GED Program Guidelines and Information

Saginaw Chippewa Tribal College
2274 Enterprise Drive
Mt. Pleasant, MI 48858
(989) 317-4760
www.sagchip.edu

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. In addition, 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 student will be required to take four practice tests in the web-based application known as "Aztec Software". The placement test scores will assist in determining the level that the student is assigned and/or if they will be able to move directly to official testing.

Aztec Software:

The Aztec software consists of three classes: GED Prep, Pre-HSE, and Foundations. The student will be placed into the appropriate level based on their placement test scores. A percentage goal of 80% on tests will determine when a practice test through *myged.com* will be administered.

Based on academic progress the student will be allowed to move up in classes at the discretion of GED program staff. GED program staff will also determine when the student has reach an appropriate level for an official test to be administered through *myged.com*.

GED Program Participation:

SCTC's GED program is a program that is open to the public. Priority will be given to current students enrolled at Saginaw Chippewa Tribal College. Once the availability is at maximum capacity, of 40 students, students will be put on a waiting list. Students will be placed on a waiting list and contacted via phone and/or email when an opening is available.

Students participating in the GED program through SCTC must be logged in on Aztec Software for 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 through their AZTEC program participation. If a student has been inactive for longer than two weeks without and has not notified a GED staff member of their absences. If GED program staff is unable to contact the student within those two weeks, the student's participation will be suspended. The student will be allowed to be readmitted to the program based on program availability.

Fee Policy:

Effective January 1, 2020, SCTC students registered in the current semester are allowed to participate in the prep program and test free of charge.

> a) Students will comply with SCTC's policy regarding college-level credit hour limit for enrollment.

> b) If a student does not complete their GED before they finish the 12 college-level credits allowed, the student will continue the GED program free of charge through the end of the following semester. At that time, an evaluation of the student's progress will be completed and students making adequate progress may be allowed to continue the program free of charge. The decision will be made by the Dean of Students and all decisions are final.

> c) SCTC students completing their GED through the SCTC GED program will receive a waiver for student fees (for a maximum of 12 credits) the semester following their completion date. If a student does not register for the following semester, students will not receive this incentive.

Effective January 1, 2020, all non-SCTC students that are not currently registered in the GED prep program will be charged a $37.50 fee, per subject, when they are ready to complete the official test. The $37.50 fee must be paid directly to myged.com with a credit card/debit card/prepaid card when the official test is scheduled. In the event of an emergency, 24 hour notice must be made in order to reschedule an official test and the test must be rescheduled through myged.com. If 24 hour notice is not given the test and fee will be forfeited.

Students with Disabilities:
Students with disabilities may receive accommodations however the request and proper documentation must be submitted for state approval. Test proctors will accommodate students with current disabilities based only on the approval from the state.

Tutoring Hours/Open Lab:

Saginaw Chippewa Tribal College
East Building
2274 Enterprise Drive
Mt. Pleasant, MI 48858
Please refer to the current tutoring schedule located at www.sagchip.edu

Attendance Agreement:

In order for participants to achieve success through the SCTC GED program it is very important to *login a minimum of four hours per week*, attend tutoring, and utilize the open lab hours. By signing this agreement, you are acknowledging 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 minimum of four hours per week either at home or at the open lab.
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> 2. I understand that by **not abiding** by the four hour per week rule of Aztec Software use I may be suspended from the SCTC GED program and may be placed on a waitlist if space in not available.
>
> 3. I agree to notify the GED program staff 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 am unable to make the scheduled testing time, I must reschedule via myged.com within 24 hours of the scheduled test time.
>
> 5. If I fail to show up as scheduled for the official GED test I am aware that I am responsible for all fees associated with scheduling future testing through *myged.com*.

Name
_____

Address
_____

Phone Number
_____

Email address

_____

Birthdate

_____

GED Program Staff Signature/ Date

_____

Participant Signature/ Date

_____

My GED Login   Password
_____

GED Program Staff Contact information:

Amanda Flaugher   Jacqueline Graveratte   Lori Vincent
Dean of Students   Registrar   Tutor
(989) 317-4821   (989) 317-4963   (989) 317-4780
aflaugher@sagchip.edu   jagraveratte@sagchip.org   lvincent@sagchip.edu

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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?