



## Adult High School Diploma and GED/HiSET Prep Online AND In-Person

The Adult Basic Education Department, Mt. San Antonio College, offers a high school diploma to adult students. This program gives students another opportunity to complete their high school diploma. Our school is accredited through the Western Association of Schools and Colleges (WASC). Adult students earn credits toward completion of a high school diploma in a self-paced study program under the guidance of an instructor and support staff. Students can attend classes in-person, online, or both!

### Credit Requirements

Credit requirements (160 credits) must include:

English	30
Science (Includes Life and Physical Sciences)	20
Mathematics (Includes Algebra 1 or higher)	20
US History	10
World History	10
American Government	5
Economics	5
Health	5
Visual/Performing Arts or Foreign Language	10
Electives	35
Vocational Education	10
<b>TOTAL</b>	<b>160 credits</b>

Credits for required courses or for electives may be awarded in the following ways:

- Previous high school credits (accredited institutions only)
- Adult school courses (accredited institutions only)
- Work experience (must be verified)
- Community college credit
- Training programs (accredited institutions only)

### Residency and Hour Requirements

1. Students must complete a minimum of 20 residency credits to receive a high school diploma from Mt. San Antonio College, either in the High School Program or in Mt. SAC credit classes.
2. The minimum amount of hours necessary for each semester course, or 5 credits, is 62.5 hours.
3. Students must earn a “C” or better on all courses taken through Mt. SAC’s High School Program and credit classes to receive credit.

### Competency Requirements

State law requires that students receiving a high school diploma in California demonstrate proficiency with reading comprehension, writing, and math computational skills. Students will be provided with multiple options for demonstrating each option.

# Adult High School Diploma and GED/HiSET Prep

## GED and HiSET Comparison

Students can earn a California High School Equivalency Certificate by passing either the GED or the HiSET. ABE offers preparation for these tests through live classes and self-paced online learning software.

	GED	HiSET
<b>Subject Areas and Time for Each Test</b>	<i>Reasoning through Language Arts:</i> 150 min <i>Mathematics:</i> 115 min <i>Science:</i> 90 min <i>Social Studies:</i> 70 min	<i>Language Arts-Reading:</i> 65 min <i>Language Arts-Writing:</i> 120 min <i>Mathematics:</i> 90 min <i>Science:</i> 80 min <i>Social Studies:</i> 70 min
<b>Passing Scores</b>	145 on each test Total of 580	Average of 9 on each test (min. 8) Total of 45 (minimum)
<b>Question Types</b>	Multiple-choice & Drop-down Fill-in-the-blank Drag-and-drop & Hot Spot Extended response & Short Answer	Multiple-choice Essay
<b>Testing Method</b>	<b>Tests are computer-based</b> and accommodations may be available for eligible students.	Can choose either computer-based or pencil-paper tests
<b>Accommodations Info</b>	<a href="https://ged.com/about_test/accommodations/">https://ged.com/about_test/accommodations/</a>	<a href="http://hiset.ets.org/requirements/disabilities/">http://hiset.ets.org/requirements/disabilities/</a>

## Frequently Asked Questions

### Where can I take my Official GED/HiSET exam?

Learning Center staff will help you locate an Exam Center once the instructor determines that you are adequately prepared.

### How much does it cost and do I have to take all of the tests at once?

The cost and schedule vary at each Exam Center. Prior to taking the official exam, please call the testing center for the exam schedule and to reserve a seat.

### What form of ID is accepted?

A Driver's License or State ID, current passport, or military ID.

### Am I eligible for the GED/HiSET?

Any individual can take the test if he or she is at least 18 years of age or within 60 days of his or her 18th birthday. In special cases an individual may take the test at the age of 17.

### Have more questions?

For the GED visit [www.ged.com](http://www.ged.com) and for the HiSET visit [www.hiset.ets.org](http://www.hiset.ets.org)

# Adult High School Diploma and GED/HiSET Prep

## How to Enroll

- Go to [www.mtsac.edu/sce/hs](http://www.mtsac.edu/sce/hs)
- Complete the Intake Forms
- If you don't have a Mt. SAC A#, complete the noncredit application at [www.mtsac.edu/noncreditapp](http://www.mtsac.edu/noncreditapp)
- Once your application has been received, you will be contacted by a counselor
- A counselor will contact you with information about orientations and instructions on how to submit and/or request your transcripts. If you do not hear from a counselor within 24 hours, feel free to email Dalia at [dchavez95@mtsac.edu](mailto:dchavez95@mtsac.edu).
- You can also come to Building 30 on the Mt. SAC Campus for assistance with enrolling!

