Olney Central College

Adult Education Handbook

2014-2015
Mission

The mission of the Adult Education Program of Illinois Eastern Community Colleges is to provide adults with instruction and support services in Adult Basic Education (ABE), Family Literacy, English as a Second Language (ESL), and/or General Education Development (GED) to meet students' individual goals. The program will assist students in successfully transitioning into post-secondary education, employment, skills training, and career enhancement.

Welcome

The Learning Skills Center at Olney Central College welcomes all adult learners to the adult education program. Whether you are a new or returning student, increasing academic skills, earning a GED, or working to improve your English, we are glad you are here. The LSC staff will be happy to work with you to set goals for what you want to accomplish. We offer transition classes to prepare you for work or college, as well as bridge classes to prepare you for specific careers. Whatever you want to accomplish while you are here, we will assist you in finding resources to overcome any barriers you might have.

Donita Kaare  
LSC Director  
Ext. 2264

Lindsey Buck  
Developmental Support Specialist  
Ext. 2265

Ben Deaton  
Tutor Coordinator  
Ext. 2269

Brenna Heidinger  
Resource Specialist  
Ext. 2267
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Registration

All students must meet with an LSC staff member to register for classes. Registration includes:

- Bio Form
- OCC Registration Form (set up class schedule)
- Pre-TABE Test (unless you have had one within 120 days)
- Adult Education Contract
- Release of information for the ROE to obtain GED test scores

TABE Testing

TABE stands for Test of Adult Basic Education. We use the TABE Reading test to enroll you in the classes you need and select books that will be at your reading level and allow you to advance the fastest. TABE testing is required for every 40 hours you spend in classes. It is one way we measure your progress and your ability to take the GED Test. It is also required for the GED college scholarship tuition waivers. We take TABE testing very seriously because it drives everything in the program, including funding.

Adult Education Contract

We promise to do everything we can to assist you in reaching your goals by:

1. Delivering excellent instruction at your reading and math levels
2. Providing Career Assessment and EBRI (Evidence Based Reading Instruction) reading evaluations
3. Paying tests fees for GED practice tests and two of the GED tests
4. Offering daily lunch vouchers worth $3.25 in the Student Union for students who attend ABE/GED classes all day
5. Providing legal accommodations for any student with physical, emotional or learning disabilities (Please make an assessment appointment with Brenna Heidinger or Lindsey Buck to get your accommodations approved).
In return, we ask students to:

1. Attend regularly—students must maintain an attendance rate of 70% or better
2. Complete assignments
3. Follow ABE/GED classroom rules (for example, no cell phones)
4. Complete a Transition Class before you leave the program
5. Participate in the GED graduation ceremony (when appropriate)

Classroom Expectations

Please respect your teacher and classmates through the following behaviors:

1. Attend class consistently.
2. Be on time for class.
3. Put cell phones on silent or vibrate.
4. Be considerate with food and drink (i.e. be careful and clean up any mess).
5. Dress appropriately (as if this were your job).

You are now a student of Olney Central College and should follow the rules in the OCC student handbook as well. The following are grounds for expulsion from classes or college:

1. No drugs or alcohol before or during school time
2. Computer etiquette: no abuse, no downloading material without permission, and no pornographic material or websites allowed
3. No profanity or inappropriate language, either verbally or signing obscene gestures
2. No sexual harassment of any kind is permitted
3. OCC has a zero tolerance policy for threats of any kind; including joking or muttering. We are obligated to notify the authorities.
Attendance

We are glad to have you in our program and in classes. In order for you to learn all you need to know to increase your reading, writing, or math skills and/or get your GED, it is very important that you attend all classes. If for some reason you cannot attend class that day please call 618-395-7777 ext. 2267 so we can let your teachers know you won’t be here. **Students must attend 70% of their classes to remain in the program.** Unfortunately, as much as we want you to stay, **three absences** before mid-term will mean dropping you from your classes. We will be happy to re-enroll you in one class for the next 8-week session. We hope you will be able to concentrate on your studies and attend regularly during that 8-week session. If that is the case we will be glad to enroll you in as many classes as you want the following 8 weeks.

