College & Career Readiness

ABE/HSE/AHS Programs

Student Orientation Handbook
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College and Career Readiness Programs

Faculty and Staff

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Director
Main Campus ................................................................. 386-3244

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Program Coordinator
Main Campus ...................................................................... 386-3261

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Chief HSE Examiner/AHS Coordinator
Main Campus ...................................................................... 386-3674

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Transition Coach
Main Campus ...................................................................... 386-3441

Sheila Swift, Melva Ross
Instructors
Learning Center, Main Campus ............................................ 386-3596

Becky Martin, Brenda Seal, Tammie Childress
Instructors
Learning Center, Jones Family Resource Center .................... 786-1071 and 386-3688

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Instructor
Learning Center, Yadkin Center .......................................... 386-3594

Mel Ross, Cathie Bray
Instructors
Learning Center, Elkin Center ........................................... 386-3604

Linda Light
Instructor
Learning Center, Pilot Center ............................................. 386-3618
Surry Community College Resources

Academic Support Center (R216) ................................................................. 386-3460

Business Office .......................................................................................... 386-8951

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Disability Support Services (ADA) .............................................................. 386-3443

Sabra Long
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Andrea Simpson, Kendra Simmons
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High School Success Advisor ...................................................................... 386-3628

Library .......................................................................................................... 386-3259

Student Development .................................................................................. 386-3690
College & Career Readiness Programs

Adult Basic Education (ABE), High School Equivalency (HSE) & Adult High School Diploma (AHS)

An educational journey is like a long train ride. Before reaching the final destination, we get on and off at different points along the way. Is your final destination a college degree, a better job, or simply personal satisfaction? Your ticket to board the train is a high school equivalency diploma. Earn it now and begin your journey to a brighter future.

Our caring instructors and staff will be your guides traveling with you from orientation to graduation. With day, night, and online options, our high school equivalency classes are located conveniently at all Surry Community College locations. Get your HSE diploma, and board the train today. Our classes are free of charge, and instruction is designed to meet each student’s personal needs.

Individual Study Goals

Our primary goal is to help all of our students with their individual studies and to reach their goals. Instructors are here to assist you in determining the studies you need to complete in order to fulfill the requirements.

Placement Tests

When you enroll, you will be given a placement test to use as a gauge to evaluate where to begin your studies. We are required to verify and report student progress each semester which means that you will take a periodic post-test to provide important feedback to your instructors and you. Students who do not attend for 90 consecutive days are required to retake the placement test to re-enter class.

Attendance

ABE/HSE/AHS programs are designed to serve adult students. Your success greatly depends upon your willingness to commit to the time and effort necessary to complete your studies. It is difficult to make steady progress if you allow too many days to go by without studying. Regular attendance will help you avoid having to review material that you have already completed. In order to meet your educational needs, we suggest that students attend 75% of each class. You will keep up with your attendance by completing time cards and/or sign-in sheets. If another agency is requiring you to attend ABE/HSE/AHS classes, it is your responsibility to attend the number of hours per week/month required by the agency and also adhere to the College and Career Readiness attendance policy. We will be glad to verify your hours and sign any documentation confirming your attendance.

Class Options

After completing registration and/or orientation, you will conference with your instructor to discuss your goals and schedule. You will decide whether to attend managed classes, open lab, and/or HSE On-line. During managed classes, only students attending managed classes and fast track will be allowed in the classroom. Scheduling of open lab and managed classes varies by location.
Managed classes
Managed classes will meet in the morning at a specific time and on specific days. Classes will be determined according to placement results, student’s needs and personal responsibilities, and class availability. Students should be prepared for class and arrive on time. Students attending managed classes must adhere to the minimum hour requirement to test and attend 75% of the assigned classes. Those students unable to meet the 75% requirement will be asked to exit managed classes and attend open lab until the class begins again. When a student is absent, he/she is responsible for obtaining materials and making up any missed work. Students who have attendance issues should meet with their instructor to discuss possible options.

