SAVANNAH TECHNICAL COLLEGE
5717 White Bluff Road
Savannah, GA 31405
912.443.5446
www.savannahtech.edu

WE OFFER YOU MORE!

ADULT EDUCATION CLASS REGISTRATION

What we do: Help adults improve their reading, writing, and math skills. Help with COMPASS/ASSET preparation and GED test preparation.

Who is eligible: Any resident 16 years of age or older, living in one of the following counties: Bryan, Chatham, Effingham, or Liberty may utilize our services for educational enrichment.

How to enroll: Complete each step in the registration process. The list is below.

Contact us: Please call an Adult Education Admissions Team Member at **912.443.5354**.
Visit us online at www.savannahtech.edu, click on the "Quick Links" drop down menu, then select "GED/Adult Education". Also, check us out on Facebook.

Read and fill out the application packet.

Completed packet includes:

1. Intake Assessment Form
2. Student Consent to Release Information Form
3. Registration Questionnaire
4. Registrants **16 and 17 years old only**: Underage Youth Application For Program Enrollment And Permission to take the GED Test Form

STEP 1: Complete a registration session.

Bring (A) completed application packet, (B) pen and two sharpened pencils, (C) government-issued picture i.d. with printed date of birth to one of our upcoming registration dates.

Plan to stay three (3) hours. For special enrollment, also bring the following:

- School withdrawal form (16 and 17 year olds only)
- Parent/Guardian (16 and 17 year olds only, **and** only if Underage Youth Application **and/or** Consent to Release needs to be signed and witnessed.)
- COMPASS test scores (if referred for tutoring)
- GED test scores (if completed sections of the GED)
- Special Needs Paperwork (if you have a disability and are requesting special accommodations)

STEP 2: Complete TABE testing.

Plan to stay three (3) hours. Bring (A) government-issued picture identification, and (B) two sharpened pencils

STEP 3: Complete class orientation.

Plan to stay three (3) hours. Bring (A) pen and pencil, and (B) note pad or paper. You will learn your class assignment, and prepare for class instruction. You will begin class usually the next day.

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SAVANNAH AREA ADULT BASIC EDUCATION AND ADULT SECONDARY EDUCATION

FREQUENTLY ASKED QUESTIONS (FAQS)
GENERAL

What is Adult Education?
The program is designed to help adults improve their reading, writing, math skills, and English language skills for non-native speakers. Instructors also help students with the Science and Social Studies test preparation for GED testing.

How much is class tuition?
Classes are free. The Adult Education Program at Savannah Technical College is considered a public educational benefit.

How does the program work?
Students enrolled in the program attend one or more blocks of classes. Currently, most classes in the Savannah Area are offered between 9:00 AM and 12:00 PM, 1:00 PM and 4:00 PM, and 6:00 PM and 9:00 PM. Morning and Afternoon classes are offered Monday through Thursday. Evening classes are offered Monday through Wednesday.

Students are placed into a class based on their Test of Adult Basic Education (TABE) results. Students are placed at one of six levels. Each subject (reading, math and language) has its own level. Instructors advise students on their next step(s) toward reaching their personal, academic, or career goal(s).

Who is eligible?
To be eligible for enrollment, applicants must meet all of the following requirements:

- 16 years of age or older
- Withdrawn or otherwise not enrolled in school
- Appropriate SDA 24 Adult Education Program application documentation – completed and submitted
- SDA 24 Adult Education Program admission process - completed

How do I register for classes?
Registration dates and information are available:
- Online at www.savannahtech.edu, go to Quick Links, and select GED/Adult Education
- By phone at 912.443.5354 or 912.443.5446
- In person at the Adult Education Program, 5717 White Bluff Road – **SEC Building**, Savannah GA 31405-5521

There are three steps to our admission process: (1)Registration Session – information session, application review, pre-testing, (2)TABE Testing – placement testing, and (3)Orientation – student contract, class assignment, class preparation, transition planning

Where can I attend classes?
Service Delivery Area 24 (SDA 24) provides classes in the following counties: Bryan, Chatham, Effingham, and Liberty. In the Savannah area there are currently five sites: Broad Street YMCA, Crossroads Campus, Housing Authority of Savannah, Moses Jackson, and the Savannah Campus.

