

# Adult Education

## About Adult Education

The Adult Education Division helps adult learners acquire the basic skills - reading, writing, computation, speaking, and listening - necessary to compete successfully in today's workplace. This program delivers educational services responsive to the individual needs of students who are undereducated. It is designed to enable adult learners to acquire the necessary basic skills to compete successfully in today's workplace, strengthen family foundations, and exercise full citizenship. English literacy classes are also available for those citizens who are not proficient in speaking and/or writing English.

### Mission Statement

The mission of Central Georgia Technical College's Adult Education Division is to help each student acquire the basic skills - writing, computation, speaking, and listening - necessary to compete successfully in today's workplace, to strengthen individual character and family foundations, and to exercise full citizenship.

Central Georgia Technical College's Adult Education Division provides educational support with basic skills, pre-GED, GED preparation, job-related skills construction, family literacy, and English literacy programs, at no cost to the student, at locations in Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Macon, Monroe, Peach, Pulaski, Putnam, and Twiggs counties. The AED strives to enhance the quality of life for any adult, 16-years of age or older, by improving his/her ability to read, write, compute, speak, listen and to development English literacy skills.

Each participant is evaluated and assigned a self-paced individualized educational plan to promote optimum growth. Explicit instruction, technology and volunteerism are strong components of the program. Funding is provided by federal, state and local sources as well as private grants and foundations. Local businesses and industries support the program through various contributions to include access to their facilities at no cost, designated staffing, GED test scholarships, and other services.

## Programs and Services

### Transition 360°

Transition 360° is a streamlined process of moving students from GED to College. The Transition Specialist and Accelerating Opportunities navigator guide the process of enrollment from start to finish by: (1) engaging and motivating students about the benefits of post-secondary education; (2) explaining eligibility criteria/expectation for admissions, financial aid, compass test and registration; (3) managing instructor referrals and providing follow-up for specific needs or resources; (4) providing a continuous support network; (5) dispelling educational myths with facts; and (6) individualized general advisement. Transition 360° mission is to ensure that all GED students are successful in completing their education and gain the necessary skills needed to succeed for the 21st Century workforce.

### GED Preparation

Pre-GED and GED preparation classes are provided by Central Georgia Technical College's Adult Education Division at various locations, and are free to participants.

### English Literacy/Civics Program

The English Literacy/Civics Program is designed for adults with limited or non- English speaking skills. These classes provide English instruction and additional skills necessary for students to live and work in Georgia. The Adult Education Division at Central Georgia Technical College offers various levels of instruction from basic literacy to advanced levels. Help is also offered in obtaining U.S. citizenship.

### Adult Ed 101

This program has been designed to provide students with the opportunity to review and build critical skills needed to maximize the classroom experience. This program focuses on building the foundational skills needed to ensure success in an Adult Education classroom. The Adult Ed 101 program has helped many students that have struggled with reading and spelling challenges.

### Accelerating Opportunity

Accelerating Opportunity seeks to improve the way Adult Basic Education (ABE) is delivered by connecting GED students to the technical college career pathways and enabling lower-skilled adults to enter and complete post-secondary education. By aligning and accelerating ABE, GED, and developmental programs and providing nontraditional students with the supports they need, Accelerating Opportunity career pathway programs enable more low-income adults to complete post-secondary credentials that are of value in the labor market. Accelerating Opportunity helps our nation's lowest-skilled adults earn higher-wage jobs faster by combining the Adult Basic Education and career and technical training they need into one integrated curriculum.

## Policies and Procedures

### Orientation Process

Each of the twelve counties offers orientation weekly. This is the first step to identify academic strengths and the development of a

customized Student Education Plan (SEP) to serve each student's individual needs. The process consists of several phases.

- Step One – Contact the office nearest you to pre-register.
- Step Two – Register for an orientation session.
- Step Three – Complete all phases of orientation prior to starting classes.

