



ALAMO COLLEGES DISTRICT
Palo Alto College

Palo Alto College

GED Student Handbook

Community Programs

The Adult Learning Academy

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Who We Are

Dear Student:

As you decide to continue your education, we are excited that you are considering Palo Alto College.

Palo Alto College, one of the Alamo Colleges, has been a pillar of the Southside community and remains dedicated to providing a high-quality education for the community. Originally created from the desire to provide higher education to residents of south San Antonio, Palo Alto College now celebrates 30 years since the first classes were offered in 1985. Since then, we've served over 100,000 individuals throughout San Antonio, Bexar County, and surrounding counties.

At Palo Alto College, we have faculty who love to teach, have rich expertise in their field, and are committed to making you successful.

We have a wide variety of programs with courses that transfer to universities and technical programs that are unique in this region. As a student, you will have access to a world-class Aquatic Center and Fitness Center, a childcare facility, and a state-of-the-art library.

I invite you to visit our campus and discover a place to learn and grow as you complete your academic journey.

Welcome!

Dr. Mike Flores
President

INSTRUCTOR QUALIFICATIONS

Palo Alto College Community Programs fosters a learning environment that includes a caring and qualified staff. Our staff values cultural differences, strives to create independent lifelong learners, and creates responsible citizens able to succeed in an ever-changing society.

Many of our GED instructors come from an education background, either teaching at the high school or college level. Some of our instructors come from related fields. Regardless, all of our instructors have a passion for teaching and are eager to share their knowledge with students.

What We Offer

GED REVIEW CLASS – Palo Alto College Community Programs offers 8 week classes per session, with flexible schedules that offer both morning and evening courses to fit our students' needs.

The GED review course helps develop math, writing, reading and critical thinking skills required to successfully pass the GED exam. We cover all four GED subject areas (Math, Reasoning through Language Arts, Science & Social Studies), with a strong emphasis on Math and Writing skills.

Palo Alto College Community Programs provides students with practice tests, time management and study skills. Students will take a pre-test covering all four subjects to ensure that their individual needs are met. Our program provides books and practice calculators for students.

Our classes are also available in Spanish.

ON-SITE GED TESTING CENTER – Palo Alto College is designated as an official GED testing center under the direction of the Texas Education Agency's (TEA) GED Unit. Testing is available weekly on Wednesday and Thursdays, by appointment only.

The 2014 GED Test Series scores range from 100 to 200. To earn a State of Texas Certificate of High School Equivalency, you must achieve a minimum score of 145 on each of the four subjects.

PERSONALIZED LEARNING- We believe in: Multiple methods of presentation, Multiple options for participation, and Multiple means of expression. This method of built-in flexibility provides a wider range of options for students to choose from, meaning the curriculum adapts to the students' individual needs.

FULL CAMPUS PRIVILEGES- With a student identification card the students will have access to the campus library, on-site and on-line tutoring, athletic facilities, and student store.

FINANCIAL ASSISTANCE & GUIDANCE- Our goal when providing a non-traditional student with the GED Inspiración Scholarship is to first assist with their pursuit of a General Education Diploma through comprehensive student support services. Each student will then meet with a staff member to discuss their future needs and aspirations. The Adult Learning Academy Promise Scholarship will assist students furthering their education by providing financial assistance towards their first semester of college. Palo Alto College believes in the promise of students and is dedicated to their success.

How to Join Us

REGISTERING FOR CLASSES / PRE-EVALUATIONS

Please contact

Lydia Hannawi, Program Manager at 210-486-3410 or via e-mail
lhannawi@alamo.edu.