We understand that life gets in the way and things happen that cause you to quit attending. Before quitting come and see one of us and we will try to help you find the resources you need to stay in school.

**Punctuality**

Please do your best to be on time for class and after breaks. If you must be late please make arrangements with your teachers. We are considering putting in a time clock ...........

**Appearance**

It is our job to prepare you for a job or for college and a career. Think of attending classes as your job. Get in the habit of dressing for class as though you were going to work.

- Please come neat and clean in appearance with street shoes or tennis shoes.
- T-shirts are OK but no profanity or pictures you can’t show your grandmother.
- We really like you, but we don’t want to see bare midriffs, cleavage, underwear or short shorts.
- No spaghetti straps or pajamas please!
- Shirts must be in one piece.
Cell phones

Thanks to your teachers you may keep your cell phones with you, however phones may not be used in the classroom unless they are part of the lesson. That includes no texting or surfing in the classroom. If you have an emergency you may place a call back during your break time.

Classes Offered

OCC offers a variety of classes in the morning, afternoon and evening as well as on-line. Classes in individual subjects are held mornings and afternoons. Social Studies, Science, and Constitution classes are held every Monday and Wednesday. English, Math and Reading are held every Tuesday and Thursday. GED classes which cover all of the subjects of the GED are held in the evening and on-line. GED evening classes meet Tuesday and Thursday.

On-Line Classes

Students who have a TABE Reading level of 9th grade or higher and a reliable internet service may enroll in on-line GED classes. These are provided through the i-Pathways program which is aligned with the new 2014 GED test.

Transition Classes

Transition classes are required for the GED college scholarship. This is an excellent class that teaches employment skills such as career assessments, job searches, resumes, and interviewing, as well as college readiness and study skills. Students will learn how to fill out Financial Aid applications, take college placement tests, and enroll in college classes.

2014 GED Test

A new computerized GED Test began in January 2014. There are now 4 tests each of which costs $30 and must be taken in a Pearson Vue Testing Center. There is a Pearson Vue Testing Center in the LSC. If you are here to get your GED, we will do everything we can to help make that happen. If you are in regular attendance and recommended by your teacher OCC will:

- Pay for the official practice tests
- Pay for two of the GED tests
2014 GED Test

Your score on The GED Ready practice test will tell you and your teacher if you are ready for the actual GED Test. It will also tell you what you need to focus on in order to pass the test. GED tests are scheduled one at a time at MyGED.com.

Graduation

GED Graduations are held once or twice per year depending on the number of students who earn their GED. Graduation takes place in the OCC Theater at 6:30PM. See your teacher or LSC staff ahead of time to be fitted for your cap and gown. There is no limit to the number of people you may invite to graduation. All GED graduates are expected to take part in graduation. This is a big accomplishment and we want to celebrate it with you!

GED Scholarship

Olney Central College is pleased to provide a scholarship for college level classes at OCC to be awarded to recent GED graduates. The scholarship provides tuition waivers worth $1,000 per semester for two semesters totaling $2,000 for tuition. The scholarship monies will cover tuition for approximately 12-13 credit hours of instruction per semester. All GED students who meet the criteria are eligible to apply. Recommendations from staff, attendance, participation and homework will be taken into account when scholarships are awarded. Books are not covered by the scholarship. A Pell Grant through FAFSA (Free Application for Federal Student Aid) can pay for that cost if you are eligible. If you are not eligible for FAFSA; you will need to find other funds to cover your books.

In order to be eligible for this scholarship you are required to:

1. Complete classes in the OCC Adult Education program within the past three years. Students must have attended class for 40 hours within a fiscal year (July 1 to June 30).

