# Table of Contents

Mission Statement .................................................. 3

Adult Education Classes .......................................... 4

Site Directory .......................................................... 7

Orientation Procedures ............................................. 8

Referral Procedures ................................................ 9

Student Rights and Responsibilities ......................... 10

Student Grievance Policy ........................................ 14

Frequently Asked Questions ................................. 15

Accommodations .................................................... 18

Progress Level ....................................................... 19
Arkansas Adult Education
Mission Statement

To equip our students with the necessary skills to improve the quality of their lives.
Adult Education Classes

**Adult Basic Education (ABE)**—Adult Basic Education is designed for the adult learner who wishes to strengthen reading, writing, math, or life-coping skills. The program offers basic instruction for adults functioning below an eighth grade level in reading, math, and/or language. Individuals are pre-tested to determine reading, math, and vocabulary entry levels.

**GED® /Adult Secondary Education (ASE) Program**—Adult Secondary Education or General Education Development classes offer instruction to adults who are preparing to pass the GED® exam or who desire to enhance essential skills. Four areas of instruction are provided: Reasoning through Language Arts, Social Studies, Science, and Mathematics. Individual instruction is based on the student’s entry level and needs. Class enrollment/attendance is open-entry, open-exit. Program completion is attained with passing the GED® tests and receiving an Arkansas High School diploma or by reaching an individual’s goal.

**Employability Skills Course**—This program provides training to enable adult learners to become better informed and more highly skilled for the changing world of work. The instruction provides a comprehensive grounding in the knowledge and skills learners need to succeed in the workplace.
English as a Second Language — ESL classes are provided for adults whose native language is not English. Adults receive instruction in English and in learning how to cope in American society. Beginning, Intermediate, and Advanced ESL classes are available. Some classes include instruction suggested by the US Immigration and Naturalization Service to prepare the student for the citizenship examination. The class format is open-entry, open-exit. ESL classes are offered at the De Queen Campus Adult Education and the Howard County Campus, and other sites as needed.

Basic Computer Literacy — Introduction to computer classes provided instruction in the operation of the computer, basic computer terminology, uses and applications, and provides a brief introduction to word processing. Computer Literacy is currently provided for students enrolled in adult education programs or workplace environments. Computer Literacy is designed to assist enrolled students in becoming literate in the use of technology as a learning tool and not to provide comprehensive training to achieve proficiency in specific software programs.

ASVAB Preparation — The ASVAB exam is a military entrance exam. The program provides training in the specific areas of the exam. Instruction is offered by Computer-Aided Instruction (CAI) or textbook.
**Basic Keyboarding**—The student will have a private typing tutor in this computer CD-ROM program. The student will get personalized exercises, exciting games, and instant feedback to improve typing proficiency.

**Compass Preparation**—The student will have access to a private computer program to upgrade basic skills needed to successfully pass the Writing Skills, Reading Skills, and Numerical sections of the Compass placement test.

**Career Readiness Certificate (CRC)**—The Arkansas Career Readiness Certificate is a certificate based upon the WorkKeys® assessments that demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. Areas tested include Reading for Information, Applied Mathematics, and Locating Information. Upon completion the student will receive a state-issued certificate in Bronze, Silver, or Gold that is signed by the Governor of Arkansas.
Adult Education Sites

Sevier County
UA Cossatot Adult Education Department,
870.584.4471
183 College Drive  De Queen, AR

Howard County
UA Cossatot Adult Education Department,
870.845.2454
1558 Hwy 371 West  Nashville, AR

UA Cossatot-Dierks Community Center,
870.286.2632
102 W. 2nd St.  Dierks, AR
Orientation Procedures

The first step of enrolling in adult education is filling out the intake, Internet policy, student rights and responsibilities, and a media release form. Once the forms are completed, you will set primary and secondary goals. The course of study is determined by these goals.

Next the Locator is given to determine which level of the T.A.B.E. is appropriate for you. This evaluation takes approximately 30 minutes.

You will then be T.A.B.E. tested to determine where you’re at in reading, math, and language. This evaluation takes approximately 3 hours.

If you score at least a 596 scale score in each subject on the TABE, then you proceed to the Ready Tests. You must score at least a 150 on each test to pass. If you do not score a 150 or above, the instructor will determine what materials/instruction will benefit you. After a period of time, you will be re-tested to track progress. Once you pass the Ready Tests, the instructor will schedule you for the GED® Test.