When do classes begin?
Class enrollment occurs on a monthly basis. Classes usually begin the day after the orientation session. Orientation is considered the first day of class. Orientation is a requirement for beginning classes in the program. You receive class hours for participating in orientation. Each student has a personal plan. Based on the plan, students may complete coursework in as little as 10 weeks or continue for a year or more.

What is TABE?
TABE is the Test of Adult Basic Education. It targets your areas of strength and areas for improvement in Reading, Math, and Language. This allows you to work on the specific academic skills you need. It will assist instructors with counseling you on your next steps. If you are interested in GED Testing and college placement testing, such as COMPASS and ASSET, instructors will be able to help you determine your readiness.

What if I miss one or more parts of the admission process?
If you miss one part of the admission process, your admission process is put on hold. If you miss the TABE test, orientation, or the first week of class, you must contact the Adult Education Program Admissions Team to schedule your next steps. You may **call 912.443.5354 or email AdultEducation@savannahtech.edu.**

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SAVANNAH AREA ADULT BASIC EDUCATION AND ADULT SECONDARY EDUCATION

FREQUENTLY ASKED QUESTIONS (FAQS)
REGISTRATION PROCESS

How does the waitlist process work?
When all registration seats are taken or registration is full, remaining applicants are placed on the registration waiting list.

To get onto the waiting list, applicants must (A)be present no later than registration session start time, (B)submit their name and contact information, before leaving the registration line.

Applicants on the registration waiting list have guaranteed* seating during the next registration only. If you are on the registration waiting list, please note the following:

1. Waiting list applicants must arrive 15 to 30 minutes prior to the registration session start time. There is a separate waitlist check-in.
2. If waitlist applicants arrive after the designated time or do not have all required documentation, they will be placed into the regular registration line.

*NOTE: If there are more applicants on the waiting list than available registration seats, then a separate process will take place.

What if I miss TABE testing?
If you miss a scheduled appointment, you must reschedule your appointment. You may reschedule your appointment by:

1. Calling the Admissions Team at 912.443.5354***, or***
2. Sending an email to AdultEducation@savannahtech.edu

Be sure to leave your a) name b) phone number c) the name of the session you need to reschedule (registration, TABE testing, or orientation).

Note: test scores are good for six months (180 days). If your testing was completed over six months ago, please restart the registration process. You must attend a registration session, and complete the registration process to enroll.

Are parents required to attend?
Guardian presence is not required, ***if*** the student has a **completed** underage packet. The completed underage packet includes the following forms: (1) Underage Youth Application for Program Enrollment and Permission to take the GED Test Form, and (2) the Student Consent to Release Information Form.

If the forms are completed on-site, parent/guardian must show proof of guardianship. Proof of guardianship includes government-issued picture identification, ***and*** (A) birth certificate **or** (B) legal documentation showing proof of parental status or guardianship.

How long is each session and what happens during each session?
Each session is three hours (registration, TABE testing, and orientation).

1. **Registration Session** – Review registration paperwork, complete a brief orientation to the program, and complete the Locator Assessment. The Locator Assessment determines the difficulty level of the TABE assessment.
2. **TABE Testing** – Complete assessments in reading, math, and language. This assessment determines your educational functioning level (EFL) and the score report informs your instructor of your academic strengths and areas for improvement. Your EFL determines your class placement – which class you will be assigned to.
3. **Orientation** –During this session you will complete a detailed orientation to the program – review the program expectations, understand academic levels, understand how to tell if you are ready for college placement or GED testing, know how to access information about GED test scholarships and program awards, learn what it means to be an adult student, and how to get the most out of the program. You will also receive school picture identification, vehicle parking pass forms, and your letter of admission.