OR

Brenda Dillard at 210-486-3416 or via e-mail
bdillard11@alamo.edu

REGISTERING FOR GED TEST

Sign up online through any computer, tablet, or smartphone

Step 1: Sign up

1. Visit GED.com
2. Complete the "Sign Up" box
 - Enter a valid email address
 - Enter your email address a second time to verify
 - Create a password that is at least 8 characters long and contains letters, at least one number or symbol, and it should not contain your email address
3. Read and accept the terms and conditions by checking the box
4. Click "Sign Up"



Step 2: Complete your profile information

What We Expect From You

Commitment & Determination (Good Attendance)

We understand that our students have busy lives and obligations. We ask our students to make a commitment to our 8 week program through attendance and classroom participation.

Study Time

Education goes beyond the classroom. We want our students to succeed in reaching their educational goals, which requires setting aside time outside of the classes to study and complete assignments.

Responsibility for Your Success and For Classroom Resources (Text, Calculators)

Our students must take responsibility for their success and classroom resources, meaning students must make their education a priority in order to meet personal goals. We also ask that students respect our resources for future students.

Current Contact Numbers

To ensure lines of communication remain open, current student information is necessary. This information includes: current phone number, home address, and email. Please notify our office of any changes.

Open Communication Regarding Progress

Our program believes in full transparency concerning student progress, success, and shortcomings. We want our students to communicate with us any questions, concerns, or accomplishments, so that we can provide individual guidance, encouragement, and information.

Stages of Completion

Passing Class / Post Evaluations

Absences of each student are recorded without exception from the official date of his/her enrollment.

For example: A student who has accumulated absences equivalent to 20% of the total hours of instruction will not receive a passing grade.

$$(48\text{hrs} \times .20 = 9.6 \text{ hrs})$$

Students are expected to complete assigned work and participate in class at their own comfort level.

At the end of the 8-week class session, students will take a Post Test to assist the instructor in evaluating the possible success of the student.

Making Appointments for GED Tests

The Palo Alto GED program thrives from the support of our community, financial backing, and student commitment. This continued support enables us to distribute vouchers to students enrolled in our review classes, allowing them to test at no cost.

To receive a voucher, students must first pass the class and receive a recommendation by the instructor. Next, the student will call the Community Programs department and speak with Lydia Hannawi, Program Manager at 210-486-3410