2. Complete a Post-TABE test following 40 hours of class attendance.

3. Pass the GED exam.

4. Participate in a GED graduation before or within 6 months of enrolling in college.

5. Attend a Transition Class to prepare you for college enrollment.
   - Complete the COMPASS or ASSET Test for class placement.
   - Complete a FAFSA
GED Scholarship

6. Complete the OCC GED Scholarship application.

7. Meet with Donita Kaare to sign the scholarship acceptance letter.

8. Schedule an appointment with an advisor to enroll in classes.

Tutoring

The Learning Skills Center, located in the back of the library, provides free tutoring in any subject. If you need extra help with any area you are studying, see Ben Deaton to sign up for tutoring. Tutoring takes place at least one time per week for an hour. Students are expected to attend their tutoring sessions unless there is a major problem. Please call 395-7777 ext. 2269 to reschedule if you are not able to attend your tutoring session.

Disability Services

The Learning Skills Center also provides services to students with disabilities. Students who have physical, emotional or learning disabilities may be eligible for services. If you had an I.E.P. or a 504 plan in public school you may qualify. If you have a disability please contact any of the Learning Skills Center staff so we can set up an appointment for a learning assessment and approve accommodations.

Vision Screenings

If you think you need glasses or it has been more than one year since your eyes were examined, and you cannot afford an eye exam, the Learning Skills Center may be able to pay for a vision screening and glasses if needed. Please see your teacher or any LSC staff member if you feel you qualify.

Food Services

Food Service is located in the Student Union and serves breakfast and lunch. Adult Education students who have classes all day are eligible for a $3.25 lunch voucher each day. This voucher can be used for any lunch items or drinks in food service. It cannot be used for snacks or candy.
**Parking**

Parking is free at OCC. All adult education students are required to obtain a parking permits during fall and spring semesters. Free parking permits are obtained in student services. Student permits are not transferable to any other student. If your permit is lost or stolen, report to Student Services. A copy of your permit card will be given to you as a replacement for your lost or stolen permit. Permits must be displayed in the front window on the lower left-hand side.

Adult education students must park in the south parking lot across the bridge which can be reached from IL 130 unless they have a handicapped sticker. Students with handicapped stickers may park in the north lot in any handicapped parking space. Parking tickets will be issued for students without a permit or those parked in the wrong lot. Students may park in any student lot after 2:00 PM or during summer semester.

**Student Name Badges**

All adult education students are encouraged to obtain a name badge from the Learning Resource Center (library) with your photo and student ID number.

**Library Services**

*(Learning Resource Center)*

Adult Education students may apply for a library card in the Anderson Library on second floor. This card will enable you to check out library books and use computer and assistive technology resources at OCC. Books must be returned on time and any library fines must be paid prior to enrolling in the next semester. Failure to do so will keep you from being eligible for further adult education or college classes.
Child Care Services

OCC has child care available from Cozy Corner, a licensed childcare center for OCC students, staff, faculty and the public. The center is located on first floor in Wattlesworth Hall, just inside the north entrance in rooms 100 and 101. It is open from 7:30 AM to 4:30 PM during the semester. Cozy Corner provides day care and an after school program for ages 2 (who are toilet trained) up to age 12 or fifth grade as well as a summer program for the same ages. They also provide a pre-school program for ages 3-5. For information and costs, contact Director Bev Mathews at 395-7777 ext. 2100. Children must be registered in advance. Project Child is accepted. You may also use Project Child for other child care services.

Emergency Alert System

Illinois Eastern Community Colleges has an emergency alert system to notify staff and students of campus emergencies and closures by e-mail and/or text message and will also notify each classroom at OCC. This service is available through the college Entrata system. To activate your membership go to Entrata and click on the “Emergency Alerts” tab on the left-hand side bar. Then follow the simple instructions to complete the registration process. You may be charged a text message fee by your cell phone provider. You will need to contact your provider to determine any costs you may be responsible for.

RIDES

Please call RIDES at 618-395-1272 if you are interested in transportation to school. RIDES picks up students and transports them to school on existing routes. Students purchase a monthly pass from the bus driver. Students with disabilities may be eligible for a reduced rate pass for the RIDES bus. Contact the LSC for more information.