Adult Education Program – SDA 24
Savannah Area
Site and Class Time Options
Note: site information is subject

Savannah Campus
5717 White Bluff Rd.
Savannah, GA 31405
912.443.5446
Classes: Mon.-Thurs., 9AM-12PM, 1PM-4PM
Mon.-Wed., 6PM-9PM

Pembroke (Bryan County Elementary School)
104 Ash Branch Road
Pembroke, GA 31321
912.626.5033
Classes: Mon. & Wed., 6PM-9PM

Richmond Hill Public Library
9607 Ford Avenue
Richmond Hill, GA 31324
912.626.5033
Classes: Tues. & Thurs., 9AM-12PM, 1PM-4PM

Savannah Housing Authority
1407 Wheaton St.
Savannah, GA 31404
912.235.5800
Classes: Mon.-Thurs., 9AM-12PM, 1PM-4PM

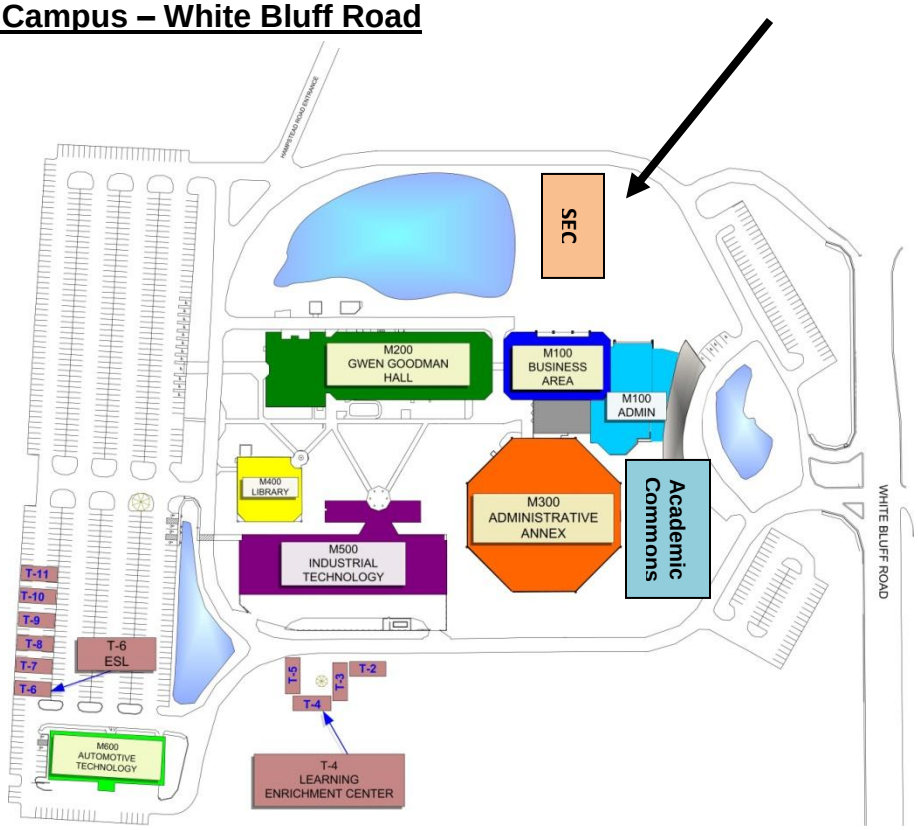
Pooler Crossroads (Ext 104, Off I-95)
190 Crossroads Parkway
Savannah, GA 31407
912.443.3010
Classes: Mon.-Wed., 6PM-9PM

YMCA
1110 May Street
Savannah, GA 31415
912. 233.1951
Classes: Mon.-Fri., 9AM-12PM

Moses Jackson
1410 Richards Street
Savannah, GA 31415
912.651.6785
Classes: Mon.-Wed., 9AM-12PM, 1PM-4PM, 5PM-8PM

ADULT EDUCATION PROGRAM OFFICE
MAIN: (912) 443-5446 REGISTRATION: (912) 443.5354

Savannah Campus – White Bluff Road



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Request for Test and Class Accommodations
Documentation Guidelines

The Adult Education Program is committed to working with students. The program will work to provide reasonable access to all students. The program will provide reasonable academic accommodations that may be necessary and appropriate due to a student's disability. Students who have a physical or mental impairment which substantially limits one or more major life activities are eligible for accommodations.

All students who are requesting accommodations must provide appropriate documentation. Documentation should state the specific disability. Documentation should also describe the impact to the individual's ability to participate in instruction, complete assessments, and complete coursework under standard conditions.

