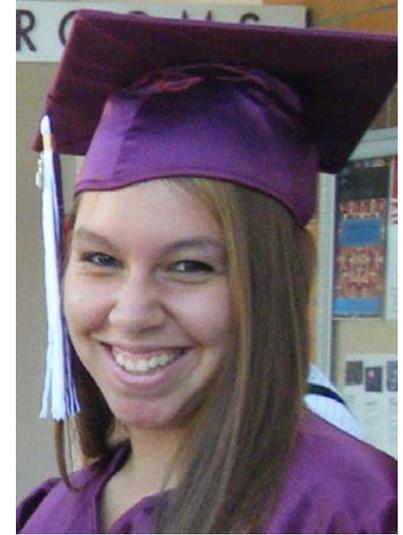




**Mt. San Antonio College
Adult Basic Education Center**

Adult High School Diploma



2010-2011 Program Information

Class Hours

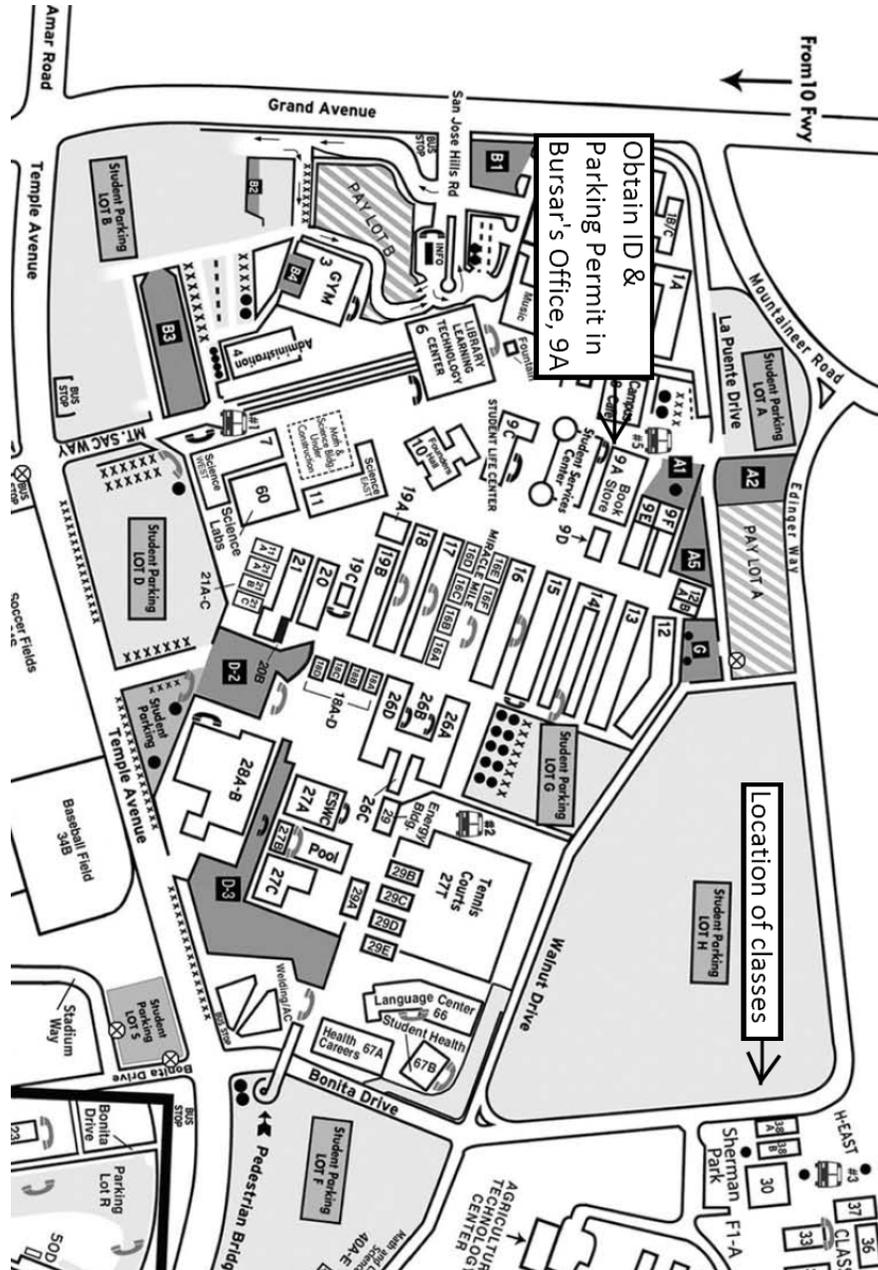
Monday-Friday 9:00am-1:00pm
Monday-Thursday 4:30pm-8:30pm

