the summer session. Placement exam availabilities starting in the latter half of June and throughout the summer will be very limited due to limited resources and proctoring availability.

This is done via Zoom, Skype, or Google Meet. Students can contact the MLC at languagecenter@jjay.cuny.edu if they have any questions regarding the details of the set up and proctoring.

Also, the general placement exam schedule chart for the academic year can be found here http://www.jjay.cuny.edu/studentslanguage-placement-exam-other.

**What has changed** - there is a survey that needs to be completed first by students interested in Spanish. Also, the placement exam is not being required for French 101 only for the interim of Distance Learning in CUNY, but students still need to email the MLC for the CUNY first milestone/permission before they can register.
What hasn’t changed - the placement exam is not required for all the 101 courses in language (Arabic, Chinese, Japanese, Portuguese, Italian, German). Students can register for 101 in any of those languages without any placement exam or milestone/permission intervention. The placement exam is only required for registration into language courses above 101 if students do not want to start at the 101 level because they want to place higher or out of the 100 level courses.

Placement Exam Important Information:

- **SPANISH:** If you are interested or need to take Spanish as a language course, please complete this survey first: [https://forms.gle/rkVszrGKxLx9dCGz8](https://forms.gle/rkVszrGKxLx9dCGz8). We will follow up with survey assessments 7-10 days after completion. The follow up will also include further instructions and details on placement requirements and/or registration.

- **FRENCH:** If you want to register for a French course above 101 (b/c you do not want to start at the 101 level), please email the MLC for placement exam scheduling assistance (languagecenter@jjay.cuny.edu) because the placement exam is required for registration above 101.
  - If you are only interested in registering for 101, please indicate this in your email to the MLC. There is no placement exam required for registration into the 101 course during the interim of Distance Learning. See What Has Changed information above.

- **All Other Languages:** Please inquire with the MLC via email for placement exam scheduling assistance. See What Hasn’t Changed information above.

After completing the Spanish survey, students will receive communication regarding the next steps in the process within 7-10 days.

- **Taking the placement exam:** The MLC will assist students who need to complete the placement exam with scheduling and setting up the exam account. Students will then receive an online meeting outlook calendar invite to either Zoom, Skype, or Google Meet. Students must share their desktop screens and keep their mics on for the duration of the exam so the staff member can monitor their progress.

Outreach and processing times will vary for survey assessments, registrations, exam requirement details, and placement results. We apologize for any delays in advance. Please bear with us as we try our best to reach out and process data as fast as we can. We thank you for your patience.

The MLC wishes all of you good health, safety, and success. Please let us know if you have any questions.
Thank You,
Manny, MLC Manager