

# *Ozarka College*

*Adult Education Program*

*Student Handbook*

*2004-2005*

Develop Your Future . . . . .

Earn Your *GED* at

**Ozarka College**

## Adult Education Program

Dear Student,

Welcome to Ozarka College's Adult Education Program. We want to congratulate you on your decision to pursue your education.

Our purpose is to assist you toward your educational goals. We will help develop your individualized educational plan, provide knowledgeable instructors, appropriate instructional materials, and attempt to answer any questions you may have.

Our Adult Education Program offers classes during the day at our campuses in Ash Flat, Melbourne, and Mtn. View, and at Simmons First National Bank Community Room in Mammoth Spring, the Fire Station in Hardy, and the Community Center in Calico Rock. Evening classes are offered at various locations in Fulton, IZard, Sharp, and Stone counties.

Again, congratulations on your decision to continue your education.

Sincerely,

Wayne Wilson  
Adult Education Director

**OZARKA COLLEGE**  
**Adult Education Program**  
**Student Handbook**  
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## **MISSION STATEMENT**

*The mission of Ozarka College, a public two-year institution located in north central Arkansas, is to provide its students and other citizens with quality comprehensive higher education, technical education, adult education, continuing education, workplace education, and cultural opportunities. Through the Adult Education Program, adult learners throughout the service area will be able to improve their academic and practical skills and complete a GED.*

## **ADULT EDUCATION PHILOSOPHY**

The Adult Education Program at Ozarka College has as a foundation the belief that knowledge is the key to improving the quality of life. Education puts the students in touch with the world around them, develops self-knowledge, and promotes meaningful decision making.

The Adult Education Program will attempt to increase student understanding of the value of education in gaining knowledge and developing skills and habits necessary for a successful future.

## **STATEMENT OF PURPOSE**

The purpose of the Adult Education Program is to raise the educational level of adults. The program reflects the real world with emphasis on the practical application of each new learning assignment. Graduates should possess an improved understanding of their world and academic skills to further the attainment of their personal goals. Students should develop a sense of responsibility, pride, and personal worth as they complete the ABE/GED program.

## **OBJECTIVES**

1. To evaluate the students when they enroll, and assist in establishing realistic goals based on entry level assessment.
2. To evaluate the progress of student using appropriate assessment instruments approved by the Adult Education Division.

3. To provide various instructional strategies and methods to assist students in obtaining goals.
4. To conduct a follow up survey to determine the effectiveness of the instructional program.

### **ORGANIZATIONAL STRUCTURE**

The Adult Education Program is an important part of Ozarka College. An administrator, a correctional counselor/examiner, two full-time, on-campus instructors, one full-time reading instructor, and a secretary serve the program.

Classes are available during the day at our campuses in Ash Flat, Melbourne, Mtn. View, Simmons First National Bank at Mammoth Spring, the Fire Station in Hardy, and the Community Center in Calico Rock. Evening classes are offered by part-time instructors in Fulton, IZard, Sharp, and Stone counties. The Chief Examiner and two alternate examiners direct and oversee TABE, Pre-GED, and Official GED Testing.

### **LEARNING LAB**

Adult Education classes are offered in the Learning Lab on Ozarka's Melbourne campus. The learning experience includes computer aided instruction, small group instruction, and one-on-one tutoring. An individualized plan is based on entrance and pre-testing administered immediately upon enrollment allows every student to begin at an appropriate level and progress at his or her own pace.

### **SATELLITE PROGRAM**

The Adult Education Program serves four counties: Fulton, IZard, Sharp, and Stone. Satellite programs that offer small group or individualized instruction meet in the evening in various locations in all four counties. Registration is an on-going process; therefore, students may enroll at any time during the year.

## **COMPUTER LITERACY**

Computer Literacy classes are held in a variety of satellite locations throughout the service area. In sites where computers are not available, notebook and lap-top computers are used to introduce this subject to a wide range of students. Some of these classes may be based at a student's workplace, including businesses and industrial locations.

## **WORKPLACE EDUCATION**

Workplace education includes GED preparation, communications, computer literacy, and other job specific skill enhancement courses. These courses are provided at various industries throughout Fulton, Izard, Sharp, and Stone counties as needed.