Open Lab
Open lab is held in the afternoon and at night. Open Lab is available for those students with work schedules or other responsibilities that do not allow attendance in managed classes, who are in need of remediation, or who have exited managed classes and are waiting to re-enter class.

During open lab, students will work independently with assigned materials, work on computer assignments, and/or receive one-on-one assistance as needed. Students are responsible for keeping up with class materials, progress, and assignments.

Attendance requirements in open lab depend upon student’s lowest test scale score. After meeting the classwork and initial placement hourly requirements, students will be re-evaluated to determine eligibility for HSE testing. Minimum attendance requirements are necessary to ensure that students are prepared not only for the HSE test, but also to enter the workforce or to succeed in postsecondary education.

Adult High School (AHS)
The Adult High School program is online and designed to prepare adults for their Adult High School diploma. Upon successful completion of the program and completing the required credits, an Adult High School diploma will be awarded by the State of North Carolina. The number of credits and specified courses shall be the same as those adopted by the State Board of Education as required for graduation from public high schools in the area. You will need to attend an orientation session and meet with Jennifer Pardue to evaluate your official high school transcript to determine your eligibility.

HSE On-line
HSE is offered on-line at the Elkin Center, Pilot Center, Main Campus, Yadkin Center, and Jones Family Resource Center. Students must meet specific reading requirements in order to enroll in the on-line class. Students must be dual enrolled in Open Lab and HSE On-line. Once the student is enrolled in open lab, he/she will attend a HSE On-line orientation. Students must have access to internet other than at the class site.

Evaluations
Students will be periodically post-tested allowing the College & Career Readiness ABE/HSE/AHS Program to collect information about progress. Students who are not attending on a regular basis will be contacted by mail or phone to make arrangements to post test.

Time Management
Your work and progress must be comparable to the amount of time reported on your time card. In other words, reasonable progress must be made in order to count your time on your time card.

Please use your time wisely. The HSE classroom is for working productively, not socializing. Come to class prepared to study. Be sure to bring a pen, pencil, and paper to class. Remember, your education is a very important part of life…studying is hard work but is well worth the effort. Always be on time!

Instructors must monitor your work, advise you on your studies, and maintain your Sign-In Sheets accurately, so you will be required to study in the classroom where you are registered.

You may not bring anyone to class with you to study, unless they are enrolled also. Under no circumstances are children allowed in the classroom.
**Classroom Conduct**

We try to maintain a relaxed environment. However, while you are in class, please be considerate of other students who may have different studying and learning habits. We all study together, so be aware of how you may be affecting other students.

**Cell Phones**

Cell phones must be turned OFF in the classroom. Check with your instructor for the cell phone policy. Some locations may allow cell phones to be on vibrate. Texting is not allowed during class. Pagers may be used only if you are “on-call” for emergency duties.

**Food/Snacks**

Check with your instructor to find out if food/snacks are allowed in the classroom. Before leaving, please clean your area. Food and drink are not allowed near the computers.

**Disability Support Services (ADA)**

The Office of Disability Services provides equal access to programs and services and promotes equal opportunities for students with disabilities, through the provision of reasonable accommodations, resources and services.

Disability Services is in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students may contact the Director of Disability Services at 336-386-3443 or bracken@surry.edu. For more information, refer to the SCC catalog.

Surry Community College is committed to making the educational opportunities it offers reasonable and accessible to all qualified students with disabilities.

Students seeking assistance or accommodations are responsible for self-disclosure and providing the proper disability documentation in order to receive services. Students seeking disability services need to make their needs known in a timely manner, since it may take some time to acquire the necessary aids and notify the student’s instructors.
Other Important Information

Tobacco-Free Campus Policy

Surry Community College has implemented a Tobacco-Free Policy which includes the Elkin Learning Center, Main Campus Learning Center (Dobson), Pilot Learning Center, Jones Family Resource Center, and Yadkin Learning Center. Please ask your instructor for special guidelines at your location. Tobacco use includes smoking, chewing, dipping or any other use of tobacco products. Tobacco products is defined as cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products.