Please bring the following when you pre-register:

- State issued identification; picture required
- Letters of referral (from referral agencies, or Central Georgia Technical College); if applicable
- Documentation of any accommodations as documented by a physician (Must be dated within the last 5 years)
- Underage youth (Ages 16 & 17) must pre-register by a parent. The student will need to bring a state issued identification and the Withdrawal Form from school. State issued identification is available at no charge at a county voter registration office.
- If you have taken parts of the GED Test, bring a copy of GED test record

According to Georgia state law, all applicants for Adult Education programs, ages 18 and over, must:

1. Be United States citizens or legal permanent residents, or
2. Be qualified aliens or non-immigrants under the Federal Immigration and Nationality Act, Title 8 U.S.C.
3. These individuals will be required to provide photocopy of a state issued identification card, Alien Registration Card, Employment Authorization document, Form I-94 or other documentation as provided by the Department of Homeland Security.

## Code of Conduct

Each student is required to sign a code of conduct agreement during the orientation session. This code guides work ethics appropriate in the classroom /workplace. Students who fail to adhere to the code of conduct will be considered for suspension and are subject to dismissal. The following reflects the conditions a student must respect in order to maintain enrollment:

**Punctuality** - Each class session has a specific schedule for when it starts and ends: signing in and out of class is mandatory.

**Dress Code** - Each student is expected to maintain a neat, clean and professional appearance. The following dress is not considered appropriate in the classroom workplace:  
Muscle shirts, tank tops, tube tops, strapless or T. strap tops or dresses without a shirt or jacket, exposed midriffs, ripped or-torn clothing, cutoff jeans, micro mini shorts or skirts, tights or stretch pants (unless covered by a tunic top); caps, headbands, bandannas, durags; pants below the waist or unbuttoned shirts.

**Courtesy** - Students are to demonstrate respect for staff, volunteers, and classmates by demonstrating a positive energy in the classroom, hallways or on the grounds. Loud voices, profanity, and insulting behaviors are not tolerated. Personal discussions should not be disruptive. Interrupting instructors, classmates or speakers on a repeated basis will not be tolerated. Maintaining proper ethical behavior at all times is required.

**Electronics** - While in the classroom and hallway, cell phones, MP3 players, radios, CD players, pagers, or headsets/earphones are not to be used.

**Drug Policy** - No use of alcohol or drugs allowed on the school premises. No attendance to class while intoxicated or under the influence of illegal drugs is allowed.

**Attendance** - Students are expected to attend class in accordance with the hours of the class selected; should circumstances prevent attendance on a regular basis the student is expected to communicate with their instructor to develop a strategy for continued enrollment.

**Weapons** - No weapons are allowed on premises. These include, but are not limited to, guns, knives or sharp objects.

**Property/Grounds** - No food or beverages are allowed in the classroom. Smoking is prohibited except in designated area. Cigarette butts are considered trash and should be disposed of properly. Litter is to be placed in proper receptacles.

**Loitering** - Designated break areas are the only places students can gather. Students are not to remain on campus at times other than scheduled class periods.

## Full-Time Student Status

In order to attain full-time student status, a student must maintain a minimum of 20 hours per week. Every effort will be made to accommodate requests, however, placement cannot be guaranteed. Students should inform staff of this need during the orientation program.

## Verification of Attendance

Students who are referred to Adult Education are often required to provide the referring agency with a verification of attendance document. Prior to providing documentation, students must sign a waiver to release records. Three business days are needed to verify and produce the documentation requested through the Adult Education business office.

## GED Testing Procedures

The GED test is a four-subject, computer-based high school equivalency test that measures skills required in high school. Successful completion of the GED test results in a GED diploma, the equivalent to a high school diploma. In Georgia, each subject area test is \$40. To be eligible to take the GED test, an individual must be at least 16 years of age, must not be enrolled in high school, and must not have graduated from an accredited high school or received a high school equivalency certificate or diploma;

state or government issued photo ID is required. All 16 and 17 year olds must enroll in a state-approved adult education program and receive State underage approval before taking the official GED test. GED testing is available Monday-Friday at Central Georgia Technical College.

### **Graduation**

A graduation ceremony is held every spring for persons who attained their GED diploma during the academic year or any previous year. Individuals currently enrolled that qualify will receive a letter informing of the process to follow in order to participate in the ceremony. Other individuals may contact the office for information.

### **Special Accommodations Notice**

It is the responsibility of any student who has a disability and desires any special accommodation for instruction or testing, to notify the program administrative office and provide professional documentation of his/her disability.