Office Hours

Monday-Thursday 8:30am-8:45pm
Friday 8:00am-4:30pm



**Mt. San Antonio College, Adult High School Diploma Program, Building 30, Room 115
Tel. #: (909) 274-4937, Fax #: (909) 468-3934, Email abe@mtsac.edu**



Phone Numbers

High School Office	(909) 274-4937	Bldg 30, Room 115
Adult Basic Education Lab	(909) 274-4935	Bldg 30, Room 111
Adult Basic Education Office	(909) 274-4845	Bldg 30, Room 101

Adult Basic Education Email Address

Please send us your thoughts, questions, and suggestions!

abeinfo@mtsac.edu

Important Dates for 2010-11

Fall semester begins	Monday	August 23
Labor Day Holiday	Monday	September 6
Veteran's Day Holiday	Friday	November 12
Thanksgiving Holiday	Thursday—Sunday	November 25-28
Fall semester ends	Friday	December 10
Winter Intersession begins	Monday	January 10
Martin Luther King Holiday	Monday	January 17
Winter Intersession ends	Thursday	February 17
Spring semester begins	Monday	February 28
Cesar Chavez Holiday	Thursday	March 31
Memorial Day Holiday	Monday	May 30
Spring semester ends	Sunday	June 19
Graduation	Wednesday	June 22
Summer semester begins	Tuesday	July 5
Summer semester ends	Friday	August 12

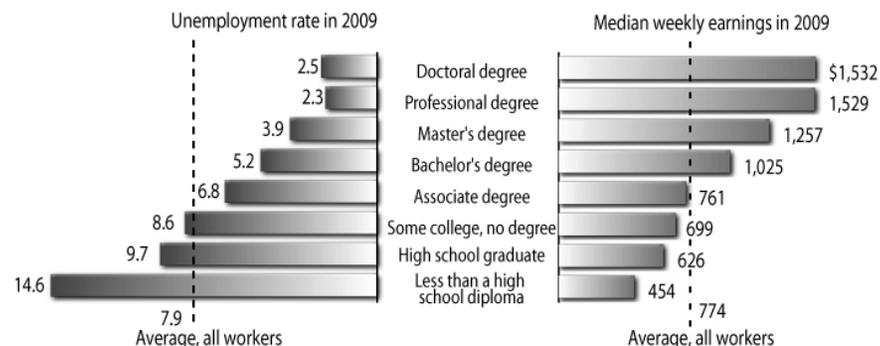


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Why Get a High School Diploma?

Education pays



Source: Bureau of Labor Statistics, Current Population Survey

Note: Data are 2009 annual averages for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: Bureau of Labor Statistics, Current Population Survey.

Adult Diploma Program

Overview

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. Classwork is offered through individualized and small group sessions.

A cap and gown ceremony is held each June on the Mt. San Antonio College campus.

Credit Requirements

Credit requirements (180 credits) must include:

English	40
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	45
Vocational Education	10
<hr/>	
TOTAL	180 credits

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

- Previous high school credits (accredited institutions only)
- Adult school courses
- 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. Work experience does not count for residency credit.
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.

Parking Information

The closest parking lot for Adult High School students is Student Lot H (across Bonita Drive)

Parking permits are **required** for all students

- You can get a semester permit from the Bursar's Office (where you get your ID).
- Permits are \$40/Spring Semester, \$40/Fall Semester; \$20/Summer; and \$20/Winter Semester.*
- Replacement fee is \$25 for Fall or Spring and \$12 for Summer or Winter.
- Your permit must be clearly displayed either: hanging from your rear view mirror, window stickers must be affixed to the lower left side of the rear window, or bumper stickers must be on the left side of the rear bumper.