Emergency Evacuations

If at any time an emergency is declared, go directly to the designated area with your instructor. You are not to leave the designated area for any reason until your instructor and authorities give an all clear. Ask your instructor for detailed information about the location of the emergency evacuation area. Failure to follow the evacuation process is automatic grounds for expulsion.

SCC and College and Career Readiness Policies

You will be asked to leave if you are not following these policies while attending an ABE/HSE/AHS class:

- *Profane language will not be tolerated toward other students, staff, instructors, or in general.*
- *Verbal abuse, harassment, communication of threats, or physical injury towards an SCC employee or another student is not allowed.*
- *Appropriate dress is expected for all SCC students.*
- *No weapons, open or concealed are allowed on campus.* If discovered, this violation will be reported immediately to campus police.
- *Controlled Substances –* No student shall own, possess, use, transport or be under the influence of any narcotic, drug, alcoholic beverage or controlled substance while on campus. If discovered, this will be reported to campus police.
- *No student shall cause damage or steal SCC property or private property of another student or SCC staff.* This violation is grounds for dismissal and will be reported to campus and local police.

Students shall not violate any state or federal laws while on campus or attending other SCC site locations.

All information in the SCC Policy and Law section above abides by College and State regulations. If you are in violation of any of the items stated above, you will receive a warning, a six-week suspension, or an indefinite suspension. The violation will be reported to the program Director, local police and/or campus police. Remember, violations of these regulations may result in your permanent dismissal from the program.

Restraining Orders

If you are a student in a College & Career Readiness ABE/HSE/AHS class and for any reason have a restraining order against someone, or a person has a restraining order against you, it must be made known to the Director of the College & Career Readiness ABE/HSE/AHS Program.

Security

The SCC Police Department is a certified law enforcement agency and as such employs sworn law enforcement officers to enhance the safety of students and staff while on campus. The police force patrols the campus on a regular basis. The officers are authorized to enforce federal, state, and local laws, as well as certain campus policies and SCC officers do have full arrest powers.
Information Technology Acceptable Use Policy

Access to electronic systems is a privilege that is granted by Surry Community College and comes with a responsibility to respect the rights of other users and the rights of the college at all times. It is the policy of the College that the facilities and equipment be used ethically and legally, in accordance with applicable licenses and contracts, and according to their intended use for educational purposes in support of the college’s mission and goals.

All technology equipment, data and records are considered the property of Surry Community College, and their use may be monitored as a means to ensure their proper and effective use. Users should be aware that seemingly private computer records may be subject to public disclosure. It is unacceptable use of the College communication system if users connect non-college owned computers – laptop, desktop, or other non-college owned peripheral devices to the LAN except in public wireless access areas.

North Carolina criminal statutes outlaw certain computer-related conduct, including unauthorized access or use of another person’s computer, computer system, or computer network to (1) commit fraud or obtain property under false pretenses; (2) cause computer-related damage; or (3) alter, disable, delete or copy computer data. It is also a crime to send (or allow to be sent) electronic communications that (1) threaten harm to a person or property; (2) are sent, repeatedly, for the purpose of “abusing, annoying, threatening, terrifying, harassing, or embarrassing any person,” or (3) contain any false statement “concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct with the intent to abuse, annoy, threaten, terrify, harass, or embarrass.” Educational institutions or officials who are victimized by such conduct, therefore, may file criminal charges against perpetrators of such crimes, and may recover damages through civil actions. According to state law, examples of specific activities not permitted on college-owned equipment include:

- Damaging electronic components, computers, computer systems, or networks, including knowingly, transferring viruses;
- Violating the rights of any person protected by copyright, trade secret, patent, or other intellectual property laws, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the College;
- Using the network for commercial, political or any unlawful purposes;
- Trespassing in others’ files, folders or storage areas of any kind or using others’ passwords;
- Sending or displaying offensive message, pictures or materials;
- Using obscene language, or sending/posting any harassing, abusive, libelous, or obscene materials, or assisting in any similar activities;
- Connecting to inappropriate Internet sites, such as pornography, hate groups, and other similar sites. Refer to the College Internet policy;
- Installation of personal software on college hardware;
- Installation of software or hardware components not supported by the IT and Computer Services Department.