## Adult High School Class Options (Online, In-Person, or Both!)

- You can attend classes online and/or in-person! Classes are accessed via the Mt. SAC Canvas app.
- **Online Option:** Adult High School classes are done on your own time and all of the information needed to complete the class (syllabus, assignments, textbook or readings, quizzes, exams, and essay prompts) are posted in the Canvas app course tile. Your instructors will check in with you and let you know who to contact with any questions, but you can also talk to them via Zoom or come to Building 30 during class hours M-F 9:30am-12:30pm and M-Th 5:00-8:00pm.
- **In-Person Option:** Come to Building 30 during class times to meet with an instructor and/or tutor! Continue your work on Canvas in a supportive environment.
- **Hybrid Option:** You don't have to decide between online and in-person! You can do both!
- You can access Canvas either through the Mt. SAC Portal at [my.mtsac.edu](http://my.mtsac.edu) or via a shortcut at [mtsac.instructure.com](http://mtsac.instructure.com) (recommended).
- Your course will show up in Canvas as a "course tile" once you have completed all of the required intake procedures and been enrolled into the class. If you do not see your course tile, please check with your counselor.

## GED/HiSET Class Options (Online, In-Person, or Both!)

- GED/HiSET courses are offered in Building 30 and online (at different times) or self-paced (through online GED prep software).
  - If you are taking a class through Canvas, log into Canvas and you will see the "course tile" for your GED/HiSET course(s). The class schedule will be posted there and you will attend class during the hours indicated.
  - If you are taking a self-paced class, your instructor will help you set up the system. If you have any questions, feel free to email Surekha at [schaplot@mtsac.edu](mailto:schaplot@mtsac.edu).

