

New Student Orientation



Welcome!

Fill out the paperwork given to you.

Review the **green** intake sheet completed prior to this session (make any corrections necessary). Complete the **yellow** **(or blue)** **IVCC** form.





Social Media and IVCC Web Sites

- www.ivcc.edu
- www.ivcc.edu/adulted
- <https://www.facebook.com/Adult-Education-486937721508062/>
 - Class modifications or changes to schedule




Green Adult Ed. Intake Form

- Were you referred to Adult Education through a WIOA Core Partner?
 - DHS, ORS, YSB, BEST – check accordingly
- Add your Social Security #
- Make any other necessary additions or corrections
- Sign and date the back

Green Adult Ed. Intake Form

- 1: Social Security Number
- 2: Name as it appears on your legal documents.
- 3: Address
- 4: E-mail
- 5: Phone number
- 6: Date of birth
- 7: Emergency contact
- 8: Language and ethnicity
- 9: Previous schools attended
- 10: Where did you hear about us?



FY ___ ABE/HSE/ELA STUDENT INTAKE FORM

[Information provided will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974 (P. L. 93-380)]

Office Use Only: Colleague # _____

I currently receive services from:

IDES – Illinois Dept. of Employment Services
 DHS – Dept of Human Services or ORS – Office of Rehab Services
 BEST – Business Employment Skills Team
 N/A – Not Applicable

STUDENT BIO and CONTACT INFORMATION

1 Social Security Number: _____
 I **do not** have a Social Security number.

2 Name: _____
Last First Middle

3 Address: _____
Street Address

4 City _____ State _____ Zip Code _____

5 E-Mail: _____ County _____

6 Home: (____) - _____ Cell: (____) - _____

7 Birth date: _____ Age _____ Gender: Female Male
 Marital Status: Single Married Divorced Widowed
 Contact person _____ Phone _____

8 Is English your native language? Yes No
 If no, what is your native language _____

9 Are you Hispanic or Latino? Yes No

10 Are you from one of the following racial groups? (select all that apply):
 American Indian or Alaskan Native Asian Black or African American
 Hispanic Native Hawaiian or other Pacific Islander White

EDUCATION

9 Education: Schools Attended? School in U.S. School outside of U.S.
 Month/Year when last enrolled _____

10 Where did you hear about Adult Education classes?
 Friend or Relative Social Media Employer Flyer or Poster
 Library Community Organization Other

11 Number of School Years Completed: (Please check one of the following):
 No Schooling Last Grade Completed: _____ Unknown
 High School or Alternative Credential (GED)
 Some College, no degree College or Professional Degree

12 Do you have a U.S. High School Equivalency (HSE) diploma? Yes No
 Do you currently have a U.S. issued high school diploma? Yes No
 Upon completion of a HSE test, do you give consent for IVCC to obtain your scores? Yes No

13 Do you give permission for IVCC to use your information to provide you with remote testing options? Yes No
 Did you pass the high school Constitution test? Yes No Not Sure

STUDENT STATUS

14 Disability Status: Not Disabled Documented Disability as defined by ADA
 Choose Not to Disclose

15 Do you live in a: Rural Area Urban Area with High Unemployment
 Neither

16 Employment: Employed – How many hours a week? _____
 Employed, but received notice of termination or military separation
 Unemployed Not in the Labor Force

17 Do you receive Public Assistance? Yes No
 Public Assistance Number: _____

18 Additional Student Information: (Please check all that apply):
 Displaced Homemaker Low Income Individual with a Disability
 Ex-offender Homeless Individual / Runaway Youth Single Parent
 Youth in Foster Care /Aged out of system Long-term Unemployed
 Migrant / Seasonal Farmworker Exhausting TANF within 2 years
 Veteran English Language Learner / Low Literacy / Cultural Barriers

19 I am currently in a:
 Community Correctional Program
 Correctional Facility Other Institutional Setting

English Language Learner / Low Literacy / Cultural Barriers

- 11: Number of school years completed
- 12: Do you have a U.S. high school diploma?
- 13: Permission for IVCC to view your test score
- 14: Disability Status
- 15: Urban or rural residence
- 16: Employment Status
- 17: Public Assistance
- 18: Additional Student Information
- 19: Correctional Programs

Intake Form - Back

Barriers to your education

Career Pathway

Preferred class time and location

Sign & Date

Do you have any reasons or barriers preventing you from attaining your educational goals? Yes No
 If Yes, please explain _____

Career Pathway: (Please Check One) Agriculture, Food and Natural Resources Architecture and Construction Arts, A/V Technology and Communications
 Business Management and Administration Education and Training Finance Government and Public Administration Health Science Hospitality and Tourism
 Human Services Information Technology Law, Public Safety, Corrections and Security Manufacturing Marketing Science, Technology, Engineering and Math
 Transportation, Distribution and Logistics

What is your preferred class time and location? AM PM
 Ogleby Ottawa Mendota (ESL Only) Spring Valley (ESL Only)

CONSENT FOR RELEASE OF INFORMATION:
 I, the undersigned, do hereby authorize the Illinois Valley Community College Adult Education Program to obtain information from and/or release information to employers, agencies, probation officers, schools, and other IVCC staff regarding my attendance, academic record, or testing results.