Electronic information systems include, but are not limited to, terminals, computers, computer peripherals, communication devices, content management systems, telephones and telecommunications equipment, fax machines, computer data networks, video equipment, tapes or video networks, photocopying machines, computer software, supporting documentation, supplies, storage media, support facilities and energy sources. Electronic systems are limited to those leased, rented, owned by, or loaned to the College wherever located.

Users of Surry’s electronic services are expected to abide by the following policies. Violation of this policy should be reported to the appropriate area supervisor. Violations may result in suspension of privileges to access the information technology involved, initiation of college disciplinary procedures, or in certain cases, criminal prosecution under federal or state law. Before attempting any activity about which you are in doubt, or if you have questions about this policy, consult your local area supervisor, Dean or Vice-President.

Refer to the College catalog for specific information pertaining to disciplinary procedures.
**Internet Usage Policy**

At Surry Community College, Information Technology Services has provided equipment and access for students, faculty, and staff to connect to the Internet. The College wants the Internet to be an effective resource that adheres to the mission of the College. Users of Surry’s computer services are expected to abide by the following policies, which are intended to preserve the utility of the system, to protect the privacy and work of students, faculty, and staff, and to preserve the right to access the international networks to which the College systems are connected.

**General Usage Policy**

1. Faculty, staff, and students with permission from College officials may use the College’s computing facilities for scholarly purposes and official College business so long as such use does not violate any laws or College policy and does not result in commercial gain or private profit.

2. The College prohibits accessing internet services that do not further educational interests. This specifically includes but is not limited to subjects pertaining to pornography, hate groups, and other similar sites. Accessing or distributing inappropriate and/or illegal materials is a violation of this policy that will result in disciplinary action, up to and including termination or expulsion.

3. Use of content management systems (i.e. Blackboard, Moodle, EdToGo) should be for purposes of communicating and documenting class or educational related activities.

4. Use of electronic mail (e-mail) should be for purposes of communicating or documenting class or educational related activities.

5. Use of e-mail and other network communications facilities to harass, offend, or invade the privacy of others is prohibited.

6. SCC user accounts are to be used solely by SCC faculty, staff and students. Employees and students may not give other persons including relatives or friends access to their accounts.

7. The College reserves the right to access files that it has reason to believe violate College policy. Data, including email stored on College systems, is the property of the College.

8. Besides providing access to the internet, the College has its own website. The Marketing Director monitors and/or approves website content. It will be the only official website representing the College.

9. Students, faculty and staff members are not permitted to use the College’s name or any association with the College in websites they create that reflect negatively on the College or violate any of the policies contained herein.

Violation of any of the above provisions will result in disciplinary action, up to and including termination or expulsion.

*Approved by the Board of Trustees on 8/13/07*

________________________________________________________

Student Signature
INCLEMENT WEATHER POLICY

Extreme weather conditions during the winter months may require Surry Community College to cancel or delay classes in consideration of the safety of both student and employees.

The College will make every attempt to announce a decision to close or operate on a delayed schedule by no later than 7:00 a.m. (usually earlier), and by 2:00 p.m. for evening classes. If no announcement is made, classes will operate on a regular schedule. If the College is closed or delayed, the faculty and staff workday is also cancelled or delayed.

The announcement will be published on the following television stations and their websites.