## **INSTITUTIONAL/CORRECTIONAL PROGRAM**

A special group of satellite classes constitutes the institutional/correctional program. These classes are provided primarily to serve 16 and 17 year old students and any other student mandated by the court system to pursue the GED.

## **ENROLLMENT PROCEDURES**

Enrollment in Ozarka's Adult Education Program is an open entry-open exit process. Anyone 18 years of age or older may enroll in the program at any time during the year. Under special circumstances, persons 16 or 17 years of age may be enrolled in the Adult Education Program in accordance with Arkansas Act 1659 of 2001. (A copy of Act 1659 is available upon request.) Enrollment procedures include completion of an intake form, release of information form, and participation in orientation.

## **ORIENTATION**

A student handbook is made available to each student. The handbook provides information regarding rules of conduct, attendance, classes, testing procedures, and graduation information. During the orientation session, the handbook will be reviewed and appropriate forms will be completed by the student.

## **RULES OF CONDUCT**

All adult education students are required to conduct themselves in an appropriate and mature manner at all times.

### Satellite Classes

Students enrolled in the satellite classes must adhere to the rules of the building in which the classes are being held. Your instructor will explain what these rules are. As in any class, appropriate behavior is expected:

1. Student must conduct themselves in a friendly and courteous manner at all times.
2. Disruptive behavior or insubordination will not be tolerated.
3. All assigned work will be completed by the student in the prescribed time.
4. Classroom area will be left clean.

### Learning Lab

The Learning Lab is designed to assist students in improving their academic skills. All students attending classes in the Learning Lab must adhere to the following rules:

1. Students must conduct themselves in a friendly and courteous manner at all times.
2. Disruptive behavior or insubordination will not be tolerated.
3. All assigned work will be completed by the student in the prescribed time.
4. Classroom area will be left clean.

Special rules apply to students under the age of 18. These are in addition to the above listed rules and are as follows:

1. It is the student's responsibility to fulfill his/her obligation to the courts.
2. Lunch break is between 11:00 and 11:30 a.m.
3. During a seven hour day, two fifteen minute breaks are permitted (10:00 – 10:15 and 1:30 – 1:45). If a student attends less than seven hours, only one break is permitted.
4. Students must arrive at the designated class time and leave the campus **promptly** after school.
5. Students under the age of 18 are not allowed to smoke on campus.

Students under the age of 18 not able or willing to comply with the above rules will be terminated; the prosecuting authority will be notified, and legal action will follow as specified by Act 30 of the Second Extraordinary Session of 1994.

### **ATTENDANCE POLICY**

A specific attendance policy applies to students under the age of 18. These students will be required to attend a minimum of ten (10) hours per week if they are employed full-time (30 or more hours per week). They will be required to attend class a minimum of twenty (20) hours per week if they are employed less than 30 hours per week. If a student is absent due to circumstances beyond his/her control, it is the responsibility of the student to make up the hours missed.

When a student attends less than the required minimum hours per week, certain provisions apply. The first week this occurs, the student's parent or guardian will be contacted by telephone or by regular mail. If the student attends less than the required minimum hours during a second week (not necessarily two consecutive weeks), the school district and prosecuting authority will be notified. The student's parent or guardian shall be subject to a civil penalty not to exceed five hundred dollars (\$500) plus costs of court and any reasonable fees assessed by the court.

### **CURRICULUM**

Ozarka College's Adult Education Program offers a curriculum that is consistent with the subject matter on the GED Test. The curriculum includes basic academic courses as well as those designed to enrich and expand the student's ability to adjust in his/her personal life and in the workplace.

#### Language Arts, Writing

Areas covered include sentence structure, organization, usage, mechanics, and composition.

#### Social Studies

Areas covered include United States history, world history, civics and government, economics, and geography.

### Science

Areas covered include life science, earth and space science, and physical science.

### Language Arts, Reading

Focuses on comprehension and analysis of written data.

### Mathematics

Areas covered include numbers and operations, measurement and data analysis, algebra, and geometry

### Computer Literacy

Basic skills needed to understand and operate computers.

