

N **NORTHEAST TEXAS** COMMUNITY COLLEGE **Adult Education**

105 N. Riddle Street • Mt. Pleasant, TX 75455

903.434.8341 or 903.434.8234



Adult Education Program at Northeast Texas Community College



Student Handbook 2018-2019

“The timing is never perfect. Just start. Then keep going.”

TABLE OF CONTENTS

General Information	3
Program Staff Contact Information	3
Registration/Orientation Procedures	4
2018-2019 Program Calendar	5
Schedule of Classes	6
Frequently Asked Questions	7-8
Student Code of Conduct	9
Attendance Policy	9
Grievance Policy	9
Student Rights and Responsibilities	10
Support Services	11

GENERAL INFORMATION

NTCC Adult Education program offers free instruction in Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL). Classes are held at various locations in the service delivery area of Titus, Morris, Franklin, Camp, and Wood counties. The central Adult Education office is located in downtown Mt. Pleasant at 105 N. Riddle Street. Our offices hours are Monday – Thursday from 8 a.m. – 6 p.m. and Friday 8 a.m. – 12 noon.

ADULT EDUCATION PROGRAM STAFF

Fredia Thomas

Director of Adult Education

fthomas@ntcc.edu

903.434.8234

Freda Duncan

Community Resource Center Coordinator

fduncan@ntcc.edu

903.434.8340

Sally Knight

TEAMS Data Coordinator

spknight@ntcc.edu

903.434.8252

Carol Vandiver

Instructional Coach

cvandiver@ntcc.edu

903.434.8389

Jessica Soc

Clerical/Instructional Assistant

jessica.soc.15@gmail.com

903.434.8341

Mayra Coronado

Clerical/Instructional Assistant

mayra.coronado1@gmail.com

903.434.8341

REGISTRATION/ORIENTATION PROCEDURE
(New students must attend a minimum of 3 orientation hours)

- Welcome/Student Sign-in
- Complete Student Enrollment Packet
 - ✓ Student Enrollment Form
 - ✓ Student Contact Information Sheet
 - ✓ Participant Release Information
 - ✓ Student Code of Conduct
 - ✓ Collect documentation for 16-18 (when applicable)
 - ✓ Photo Release Form
 - ✓ PIRL Interview
 - ✓ Educational Opportunity Center (EOC) Application
(when applicable)
- Additional Program Information
 - ✓ Student Handbook
 - ✓ Class Syllabus
 - ✓ Individual Training, Education and Career (ITEC) Plan
 - ✓ Facebook Page Information
 - ✓ Remind 101 Texas Messaging System
- Meet with Program Coordinator/Director
- Assessment Testing
- Issue Class Schedule
- Student Sign-out



ADULT EDUCATION PROGRAM CALENDAR 2018-2019

FALL 2018

Adult Education Recruitment.....	July 2-20, 2018
Registration/Orientation.....	July 24 – August 17, 2018
Fall Adult Education Classes.....	August 20-December 6, 2018
TALAE Membership Enrollment.....	August 20-23, 2018
Labor Day Holiday.....	September 3, 2018
Adult Education Fall In-Service.....	September 8, 2018
Thanksgiving Break.....	November 21-23, 2018
Last Day of Instruction.....	December 6, 2018
Progress Assessments/Student Evaluations.....	December 10-13, 2018
Semester Wrap-up/Review of Goals.....	December 10-13, 2018

SPRING 2019

Adult Education Recruitment.....	January 7-12, 2019
Adult Education Spring In-service.....	TBA
Registration/Orientation.....	January 14-18, 2019
Martin Luther King, Jr. Day.....	January 21, 2019
Spring Adult Education Classes.....	January 22-May 2, 2019
TALAE Membership Enrollment.....	January 22-24, 2019
TALAE Conference (Houston, TX).....	February 6-9, 2019
NTCC Spring Break.....	March 11-15, 2019
Last Day of Instruction.....	May 3, 2019
Progress Assessments/Student Evaluations.....	May 6-9, 2019
Semester Wrap-up/Review of Goals	May 6-9, 2019
GED Graduation.....	TBA
Annual Performance Report Materials Due.....	May 23, 2019

NOTE: Some dates are subject to change

ADULT EDUCATION CLASS SCHEDULE

Adult Basic Education (ABE) General Educational Development (GED)