- **WFMY-TV - Greensboro (Channel 2)**
  (http://www.wfmynews2.com/closings/)

- **WGHP-TV - High Point (Channel 8)**
  (http://myfox8.com/weather/closings-delays/)

- **WXII-TV - Winston Salem (Channel 12)**
  (http://www.wxii12.com/weather/closings)

- **TIME Warner Cable – Triad (Channel 14)**
  (http://triadnc.twcnews.com/content/weather/closings/)

- **WXLV-TV- Winston Salem (Channel 45)**
  (http://www.abc45.com/players/features/weather/video.shtml#closings)

Any decision to delay or cancel will be available on the automated message of the main campus phone number (336-386-8121) and on the college website (https://www.surry.edu/).

A decision to close early will be implemented so that everyone gets the message as close to the same time as possible. No classes are to dismiss before receiving an official message. A decision to close means that faculty and staff may also leave after reasonably assuring all students in their charge have been released. Any exception to the early release of faculty and staff will be announced.

There could be a distinction made between day and evening classes. Evening classes officially start with the 4:00 p.m. classes. There could be distinction between Surry and Yadkin counties and the SCC learning centers. **There will be no HSE testing if classes are delayed or if the college is closed. Pearson Vue will contact students with new testing dates.**
Programs of Study

If you have a… High School Diploma, GED, or Adult High School Diploma you may enroll in ALL degree, diploma, or certificate programs.

If you do not have a high school credential you may enroll in:

- Industrial Systems Technology Certificate
- Industrial Systems Technology Diploma
- Mechanical Drafting Diploma
- Mechanical Drafting/CAD Certificate
- Medical Office Certificate
- Office Systems Certificate
- Viticulture & Enology Certificate
- Welding Certificate

(In order to qualify for financial aid, a student must possess a high school diploma or GED).

College & Career Readiness ABE/HSE/AHS – Overview of Rules

1. I understand this is an adult College & Career ABE/HSE/AHS Program and while enrolled in the program I am expected to conduct myself in the appropriate manner as an adult learner.

2. I understand that each semester new obtainable goals will be set for completion, until I have passed my HSE.

3. I understand that I should be considerate of others in the classroom and keep casual conversation to a minimum.

4. I understand that only enrolled persons are allowed in the classroom. I may not bring a friend to sit with me while I study. Also, I understand that children are not allowed in the classroom.

5. I understand that I am allowed one 10-minute break for every hour I am signed into class. Additionally, I know I must be in class 50 minutes before I can take a scheduled break. I will sign out for longer breaks, and as I leave for the day.

6. I understand the misuse of breaks will not be tolerated.

7. I understand the importance of the “Emergency Evacuation Policy” for each classroom site and will follow/abide by the instructions as given to me by the instructor and staff. Failure to follow evacuation procedures is grounds for dismissal.

8. I understand that periodic post-testing will also be done to show my progress.

9. I understand the cell phone and/or pager policy for the classroom site I attend.

10. I understand that my computer privileges including INTERNET usage will be determined at the instructor’s discretion.

11. I understand the food/snacks classroom policy for the class site I attend.

12. I understand Surry Community College’s Tobacco-Free Policy.

13. I understand that profane language toward other students, staff and instructors, or in general is not permitted.

14. I understand that verbal abuse, harassment, communication of threats (verbal or written) or physical injury towards instructors, staff or other students is not allowed.
15. I understand the SCC security policy and will not have weapons, open or concealed, at any SCC classroom site/location.

16. I understand the SCC security policy and will not possess, use, transport or be under the influence of any narcotic drug, alcoholic beverage or controlled substance at any SCC classroom site/location.

17. I understand that I should not and will not cause damage to or steal SCC property, or the private property of another student or SCC staff.

18. I understand that I must have an unexpired picture ID (Driver’s License/Permit or government issued ID card) before I can sit for HSE testing.