# Adult High School Diploma and GED/HiSET Prep

## GED/HiSET & High School Diploma Comparison

	Adult High School Diploma (AHSD)	High School Equivalency (GED/HiSET/TASC)
Cost	<ul style="list-style-type: none"> <li>Completely FREE!</li> </ul>	<ul style="list-style-type: none"> <li>FREE for all prep classes and counseling support!</li> <li>Testing fees</li> </ul>
Schedule	<ul style="list-style-type: none"> <li>Take classes online, in-person, or both!</li> <li>Instructors and tutors are available to help in-person AND online:                             <ul style="list-style-type: none"> <li>Monday-Friday 9:30am-12:30pm</li> <li>Monday-Thursday 5:00-8:00pm</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Take classes online, in-person, or both!</li> <li>Live classes have specific times and you can view the schedule at <a href="https://twitter.com/abeschedule">twitter.com/abeschedule</a></li> <li>Create your own schedule with self-paced classes</li> </ul>
How to Get Started	Complete the forms at <a href="http://www.mtsac.edu/sce/hs">www.mtsac.edu/sce/hs</a> Attend an orientation (group or one-on-one)	Same!
Time	<ul style="list-style-type: none"> <li>A minimum of 62.5 class hours is required for 5 credits</li> </ul>	<ul style="list-style-type: none"> <li>Varies due to prior knowledge and in-program progress</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>160 credits required</li> <li>20 residency credits</li> <li>62.5 hours minimum per 5 credits</li> <li>Competencies (Writing, Reading, and Math)</li> </ul>	<ul style="list-style-type: none"> <li>The HSE test subjects include:                             <ul style="list-style-type: none"> <li>* Reading &amp; Writing</li> <li>* Mathematics</li> <li>* Social Studies</li> <li>* Science</li> </ul> </li> </ul>
How to Finish	<ul style="list-style-type: none"> <li>Complete all courses needed for diploma (based on transcript evaluation)</li> <li>For each 5 credit course:                             <ul style="list-style-type: none"> <li>* Earn a "C" or better</li> <li>* Complete all assignments</li> </ul> </li> </ul>	<p style="text-align: center;">-OR-</p> <ul style="list-style-type: none"> <li>Pass the HiSET with an average of 9 on each test (a minimum of 8 is allowed)</li> <li>Pass the GED with a score of 145 on each test (580 overall)</li> </ul>
Tech Needed	<ul style="list-style-type: none"> <li>A computer or phone that runs the Canvas app</li> </ul>	<ul style="list-style-type: none"> <li>A computer or phone that runs the Canvas app</li> </ul>
Types of Classes	<ul style="list-style-type: none"> <li>Independent study via Canvas courses</li> <li>One-on-one Zoom help from instructors &amp; tutors</li> <li>Some direct instruction classes</li> </ul>	<ul style="list-style-type: none"> <li>Live online classes in math, reading &amp; writing</li> <li>Self-paced online classes using GED software</li> <li>Instructors &amp; tutors available to help</li> </ul>
Job/School/Future	<ul style="list-style-type: none"> <li>Accepted everywhere</li> </ul>	<ul style="list-style-type: none"> <li>The equivalent of a high school diploma and is accepted by most organizations.</li> <li>Some branches of the military have special requirements.</li> </ul>
Educational Progress & Credits	<ul style="list-style-type: none"> <li>Students are expected to complete and turn in assignments, projects, quizzes, and tests in order as specified in the syllabus.</li> <li>The minimum amount of class hours necessary for each semester course is 62.5 hours. This excludes credits for work experience and transfer credits.                             <ul style="list-style-type: none"> <li>* Academic progress is reviewed monthly.</li> </ul> </li> <li>You can view your grade via Canvas.</li> <li>Credit will not be issued if there are missing assignments. Students must complete all course requirements to receive credit.</li> <li>Students must achieve a 70% or better ("C") overall grade for the class. Credit will not be issued for any grade lower than a "C".</li> </ul>	<ul style="list-style-type: none"> <li>As previously stated, your educational progress is important to the staff at the Adult Basic Education Center. For this reason, we will make every attempt to assist you in structuring your educational plan or study.</li> <li>Students are expected to make educational progress as determined by the instructor and student.</li> <li>Each student will be given an Adult Learning Plan that outlines the specific academic goals and plan of action and the instructor will monitor educational progress.</li> <li>If a student is not making educational progress, the student will be referred to a counselor to discuss barriers to progress.</li> </ul>

You don't have to decide whether you want to do AD or GED/HiSET right now!

# Adult High School Diploma and GED/HiSET Prep

## Adult High School Schedule

- Instructors & Tutors are available via Zoom AND in-person
  - Monday-Friday 9:30am-12:30pm
  - Monday-Thursday 5:00-8:00pm

## GED/HiSET Schedule

- The GED/HiSET schedule for classes varies, please go to [www.mtsac.edu/sce/abe/lc/schedule.html](http://www.mtsac.edu/sce/abe/lc/schedule.html) for the latest schedule
- Instructors and tutors are available
  - Monday-Friday 8:00am-8:00pm
  - Fridays 8:00am-4:00pm

## Counselor Schedule

- Counselors are available by appointment. Please call (909) 274-4845 to schedule.

Semester	Dates	Holidays
Fall 2023	August 28-December 15	September 6 (Monday) November 10 (Friday) November 23 & 24 (Thursday & Friday)
Winter 2024	January 8-February 15	January 15 (Monday)
Spring 2024	February 26-June 14	April 1 (Monday) May 27 (Monday)
Summer 2024	June 20-August 1	July 4 (Thursday)

# Adult High School Diploma and GED/HiSET Prep Online

## ABE Counselors

- Monitor student progress and help students as needed
- Help students create an educational plan to complete high school credits or the high school equivalency preparation program
- Provide referrals to campus support services or community agencies
- Offer personal and educational guidance
- Provide a bridge to college enrollment and assist in selecting courses
- Assist students in developing career and employment goals

## Educational Plans

A counselor or educational advisor can help you create an educational plan for:

- Certificates & Vocational Programs
- A.A. (Associate in Arts) & A.S. (Associate in Science) Degrees
- Transferring to a Four-Year College or University

## Career Counseling

- Workshops to help students identify their career interests, personality types, abilities, and educational priorities
- Guidance with job search techniques, resume writing, and interviewing skills
- Career and college goal planning assistance
- A Career Center providing resources to help students research jobs, careers, and educational opportunities

