



## TABLE OF CONTENTS

General Information	3
Program Staff Contact Information	3
Registration/Orientation Procedures	4
2018-2019 Program Calendar	5
Schedule of Classes	6
Frequently Asked Questions	7-8
Student Code of Conduct	9
Attendance Policy	9
Grievance Policy	9
Student Rights and Responsibilities	10
Support Services	11

## GENERAL INFORMATION

NTCC Adult Education program offers free instruction in Adult Basic Education (ABE), General Education Development (GED), and English as a Second Language (ESL). Classes are held at various locations in the service delivery area of Titus, Morris, Franklin, Camp, and Wood counties.

**REGISTRATION/ORIENTATION PROCEDURE**  
(New students must attend a minimum of 3 orientation hours)

Welcome/Student Sign-in

Complete Student Enrollment Packet

Student Enrollment Form

Student Contact Information Sheet

Participant Release Information

Student Code of Conduct

Col

ADULT EDUCATION PROGRAM CALENDAR  
2018-2019

FALL 2018



## FREQUENTLY ASKED QUESTIONS

## FREQUENTLY ASKED QUESTIONS (CONT.)

### Can I take online classes?

Yes. Student must obtain 12 direct contact hours prior to enrolling in online classes. For other eligibility requirements, please contact the Distance Learning Coordinator at 903.434.8340.

### What is the cost of GED exam?

The total cost of the GED exam is \$145 (\$36.25 per section). Prior to scheduling the GED exam, students can also take the GED practice exam at the cost of \$24 (\$6 per section). The GED exam can be taken in its entirety or per section. Payment for the GED exam is made through the GED website at [www.ged.com](http://www.ged.com). **NTCC CANNOT accept payment for the GED exam.** For more information regarding GED retake guidelines, please contact the NTCC Testing Center at 903.434.8273 or the GED Call Center at 1.877.392.6433.

### Can I go to college after I receive my GED?

Yes. Students will need to provide an OFFICIAL GED transcript or certificate to the college admission's office. If enrolling at NTCC, student will need to follow the [7 Steps to Success Checklist](#) found on the NTCC webpage.



## STUDENT CODE OF CONDUCT

Each student will be expected to behave in a manner consistent with the NTCC Adult Education Program's function as an educational institution. Specific examples of misconduct of which students may be subject to disciplinary action include, but not limited to, the following acts prohibited while participating in classes at any Adult Education program site.

- Possession and/or use of any controlled substance, alcohol or drug paraphernalia on college-controlled property.
- Refusal or failure to comply with a request or directive of an employee who is acting in the performance of his/her duties.
- Causing a disturbance resulting in the disruption of normal activities and order. Inappropriate classroom behavior will be judged to be a disturbance. The instructor will have responsibility for control of the classroom and may take steps to ensure an orderly environment in which learning may occur unimpeded.
- Cell phone use will be prohibited during class unless instructor authorizes use.
- No children will be allowed in the classroom during instruction. Special permission may be granted for extenuating circumstances as determined by director/coordinator or for special student/child related activities or events sponsored by the program.
- No children will be allowed in the classroom during instruction. Special permission may be granted for extenuating circumstances as determined by director/coordinator or for special student/child related activities or events sponsored by the program.
- Sexual harassment of students and/or employees is unacceptable and will not be tolerated.
- Assaulting any person on class property or engaging in fighting will not be tolerated. The NTCC Adult Education employees are authorized to remove a student from the classroom and contact law enforcement, if necessary.
- Disciplinary actions that may be taken in case of violation of NTCC policy include: verbal warning, formal written warning, and/or dismissal.

**(A signed copy of student code of conduct is kept in student file)**

## ATTENDANCE POLICY

Students who enroll in the NTCC Adult Education Program are expected to attend class on the scheduled days and time. It is understandable that family and/or medical



SUPPORT SERVICES



Your  
**FUTURE**  
Starts  
Here!