I understand that the violation of any of the above are grounds for dismissal and/or re-evaluation of my eligibility for enrollment in the College & Career Readiness ABE/HSE/AHS Program at SCC. If I am in violation of any rule, my instructor will contact the Director and/or campus police for immediate action.

Signature______________________________________ Date_____________________

I have received a copy of the Student Orientation Handbook and I am aware of all the above policies and procedures required of me as an Adult Learner and I will abide by the rules.

Signature______________________________________ Date_____________________
College and Career Readiness - Permission to Release Information

I give my permission to Surry Community College to release information regarding my attendance and testing.

This is the _____ day of ________________, 20____.

__________________________________
Student’s Signature
Dropout Prevention/Driver’s License Law

The North Carolina Dropout Prevention/Driver’s License Law became effective on August 1, 1998 and applies to all students under the age of 18 who are eligible for a driving permit/license.

Students who are 16 or 17 years of age and received a driver’s permit/license after December 1, 1997 must attend class 60 hours each month and make satisfactory progress in their studies to be eligible to keep their permit/license. If these criteria are not met, the student’s permit/license will be revoked.

Students who are 16 or 17 years of age and want to secure a driver’s permit/license must attend class 60 hours each month for six consecutive months and make satisfactory progress to be eligible for the driving eligibility certificate.

Upon receipt of a HSE diploma, 16- and 17-year-old students must obtain a N.C. Driving Eligibility Certificate from the Program Coordinator of College and Career Readiness to take to the DMV in order to be issued a driver’s license.

Student Name: ________________________________________________

Driver’s Permit/License Number: ________________________________

Date Permit/License Issued: ________________________________

I have had the above provisions of the Dropout Prevention/Driver’s License Law explained to me and I understand the consequences if I do not attend class and make satisfactory progress as required by this law.

__________________________________________  ______________

Student’s Signature  Date
HSE Testing Accommodations

In order to apply for testing accommodations, students should contact Disabilities Services of Surry Community College. The contact person of Disabilities Services is Laura Bracken; her office is located on main campus in the A-building. Laura can be reached at 336-386-3443 or brackenl@surry.edu

Next, students will be directed to create an account at www.ged.com and complete the GED Testing Service Registration Form® and state/jurisdiction form. On the GED Testing Service Registration Form®, students should indicate their interest in applying for accommodations by selecting “Yes” on the question that asks about testing modifications based upon a documented disability or disorder. Once these registration forms are completed, students receive an email (email account used in registration process) providing a link to the accommodation forms, guidelines, and directions on submitting the requested documentation. Once received, GED Testing Service® will review all accommodation requests within 30 days and correspond with students via email once a decision has been made. Students will be able to discuss their request with a GED Accommodations Coordinator if they have any questions or if more information is needed for further review. If a student is approved for accommodations, the Pearson Vue Accommodations Scheduling Team will contact the student and schedule the accommodated exam.

Students requesting accommodations will not receive a confirmation email for their appointment until that have worked with the GED Testing Service Accommodation team to have their accommodation approved. The confirmation email indicates whether accommodations are approved. If so, the student must schedule an appointment by calling Pearson Vue and speaking with the ADA Program Coordinator.
# COLLEGE AND CAREER READINESS CALENDARS

## Spring Semester 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, Tuesday</td>
<td>Registration/Classes Begin</td>
</tr>
<tr>
<td>January 15, Monday</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>March 30, Friday</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>April 2-6, Monday - Friday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 10, Thursday</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>May 11 &amp; 14, Friday and Monday</td>
<td>Workdays (Fulltime)</td>
</tr>
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## Summer Semester I - 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 29, Tuesday</td>
<td>Registration/Classes Begin</td>
</tr>
<tr>
<td>June 28, Thursday</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>June 29, Friday</td>
<td>Workday (Fulltime)</td>
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</table>

## Summer Semester II - 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9, Monday</td>
<td>Registration/Classes Begin</td>
</tr>
<tr>
<td>August 9, Thursday</td>
<td>Last Day of Class</td>
</tr>
<tr>
<td>August 10, Friday</td>
<td>Workday (Fulltime)</td>
</tr>
</tbody>
</table>

If full time instructors wish to take off on a workday, they must use a personal leave day and have prior approval from Director.