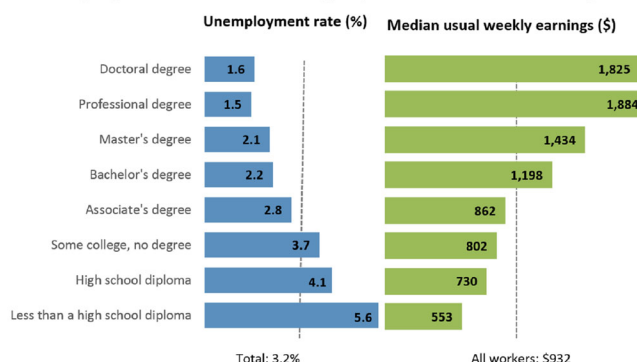
## Students With Disabilities

Individuals with disabilities are assured equal access to educational institutions and all systems of communication under federal and State laws. (Mt. SAC Board Policy Board Policy 5140) Please contact Susan Wright at [swright@mtsac.edu](mailto:swright@mtsac.edu) for more information about Mt. SAC ACCESS Services and accommodations.

## Transfer to Credit Courses

Counselors and educational advisors are available to meet with you and help create a supportive bridge to the credit classes college campus. You can make an appointment by calling (909) 274-4937.

**Unemployment rates and earnings by educational attainment, 2018**



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

# Adult High School Diploma and GED/HiSET Prep

## Competency Options

Official transcripts may provide documentation that students have achieved one or more competencies in prior coursework at an accredited institution or through specified test results. This will be determined by a transcript evaluator upon entrance into the program.

### Writing Competency

- Completion of English 4 (BSHS ENG4) or Expository Writing (BSHS WREX) with a "C" or better.
- Placement into English 68 or higher on the AWE (Mt. SAC Writing Placement Test).
- Completion of English 67\* or AMLA 43W\* with a grade of "CR" or "C-" or better.
- Passing score on the English Language Arts (or Writing) Section of the California High School Exit Exam (CAHSEE), approved CAASPP System test, or approved California High School Equivalency Tests.

### Reading Competency

- Attainment of a score of 9 or higher on the Test of Adult Basic Education (TABE).
- Placement into READ 90 or AMLA 33R on the Mt. SAC Placement Test.
- Completion of READ 80\* or AMLA 32R\* with a grade of "CR" or "C-" or better.
- Passing score on the English Language Arts (or Reading) Section of the California High School Exit Exam (CAHSEE), approved CAASPP System test, or approved California High School Equivalency Tests.

### Mathematics Competency

- Completion of one year of Algebra 1 or Integrated Math 1 with a "C-" or better in semester B.
- Completion of one semester of Algebra 2, Geometry, Integrated Math 2, or higher with a grade of "C-" or better.
- Placement into Math 71 or higher on the Mt. SAC Math Placement Test.
- Completion of Math 51\* with a grade of "C-" or better.
- Passing score on the mathematics section of the California High School Exit Exam (CAHSEE), approved CAASPP System test, or approved California High School Equivalency Tests.
- Passing score on the Algebra credit-by-

## Program Eligibility

The Adult High School and High School Equivalency Programs are open to the community. You must be 18 years old or 60 days from your 18th birthday or past your graduation date to enroll. Seventeen (17) year olds are reviewed on a case-by-case basis and must meet certain requirements to be enrolled. Seventeen (17) year olds must have parental approval to enroll.

# Adult High School Diploma and GED/HiSET Prep

## Transcript Evaluation Process

- Credit allocations are determined by the Adult Diploma Program.
- After the transcript is received, a Mt. SAC staff member checks that all schools listed on the transcript are accredited by verifying membership with an approved accrediting association in the United States.
- Please note that transcripts given to ABE cannot be returned to the student.
- It is verified that all credits from international schools have been evaluated by a Mt. SAC Adult Diploma Program approved international evaluation service.
- A staff member evaluates credits on the transcript by placing subjects with passing grades in specific category requirements. For example, Biology = Life Science.
- A preliminary evaluation is done of all credits by listing what classes are completed and which ones still need to be completed.
- Once the preliminary evaluation has been completed, it is submitted to a Supervisor for a second review.
- The evaluation process may take up to one week to complete from the time transcripts are received.\*
- After a student has taken the required diagnostic tests, he/she may schedule an appointment to meet with a counselor to discuss the results of the transcript evaluation.
- All appointments are made by calling (909) 274-4937 or directly with a counselor.

