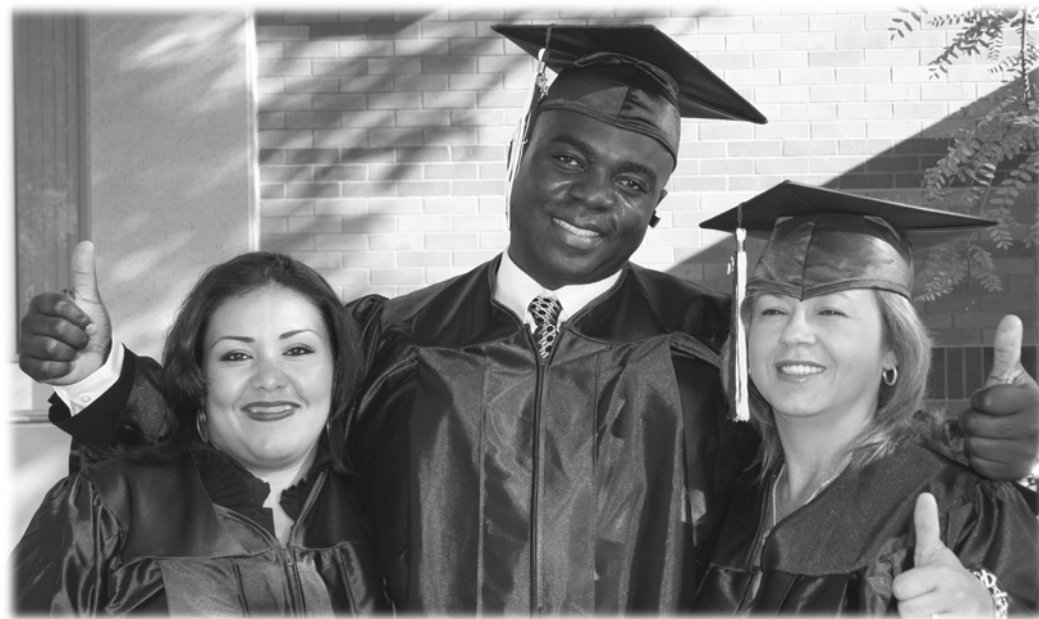


Email: [abe@mtsac.edu](mailto:abe@mtsac.edu), Website: [www.mtsac.edu/continuing/noncredit/abe](http://www.mtsac.edu/continuing/noncredit/abe)

Mt. San Antonio College, Adult Basic Education, Building 30  
Tel. #: (909) 274-4937, Fax #: (909) 274-2934



## ADULT BASIC EDUCATION

High School Equivalency (HiSET/GED) Prep  
Personal Computer Applications  
Basic Career Readiness  
Basic Skills  
ASVAB

### Hours of Operation

Monday–Thursday 8:00am–8:00pm  
Friday 8:00am–4:00pm  
Hours subject to change



Winter Intersession 2016	January 4–February 11
Holidays: Monday 1/18 and Friday 2/12	
Spring Semester	February 22–June 10
Holidays: Thursday 3/31 and Monday 5/30	
Summer Intersession	June 20–July 28
Holiday: Monday 7/4	
Fall Semester	August 29–December 16
Holidays: Monday 9/5, Friday 11/11, Thursday 11/24, Friday 11/25	

## General Information

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### MT. SAC MISSION

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

### CONTINUING EDUCATION DIVISION

Continuing Education will provide outstanding educational opportunities for students to increase literacy skills, access higher education and employment, and strengthen self-sufficiency.

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 about these programs, please call (909) 274-4220.

### STUDENT LEARNING GOALS

We will prepare all students to be:

#### Effective Communicators who

- Acquire reading and listening skills
- Speak and write to be understood
- Work productively as part of a team
- Use technology to express ideas

#### Critical Thinkers who

- Gather, organize, and analyze information from a variety of sources
- Form and express a logical opinion or conclusion
- Apply knowledge to personal, professional, or academic situations
- Demonstrate problem-solving skills

#### Lifelong Learners who

- Take responsibility for setting & implementing educational plans and career plans
- Use technology and emerging resources
- Participate productively in the community
- Develop capacity for resilience

## Campus Safety

In the event of an emergency, Public Safety can be contacted at (909) 274-4555 or x4555 from any campus phone (24 hours a day, 7 days a week).

The ABE Department is dedicated to providing a safe, healthy campus environment for all students, employees, and the public who visit our campus. ABE also has our own staff to supervise and maintain security with Public Safety.