Location	Time	Day	Instructor
Community Resource Center (Mt. Pleasant)	8 a.m.-6 p.m.	MTWR	Program Staff
	8 a.m. – 12 p.m.	F	
	9:00 a.m.-12:00 p.m.	TR	Lydia Reed
	5:30 – 8:30 p.m.	TR	Lydia Reed
Daingerfield High School (Library)	5 - 8 p.m.	MW	Tim Melvin
Franklin County Library	5 - 8 p.m.	TR	Tim Melvin
Hanson-Sewell Center	5 - 8 p.m.	TR	Margaret Curlin
GED Academy (ONLINE)	NA	NA	Freda Duncan
Winnsboro High School (A –Hall)	4 - 7 p.m.	MT	Gayna Alexander

English as a Second Language (ESL)

Burlington English (ONLINE)	NA	NA	Freda Duncan
Chapel Hill ISD (Library)	6-9 p.m.	MW	Amy Eubanks
Community Resource Center (Mt. Pleasant)	8 a.m.- 6 p.m.	MTWR	Program Staff
	8 a.m. – 12:00 p.m.	F	
	8:30 a.m.-11:30 a.m. (Beginning)	TR	Janet Sharp
	8:30 a.m.-11:30 a.m. (Intermediate/Advanced)	TR	Jaudon Wilhite
	5:30 – 8:30 p.m. (Beginning)	TR	Ritchell De La Hoya
	5:30 – 8:30 p.m. (Intermediate)	TR	Leslie Reese
	5:30 – 8:30 p.m. (Advanced)	TR	Frances Morgan
Hanson-Sewell Center	5-8 p.m.	TR	Carol Vandiver

FREQUENTLY ASKED QUESTIONS

What services are offered through the Adult Education Program?

Adult Education services includes FREE Adult Basic Education (ABE), General Educational Development (GED) and English as a Second Language (ESL) preparation. ABE/GED classes are designed to upgrade skills in reading, writing, math, social studies, and science in preparation for GED exam. ESL instruction is provided to persons who speak little or no English. Students are taught listening comprehension and speaking skills as well as reading comprehension and writing. Classes are offered through face-to-face and/or online instruction. Other specialized classes including Transition and Career Pathways are also offered. Students are screened to determine eligibility for these special classes.

Am I eligible to enroll in Adult Education classes?

Adult Education classes are for students ages 17 or older who have not completed high school. These classes are designed to upgrade basic skills in reading, writing, and math. An individual program of study is designed for each student. Classes are held at various locations throughout the college service delivery area (see schedule). Those students ages 17 and 18 must have proof of withdrawal from the last school attended and parental permission form (provided by department).

How do I enroll in Adult Education classes?

The Adult Education program offers continuous enrollment throughout the program year. Registration/orientation is held at the central office located at the Community Resource Center in Mt. Pleasant (105 N. Riddle Street). The enrollment process is by appointment, although walk-ins are welcomed. Registration/orientation includes completion of enrollment application, one-on-one interview, explanation of program policies/expectations, baseline assessment, goal setting, and placement into classes. After 40 hours (ABE/GED) and 60 hours (ESL) of instruction, students are progress tested and advised on next steps. For registration information or to make an appointment, please contact the Adult Education central office at 903.434.8341 or 903.434.8234.

How do I register to take the GED exam?

Students will need to register for the GED exam through the GED website at www.ged.com. Students will have access to GED preparation resources or can proceed to schedule exams. The testing center will appear in order of closest proximity first. For students taking the GED exam at NTCC, the exam is administered Monday through Thursday from 8:00 a.m. to 5:00 p.m. The GED exam is not administered on Friday at the NTCC location.

FREQUENTLY ASKED QUESTIONS (CONT.)

Can I take online classes?

Yes. Student must obtain 12 direct contact hours prior to enrolling in online classes. For other eligibility requirements, please contact the Distance Learning Coordinator at 903.434.8340.

What is the cost of GED exam?

The total cost of the GED exam is \$145 (\$36.25 per section). Prior to scheduling the GED exam, students can also take the GED practice exam at the cost of \$24 (\$6 per section). The GED exam can be taken in its entirety or per section. Payment for the GED exam is made through the GED website at www.ged.com. **NTCC CANNOT accept payment for the GED exam.** For more information regarding GED retake guidelines, please contact the NTCC Testing Center at 903.434.8273 or the GED Call Center at 1.877.392.6433.

Can I go to college after I receive my GED?

