

**CENTRAL ALABAMA COMMUNITY COLLEGE**

**ADULT EDUCATION**

**STUDENT GUIDE**

## **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

It is the official policy of the Alabama State Department of Education and Central Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Central Alabama Community College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. Inquiries concerning this policy may be directed to the ADA Coordinator in the Student Services area of the College. Grievance Procedure Forms are available in the Office of the Provost on each campus. Central Alabama Community College is an equal employment/equal educational opportunity institution.

## **ADULT EDUCATION**

Central Alabama Community College's Adult Education program provides community based classes offering instruction in GED Test preparation, Basic Academic Skills, Beginning Literacy, Lifeskills/Workskills and English for Speakers of Other Languages. These free classes are available in a variety of morning, afternoon and evening formats designed to accommodate the schedules of adult learners (age sixteen and older) who live in our service area (Coosa, Clay (portion), Shelby (portion), Talladega and Tallapoosa counties and the City of Tallassee.

## **FREE COLLEGE COURSE**

Dr. Roy W. Johnson, Chancellor of the Department of Postsecondary Education (DPE) has issued a directive that all students who received their GED on or after July 1, 2002 are entitled to enroll in one course at any Alabama College System institution free of charge.

Alabama College System institutions include the public two-year colleges administered by the DPE in Alabama. You may visit [www.acs.cc.al.us](http://www.acs.cc.al.us) for a complete listing of all system institutions.

This is a tremendous value for all adult learners and should serve as an even greater incentive for you to both obtain your GED and enroll in postsecondary education, both of which are counted as learner achievements. When you pass the GED test, please plan to take advantage of this generous offer of one free course by enrolling in your local two-year college.

## **SELECTIVE SERVICE**

Males 18-25 must register with the selective service system. Not registering is a felony. See your teacher for a registration form or register on-line at [www.sss.gov](http://www.sss.gov).

## **ADULT STUDENTS**

### **Questions & Answers**

**Q. Who can attend Adult Education classes?**

A: You may attend if you are:

1. Sixteen (16) or older
2. Not enrolled in school
3. Test below the 12.9 grade level

**Q. When can I enroll?**

A: You may enroll in most adult education classes once per month by attending a designated Enrollment/Orientation/Testing session. Our full-time Adult Education centers in Alexander City and Sylacauga enroll new students weekly.

**Q. How much does it cost?**

A: We do not currently charge a fee for our classes.

**Q. How will I get started learning?**

A: We will give you a test to find out where you are in math, reading and language. These are not tests that you pass or fail, they just tell us where you start.

**Q. What happens next?**

A: We look over your test results and develop a learning plan just for you.

**Q. OK, I have been tested and you have made a plan for me. I guess now I have to go to work?**

A: Correct, you will work at your own speed at a level that is right for you.

**Q. When I was in school before, everyone worked on the same thing at the same time. Are you saying this is different?**

A: Yes, in the adult class you will work on your own most of the time. Sometimes we will work on things in groups and sometimes you may choose to work on a computer.

**Q. Learning has been hard for me. Will I be able to learn here?**

A: Yes, you will. Here you will learn at your own speed and at your own level. You will never get left behind or miss important material. We will also find out how you learn best and give you instruction in your preferred style. Even if you have a learning disability, we have resources available to help you learn.

**Q. I can be impatient. How long will it take to reach my goal?**

A: You must be patient. We cannot make up years of missed school in just a few weeks. However, you should make rapid progress by using our self-paced system. Remember, once you reach your goal, no one can take it back. It will be yours to keep!

**Q. I feel good about my decision now. But what about later when my job hours change, my car won't start or my kids are sick. Will it be easy to quit?**

A: Yes, it will be. You need to decide right now to make a commitment to see this through. If you have problems, we may be able to help you find help from other agencies. But remember, the bottom line is that you are responsible for your own success or failure. If you are not sure you can stick it out, then this may not be a good time for you to enroll.

**Q. This sounds serious. What will you expect from me?**

A: We expect you to come to every class session, work hard and accomplish your goals. We treat this class very seriously and we will expect you to be a serious and committed student.

**Q. Why is it so important that I come to every class?**

A. It costs a lot of money and takes a lot of time to give you the tests to find out what you need to learn, to develop your learning plan, to provide the books and materials that you need to study and to provide a teacher to help you learn. Our only reward is reporting your success. If you do not come to class, you will not succeed and we will not get our reward.

**Q. What if I have a legitimate excuse and have to miss a class?**

A. Be sure to let your teacher know why you are not in class. If you do not, your place in the class may be given to someone else.

**Q. What if I have to be late for class or leave early because of my job or another good reason?**

A. Your teacher will work with you in such cases, as long as you have a good reason.

**Q. What about restrooms and smoke breaks?**

A. Public restrooms are usually located near our classes. Other breaks are not usually allowed unless you are in a class that meets for an extended period.

