

Saginaw Chippewa Tribal College

2274 Enterprise Drive

Mt. Pleasant MI 48858

(989) 317-4760

[www.sagchip.edu](http://www.sagchip.edu)

## GED Guidelines and Information

### **Registration:**

Students will be required to complete a registration form and participation agreement in order to participate in the GED (general education development) program through the Saginaw Chippewa Tribal College. Students must provide one piece of identification in the form of a driver's license, state identification, or tribal identification card. Once this information is received the individual is required to take four practice tests in the software known as Aztec Software.

### **Aztec Software:**

The Aztec software consists of three classes; pre-hse, foundations, and GED prep. The student will be placed into one of these classes based on the results from the practice tests. A percentage goal of 80% on tests will determine when a practice test through [myged.com](http://myged.com) will be administered. Based on academic progress the student will be allowed to move up in classes at the Registrar's discretion and will determine when an official and final test through [myged.com](http://myged.com) will be given.

### **GED Program Participation:**

The GED program through the Saginaw Chippewa Tribal College is a public program however, priority will be given to current students enrolled in the Saginaw Chippewa Tribal College with limited availability to the public. Once the availability is at maximum capacity people will be put on a waiting list. The waiting list is a first come, first serve basis. Notification of availability for more students to enter the GED program will be announced through email or a telephone call to the contact information on file. Students participating in the GED program through the Saginaw Chippewa Tribal College must be logged in on the Aztec Software at least four hours per week. Students are welcome to work on the software at home or in the GED classroom located in the East building. The Saginaw Chippewa Tribal College staff regularly monitors the progress of the GED participants. If a student has been inactive longer than two weeks without notification to one of the following; registrar's office, GED instructor, or program administrator will be suspended from the GED program. Once the GED participant has been suspended from the program he/she will be allowed back depending on availability. Once the participant is accepted back into the

program he/she must go through the entire process and resign the agreements in the registration packet.

### **Fees and Cost:**

Access to the Aztec software is free for GED participants. The official GED test cost is \$37.50 per student. A one-time voucher will be given to participants in the amount of exactly \$37.50 to allow participants to take the official GED test. If the participant needs to retake the official GED test it will be at the cost of \$10.00 per test. This \$10.00 fee will be at the expense of the participant and no refunds will be given to the participant. If an official GED test appointment has been made and the participant fails to appear to the official GED test, then the voucher for \$37.50 will be void. **All** future tests for this participant will be the responsibility of the individual. Only those students with passing satisfactory scores on the [myged.com](http://myged.com) practice test will be allowed to receive a voucher to take the official GED test through [myged.com](http://myged.com).

### **Students with Disabilities:**

Students with disabilities accommodations are available with current documentation. Test givers will accommodate students with current disabilities. Students with current disabilities documentation can be made through the test center. Testing center for students with disabilities is located at the Mt. Pleasant community education center. It's the student's responsibility to provide current documentation in order to receive these special accommodations.

### **Tutoring Hours/Open Lab**

Location: Saginaw Chippewa Tribal College East Building

2274 Enterprise Drive

Mt. Pleasant MI 48858

\*\*\*Please refer to the current tutoring schedule located at the Registrar's office\*\*\*

## Attendance Agreement

In order for participants to achieve success through the SCTC GED program it is very important to ***login four hours per week***, attend tutoring, and utilize the open lab hours. By signing this agreement, you are acknowledge that you understand The Saginaw Chippewa Tribal College's attendance policy and the consequences of not adhering to this policy. Individuals participating in the Saginaw Chippewa Tribal College GED program will agree to the following conditions:

1. I understand that I will log on in the Aztec Software a total of four hours per week either at home or at the open lab.
2. I understand that by **not abiding** by the four hour per week rule of Aztec Software use I will be suspended from the SCTC GED program.
3. I agree to notify the Registrar's office, program administrator, or GED instructor if I am unable to meet these requirements due to unforeseen medical/emergency circumstances.
4. I understand that once I have scheduled the official GED test I will show up as scheduled and on time prepared to take the GED test. If I fail to show up as scheduled for the official GED test I am aware that I am responsible for all fee's associated with scheduling future testing through myged.com.

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Participant Signature

Date

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Address

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Phone Number

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Registrar's Signature

Date

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Myged.com email

Password

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## GED Prep Questionnaire

Last year enrolled in school?

Last grade completed?

Name of the last school you attended?

Reason for non-completion of high school?

Do you have children? If so, please list the number of children.

Do you have reliable transportation?

Are you currently working? If so, please list full or part-time.