Yes. Students will need to provide an OFFICIAL GED transcript or certificate to the college admission's office. If enrolling at NTCC, student will need to follow the [7 Steps to Success Checklist](#) found on the NTCC webpage.

STUDENT CODE OF CONDUCT

Each student will be expected to behave in a manner consistent with the NTCC Adult Education Program's function as an educational institution. Specific examples of misconduct of which students may be subject to disciplinary action include, but not limited to, the following acts prohibited while participating in classes at any Adult Education program site.

- Possession and/or use of any controlled substance, alcohol or drug paraphernalia on college-controlled property.
- Refusal or failure to comply with a request or directive of an employee who is acting in the performance of his/her duties.
- Causing a disturbance resulting in the disruption of normal activities and order. Inappropriate classroom behavior will be judged to be a disturbance. The instructor will have responsibility for control of the classroom and may take steps to ensure an orderly environment in which learning may occur unimpeded.
- Cell phone use will be prohibited during class unless instructor authorizes use.
- No children will be allowed in the classroom during instruction. Special permission may be granted for extenuating circumstances as determined by director/coordinator or for special student/child related activities or events sponsored by the program.
- No children will be allowed in the classroom during instruction. Special permission may be granted for extenuating circumstances as determined by director/coordinator or for special student/child related activities or events sponsored by the program.
- Sexual harassment of students and/or employees is unacceptable and will not be tolerated.
- Assaulting any person on class property or engaging in fighting will not be tolerated. The NTCC Adult Education employees are authorized to remove a student from the classroom and contact law enforcement, if necessary.
- Disciplinary actions that may be taken in case of violation of NTCC policy include: verbal warning, formal written warning, and/or dismissal.

(A signed copy of student code of conduct is kept in student file)

ATTENDANCE POLICY

Students who enroll in the NTCC Adult Education Program are expected to attend class on the scheduled days and time. It is understandable that family and/or medical emergencies do arise that would prevent attendance. In this instance, students are required to notify the teacher or program staff either by phone or e-mail of the absence. Students are expected to commit to 40 hours (ABE/GED) and 60 hours (ESL) of instruction and take a progress test before exiting the class. Classes are canceled on holidays and other scheduled NTCC breaks.

GRIEVANCE POLICY

The NTCC Adult Education Program follows the grievance guidelines as stated in the NTCC Student Handbook. Information regarding grievance policies and procedures can be obtained through the NTCC website at www.ntcc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

Student will:

- Have the right to be treated with respect in the classroom
- Share responsibility with the teacher for his/her own learning
- Meet attendance requirements as set by the program
- Make satisfactory progress
- Follow rules of the Adult Education program
- Conduct yourself in a mature manner
- Be courteous to Adult Education teachers, staff, and fellow students
- Not disrupt the classroom with excessive talking or other disruptive behavior
- Not use abusive language while in class or on Adult Education premises
- Not have or be under the influence of drugs, alcohol, or other illegal substances on the Adult Education premises

SUPPORT SERVICES

Below are basic support services you may find beneficial in the surrounding area. The NTCC Adult Education Program works closely with various agencies and refers students who may need assistance. Please see program staff for a complete listing of community resources and services.

Basic Needs (Clothing, Food, Transportation, Shelter)

- 211 –Texas Call for Assistance – Information and Referral Network to access information about community services who provide assistance with a myriad of needs such as food, clothing, transportation, shelter and a host of community resources.

Clothing/Food:

- Goodwill Industries – 903.572.0688
- Thrift Stores
 - SAFE-T - 903.577.9035
 - Hospice - 903.856.7808
- Titus County Cares – 903.575.9157; God’s Closet/Camp County Cares – 903.253.8558
- Texas Department of Human Services
 - Mt. Pleasant - 903.572.3483
 - Pittsburg – 903.856.3678
 - Daingerfield – 903.645.2283
- WIC
 - Mt. Pleasant – 903.572.9879
 - Daingerfield – 903.645.2005

Childcare:

- Child Care Services (CCS) – 1-800-874-3226

Transportation:

- Mt. Pleasant City Bus/TRAX – 903.572-3670

Employment:

- Texas Workforce Solutions of Northeast Texas – 903.572.9841

Shelter/Crisis Intervention:

- Crisis Hotline 903.575.999 or 1-888-801-4357 (toll free) – 24 hours daily
- Safe-T Crisis Center – 903.572.097



Your
FUTURE
Starts
Here!