 Signature of Student

 Date

----- For Instructor and Office Use Only -----

STUDENT NAME _____ INSTRUCTOR _____ SITE _____
 Separation documentation in folder? Yes No (ICCB mandate for students 18 years of age or younger) _____ AM _____ PM
 CASAS ESL TEST Date _____ Level _____ Form _____ Score _____ SPL / Level _____
 BEST PLUS TEST Date _____ Score _____ SPL / Level _____
 CASAS GOALS ABE/HSE Date _____ Test Form Reading _____ Scale Score _____ Grade Level Equivalency _____
 Date _____ Test Form Math _____ Scale Score _____ Grade Level Equivalency _____
 Math Only Student? _____
 INSTRUCTOR'S SIGNATURE _____ Date _____
 OFFICE USE ONLY:
 Revised 6/8/2023 Entered into DAISI : Class _____ / _____ Initials _____



IVCC Registration Forms

- The **yellow** or **blue** IVCC Student Enrollment form: fill out this form.
 - Be sure to add a mobile ph# to the IVCC yellow (new student) or blue (returning student) form to receive text alerts from IVCC and/or Adult Ed.
 - Emergency or college-wide closings (weather or building issues)
 - Reminders, class modifications, etc.

Registration Forms

Print your name

Employment Status

Leave Blank

Your Signature

Name _____

EMPLOYMENT STATUS:

Full-time (FT) Homemaker (HO)
 Part-time over 15 hours (PO) Unemployed (UN)
 Part-time 15 hours or less (PL)

ADD THESE CLASSES

COURSE NO.	SECTION NO.	CREDIT HOURS	TUITION & FEES
REGISTRATION FEE <i>(For Credit Classes Only)</i>			\$5.00
TOTAL			

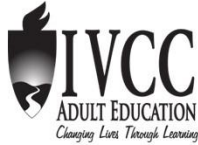
Counselor's Signature _____

Student's Signature _____



Class Syllabus/Code of Conduct

- These next two documents will be reviewed with your instructor in the classroom orientation.
- Please initial and date the Class Syllabus and the Code of Conduct.



Adult Education Department

ABE/HSE Class Syllabus

The purpose of this class is to help you attain any of the following goals:

- Improve basic skills in reading, writing, math and/or language
- Obtain a high school equivalency (HSE) credential
- Explore pathways to careers and post-secondary education
- Transition to college or the workforce

Enrollment/Assessment:

New and Returning students must complete registration and orientation.

Each student is tested to determine grade levels and classroom placement.

Enrollment requires:

Attendance at Registration / Orientation

The completion of all testing

Materials required:

See teacher for specific items

Attendance policies:

Attendance in this program is monitored carefully. Students with 4 absences, regardless of the reason, within a semester could be withdrawn from the class.

The Adult Education program reserves the right to withdraw students (at teacher's discretion) after reaching the 4 absences limit.

Students should call Cindy at 815-224-0358 to report all absences.

Students will sign in at the beginning of each class period. Time spent in class is recorded according to the sign-in sheet.

Arriving late or leaving early may result in an absence.

Adults with Disabilities Act (ADA) Policies:

Based on eligibility, we can provide a variety of services and accommodations to students with special learning needs; however, it is up to you, the student, to provide us with any knowledge or documentation that you may have of a learning disability or special learning need.

Your instructor is prepared to discuss with you any concerns or questions you might have about this topic or you may contact the Adult Education ADA Coordinator, Luke Olivero, at 815-224-0432.

Classroom Policies:

Food is not permitted in the classroom; bottled water is allowed in the classroom.

Cell phones should be turned off or silenced unless use is authorized by the instructor as a learning tool; any necessary calls or texting should be completed outside the classroom.

Children are not allowed in the classroom.

Instructors will follow procedures for misconduct and other disruptions in the classroom as listed under the Student Code of Conduct in the IVCC Student Handbook and online at catalog.ivcc.edu/student-services/student-handbook/code-of-conduct/

I understand and agree to the attendance and classroom policies as stated above.

_____/_____
Student's Initials Date



IVCC Adult Education Code of Conduct

Adult Education

The mission of the Adult Education program at Illinois Valley Community College provides a partnership within the community to teach and guide a diverse population of adult learners as they identify and reach their personal goals.

Students need to be respectful of this mission and of other students attending ABE/HSE/ELA classes. Failure to abide by the rules of the Adult Education Department and failure to regard verbal warnings by staff will subject students to the Student Code of Conduct.

Student Code of Conduct (Abbreviated**)

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the IVCC campus, off-campus sites and/or events sponsored or supervised by IVCC.