Graduates are invited to participate in graduation ceremonies at UA Cossatot.
Referral Procedures

If you are having barriers or problems with getting your education and need help, then we can refer you to an agency that might be of help to you. We refer students to the following agencies:

- DHS
- Workforce Education Center
- Health Department
- Domestic Violence Center
- SW Mental Health
- Other agencies as needed

Students that want to enter post-secondary education upon receiving their GED® will be referred to UA Cossatot Student Services. All adult education sites have UA Cossatot handbooks that list all UA Cossatot programs and degrees.

For information about program services for persons with disabilities, Contact: Suzanne Ward at 800-844-4471.
Student’s Rights and Responsibilities

The Adult Education Department is a part of the Cossatot Community College of the University of Arkansas. Therefore, Adult Education students are governed by the same Student Rights and Responsibilities as stated in the official college handbook.

Adult Education Student’s Rights:

1. You have the right to an education that will enable you to accomplish your goals (e.g., improved basic skills in reading and/or math, GED®, English-as-a-Second Language, citizenship, computer literacy, etc.)

2. You have the right to be treated with respect in the classroom and in regard to your personal and educational information. Personal and educational information will be kept confidential and only be released with your written permission.

Adult Education Student’s Responsibilities:

1. You share responsibility with the teachers for your own learning. You should spend some time when you are not being taught directly by the teacher studying on your own. There are excellent computer programs, video tapes, audio cassette tapes, and books at each Adult Education center for you to use. The teachers will show you how to use them.
2. You are responsible for helping others to learn by being respectful. During class, you should ask questions if you don’t understand, participate in the activities, and help others to understand. You should not be having casual conversations during the class. Your talking may disturb others who are trying to hear what the teacher is saying, and you will not be listening to the lesson.

3. You are responsible for taking care of the equipment, the materials, and yourself in the classroom. Please do not eat or drink at the computers. If you have a problem with a computer, tell a teacher. If you spill something or make a mess, clean it up. Please do not write on the dictionaries or other materials.

4. You should maintain proper hygiene when attending class. Do not attend class when you are sick. You could have a communicable disease that may spread to students and teachers. Note: Minor students require a doctor’s note to be excused from the required weekly attendance.

5. Students attending adult education should leave campus when studies are completed for the day. Loitering is not allowed on premises. Suspension of student from campus or site will occur if this rule is not followed.

If you are dismissed from the program for any reason, you will not be allowed to enroll at any other UA Cossatot Adult Education site. You will be dismissed from the program not just from that particular site.
UA Cossatot Student’s Responsibilities:

1. If you damage, destroy, lose, sell, or otherwise dispose of college property entrusted to you, you will be charged the full extent of the damage or loss and will be subject to prosecution under State laws and disciplinary action by the college.

2. Engaging in such acts as stealing, disrupting classes or disturbing normal college operations, gambling, **profanity**, verbal or physical abuse, and possession of firearms and other dangerous weapons will make you liable to disciplinary action, probation, or expulsion.

3. Plagiarizing, cheating, and violation of copyright laws are serious offenses. Proper credit must be given to the original writer or creator of copyrighted materials.

4. There is to be **NO USE OF TOBACCO IN ANY FORM** in the classroom areas, library, halls, restrooms or the Student Center; you may smoke and/or chew in outdoor areas. Offenders will be subject to dismissal from the school. Smoking is prohibited by law in any College vehicle.

5. Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on college premises or allowed to participate in any college or student organization activity. Involvement in the unlawful possession, use, or distribution of drugs and/or alcohol will result in immediate suspension. The College’s administration
and instructional staff will cooperate to the best of its ability with law enforcement officials in the apprehension of students engaged in these activities. You will be subject to all national, state, and local laws and ordinances, and Cossatot Community College-UA staff will assist authorities in enforcing all applicable legal sanctions for unlawful possession, use, or distribution of drugs and alcohol.

6. While UA Cossatot provides a public place for discussion, dissent and demonstration, guidelines for the expression of free speech exclude the use of violence, intimidation, disruption of classes, takeover of buildings, interference with campus communication, or any other activity that interferes with the ability of students, faculty or staff to perform their work.

In order to maintain a Drug-Free Campus, information is kept available about the dangers of drug abuse, the availability of counseling, and the penalties for violations. An Information Center is located in the Library containing pamphlets that deal with these topics. Additional information is available in the form of videos and special programs that may be scheduled throughout the year.
Student Grievance Procedures

It is UA Cossatot’s belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at UA Cossatot, please try to discuss your feelings with your Instructor, Advisor, or Counselor. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to the Dean of Student Services; you must include the specific grievance/complaint and specific remedies sought.