Day parking

- You can park in any student lot for \$3.00 per day/evening.
- An automated all-day parking pass machine is located on the West side of Parking Lot H.

Parking regulations

- Parking regulations are enforced during all semesters.
- You do not need a permit to park in Student Lot H during the first two weeks of the fall and spring semesters, the first week of the summer/winter sessions.

Disabled persons

- Individuals with a valid, current State issued Disabled Persons placard or license plate may park in the spaces in front of Building 30 or in the disabled persons spaces in Staff Lot H.

If you receive a parking citation, please contact (909) 274-4299.

For more information, please go to:
http://www.mtsac.edu/safety/general_info.html

*Parking fees are subject to change.



Obtaining an I.D. Card

1. Take your registration printout to the Bursar's Office, Building 9A, (next to the Bookstore). The Bursar's Office hours are Monday through Thursday 8:00am—6:00pm and Friday 8:00am—4:30pm (summer hours may vary).
2. You can contact the Bursar's Office at (909) 274-4960.
3. You must provide an alternate form of picture identification at the Bursar's Office. There are no exceptions to this policy.
4. The cost of the identification card is \$10.00 and must be paid when you take your picture.
5. Your identification card will be issued at the time your picture is taken.

A Mt. San Antonio College student identification card entitles students to the following services:

- Library access/book checkout
- Identification for cashing checks at student stores or the bookstore
- Access to computer labs on campus
- Campus childcare (priority for Adult High School students may be limited)

Student must have an I.D. card. Without a current Mt. San Antonio College I.D. card, students will be unable to attend class.

Requirements, continued

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 (see below).

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 BCSK HSENG4 with a "C" or better. Students must pass a final exam and complete a research paper/project.

OR

- Placement into English 68 on the AWE (Mt. SAC Writing Placement Test).

OR

- Completion of English 67 with a grade of "CR" or "C" or better.

OR

- Passing score on the California High School Exit Exam (CAHSEE)-English Language Arts Section.

OR

- Passing score on the Official General Education Development (GED) Test-Language Arts: Writing.

Reading Competency

- Attainment of a score of 9 or higher on the Test of Adult Basic Education (TABE).

OR

- Placement into READ 90 on the Degrees of Reading Power (DRP, Mt. SAC Reading Placement Test).

OR

- Completion of READ 80 with a grade of "CR" or "C" or better.

Mathematics Competency

- Completion of one year of Algebra 1 or higher with a "C" or better.

OR

- Placement into Math 71 on the Mt. SAC Math Placement Test.

OR

- Completion of Math 51 or higher with a grade of "C" or better.

OR

- Passing score on the CAHSEE-Math Section.

OR

- Passing score on the Official GED Math Test.

High School Diploma and GED Comparison

	High School Diploma	General Education Development (GED)
Cost	<ul style="list-style-type: none"> ● Parking <ul style="list-style-type: none"> * Fall/Spring \$40 * Summer/Winter \$20 ● \$10 Mt. SAC ID 	<ul style="list-style-type: none"> ● Testing fees vary depending on testing site ● Parking <ul style="list-style-type: none"> * Fall/Spring \$40 * Summer/Winter \$20 ● \$10 Mt. SAC ID
Time	<ul style="list-style-type: none"> ● Each course may take approximately 75 hours to complete. ● A minimum of 62.5 class hours is required for 5 credits. 	<ul style="list-style-type: none"> ● The time it takes to finish the GED varies depending on pre-test scores and time spent studying. ● After one official section of the test is passed, an instructor can give the student an idea of a possible completion date.
Requirements	<ul style="list-style-type: none"> ● 180 credits required <ul style="list-style-type: none"> * See previous page for list of course/credit requirements 	The GED consists of successfully taking a series of five (5) tests: <ul style="list-style-type: none"> ● Language Arts, Writing (2 hrs) ● Social Studies (80 min) ● Science (80 min) ● Language Arts, Reading (65 min) ● Mathematics (1.5 hrs)
Job/School/Future	<ul style="list-style-type: none"> ● Accepted everywhere 	<ul style="list-style-type: none"> ● The equivalent of a high school diploma and accepted by most organizations. ● Some branches of the military have special requirements. Each student should inquire with the special branch in which they are interested in enlisting.