### Life Skills

Parenting, health and hygiene, basic skills, homemaking, and household management.

## **TEST OF ADULT BASIC EDUCATION (TABE)**

The TABE is designed to assess reading, mathematics, and language skills for adults. It is given upon enrollment and after every 40 hours of instruction. The test enables teachers and administrators to diagnose, evaluate, and successfully place examinees in appropriate levels of adult education instruction.

## **GED PRACTICE TEST**

The GED Practice Test is the prerequisite for taking the Official GED Test. The test lasts three (3) hours and twenty (20) minutes. A minimum score of 450 is required on each section. For sixteen and seventeen year old students, an overall average of 490 is required **in addition to** the 450 minimum score on each test.

## GENERAL EDUCATION DEVELOPMENT TEST

The GED Test provides an opportunity to earn an Arkansas High School Diploma. This is a comprehensive test that evaluates one's ability to read, write, and compute. The test includes Language Arts, Writing; Social Studies; Science; Language Arts, Reading; and Mathematics.

The test requires an understanding of the content area, not the recalling of specific facts and dates. A minimum score of 410 on each test with an overall average of 450 is required. Total time allowed for test taking is seven (7) hours and five (5) minutes.

Retesting is based on the average standard score on the GED Test. If the score is 2150 or higher, the student may retest at the next testing session. If the score is 2050-2149, the student must wait 3 months or complete 30 hours of classroom instruction, **and** pass an Official Practice Test in the area(s) to be retested. If the score is 2049 or lower, then the student must wait 6 months or complete 60 hours of classroom instruction, **and** pass the Official Practice Test in the area(s) to be retested

Applicants for the Official GED Test must meet the following requirements:

1. Be a legal resident of Arkansas
2. Show two forms of identification – photo ID **plus** either a Social Security Card or birth certificate.
3. Provide signed and dated Practice Test Verification Form.
4. Complete folder for Official GED Testing.
5. Complete Media Release Form
6. Be 18 years of age and not enrolled in high school, unless the applicant has been released from school district and accepted into the Adult Education Program (Act 30, Second Extraordinary Session of 1994).

Testing times are announced in the local media on a monthly basis and posted on the Adult Education link of Ozarka College's homepage ([www.ozarka.edu](http://www.ozarka.edu)). Considering the open-entry, open-exit policy, a monthly test schedule is sent to instructors to enable them to prepare and schedule testing for their students at the pre-determined dates and sites.

## **SCHOLARSHIPS**

The **New Horizon Scholarship** is available to students who have received a score of 600+ (overall average) and who are enrolling as first time, full-time college applicants. Qualified persons must submit a New Horizon Scholarship application along with an official copy of their GED score report. Applicants must have completed the GED within the five years preceding their enrollment in a technical certificate or associate degree program at Ozarka College.

These scholarships are also renewable each semester (not to exceed 4 semesters) as long as the recipient completes at least 12 credit hours per semester (not including transitional courses) with a GPA of at least 3.00 or a cumulative GPA of 3.25.

The **GED Scholarship** is available to students who are studying at Ozarka for the GED. Students may apply to have tuition waived for enrollment in six semester hours of math and English designed to prepare them for later enrollment in college-level courses. Applicants must be 18 years of age or older.

## **GRADUATION**

After passing the Official GED Test, the graduate is invited to participate in Ozarka College's graduation exercises. The cut off date to be included in Ozarka's graduation is March 30. Graduation caps, gowns, OC diplomas, and diploma covers will be provided. Graduates who need official copies of their Official GED Test scores may obtain a form for requesting a duplicate copy by contacting the Adult Education Department at Ozarka College in Melbourne.

## **SPRINGFEST**

Each spring the Adult Education Department hosts an activity that invites GED completers on campus to meet administrators, faculty, and staff of Ozarka College to hopefully encourage those students to continue their education.

**OZARKA COLLEGE**  
**ADULT EDUCATION DEPARTMENT**

**RECEIPT AND CONFIRMATION OF STUDENT HANDBOOK**

I have received a copy of the Ozarka College Adult Education Student Handbook. I understand that failure to comply with the policies stated therein can result in probation or dismissal from the program. I have had the opportunity to ask questions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date