**Q. Sometimes I was not serious in school and got into trouble. What will happen if I misbehave?**

A. We have zero tolerance for misbehavior. If you misbehave the teacher will direct you to leave the class.

**Q. If I get kicked out, can I be re-admitted to class?**

A. The class teacher decides if you are dismissed permanently or if you may be re-admitted.

**Q: If my goal is to pass the GED test, how will I know when I am ready?**

A: Your teacher will monitor your progress and will advise you when you are ready. We also have available a GED practice test that you can take in class.

**Q: How much does it cost to take the GED test?**

A. The current cost is \$50 for the full test.

**Q. Where do I take the GED test?**

A. CACC offers the GED test on its Alexander City and Childersburg campuses.

**Q. How do I sign up for the GED test?**

A. When you are ready, your teacher will tell you who to call at the GED Testing Center. After that, it is up to you to make your own arrangements.

**Q. Can I take the GED test without going to the classes?**

A. Yes. However we do not recommend it.

**Q: What if I take the GED test and I don't pass, what then?**

A: Come back to class for at least six weeks and you can retake the GED test (up to three times per year).

**Q. Can attending GED classes allow me to keep my drivers license if I am under nineteen (19) and not enrolled in school?**

A. Yes, but that should not be your main reason for enrolling. If you just want to keep your license, you can also keep it by getting a job. If you do enroll in our classes to keep your license, plan to attend every class and work hard on your studies. If you do not, we will report it and you will still lose your license.

**Q. My parents or someone else with authority over me wants me to get my GED. Should I go ahead and enroll just to make them happy?**

A. You should only enroll in this class if YOU are committed to getting your GED. If you come to class just because someone else wants you to, you will not be successful.

## Learning Style Inventory

To better understand how you prefer to learn and process information, place a check in the appropriate space after each statement below then use the scoring page to evaluate your responses. Use what you learn from your scores to better develop learning strategies that are best suited to your particular learning styles. This 24-item survey is not timed.

Respond to each statement as honestly as you can.

	Often	Sometimes	Seldom
1. I can remember best about a subject by listening to a lecture that includes information, explanations and discussion.			
2. I prefer to see information written on a chalkboard and supplemented by visual aids and assigned readings.			
3. I like to write things down or to take notes for visual reviews.			
4. I prefer to use posters, models, or actual practice and other activities in class.			
5. I require explanations of diagrams, graphs, or visual directions.			
6. I enjoy working with my hands or making things.			
7. I am skillful with and enjoy developing and making graphs and charts.			
8. I can tell if sounds match when presented with pairs of sounds.			
9. I can remember best by writing things down several times.			
10. I can easily understand and follow directions on a map.			
11. I do my best in academic subjects by listening to lectures and tapes.			
12. I play with coins or keys in my pocket.			
13. I learn to spell better by repeating words out loud than by writing the words on paper.			
14. I can understand a news article better by reading about it in the newspaper than by listening to a report about it on the radio.			
15. I chew gum, smoke, or snack while studying.			
16. I think the best way to remember something is to picture it in your head.			
17. I learn the spelling of words by "finger spelling" them.			
18. I would rather listen to a good lecture or speech than read about the same material in a textbook.			
19. I am good at working and solving jigsaw puzzles and mazes.			
20. I grip objects in my hands during learning periods.			
21. I prefer listening to the news on the radio rather than reading about it in the newspaper.			
22. I prefer obtaining information about an interesting subject by reading about it.			
23. I feel very comfortable touching others, hugging, handshaking, etc.			
24. I follow oral directions better than written ones.			

## Learning Style Inventory Scoring Procedures

Directions: Place the point value on the line next to the corresponding item below. Add the points in each column to obtain the preference score under each heading. You may print this page to help you fill in the scoring table.

OFTEN = 5 points    SOMETIMES = 3 points    SELDOM = 1 point

VISUAL		AUDITORY		TACTILE	
NO.	PTS.	NO.	PTS.	NO.	PTS.
2	_____	1	_____	4	_____
3	_____	5	_____	6	_____
7	_____	8	_____	9	_____
10	_____	11	_____	12	_____
14	_____	13	_____	15	_____
16	_____	18	_____	17	_____
19	_____	21	_____	20	_____
22	_____	24	_____	23	_____

VPS = \_\_\_\_\_

APS = \_\_\_\_\_

TPS = \_\_\_\_\_

VPS = Visual Preference Score

APS = Auditory Preference Score

TPS = Tactile Preference Score

If you are a **VISUAL learner**, by all means be sure that you look at all study materials. Use charts, filmstrips, notes, videos, and flashcards. Practice visualizing or picturing words and concepts in your head.

If you are an **AUDITORY learner**, you may wish to use tapes. Tape lectures to help fill in gaps in your notes. But do listen and take notes-and review your notes frequently. Sit in the lecture hall or classroom where you can hear well. After you have read something, summarize it and recite it aloud. Talk to other students about class material.

If you are a **TACTILE learner**, trace words as you are saying them. Facts that must be learned should be written several times. Keep a supply of scratch paper on hand for this purpose. Taking and keeping lecture notes is very important. Make study sheets. Associate class material with real-world things or occurrences. When appropriate, practice role-playing.