



# Mt. San Antonio College Adult Basic Education Center



## High School Equivalency (GED/HiSET) Preparation 2015-16

### Hours of Operation

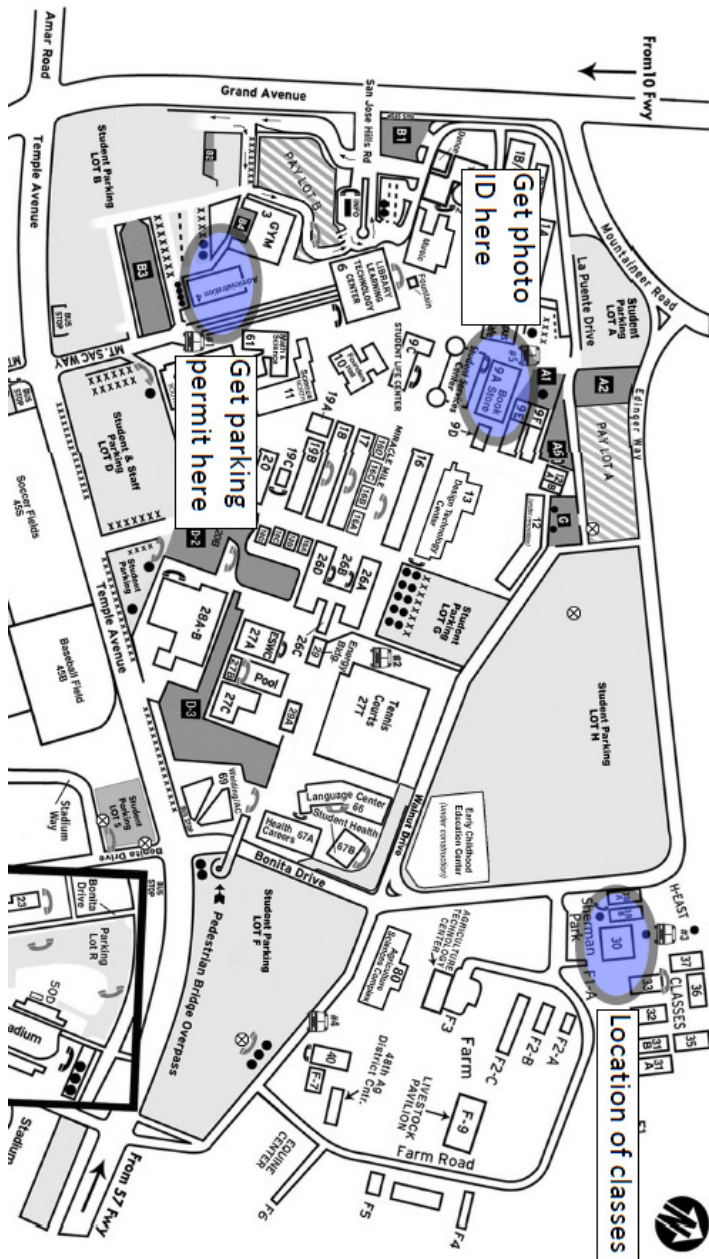
Monday—Thursday 8:00am-8:00pm

Friday 8:00am-4:00pm

Hours subject to change



Mt. San Antonio College, HSE Program, Building 30, Room 115  
Tel. #: (909) 274-4937, Fax #: (909) 274-2934, Email [abe@mtsac.edu](mailto:abe@mtsac.edu)



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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.

### School of Continuing Education

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

### Student Learning Goals

We will prepare all students to be:

Effective Communicators who
<ul style="list-style-type: none"> <li>Acquire reading and listening skills</li> <li>Speak and write to be understood</li> <li>Work productively as part of a team</li> <li>Use technology to express ideas</li> </ul>
Critical Thinkers who
<ul style="list-style-type: none"> <li>Gather, organize, and analyze information from a variety of sources</li> <li>Form and express a logical opinion or conclusion</li> <li>Demonstrate problem-solving skills</li> <li>Apply knowledge to personal, professional, or academic situations</li> </ul>
Lifelong Learners who
<ul style="list-style-type: none"> <li>Take responsibility for setting and implementing educational plans and career plans</li> <li>Use technology and emerging resources</li> <li>Develop capacity for resilience</li> <li>Participate productively in the community</li> </ul>

## Notes

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### Sexual Harassment

For more information, see AP 3430. The College is 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.

### 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.

### Student Complaints/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)).

## Mt. SAC Standards of Conduct, cont.

### 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.

## Important Dates

<b>Summer Intersession</b>		<b>June 22— July 30</b>
<b>Fall semester</b>		<b>August 24-December 11</b>
Labor Day	Monday	September 7
Veterans Day	Wednesday	November 11
Thanksgiving	Thursday/Friday	November 26 & 27
<b>Winter Intersession</b>		<b>January 4—February 11</b>
Martin Luther King, Jr. Day	Monday	January 18
Presidents' Day	Friday	February 12
<b>Spring semester</b>		<b>February 22-June 10</b>
Cesar Chavez Day	Thursday	March 31
Memorial Day	Monday	May 30

## 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)

## GED and HiSET Comparison

California has approved the use of three high school equivalency tests (GED®, HiSET®, and TASC™) for adults, and 17 year olds in some instances, for the purpose of receiving a California High School Equivalency Certificate.

