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?**
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**

### 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).

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I currently receive services from:</td>
<td>- IDES – Illinois Dept of Employment Services  - DHS – Dept of Human Services or DHS – Office of Rehab Services  - BEST – Business Employment Skills Year  - N/A – Not Applicable</td>
</tr>
<tr>
<td>2. STUDENT BIO AND CONTACT INFORMATION</td>
<td>- Social Security Number:</td>
</tr>
<tr>
<td>3. Address</td>
<td>- Street Address:</td>
</tr>
<tr>
<td>4. E-mail</td>
<td>- City:</td>
</tr>
<tr>
<td>5. Phone number</td>
<td>- Home:</td>
</tr>
<tr>
<td>6. Date of birth</td>
<td>- Birth date:</td>
</tr>
<tr>
<td>7. Emergency contact</td>
<td>- Contact person:</td>
</tr>
<tr>
<td>8. Language and ethnicity</td>
<td>- Is English your native language?</td>
</tr>
<tr>
<td>9. Previous schools attended</td>
<td>- Are you Hispanic or Latino?</td>
</tr>
<tr>
<td>10. Where did you hear about Adult Education classes?</td>
<td>- Are you from one of the following racial groups? (select all that apply):</td>
</tr>
<tr>
<td>11. Number of School Years Completed:</td>
<td>- No Schooling</td>
</tr>
<tr>
<td>12. Do you have a U.S. High School Equivalency (HSE) diploma?</td>
<td>- Yes</td>
</tr>
<tr>
<td>13. Upon completion of a HSE test, do you give consent for IVCC to obtain your scores?</td>
<td>- Yes</td>
</tr>
<tr>
<td>14. Do you give permission for IVCC to use your information to provide you with remote testing options?</td>
<td>- Yes</td>
</tr>
<tr>
<td>15. Did you pass the high school Constitution test?</td>
<td>- Yes</td>
</tr>
<tr>
<td>16. STUDENT STATUS</td>
<td>- Disability Status:</td>
</tr>
<tr>
<td>17. Do you receive Public Assistance?</td>
<td>- Yes</td>
</tr>
<tr>
<td>18. Additional Student Information:</td>
<td>- Public Assistance Number:</td>
</tr>
<tr>
<td>19. Correctional Programs</td>
<td>- English Language Learner / Low Literacy / Cultural Barriers</td>
</tr>
</tbody>
</table>

*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
- Exhauiting TANF within 2 years
- Veteran
- English Language Learner / Low Literacy / Cultural Barriers
- I am currently in:  - Community Correctional Program
- Correctional Facility
- Other Institutional Setting
Intake Form - Back
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.
IVCC Registration Forms

1. Social Security Number
2. Name as it appears on your legal documents.
3. Address
4. Phone number
5. Semester
6. Date of birth (month/day/year)
7. Email
8. Emergency contact (name & phone number)
9. Signature

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Educational Background:

- Program of Study:
  - Associate Degree
  - Bachelor's Degree
- Employment Status:
  - Full-time
  - Part-time

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Registration:

- Student ID/SSN
- Print Name
- Address
- Phone
- Enrollment Status
- Course Information
- Total Hours Added
- Total Hours Dropped

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Ethnicity:
Registration Forms

Print your name

Employment Status

Leave Blank

Your Signature

Name

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

ADD THESE CLASSES

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>CREDIT HOURS</th>
<th>TUITION &amp; FEES</th>
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</tbody>
</table>

REGISTRATION FEE: $0.00

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.
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/studenthandbook/codeofconduct/](http://catalog.ivcc.edu/student/services/studenthandbook/codeofconduct/)

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVCC Main Campus Oglesby</td>
<td>815 N. Orlando Smith Road</td>
<td>Monday / Wednesday</td>
<td>9 a.m. - 12 p.m.</td>
<td>Rm CTC 221</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday / Wednesday</td>
<td>5:30 - 8:30 p.m.</td>
<td>Rm CTC 221</td>
</tr>
<tr>
<td>IVCC Ottawa Center</td>
<td>321 W. Main Street</td>
<td>Monday / Wednesday</td>
<td>9 a.m. - 12 p.m.</td>
<td>Rm 103</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday / Thursday</td>
<td>5:30 - 8:30 p.m.</td>
<td>Rm 103</td>
</tr>
</tbody>
</table>

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

Need public transportation services?
NCAT/BPART - (877) 874-8813

This schedule is subject to change. Reasonable accommodations provided upon request.
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