## Official Transcripts

An official transcript is an official document that shows the educational work of a student in high school or college. It is an inventory of the courses taken and grades earned by a student throughout his/her educational history. To be considered “official” the transcript must be officially processed by your high school and sealed in an unopened envelope by the school registrar. If you have an official transcript, please let your counselor know and she can help you get it evaluated.

## Accreditation Information

Accreditation is a process meant to guarantee that colleges and schools meet certain standards of quality in the education they provide.

Six regional accreditation associations exist: the Middle States Association of Colleges and Schools, the New England Association of Schools and Colleges, the North Central Association of Colleges and Schools, the Northwest Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges (WASC).

There are a few states that accredit their schools based on criteria equal to the above associations. These states and their accrediting practices will be verified on a case by case basis.

## Unofficial Transcripts

The following transcripts are considered “unofficial”: copies of transcripts, transcripts that are not signed by school officials, and official transcripts that have been opened, no longer have an official seal, and/or where the seal on the envelope has been broken.

\* Transcript evaluation process time frame may vary depending on the type of credits listed on the transcript.

## Types of Transcripts

High School	Out-of-Country/International	Adult School	College	Mt. San Antonio College
Credits earned during grades 9-12 from an accredited educational institution.	Credits earned during grades 9-12 from an educational institution not located in the United States. These transcripts must be evaluated by an approved independent evaluation service. An official detailed report must be submitted to the Mt. SAC Adult Diploma Program in a sealed unopened	Credits earned while attending an accredited adult educational institution.	Credits earned while attending an accredited college. Official college transcripts are evaluated by faculty. Credits are issued based on official course descriptions and how college courses align with Mt. SAC high school course	Units earned while attending Mt. San Antonio College. These units may also count toward your residency requirements.



# Adult High School Diploma and GED/HiSET Prep

## Transcript FAQ

### How do I obtain my past high school transcripts?

- Go directly to your high school's website to request your transcripts, or
- Go to [parchment.com](http://parchment.com) to see if you can get your transcripts online, or
- Fill out the Transcript Request Form provided to you at orientation, and we will request your transcripts for you.

*Some high schools charge a small processing fee. If this is the case, you will have to call the school and follow their guidelines for requesting transcripts.*

### Can I start class without an official transcript?

**Yes.** Your unofficial transcripts can be evaluated to determine the first class you will take. Be aware that credits may change based on information obtained from the official transcripts and/or additional transcripts.

### Which of my credits will be accepted?

See "Types of Transcripts"

### Can I graduate without submitting all of my official transcripts?

**No.** The Mt. San Antonio Adult High School Diploma is an official document and all transcripts used to determine credits earned must be official before a diploma can be issued.

### How do I know if my school was accredited?

See "Accreditation Information"

### How do I get my international transcripts evaluated?

There are independent evaluation services that specialize in translating foreign transcripts. This agency must be a Mt. SAC Adult Diploma Program approved international transcript evaluation service. Approved evaluation services listing are available from your counselor.

### What if my previous high school has already evaluated my international transcript?

If your high school can provide a detailed summary from an approved international transcript evaluation service in a sealed, unopened envelope then we can accept that evaluation. Otherwise you will need to get your international transcripts evaluated through an independent service.

### What schools require fees for transcripts?

While this list changes frequently, some that we are aware of include Anaheim Union, Azusa Unified, Baldwin Park Unified, Chaffey Joint Union, Claremont Unified, Duarte High, Long Beach Unified, El Monte Union District, Los Angeles Unified, Lywood Unified, Montebello High School, Moreno Valley Unified, Pasadena Unified, Pomona Catholic School, Rialto Unified, Rosemead High, Sonora High, Upland Unified, Westminster High, and Whittier Union.