Matriculation:

Counseling Services

Adult High School Counselors

Counselors provide personal, educational, and academic guidance to help students achieve success in the classroom. Counselors monitor student progress and provide appropriate interventions as needed such as assistance in planning the completion of high school credits, selecting appropriate college/credit classes, or providing referrals to campus support services or community agencies. Counselors also encourage students to continue their education beyond the high school and GED programs and, in so doing, provide a supportive bridge to the college campus. Counselors promote students to participate in meetings or events that support important events, such as Women’s History Month and Voter Registration Day.

Career Counseling

The Adult High School Program provides the following services to support its students’ career and educational goals:

- Career Development Workshops are offered each semester to inform students on educational & career goal planning, job search techniques, resume writing, and interviewing skills.
- Career Assessment (interest survey & personality/type indicator)
- Career Days and College Days
- A Career Center that is available for students to conduct career research and to explore educational options. Materials and resources at the Career Center to help the students research their goals, including:
 - * Career briefs
 - * California college catalogs, out-of-state college catalogs
 - * Job Search publications and online resources
 - * Eureka and the Discover programs (online career development resources)
 - * Community resource guides
 - * Occupational Outlook Handbook



Matriculation: Student Support Services

Interested in discovering what the Adult High School Program has to offer?

Orientations are scheduled weekly for individuals who want to find out more about what Adult High School has to offer! You can make an appointment by coming into the High School Office (room 115) or calling (909) 274-4937. After the orientation you can meet with a counselor to design your academic plan and find out about options for your future.



Want to register for credit classes at Mt. SAC but don't know how to enroll or what classes to take?

Counselors and educational advisors are available to meet with you and help create a supportive bridge to the credit classes college campus. Counselors and educational advisors are available to:

1. Discuss with you a step-by-step checklist for applying to the College and enrolling in classes.
2. Provide you with important forms and show you how to complete them.
3. Tell you how to locate and utilize campus resources (Financial Aid, Admissions)
4. Determine if you need to take any placement tests and provide you with sample tests and testing information, if needed.
5. Help you determine your academic goals.
6. Assist you in selecting college classes and creating a short-term course plan for college graduation and transfer.

You can make an appointment by coming into the High School Office (room 115) or calling (909) 274-4937.

Matriculation: Orientation, Registration, & Assessment

The Adult High School Program is 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.

Orientations

Prior to registering for classes, we require that you participate in an orientation session which is designed to provide you with information regarding the program.

1. Orientations are offered twice a week.
2. To register for an orientation please call (909) 274-4937 or come to the High School Office (Building 30, Room 115).
3. When you come to orientation please bring official (unopened) or unofficial transcripts from each high school and/or college you have attended.

Student Registration

1. Complete TABE and CASAS assessments to determine your appropriate level of study.
2. Make an appointment to meet with a high school counselor.
3. Purchase your Mt. SAC ID card and parking permit.
4. During the meeting with your counselor, you will be provided with a preliminary outline of the courses you need to take in order to graduate.
5. Register for classes by completing a registration card with your counselor.

Assessment

The TABE and CASAS tests are given to all incoming students. The TABE Reading test can also be used to fulfill the Reading Competency requirement (see "Competency/Proficiency Requirements" for more information).

1. TABE Assessment Test: *This test is given to all students upon entry to the program. You may re-take it later as part of the reading competency requirement.* This assessment test gives the instructors information about your reading level. This test is not timed.
2. CASAS: *This test is given to all students upon entry to the program.* This test is given throughout your time in the Adult High School Program. The purpose of the test is to measure your progress in life and basic skills.
3. Optional tests to meet the Competency Requirements:
 - * California High School Exit Examination (not offered here)
 - * Mt. SAC English Placement Test (AWE)
 - * Mt. SAC Reading Placement Test (DRP)
 - * Mt. SAC Math Placement Test
 - * GED Writing and Math Subject Tests (not offered here)

Adult High School Diploma Guidelines

PROGRAM GOAL:

To assist students in earning a high school diploma.