### 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 (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 free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus 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 also includes reporting information and a list of resources if you, or someone you know, are in need of assistance. ABE staff is also available to provide support and resources in person, by phone, or via email at [abeinfo@mtsac.edu](mailto:abeinfo@mtsac.edu).

### CAMPUS SECURITY

#### Emergency phones

- Located throughout campus, nearest is in Staff Parking Lot H

#### Campus Escort Services

- Available Monday-Thursday 6:30-10:15pm by calling (909) 274-4555
- Campus escorts are identified by their yellow jackets and ID badges

#### Emergency Notification Services

- Notification is available via text, email, or phone
- Claim your Mt. SAC portal to register (counselors can assist with this)

#### Text-a-Tip

- Text (909) 274-9460 if you witness crimes or any suspicious behavior
- It's anonymous and Public Safety can reply without knowing your identity

## Standards of Conduct, cont. & Policies

### 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.

## 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 [www.mtsac.edu/students/studentlife/student\\_grievance\\_form.doc](http://www.mtsac.edu/students/studentlife/student_grievance_form.doc). 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.

## Overview of ABE Lab Services

Classes are offered in the Adult Basic Education Lab to improve students' reading, writing, and mathematics skills. Special emphasis is placed on skills necessary for the workplace, as well as academic and test-taking skills. Instruction is offered through small group instruction, independent study, and computer-aided instruction (PLATO and phonics software). Computer literacy classes are also offered, including: Microsoft Office, typing, and various software programs.

## BASIC SKILLS INSTRUCTION AND ASSESSMENT

- Reading
- Applied Mathematics
- Vocabulary
- Math Computation
- Language Mechanics
- Spelling

## PERSONAL COMPUTER APPLICATIONS

- **MS Access:** Create Tables, Forms, Queries, and Reports
- **MS Excel:** Create Worksheets, Formulas, Functions, and Charts
- **MS PowerPoint:** Create Slide Shows, Drawing Objects, and Animations
- **MS Publisher:** Create Flyers, Form Letters, and Monthly Statements
- **MS Word:** Create Business Letters, Memos, Reports, Tables, and Flyers
- **Basic Computer:** Keyboarding, Computer Literacy, Email, Media, & Internet
- **QuickBooks:** Chart Accounts, Record Inventory and Data, Create Reports
- **Typing Skills & Tests**

## EXAM PREPARATION

- California Basic Educational Skills Test (CBEST)
- Scholastic Aptitude Test (SAT)
- High School Equivalency (HiSET/GED), see page 3
- Armed Services Vocational Aptitude Battery (ASVAB), see page 4

## MICROSOFT OFFICE CERTIFICATION

- Students can gain MS Office certifications by completing a series of tests
- The test administered is open-book. A student taking the test **cannot** ask for help from staff or other students.
- After completing the tests, an instructor will grade a student's printed work.
- A certificate will be given once all the tests for that program are passed.

## MINOR ENROLLMENT

Students 16 years and older may attend the lab for computer applications and basic skills remediation. Minors may not attend until after the end of their school day and must have written permission from their parents to attend the ABE Lab.

## ASSESSMENT

You will be given the CASAS tests throughout your time in the ABE Lab. The purpose of the test is to measure your academic progress.

# High School Equivalency Preparation

## GED AND HiSET COMPARISON

Students can earn a California High School Equivalency Certificate by passing either the GED or the HiSET (TASC may also be available in some areas). ABE offers preparation for these tests through classes and via distance learning.

	GED	HISET
Subject Areas and Time for Each Test	<i>Reasoning through Language Arts: 150 min</i> <i>Mathematics: 115 min</i> <i>Science: 90 min</i> <i>Social Studies: 90 min</i>	<i>Language Arts-Reading: 65 min</i> <i>Language Arts-Writing: 120 min</i> <i>Mathematics: 90 min</i> <i>Science: 80 min</i> <i>Social Studies: 70 min</i>
Passing Scores	150 on each test Total of 600	Average of 9 on each test (min. 8) Total of 45 (minimum)
Question Types	Multiple-choice & Drop-down Fill-in-the-blank Drag-and-drop & Hot Spot Extended response & Short Answer	Multiple-choice Essay
Testing Method	<b>Tests are computer-based</b> and accommodations may be available for eligible students.	Can choose either computer-based or pencil-paper tests
Accommodations Info	<a href="http://www.gedtestingservice.com/testers/computer-accommodations">http://www.gedtestingservice.com / testers/computer-accommodations</a>	<a href="http://hiset.ets.org/take/disabilities/">http://hiset.ets.org/take/disabilities/</a>

## FREQUENTLY ASKED QUESTIONS

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

Lab 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.gedtestingservice.com/testers/faq-test-taker](http://www.gedtestingservice.com/testers/faq-test-taker) and for the HiSET visit [www.hiset.ets.org/faq](http://www.hiset.ets.org/faq).