# Adult High School Diploma and GED/HiSET Prep

*Extracted from Board Policy Section 5500*

References:

*Education Code Section 66300; Accreditation Standard II.A.7.b*

The College President/CEO shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the College President/CEO for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

**The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.**

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the College President/CEO.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to College property or to private property on campus.
6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identify, gender expression, marital status, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions.
11. Willful misconduct which results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or Administrative Procedure.
20. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
21. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

*Previous section adopted 2/27/2013*

# Adult High School Diploma and GED/HiSET Prep

## Student Complaints and Grievances

Mt. San Antonio College has an official Complaint Policy available for all students, including those enrolled in the HSE Preparation Program. Student complaints may also be called grievances and are in one of three categories: Academic, Non-Academic, and Discrimination. If you would like to file a formal complaint, the forms and procedures are located at <https://www.mtsac.edu/studentlife/studentgrievances.html>. You can also read the policy on the College's website at [www.mtsac.edu/catalog](http://www.mtsac.edu/catalog) or in the catalog. If you wish to handle the complaint informally, you may contact an ABE administrator or supervisor by coming into the ABE front office or via email ([abeinfo@mtsac.edu](mailto:abeinfo@mtsac.edu)).

## Records and Privacy

All student records are secure and confidential. Physical records are kept in locked cabinets and electronic records are restricted to approved users on the Mt. SAC intranet. Student records will not be released without the student's written consent, with some exceptions. A complete list of exceptions is available in the Mt. SAC College Catalog and can be obtained from the ABE Front Office and/or High School Office.

## FERPA—The Family Educational Rights & Privacy Act of 1974

FERPA helps protect the confidentiality of student educational records. It gives students the right to inspect and review their own education records. FERPA prohibits educational institutions from disclosing "personally identifiable information in education records" without the written consent of the student.

## Discipline Policy

The Adult Basic Education Center is privileged to provide instruction and support services to students. Students are expected to adhere to program guidelines and the Mt. SAC Student Discipline Policy. Every attempt will be made to ensure that all students have ample educational opportunities. The following steps are the process for discipline:

- Offense one: The student will receive a verbal and/or written warning by a staff member.
- Offense two: The student will be asked to leave the campus. The student can return after meeting with the supervisor. A behavior contract may be required to re-enter the program.
- Offense three: The student will be asked to leave the campus. The student will be referred to the Student Life Office for further disciplinary action.

Please note that more than two violations of ABE policies will result in an **immediate** temporary suspension from the program and a formal meeting prior to re-entering the program. Future violations will result in a College suspension for a period of one or more semesters. *Repeated violations of these guidelines will result in disciplinary action.*

**For more serious discipline issues such as cheating, drug or alcohol usage, violence, vandalism and stealing, students may be asked to leave and will then be referred to the Student Life Office for immediate disciplinary action.**

### Immediate Interim Suspension (Education Code Section 66017)

The College President/CEO may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten days.

### Removal from Class (Education Code Section 76032)

Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the College President/CEO and the Director, Student Life. The Director, Student Life shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Director, Student Life shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Director, Student Life from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

# On-Campus Student Requirements

## Parking

- Drop-off and pick-up is in Lot H only.
- Students are required to purchase a parking permit each semester if they park in any of the student lots.

## Cell Phones and Translators

- Cell phone use, including texting, is not allowed in class. Phones should be on SILENT MODE or OFF. Stepping out of class for cell phone usage except during the scheduled break is a violation of the attendance policy.
- Use of translators is not allowed in the classroom.

## Classroom Policies

- Students may not eat or drink inside the classroom. Water is an exception unless the student is by a computer.
- Out of respect for fellow classmates, students should maintain appropriate silence while in the class. In addition, students should refrain from interrupting staff or other students during class or lab time.

## Computer and Equipment Use

We are happy to provide current software and computer equipment for your use at no charge. Please assist us in maintaining the equipment in the best possible condition. The following applies to usage of computer equipment and software:

- Internet usage is for educational purposes only.
- No chat rooms, music videos, or other inappropriate sites are to be accessed.
- Offensive materials either on disk or the Internet are not allowed on any College computer.
- Students may print one copy of their document. Excessive printing will result in the loss of this privilege.
- In the event that all the computers are occupied, students are to utilize other methods of instruction such as independent study, tutoring, and/or small group instruction.

## Attendance

*This policy is a reminder to students that attending the Adult Basic Education Center is for educational purposes only.*

We are privileged to assist you in reaching your educational goals and we will do our best to help you achieve success.

The following attendance policies are in place for your benefit.