CLASS TIMES:

Monday – Friday 9:00 a.m. – 1:00 p.m. and

Monday – Thursday 4:30 p.m. – 8:30 p.m.

*Summer hours may vary

CLASSROOM/BOOK POLICIES:

- All text books are loaned to each student; they must be returned each day. Books may not be taken home or out of the classroom. Students are responsible for books while checked out in their possession. **If it becomes lost or stolen, the student will be charged for the replacement value.**
- In order to obtain a textbook you **must** have a Mt. San Antonio College ID card.
- You are responsible for bringing all necessary school supplies.
- Students may not eat or drink inside the classroom. Water is an exception unless the student is working at a computer station.

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.

EDUCATIONAL ADVISOR:

The High School Program has Educational Advisors available to answer questions about attending Mt. SAC and college in general. If you are interested in speaking with an Ed Advisor please make an appointment in the Adult Basic Education Office (room 101)..

ATTENDANCE VERIFICATION POLICY:

In the event that a student needs verification of attendance or enrollment (for housing, insurance, probation, social service benefits, etc.), the following policy applies:

Proof of attendance will be issued once the student has attended a minimum of twelve (12) hours per week for four (4) consecutive weeks.

NO EXCEPTIONS WILL BE MADE FOR THIS POLICY.

Adult High School Diploma Progress Policy, cont.

Academic Dismissal

Dismissal occurs if a student has not responded to Prescribed Interventions or adhered to a Progress Probation Contract. The following are lengths of dismissal periods:

- First incidence of dismissal – period of 200 hours
- Second dismissal – period of 400 hours, followed by a formal request by the student to return to the program.

Appeal of Dismissal

The student subject to dismissal may request an appeal of dismissal from the Adult Basic Education Administration Office. If approved, the student will be provided with a contract that requires finishing the incomplete course in a specified number of hours, as well as meet with counseling and tutoring staff as prescribed. If the student chooses not to make the request, or the request is denied, the student shall be dismissed for at least 200 hours.

Reinstatement after Dismissal

A student dismissed for 200 hours may return without a formal request for reinstatement. However, the student will be required to meet with the Director or Assistant Director to sign a contract which stipulates successfully finishing (passing with a 70% or better) the incomplete course by a specified date.

A student dismissed for 400 hours must request reinstatement after the second dismissal by completing an Adult HS Diploma Reinstatement Form, available *through the Adult Basic Education Administration Office*. As part of the reinstatement requirements, the student must participate in counseling and complete the course within a specified number of hours. A reinstated student shall remain on a probationary, reinstated status until the course is completed. Failure to comply with the terms and conditions of reinstatement may result in subsequent dismissal for the next full 16-week semester.

Adult High School Diploma Progress Policy

Objective

Students should have a minimum number of high school credits that must be completed within 100 hours of attendance.

Progress Requirements

Students must earn a minimum of five (5) credits for every 100 hours of attendance.

Low Academic Progress Notification and Prescribed Interventions

A student who does not meet the above progress requirements will receive a written notification of low academic progress. The student will be required to participate in the following prescribed interventions:

1. Meet with a counselor to identify barriers to success and to create a reasonable plan of action that will assist the student in completing the assigned credits. This plan will span a period of 40 hours of attendance.
2. Request a Grade Report from an Instructor after each 20 hours of attendance so that the student can self-monitor progress.

Meet with a counselor after 40 hours of attendance to evaluate progress.