2. The Dean has five (5) working days in which to investigate and respond in written form.

3. If not satisfied, you may appeal within five (5) working days to the Student Appeals Committee who must respond in writing within five (5) working days.

4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the Vice Chancellor, who will hear the complaint and render a decision within ten (10) working days.

Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, notetakers, etc., can be made available to assist in the hearing and appeals process. Please contact the Counselor/ADA coordinator to request accommodations.
Frequently Asked Questions

What’s the 2014 GED® test like? The GED® test has been updated to make sure it measures what graduating high school seniors know and what colleges and employers will expect of you.

♦ Four (4) parts:
  Science (90 minutes)
  Social Studies (90 minutes)
  Reasoning Through Language Arts (150 minutes including a 10-minute break)
  Mathematical Reasoning (90 minutes)

♦ Offered on computer (paper available for accommodations only)

♦ English and Spanish

Do students have to pay for all of the tests at once? GED Testing Service has no requirement that test-takers pay for all tests at one time.

Can students still take tests separately on different dates? Yes, this is one of the key advantages of computer-based registration, scheduling, and testing, so that test-takers can take the test according to their preferred schedule.

Will requirements be the same? Taking only three times in a calendar year...Yes, initially in 2014, the GED Testing Service will limit test-takers to three test-
ing opportunities per year.

If a student fails any one section of the test, he/she will have to take the whole battery again, even the average of all sections is above the passing score? True or false? False. If a test-taker obtains a passing score on one of the modules, he or she is finished with that module and need not take it again, even if other modules have not been passed and need to be retaken.

Students can take sections of the new GED® test in any order they want to. Do they pay as they go? Yes, one of the advantages of the computer-based registration and scheduling system is that students can register, schedule, and pay for only those parts of the test that they are ready to take.

Will there be a timeframe for a student to complete all four tests? The GED Testing Service does not have policies stipulating a minimum timeframe within which all four GED® test modules must be completed.

Will the test-taker have a clock to let them know how much time they have left so they can edit or proofread their response? Yes, the testing software contains a test-timer in the upper right-hand corner that the test-taker can minimize or maintain in view at their option. However, the timer cannot be minimized during the final few minutes of the test, in order to make certain that the test-taker is aware that time is running out and
that they will need to complete their test and submit it.

**Will the break be managed by a computer timer?**
Yes, all of the timing is managed by the computer, though the test administrator has a role in logging the individual in and out of the test workstation.

*Note: The RLA module has been adjusted so that it will be 150 minutes, including a 10-minute break. Students will not be able to interact during their scheduled break time.*

**What kind of actionable information will be available to the prep program that candidates attended if they fail a section of the test?** Participants will receive information regarding the skills they have demonstrated on the test, as well as the skills they need to attain to get to the next level of performance.

**How long until scores are available?**
Scores will be available online at a student’s MyGED™ account at [www.GED.com](http://www.GED.com) the same day he or she tests.

**Are there actually two different certificates/diplomas that will be awarded depending on the average score of all four tests?** No. There is one credential that will result from the 2014 GED® test – the high school equivalency certificate or diploma. Test-takers will receive feedback, however, on their progress towards career- and college-readiness skill levels.
Accommodations

Accommodations are changes made to give YOU an equal opportunity to learn. If YOU know your rights and responsibilities, YOU can help yourself learn better by finding accommodations that work for YOU.

Sample Accommodations

- Extra time
- Private room for testing
- Take individual tests on different days
- Tests on tape (audio)
- Textbooks on tape (audio)
- Calculator or talking calculator
- Scribe
- Frequent, supervised breaks during testing
- Large-print or Braille test
- Assistive technology devices for classroom use

Contact your instructor if you wish to apply for GED® test accommodations.
Progress Chart

**Reading**
- (106) 596-999
- (105) 567-595
- (104) 518-566
- (103) 461-517
- (102) 368-460
- (101) 110-367

**Math**
- (106) 595-999
- (105) 566-594
- (104) 506-565
- (103) 442-505
- (102) 314-441
- (101) 100-313

**Language**
- (106) 586-999
- (105) 560-585
- (104) 524-559
- (103) 491-523
- (102) 390-490
- (101) 100-389

**Oral Best**
- (112) 58-64
- (111) 51-57
- (110) 42-50
- (109) 29-41
- (108) 16-28
- (107) 0-15

**Literacy Best**
- (112) 76-78
- (111) 68-75
- (110) 64-67
- (109) 53-63
- (108) 21-52
- (107) 0-20

**Best Plus**
- (112) 507-540
- (111) 473-506
- (110) 439-472
- (109) 419-438
- (108) 401-417
- (107) 0-400