- Any student present at the facility must check in *immediately* upon arrival.
- Students are expected to remain in class while in attendance.
- Students are expected to check leave the campus immediately after checking out of class. This includes waiting for a ride. If there is a delay in getting picked up, please wait across the street.
- Loitering in front of the building, in Parking Lot H, or in Sherman Park is NOT permitted.
- You may not go into Parking Lot H during class time. If you go into Parking Lot H you will be asked to check out of class and immediately leave for the day.

## Signing Into Class

- Students must sign-in and sign-out using the attendance scanner even if they are not borrowing equipment or books.

## Breaks

- HSE: Students must attend a minimum of two hours of class time PRIOR to taking a break. If you check into the classroom and take a break prior to two hours, you will be asked to return to class immediately.
- AHSD: Each class session will have a 10 minute break. Adult Diploma students present at the facility are not to be out of class FOR ANY REASON outside of official break times.
- If your break extends past the designated time, you will be asked to check out of class and leave for the day.
- If any staff member requests that you return to the classroom or leave for the day, please comply with their requests.

# Adult High School Diploma and GED/HiSET Prep

## Mt. SAC Mission

The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence.

## Mt. SAC School of Continuing Education Vision

Continuing Education will support students in enhancing and advancing their lives through accessible, equitable, and innovative educational opportunities.

In addition to Adult Basic Education, the School of Continuing Education includes programs in English as a Second Language (ESL), Noncredit Vocational Education (including health careers), Adults with Disability, and Education for Older Adults. Fee based community and personal enrichment courses are also available. For more information, please call (909) 274-4220.

## Institutional Level Outcomes

Institutional Level Outcomes are statements about the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the college, including courses, programs, departments, and services.

### Communication

- Comprehending, analyzing, and responding appropriately to oral, written, and visual information.
- Reading and understanding the content and purpose of written material.

### Critical Thinking

- Analyzing content, meaning, and purpose from a variety of texts or materials.
- Developing informed conclusions based upon the collection, examination, and synthesis of evidence.

### Information and Technology Literacy

- Locating, evaluating and choosing credible textual and other sources for information.
- Interpreting the social, legal, and ethical uses of information.

### Personal, Social, Civic, and Environmental Responsibility

- Setting, evaluating, and monitoring academic, career, financial, and personal goals.
- Interpreting and managing physical and mental health needs.
- Developing self-awareness in the areas of personal development, learning styles, and decision-making strategies.

- Speaking or signing to increase knowledge, foster understanding, or promote change.
- Developing and expressing ideas in writing with clarity and fluency.

- Computing and analyzing multiple representations of quantitative information and/or data, including graphical, formulaic, numerical, verbal, and visual.
- Designing, implementing, and evaluating strategies to answer questions or achieve goals.

- Researching data and drawing conclusions based on an analysis of that data.
- Using technologies to communicate, solve problems, and complete tasks.

- Recognizing and respecting the beliefs, opinions, and values of other individuals and cultures.
- Being informed about and participating in local, state, national, and global communities.
- Evaluating environmental conservation and sustainability.

## Clery Act & Sexual Harassment Information

Sexual assault, domestic violence, dating violence and stalking are crimes that are not tolerated and are prohibited on Mt. San Antonio College Campus or online (Board Policy 3430, 3540). Mt. San Antonio College has adopted Board Policies and procedures designed to prevent sexual crimes, stating sanctions for offenders and supporting access to treatment and information for victims. All applicable punishment, including criminal charges, and/or employee or student disciplinary action, shall be applied whether the violator is an employee, student or member of the general public.

The College is also committed to providing an academic and work environment both in person and online free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus and online and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.

More information can be found at: [www.mtsac.edu/safety](http://www.mtsac.edu/safety) (select "Sexual Assault Policy" or "Clery Act Annual Report"). Copies of the Mt. SAC Sexual Assault Policy can also be found in ABE offices. It includes reporting information and a list of resources if you, or someone you know, are in need of assistance. ABE staff is available to provide support and resources in person, by phone, or via email. You can also reach the Mt. SAC Title IX Coordinator at (909) 274-4225 for additional support. Information about Title IX can be found at [www.mtsac.edu/hr/titleix](http://www.mtsac.edu/hr/titleix).