**If the student completes the credits prior to the end of the Prescribed Interventions period, he/she will be released from the contract requirements.*

Progress Probation

In the event that a student does not follow the Prescribed Interventions, the student will be placed on Academic Progress Probation. Requirements are as follows:

1. The instructional faculty and counselors will determine a specific and appropriate number of assignments to be successfully completed (passing with a 70% or better) by the student within the next 40 hours of attendance. This will constitute a Progress Probation Contract.
2. Upon the Assistant Director or Director's approval of the Progress Probation Contract, the Assistant Director or Director, Adult Basic Education, will issue the contract to the student.
3. The student will be required to meet with an assigned counselor after 20 hours of attendance.
4. The student will be required to request a Grade Report from an Instructor after each 10 hours of attendance so that the student can self-monitor progress.
5. Meet with the Assistant Director or Director, Adult Basic Education, after 40 hours* of attendance to determine if the Progress Probation Contract requirements were met.

**If a student completes the credits prior to the end of the Progress Probation Contract, he/she will be released from the contract requirements.*

Adult High School Diploma Guidelines, cont.

PROGRESS AND CREDITS:

- Students are expected to complete and turn in assignments, projects, quizzes, and tests in order as specified in the syllabus. All work must be completed in the classroom. Work completed outside of class will not be accepted.
- Students work will not be accepted out of the required order.
- The minimum amount of class hours necessary for each semester course is 62.5 hours. This excludes credits for work experience and transfer credits from schools other than Mt. San Antonio College.
 - * Academic progress is reviewed monthly.
 - * Students who do not maintain academic progress will be reviewed to determine barriers to progress.
- Please make sure you pick up your copy of the credit slip from your teacher and keep track of the number of credits completed on the copy of your graduation contract.
- Credit will not be issued if there are missing assignments. Students must complete all course requirements to receive credit.
- 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".
- The following action may be taken for students not maintaining academic progress:
 - Students may be discussed during an instructional team meeting.
 - The instructor and/or the counselor may meet with the student to determine ways to improve progress.
 - The student may be required to complete an educational contract in order to remain in the program.
 - If all other interventions have not resulted in improved academic progress, the student may be asked to leave for the semester and resume coursework in a subsequent semester.

Adult High School Diploma Guidelines, cont.

COMPUTER AND EQUIPMENT USAGE:

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 the 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.

DISCIPLINE POLICY:

The Adult Basic Education Center is privileged to provide instruction and support services to students enrolled in the Adult High School Diploma Program. 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.

ATTENDANCE:

- Students attend the Adult Basic Education Center for educational purposes only. Therefore, the following attached attendance policies are in place for students' benefit.
- Class hours are Monday – Friday 9:00 a.m. – 1:00 p.m. and Monday – Thursday 4:30 p.m. – 8:30 p.m. (summer hours may vary)
 - * Courses take approximately 75 hours to complete.
 - * The minimum amount of class hours necessary for each semester course is 62.5 hours.
- Students must sign in and sign out using the attendance scanner.
- Students must also sign in and out of the classroom every day they are in attendance.
- In the event that the scanner is not operating, students must sign in manually on an attendance sheet.

Adult High School Diploma Guidelines, cont.

- Any student present at the facility must check in *immediately* upon arrival. If you do not intend to check in immediately, then please do not arrive at the facility until you are ready to check in and attend class.
- As previously stated, students who are present on the campus are expected to check in to class immediately. Coming to the campus for reasons other than educational purposes violates this attendance policy. This includes coming to campus to socialize with other students, meet other students, and/or loiter in and around the premises. If you come to pick up another student, please wait in the Student Lot.
- Break time will be 11:30 – 11:50 a.m., M-F (summer hours may vary) AND 6:20 – 6:40 p.m., M-Th. Adult Diploma students present at the facility are not to be out of class FOR ANY REASON. The specified times are the only official break times.
- If your break extends past the designated time, you will be asked to check out of class and immediately leave for the day.
- 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.
- If you leave class (without checking out) or check out of class for the day, please do not return until the next class session. If you are taking a credit class and wish to return to the facility, please inform the instructor of this arrangement.
- Once you check out for the day, you must leave the premises *immediately*. 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.
- If any staff member requests that you return to the classroom or leave for the day, please comply with their requests.
- 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.

Please note that more than two violations of this policy 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 this guideline will result in disciplinary action.*

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