Timelines For Test Completion

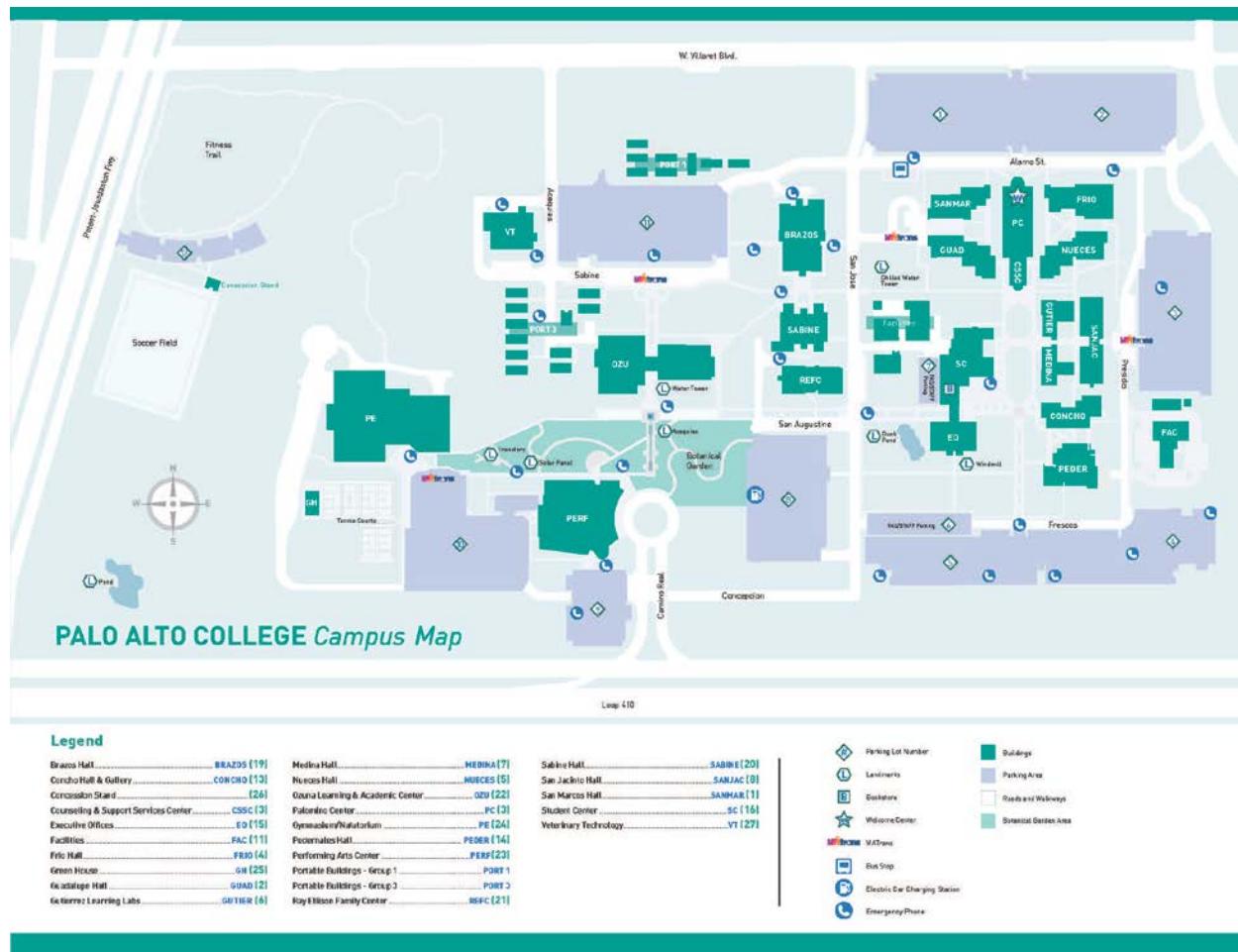
Students must register for their first GED test within 30 days of the end of class and complete all four sections of the test within a year.

The GED® test has four content areas and takes a little over seven hours:

1. Reasoning Through Language Arts (RLA)-155 minutes
2. Mathematical Reasoning-120 minutes
3. Science- 95 minutes
4. Social Studies-95 minutes

General Resources

Campus Map



Quick Reference Sheet

Emergency Alamo-DPS Police Services

Call: (210) 222-0911 - 24 hour Alamo-DPS Police Dispatch

DPS Emergency/Weather Hotline at 210-485-0189

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Math Learning Center

Monday& Wednesday: 8:00 am - 6:30 pm

Tuesday & Thursday: 8:00 am - 7:00 pm

Friday: 8:00 am - 3:00 pm

Saturday & Sunday: Closed

Have a question? Call us at 486-3273 or email us your questions at pac-mlc@alamo.ed

Science Learning Center

The Science Learning Center provides multiple types of instructional and tutoring assistance as well as additional resources and materials to help students obtain a successful educational experience while at PAC.

Frio Hall 111:

Monday-Thursday: 8:00 am - 4:00 pm

Friday: 8:00 am - 3:00 pm

Saturday & Sunday: Closed

Brazos Hall 126

Monday-Thursday: 8:00 am - 2:00 pm

Friday, Saturday & Sunday: Closed

Writing Assistance Center

The Writing Assistance Center helps students improve their writing skills by providing one-on-one tutoring to students of all disciplines at any stage of the writing process, from brainstorming to a final draft.

Monday-Thursday: 8:00 am - 5:00 pm

Friday: 8:00 am - 3:00 pm

Saturday & Sunday: Closed

Call ahead for an appointment 210.486.3257

The tutors are available for walk-ins, but we get very busy! Making an appointment ensures that we will be able to devote your session time to you and your assignment!

NOTES