

Saginaw Chippewa Tribal College

2274 Enterprise Drive

Mt. Pleasant MI 48858

(989) 317-4760

www.sagchip.edu

GED Policies and Procedure Information

Registration:

Students will be required to complete a registration packet and participation agreement in order to participate in the GED (general education development) program through the Saginaw Chippewa Tribal College. Students must complete an admissions form and 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 the assessment pretest known as TABE (test of adult basic education) or schedule a time to take the TABE test.

TABE Testing:

The practice assessment test, TABE will be required in order to be enrolled in the Saginaw Chippewa Tribal College GED prep program. The TABE assessment is used as a tool to assess individual aptitudes in three categories, reading, math, and English. TABE assessment allows the Saginaw Chippewa Tribal College staff to view immediate results in order to help students in the areas that need improvement. This will allow students to be successful in completing the official GED test. Students will be allowed to register and TABE test on the same day. The TABE test takes approximately 2 hours for completion and can be done in sections or as a whole test. Students can retake the TABE test multiple times as needed to ensure success on the official GED test. Students that need to work on test subjects, based on TABE testing results, are required to attend GED tutoring in the east lounge of the Saginaw Chippewa Tribal College or students can work independently and be monitored through the Aztec software once the student is logged in online.

Aztec Pre-testing and Official GED test:

Students will need to create an account through <https://ged.com/> to complete GED testing. SCTC staff will schedule official pre-testing to be completed on campus. After students complete the Aztec practice GED test with a satisfactory score the student will then schedule an appointment with the GED testing center through their student account. SCTC will provide assistance and testing vouchers but it is the responsibility of the student to make arrangements through SCTC. The official GED test can also be taken in segments or as a whole test. Please allow yourself enough time to complete all scheduled tests subjects on the official GED test.

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 students 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 physically present at tutoring for a total of 4 hours per week or signed in at least 4 hours per week online. This allows the Saginaw Chippewa Tribal College to monitor progress of the GED participants. If a student has been inactive longer than 2 weeks without notification to one of the following; registrar's office, GED instructor, or program administrator that student will be dropped from the GED program. Once the GED participant has been removed from the program he/she can come 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 and TABE testing is free for GED participants. The official GED test cost is \$37.50 per subject. There is a total of four subjects on the GED test. A one-time voucher will be given to participants in the amount of exactly \$37.50 (per each subject) 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. GED participants are allowed to retake a test twice. After three attempts the participant will need to wait for a duration of six months before retaking the GED test again. 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. Future tests for this participant will be the responsibility of the individual. Only those students with passing satisfactory scores on the Aztec pretest will be allowed to receive a voucher to take the GED test. All fees and cost are processed electronically through vouchers, debit or credit cards (for test retakes only).

Students with Disabilities:

Students with disabilities accommodations are available with current documentation. Test givers will accommodate students with current disabilities. Students with current disabilities can make arrangements through the test center. The 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

Monday and Wednesday 10:00 am – 3:00 pm

Tuesday and Thursday 1:30 pm -2:50 pm

Friday 9:00am -4:00 pm

Location: Saginaw Chippewa Tribal College East Building

2274 Enterprise Drive

Mt. Pleasant MI 48858

www.sagchip.edu

(989)775-4123

Mt. Pleasant Community Education Center

3480 S. Isabella Rd

Mt. Pleasant, MI 48858

www.mtleasantschools.net

(989) 775-2370

Attendance Agreement

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

1. I understand that I will attend a total of 4 hours per week for GED tutoring. I will accomplish this by coming into the tutoring/open lab hours as stated in the packet or by logging in individually for a total of 4 hours per week.
2. I understand that by **not attending** 4 hours per week of GED tutoring/ individual study I will be dropped from the Saginaw Chippewa Tribal College GED program.
3. I agree to notify the Registrar's office, program administrator, or GED instructor if I am unable to meet the attendance requirements due to unforeseen medical/emergency circumstances.
4. I understand that once I have scheduled the official GED test with Mt. Pleasant Community Education Center I will show up as scheduled and on time prepared to take the GED test.

Participant Signature

Date

Registrar's Signature

Date

Steps to getting a GED.

Step 1.

Stop in to The Saginaw Chippewa Tribal College and fill out a registration packet.

Step 2.

Set up a time to take the assessment test known as TABE.

Step 3.

Master the Aztec pretest.

Step 4.

Make an appointment to take the official GED test through the Mt. Pleasant Community Education Center.