- Committing sexual harassment as defined by law or by College policies and procedures.
- 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.
- Engaging in intimidating conduct or bullying against another student through words or actions.
- 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.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
- Unauthorized entry upon or use of College facilities.
- Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-sponsored or supervised functions.
- 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.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- 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.
- Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
- 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

## Mt. SAC Standards of Conduct

*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.

## ASVAB Preparation

### Armed Services Vocational Aptitude Battery

The ASVAB is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is used to determine if you are qualified to enlist in the military and to assign you to an appropriate job in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students.

The ASVAB contains nine (9) sections.

Classes and computer based instruction are offered for:

- Arithmetic Reasoning (AR)
- Word Knowledge (WK)
- Paragraph Comprehension (PC)
- Mathematics Knowledge (MK)
- General Science (GS)

Computer based instruction is provided for:

- Electronics Information (EI)
- Auto Shop (AS)
- Mechanical Comprehension (MC)
- Assembling Objects (AO)

### FREQUENTLY ASKED QUESTIONS

#### Where can I take the ASVAB?

Arrange to take it through a local recruiter (MET-site ASVAB or CAT ASVAB).

*Note: MET ASVAB—Pencil and paper test  
CAT ASVAB—Computer-based test*

#### What if I fail the ASVAB?

There is no pass or fail on the ASVAB. You cannot “ace” the ASVAB or “flunk it!” Your scores reflect your own abilities!

You will want to do your best so that you will be eligible for the military skill specialty that matches your ability and interests. In addition, to be eligible to enlist in one of the military services, you must obtain a minimum AFQT score which varies between services.

#### What do I need to take the ASVAB test?

- Bring an identification card to the CAT ASVAB and the MET-site ASVAB.
- DO NOT bring a calculator. Calculators are not allowed at the test.

Have more questions?  
Visit [official-asvab.com](http://official-asvab.com).

## Steps for High School Equivalency & ASVAB

1

### Pre-Testing

Assessment is provided in all subject areas of the GED, HiSET and ASVAB. Pre-and post-testing are emphasized to focus on the necessary areas of study.

2

### Meet with a Counselor

Make an educational plan, develop strategies for accomplishing your goals, and receive assistance with college and career planning! Make your appointment in Bldg 30, Room 115.

3

### Study (Computer, text-based, classes, or distance)

An Adult Learning Plan (ALP) is developed after pre-testing. Students set their own hours for study and instructors monitor progress.

4

### Take the Official Exam

Once the objectives of the ALP have been completed, an instructor will refer the student for the Official Exam at a designated testing site.

5

### Earn the High School Equivalency Certificate and Graduate! (High School Equivalency Students Only)

A cap and gown graduation is held in June of each year on the Mt. SAC campus. A counselor or advisor will assist you with continuing on your educational and/or career path.

### SEMESTER PARKING PERMITS (SUBJECT TO CHANGE)

- Permits are \$50 for Spring or Fall Semester; \$25 for Summer or Winter.
- Replacement fee is \$25 for Fall or Spring; \$12 for Summer or Winter.

### DAY PARKING

- You can park in any student lot for \$4.00 (cash only) per day/evening.
- A yellow day use parking permit dispenser is located on the West side of Parking Lot H (by the Child Development Center) or on Bonita Drive south of Temple Avenue.

### 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 semester, and the first week of the winter semester.

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### OBTAINING A MT. SAC IDENTIFICATION CARD

1. Obtain your registration printout (either at orientation or from the High School Office, Building 30, Room 115). You will need to bring a form of picture identification to obtain your printout from the High School Office.
2. Take your registration printout to the Bookstore, Building 9A. Please check the website or call (909) 274-4475 for their hours.
3. You must provide an alternate form of picture identification at the SacBookRac. 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

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

## Parking and Student ID Information

The closest parking lot for HSE students is Student Lot H  
(across Bonita Drive)

**Parking permits are required for everyone who parks on campus.**  
*There are two ways to get a parking permit; in person or online.*