In order for us to process your request for accommodations, the following documentation is required:

1. A **completed Consent For Release** with the name of an advocate. This form allows the advocate to communicate with the program and obtain information from the program regarding your enrollment.
2. A **detailed letter or written report** from your evaluator (usually a physician or psychologist, or psychiatrist). The documentation from your evaluator must meet these general criteria:
    - The report must be on the evaluator's letterhead
    - The evaluator must be qualified, and identify his/her certification or licensure.
    - The evaluation must be current:
        - Learning Disabilities: less than 5 years old
        - ADHD: less than 3 years old
        - Psychiatric/psychological: less than 1 year old
        - Physical/chronic health conditions: Generally less than 1 year old, depending on the condition and its expected duration
    - The report must contain relevant information about the history of your condition, its impact on your functioning, what treatments you are using, and your prognosis (how long your condition is expected to continue)
    - The report must include all scores, subtest scores, and index scores for any tests that were administered to you
    - The report must include a specific diagnosis
    - The report must include specific recommendations for testing and classroom accommodations, with a rationale for each recommended accommodation
    - The report must be signed and dated by the evaluator
3. Other **relevant documentation** that will provide information about the history of your condition, and past accommodations that have been successful.

NOTES:

1. A qualified professional must administer the tests in the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if s/he has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the examiner should have a Ph.D., Psy.D., or M.D. degree, although master's-level school psychologists may also be qualified (LD evaluations only). However, simply having a particular degree or license does not automatically mean that the evaluator has had sufficient formal training and expertise in assessing adults.

NEXT STEPS

1. Complete the Consent for Release Form. You may pick up the form at the Adult Education office where registration is held or print off the form from our website at http://www.savannahtech.edu/cwo/GED_Adult_Education.
2. Gather relevant documentation: (a) a current detailed letter or written report from your evaluator, and (b) other relevant documentation of the history of your condition and past accommodations that have been successful.
3. Submit the documentation to the designated person for your county, and inform them that you have a disability and would like to see if you are eligible for services.
   a. **Chatham County** Ms. Vee Butler (912) 443-5713
   b. **Bryan County** Mr. Rick Smith (912) 626-5048
   c. **Effingham County** Ms. Alethia Scott (912) 754-2876
   d. **Liberty County** Ms. Patricia Pangburn (912) 368-7322
4. Give the office two weeks to review your documentation, and provide an update on the status of your request.

Adult Education Program
Intake Assessment Form

Form Completion is required for ALL Adult Learners and ALL Programs. Required data is marked with an asterisk (*).

Enrollment Date: _____ **Entry Level:** _____ **Class Site:** _____

STUDENT DATA

Social Security Number: _____ - _____ - _____ *Date of Birth: _____

*Name: _____
Last *First* *Middle/Former Name* *Suffix*

*Ethnicity: Are you Hispanic/Latino? ☐ Yes ☐ No *Gender: ☐Male ☐Female

*Race: ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African-American ☐ Native Hawaiian or Other Pacific Islander ☐ White

*Highest Educational Level Completed:

☐ No Formal School	☐ 4th grade	☐ 8th grade	☐ 12th grade (no diploma)	☐ Bachelors
☐ 1st grade	☐ 5th grade	☐ 9th grade	☐ High School Diploma	☐ Masters
☐ 2nd grade	☐ 6th grade	☐ 10th grade	☐ GED Diploma	☐ Specialists
☐ 3rd grade	☐ 7th grade	☐ 11th grade	☐ Associates	☐ Doctorate

How did you hear about the program? ☐Print Media ☐Friend ☐TV ☐Radio ☐Referral ☐Internet ☐Family
☐ Previous Enrollment ☐ Previous Enrollment in another program: If so, which one? _____

Special Enrollment: ☐ Technical College certificate/diploma/degree program ☐Compass/Asset Review
☐ WIA/Economic Development/Work Ready ☐Georgia High School Graduation Test ☐Other _____