A. Prohibited conduct includes, **but is not limited to:**

- Theft of property or services
- Intentional or willful and wanton destruction of property
- Assault and/or battery
- Conduct which constitutes harassment, sexual or otherwise, or abuse that threatens the mental well-being, health or safety of any individual, to include peer harassment of fellow students
- Disruption of the educational process or related activity
- Failure to comply with the direction of an authorized College employee or representative who is performing her/his duties
- Intentional willful or wanton tampering with computer equipment or networks
- Gross misconduct by any standard

VII. Disciplinary Process

Sanctions include one or a combination of the following:

- ADMONITION**--An oral reprimand
- WARNING**--A written reprimand
- CENSURE**--A notice, written or spoken, stating that further misconduct will bring more serious action
- DISCIPLINARY PROBATION**--A written statement disqualifying the student for a specific time period from extra-curricular or co-curricular activities
- RESTITUTION**--A written requirement that the student provide reimbursement for misappropriation or damage to College property, or that of an individual
- SUSPENSION**--Suspension of tuition waiver or scholarship
- COLLEGE SUSPENSION**--A written notice of exclusion from the Campus, classes, privileges and College activities for a specified period of time including removal from a specific area (computer lab, event, etc.)
- EXPULSION**--A written termination of a student's status, as indicated for College suspension, for an indefinite period of time

This page serves as an informal warning. Failure to comply with the rules of the Adult Education Department in the future will result in dismissal from classes and disciplinary sanctions through the Associate Vice President for Student Services. Students refusing to abide by the rules or refusing to acknowledge receipt of the warning will face immediate suspension of classroom privileges. **The full Student Code of Conduct can be found in the Student Activities Planner or online at ivcc.smartcatalogiq.com/en/2023-2024/student-handbook/

Student Initials _____ Date _____

Enrollment Documentation for 1st Day of Class



On the first day of class bring:

- High school separation document or transcript
 - ONLY for student 17 years of age or younger
- Constitution Testing Verification
 - ONLY for students who can obtain proof (high school transcript) of passing the Constitution test
- Social Security number (if not already provided)



Attendance Policy

- It is VERY important to be in class the first day and first week of class.
- Attendance is closely monitored for the following reasons:
 - Completion of the enrollment process
 - Determining your starting levels
 - Tracking your progress
 - Post-testing



Class Schedule

- NOTE: The room you are in now is NOT the classroom you will report to on the first day of class.
- No Shows from the first week will need to make other arrangements to finish testing before attending class.
- Refer to the schedule.
 - Write down or place a reminder in your phone now for the first day of class.



2023 Fall Semester

ABE/GED Class Schedule Starting August 21, 2023

Adult Basic Education (ABE) & IL High School Diploma (GED) Classes

IVCC Main Campus Oglesby 815 N. Orlando Smith Road

Monday / Wednesday	9 a.m. - 12 p.m.	Rm CTC 221
Monday / Wednesday	5:30 - 8:30 p.m.	Rm CTC 221

IVCC Ottawa Center 321 W. Main Street

Monday / Wednesday	9 a.m. - 12 p.m.	Rm 103
Tuesday / Thursday	5:30 - 8:30 p.m.	Rm 103

Registration information:

All new students are required to attend a registration session prior to joining a class.

Call Cindy: 815-224-0358.

Para información en Español llame a Sara 815-224-0355.

FREE in-person classes are back!
Sign up now at:
www.ivcc.edu/adulteducation/adultedapp.php



NCAT/BPART - (877) 874-8813

*This schedule is subject to change. Reasonable accommodations provided upon request.
Call: Luke 815-224-0432.*

IVCC ADULT EDUCATION PROGRAM

815 North Orlando Smith Road • Oglesby, IL 61348 • 815.224.0358 • www.ivcc.edu/adulted



www.facebook.com/IVCCAdultEducation



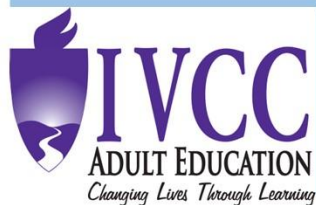


Getting The Most Out Of Your High School Equivalency Classes.

Ask your teacher how classroom attendance and participation can qualify you for some or all of the free services embedded into Adult Education classes.

- **Free** GED® Practice Tests
- **Free** GED® Testing Vouchers
- **First Class Tuition-Free Waiver** - A tuition waiver for any credit-bearing IVCC course (one) or one of the following certificate programs:
 - **Truck Driver Training**
 - **Phlebotomy**
 - **CNA**
 - **EMT**
 - **Real Estate**
- **\$500 Scholarships** for students with high GED® Test scores (672 or higher)
- **College credits** applied to an IVCC transcript in areas of GED proficiency (175 or higher)
- **Academic Post-Secondary Counseling and Transition Assistance**
 - Tuition assistance for college courses available through the ICAPS and BRIDGE programs

Questions? Talk to your teacher or call Cindy at 815-224-0358.





Take home with you today ...

- CASAS Goals test results print-out
- Adult Education Class Schedule flyer
- Getting the Most flyer

Do you have questions? Ask someone before you leave today.



Check the Folder Label

- IMPORTANT:
- Before leaving today, check with the presenter or assistant to verify correct name spelling, class location listed, etc. on the label.



Prepare for Assessment

- Completed paperwork place face down to signal collection of your paperwork.
- Incomplete papers place face up. (*you can complete paperwork after testing.*)
- Silence your phone.
- <https://casasportal.org/eTests>