

Central Alabama Community College Adult Education Program Policy

Teacher Q & A

Q. What if I go through this decision making process and determine that the student is not likely to successfully complete the course?

A. Most of the students that do not go on to enrollment status will make the decision for you by their own behavior. They will miss too many classes, misbehave, or not work on their assignments. You have a month to try to turn them around. If we cannot reach them in that time, we need to re-direct our energies to more committed students.

Q. What if I have a student with very low skills and ability, but they really want to improve?

A. The ability to benefit from the instruction we offer is a very important consideration. You also need to consider how much of your teaching time would be consumed in helping this student. You may decide that it would be in the best interest of the student to refer them to a volunteer tutoring organization where they could get more one-to-one attention.

Q. What if I go through the process and I am just not 100% sure, but I think the student will probably succeed?

A. Talk to the student. If they convince you that they will stick it out, then submit them for active enrollment. You just have to be 51% convinced, not 100% sure.

Q. How do I tell a student that they cannot enroll?

A. While you are not required to inform the student of their enrollment status, almost all of the students that you do not enroll will have stopped attending on their own, so no explanation will be needed. You will need to counsel students who are to be referred to other agencies.

Q. What if the student wants to continue to attend?

A. It is OK for them to temporarily continue to attend your class in pre-enrollment status if you have a place for them. However, it would be better if you had an enrolled student in that place.

Q. What if a student has been in pre-enrollment status for more than one month and I now believe that they will complete the course.

A. Submit them for enrollment in AAESAP. You will also need to note that they have attended in a previous month.

Q. What if I have a student who really wants to succeed, but right now is just not a good time for them to try?

A. If you and the student decide that now is not a good time for them to become an enrollee of your class, you should take the following steps:

1. Do not submit their enrollment information.
2. Do not report them as separated; remember, they are not enrolled.
3. Encourage the student to try again later.
4. Encourage them to visit you and the class periodically.