STUDENT CONTACT INFORMATION

Address: _____
Street Address/ Apartment Number / PO Box **City* **State* **Zip*

*County of residence: _____ Email Address: _____

Phone 1: (_____)_____ Phone 2: (_____)_____ Phone 3: (_____)_____

EMERGENCY CONTACT INFORMATION

Name: _____
Last *First* *Middle/Maiden*

Address: _____
Street Address/ Apartment Number / PO Box *City* *State* *Zip*

Relationship: ☐ Parent ☐ Child ☐ Spouse ☐ Friend ☐ Sibling ☐ Other _____

Phone 1: (_____)_____ Phone 2: (_____)_____ Phone 3: (_____)_____

STUDENT STATUS

*Labor Force Status: *(Select one)* ☐ Employed ☐ Unemployed ☐ Not in Labor Force

*Receiving Public Assistance: *(i.e. TANF, Food Stamps, Medicaid)* ☐ Yes ☐ No

SPECIAL POPULATIONS/NEEDS

*Special Populations: *(Check all that apply)* ☐ Low Income ☐ Displaced Homemaker ☐ Single Parent ☐ Dislocated Worker ☐ Learning Disabled Adult ☐ Physically Disabled ☐ Homeless ☐ Other _____

Language spoken at home: _____

*Special Needs: *If you have a disability and desire any special accommodation for instruction or testing, it is your responsibility to notify the program administrative office and provide professional documentation of disability. Is there a need for special accommodations?* ☐ Yes ☐ No ☐ Unknown

Requested Accommodations: _____

Provided Accommodations: _____

STUDENT CONSENT TO RELEASE INFORMATION FORM

Adult Education Program Service Delivery Area 24 (Office of Adult Education) shall follow all applicable state and federal laws, rules and regulations that apply to student records. Any past or present student's cumulative record as maintained by the College is protected by the Family Education Rights and Privacy Act (FERPA) and will not be released outside of the regulations without written consent of the student or upon the lawful subpoena or other order of a court of competent jurisdiction.

I authorize the Office of Adult Education to release information to the specific parties identified below.

_____

Student Last Name First Name MI Date of Birth (mm/dd/yyyy) Social Security #

RELEASE TO:

Parent/Guardian/Support person:

_____

Name *Relationship* *Phone number*

_____

Name *Relationship* *Phone number*

_____

Name *Relationship* *Phone number*

Other: Students are encouraged to add names of agency case managers who may be working with you to support your success. Also include the name and contact information for agencies that require verification of your status in our program.

_____

Name/Agency (if applicable) *Phone number*

_____

Street/P.O. Address *City* *State* *Zip*

Information that will be released through authorization of above signature:

- ✓ Name, address and phone
- ✓ Date of birth
- ✓ Transcript of grades
- ✓ Verification of attendance
- ✓ Test scores
- ✓ Program progress information

To indicate that you understand that all of the above information will be released, please initial here: _____

Student Signature: _____ Date: _____

*Parent Signature: _____ Date: _____

*Parental signature required, if 17 years old and below.

SDA 24 Registration Questionnaire

Name: _____

1) What is your main reason for enrolling in the Adult Education Program? Check one.

___Compass/ASSET ___GED ___Work/Employment ___College

2) If you are here for COMPASS retesting ***or*** have completed parts of the GED, which subjects do you need to work on?

___Reading ___Social Studies ___Math ___Science ___Language/Writing/Grammar

3) Which of these subjects do you feel MOST confident in, and LEAST confident in?
Place a plus sign (+) next to your best subject, and a minus sign(-) next to your worst subject.
___Reading ___Social Studies ___Math ___Science ___Language/Writing/Grammar

4) How do you learn? Answer this question by ranking the list below. Rank one through four. Where four (4) is "most like me" and one (1) is "least like me".

LEARNING PREFERENCE	**EXAMPLE**	**RANK EXAMPLE**	**RANK**
Doing	You like to test ideas out to make them have meaning. The more you **do** with information the better you understand. When you get to try out what you learn, you have a better understanding.	4 most	
Hearing	You pick up meaning from **hearing** stories. Listening to a teacher helps you more than reading the directions. Talking about what you learn helps you understand.	1 least	
Reading	You like to **read** the information for yourself. You write using lists and bullet points. You understand better when you rewrite your notes.	2 less	
Watching	You pay attention to color, layout, and design. You draw or use pictures to describe or remember. You understand better when you **watch** a video or demonstration.	3 more	

5) When would you like to finish the program? What is a factor in that date or time frame?

_____

_____

6) What will you do when you finish the program? What is your next step?

_____

_____

BLANK