	GED	HiSET
Subject Areas and Time for Each Test	<i>Reasoning through Language Arts:</i> 150 min <i>Mathematics:</i> 115 min <i>Science:</i> 90 min <i>Social Studies:</i> 90 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
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 Short Answer Extended response (ER)	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	For more information on accommodations, please visit: <a href="http://www.gedtestingervice.com/testers/computer-accommodations">http://www.gedtestingervice.com/testers/computer-accommodations</a>	For more information on accommodations, please visit: <a href="http://hiset.ets.org/take/disabilities/">http://hiset.ets.org/take/disabilities/</a>

ABE conducts an annual Graduation Ceremony in June for students who have earned the California High School Equivalency Certificate

## Steps to the CA High School Equivalency Certificate



### **Pre-Testing**

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



### **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.



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

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



### **Take the Official GED or HiSET 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.



### **Earn the High School Equivalency Certificate and Graduate!**

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 or career path.

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.



## 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.

## GED/HiSET Frequently Asked Questions

To read the GED Testing Service's Frequently Asked Questions (many of which have YouTube videos providing further explanation), please visit [www.gedtestingservice.com/testers/faqs-test-taker](http://www.gedtestingservice.com/testers/faqs-test-taker).

To read the HiSET Frequently Asked Questions, please visit [www.hiset.ets.org/faq](http://www.hiset.ets.org/faq).

### **Where can I take my Official GED/HiSET Exam?**

Lab staff can assist you with locating Official GED/HiSET Exam Centers after the instructor gives you a referral stating that you passed the pre-test and are ready for the subject area exam(s).

### **How much does the Official GED/HiSET cost?**

The fee for the Official GED/HiSET Exam varies from each Official Exam Center. Before going to take the official exam, please call the test center for the date, time, and to reserve a seat.



### **What form of ID is accepted to take the exam?**

- California Driver's License or State I.D.
- Current Passport
- Military I.D.

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

Any individual can take the test if he or she:

- Is eighteen (18) years of age
- Is within 60 days of his or her 18th birthday

In special cases an individual may take the GED/HiSET test at the age of seventeen (17). Please see the Lab Supervisor for more information.

### **Do I have to take all the tests at one time?**

This depends on the Official Exam Center.



### **What if I do not pass the test?**

Before re-testing, you will have to complete 60 hours of study in the subject area that you did not pass.

### **How and when can I get my results and how do I obtain a copy of my GED/HiSET records?**

Contact the testing location or the testing service directly. More information can be obtained at: <http://www.gedtestingservice.com/testers/contact-us> (GED) and <http://hiset.ets.org/contact> (HiSET).

## Student Success and Support

### ABE 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 HSE 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.

### Educational Plans

A counselor or educational advisor can help you with educational plans 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

The ABE Department provides the following services to support 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
- Weekly orientations for new students
- 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:
  - \* Job search publications and online resources
  - \* Eureka and the Discover programs (online career development resources)

## Parking Information, cont.

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>	<ol style="list-style-type: none"><li>1. Go to Building 30, Room 111 or Building 40 or the Bursar's Office (Building 4)</li><li>2. Input the required information into the designated computer</li><li>3. Once steps 1&amp;2 are completed, you can pay in the Bursar's Office</li></ol>	<ul style="list-style-type: none"><li>• Go to the Mt. SAC portal at my.mtsac.edu</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	<ul style="list-style-type: none"><li>• 7-10 business days</li><li>• Can print a temporary permit <b>ONLY</b> at the time permit is purchased</li></ul>
<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

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

\*Parking fees and information are subject to change.

## Obtaining a Mt. SAC I.D. 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 (priority for ABE 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.**

## Parking Information

### **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.

### **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.

## 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*

### **COURSES AND SERVICES OFFERED:**

- California High School Equivalency Preparation (GED/HiSET)
- ASVAB Preparation
- Reading Comprehension, Writing Skills, Math
- Intro to Computers and Internet Basics
- Microsoft Office (Word, Excel, PowerPoint, Access, Publisher)
- Keyboarding and Ten-key
- Typing Tests

### **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.**

### **BOOK/MATERIALS 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.

## ABE Lab Guidelines, cont.

### 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**.
- Chat rooms, 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.

## Assessment

In addition to GED/HiSET pre- and post-tests, you will be given the CASAS test throughout your time in the ABE Lab. The purpose of the test is to measure your academic progress .

## ABE 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 Adult Basic Education 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.