	In Person	Online
<b>Steps to get permit</b>	<ul style="list-style-type: none"> <li>Go to the Bursar's Office (Building 4).</li> <li>Input the required information into the designated computer</li> <li>Once steps 1&amp;2 are completed, you can pay in the Bursar's Office</li> </ul>	<ul style="list-style-type: none"> <li>Go to the Mt. SAC portal at <a href="http://my.mtsac.edu">my.mtsac.edu</a></li> <li>Go to the student tab #31 and follow the instructions provided</li> <li>Help claiming your portal &amp; additional assistance available in the ABE Lab (Building 30, Room 111)</li> </ul>
<b>How to pay</b>	Check or cash	Credit or debit card
<b>Time to get permit</b>	Immediately in Bursar's Office	7-10 business days Can print a temporary permit <b>ONLY</b> at the time permit is purchased
<b>Information needed</b>	To get a permit either from the Bursar's Office (Building 4) or online, you will need to know your name, date of birth, & address as well as your car make, model, color, and state of registration, license plate number or VIN, and the name of the registered owner.	
<b>Higher One Financial Aid Debit Card</b>	Purchasing a Mt. SAC parking permit may result in being sent a Higher One financial aid debit card. If you do not need this card, please set it aside (do not activate it).	

### DISABLED PERSONS PARKING

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.

### PARKING CITATIONS AND GENERAL INFORMATION

- 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](http://www.mtsac.edu/safety/general_info.html)

\*Parking fees and information are subject to change.

## Student Success and Support

### 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 a college 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 (909) 274-4845 for a referral and/or more information.

### CHILDCARE SERVICES

Childcare services are offered through the Child Development Center on campus. Childcare is not guaranteed and is based on availability and student financial need. Financial assistance may be available. Please contact Susan Wright or Renu Katoch for application information at (909) 274-4845.

## ABE Lab Guidelines

### HOURS:

Monday thru Thursday 8:00am - 8:00 pm\* & Friday 8:00 am – 4:00 pm

*\*Hours and days may vary in summer or intersessions*

### BOOK/MATERIAL LOAN POLICY:

- Students are welcome to borrow the necessary books, headphones, and CD's only while in the lab. No materials may be removed from the lab.
- Current Mt. SAC identification, valid California Driver's License OR California ID is required to borrow materials in the lab.

### CLASSROOM PROCEDURES:

- All cell phones and pagers need to be turned off at all times while in class.
- Students may not eat or drink inside the classroom. Water is an exception unless the student is working at a computer station.
- Out of respect for fellow classmates, students should maintain appropriate silence while in the lab. In addition, students should refrain from interrupting staff or other students during class or lab time.

### EDUCATIONAL PROGRESS:

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.

- Students are expected to make educational progress as determined by the instructor and student.
- Each HSE, ASVAB, and ABE student will be given an Individual Education Plan that outlines the specific academic goals and plan of action.
- Students enrolled in computer training or career development (i.e., job search, resume preparation, keyboarding, typing test certification, etc.) are expected demonstrate progress while in attendance.
- Instructor will monitor educational progress.
- If a student is not making educational progress, the student will be referred to a counselor to discuss barriers to progress.

### COMPUTER AND EQUIPMENT USAGE:

Students may utilize computers and equipment at no charge. Please assist the lab in maintaining the equipment in the best possible condition. The following applies to usage of the equipment and software in the lab:

- Internet usage is for educational purposes ONLY.
- Forums, music videos, or other inappropriate sites are NOT to be accessed.
- Offensive materials either on disk or the Internet are not allowed in the lab.
- Students may print ONE copy of their document. Excessive printing will result in the loss of this privilege.

## Attendance Policy

*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. Please do not arrive at the facility until you are ready to check in and attend class.
- Students must sign-in and sign-out using the attendance scanner.
- In the event that the scanner is not operating, students must sign-in manually on an attendance sheet.
- The staff cannot verify attendance without information obtained from daily attendance records.
- Students are expected to remain in the ABE Lab while in attendance.
- 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.
- Loitering in and around the Adult Basic Education Center is prohibited. Students are expected to check in to class within five (5) minutes of arrival and leave the campus immediately after checking out of class
- 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.
- If your break extends past 20 minutes, you will be asked to check out of class.
- Once you check out for the day, you should leave the premises immediately. Loitering in front of the building or in Sherman Park is NOT permitted during class hours.
- If any staff member requests that you return to the classroom or leave for the day, please comply with their requests.
- In the event that all the computers in the lab are occupied, students are to utilize other methods of instruction such as independent study, tutoring, and/or small group instruction.

### 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 and no exceptions will be made for this policy:

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