



# GED Program Guidelines & Application

## Saginaw Chippewa Tribal College

5805 E. Pickard Rd. • Mt. Pleasant, MI 48858

(989) 317-4963 Ext. 141 • [www.sagchip.edu](http://www.sagchip.edu)

### **Registration:**

Students will be required to complete a registration form and participation agreement in order to enroll 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.

### **Aztec Software:**

Students will be enrolled in Aztec, a web-based application. They will be required to take 4 practice tests. If the student needs remediation, they will begin studying for the GED at the appropriate level. If the student scores 80% on any individual test, they will open a *myged.com* account and take a GED Ready test in the approved subject before taking the official GED test.

### **GED Program Participation:**

SCTC's GED program is open to the public, but priority will be given to students currently enrolled at Saginaw Chippewa Tribal College. When the program has reached a maximum capacity, students will be placed on a wait list, and students will be contacted when there is an opening.

Students enrolled in the program must log on to Aztec and work a minimum of 4 hours a week. This may be at home or in the GED lab. Students will also be expected to work 1 hour a week in the GED lab. Students who are inactive for 2 weeks will be required to notify GED staff about the reason for these absences. If staff are unable to contact the student, they can be suspended from the program and reapply based on program availability.

### **Students with Disabilities:**

Students with disabilities may receive accommodation if the proper documentation is submitted and approved by the State Department of Education. Test proctors will accommodate with current disabilities only on approval from the state.

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

The lab is open from 8-5 Monday through Friday

A tutor will be available on Monday, Wednesday, and Friday from 9-5.

## **Fee Policy:**

Effective January 1, 2020, all students not enrolled in SCTC GED prep program are responsible for their testing fees which will be paid directly to *myged.com* with a credit or debit card. This will be due when scheduling a test. Students who enrolled in the program will receive a testing voucher for \$36.50 with the student responsible for the \$6.00 difference. If a retake is necessary, the \$10.00 retake fee will be the responsibility of the student. In the event of an emergency, a student may reschedule a test for up to 24 hours at *myged.com*. If 24-hour notification is not given, the test will be considered a failure, and no refunds will be issued. Students are responsible for all retake costs.

Effective January 1, 2020, students can be registered at Tribal College while continuing to work on their GED. The following conditions apply: The student will comply with SCTC's policy regarding college-level credit hour limit for enrollment. If a student doesn't finish their GED before they finish the 12 college-level credits allowed, they will only be allowed to continue to take college classes after a determination by the Dean of Students and all decisions are final.

## **GED Program Staff**



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### Program Guidelines Acknowledgment

I have read and understand the rules for participating in the Saginaw Chippewa Tribal College GED Program.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GED Program Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_

### Race (check all that apply):

- White       Black or African American       Hispanic or Latino       Asian  
 American Indian or Alaskan Native       Native Hawaiian or Other Pacific Islander

### Tribal Affiliation:

- SCIT Member       SCIT Descendent       No Tribal Affiliation  
 Other Tribal Affiliation (Please Specify): \_\_\_\_\_

Languages you are fluent in: \_\_\_\_\_

### Signatures:

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_