1/18/18
### 2018 GED® Testing Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Monday 8:30am-1:30pm</th>
<th>Wednesday 12:30pm-5:30pm</th>
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</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>22</td>
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<td>FEBRUARY</td>
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<tr>
<td>DECEMBER</td>
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<td>5</td>
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</table>

### 2018 HiSET® Testing Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Monday 9:30am-3:30pm</th>
<th>Wednesday 9:30am-3:30pm</th>
<th>Thursday 3:30pm-8:30pm</th>
<th>Saturday 8:00am-2:00pm</th>
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<tbody>
<tr>
<td>JANUARY</td>
<td>29</td>
<td>31</td>
<td>11 25</td>
<td>20</td>
</tr>
<tr>
<td>FEBRUARY</td>
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*** GED Computer Based Testing will take place at the main campus in Dobson. The testing center is located in the A Building on Main Campus in Dobson. HiSET Paper Based Testing will take place in J-103 (Main Campus in Dobson). For more information, please contact Jennifer Pardue (336) 386-3674. ***
Basic Skill Plus Career Pathways

Surry Community College’s Basic Skills Plus plan focuses on **Welding Technology** and **Certified Nursing Assistant I** and includes components designed to provide completion of a High School Equivalency, employability skills, and job-specific occupational and technical skills. The Welding Technology pathway provides Surry’s Basic Skills students the opportunity to gain credits toward a Welding Certificate and to complete in dusty-recognized credentials while finishing their high school equivalency education. Upon satisfactory completion of the CAN I course and the skills/competency evaluation, Basic Skills Plus CAN I students will be listed on the North Carolina Division of Health Service Regulation (DHSR) Nurse Aid I Registry.

The components of each Basic Skills Plus Pathway will include:

- Concurrent enrollment in High School Equivalency and Welding course or High School Equivalency and Certified Nursing Assistant I course
- Student support services including counseling, advising, career exploration, job seeking/keeping strategies, and job placement strategies
- Collaboration between High School Equivalency and Curriculum Welding instructors or Continuing Education CAN I instructors to provide contextualized instruction
- Completion of High School Equivalency (GED or Hi-Set), Career Readiness Certificate, Welding Certificate or CAN I credential

Eligibility Requirements:

- Seeking a High School Equivalency
- Enrolled in a SCC High School Equivalency course at least **6 hours per week**
- TABE Reading Assessment score of **9th grade reading level or higher**
- **At least 60 hours of HSE classroom instruction** to complete a TABE Reading Post-Test
- Provide documentation of legal residency
- Attend a One-on-One Advising/Counseling meeting with the Transitions Coach of College and Career Readiness
- Bi-weekly communication/meetings with Transition Coach to discuss student academic status in HSE courses and Basic Skills Plus Pathways.

***To qualify for tuition waivers, student must be enrolled in HSE before and after Welding and CAN courses begin.*** Tuition waivers are granted for the following courses: Certified Nursing Assistant I, WLD 110 Cutting Processes, WLD 115 SMAW (STICK) Plate, WLD 141 Symbols and Specifications, WLD 121 GMAW (MIG) FCAW/Plate, and WLD 131 GTAW (TIG) Plate.

Revised July 2016
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<tr>
<th>Buildings A-H</th>
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| A            | BUSINESS OFFICE/CASHIER  
|              | CAREER SERVICES CENTER  
|              | EDUCATIONAL OPPORTUNITY CENTER  
|              | HUMAN RESOURCES  
|              | KNIGHTS’ GRILL  
|              | POLICE DEPARTMENT  
|              | STUDENT SERVICES  
|              | TESTING CENTER/DISABILITY SERVICES  
|              | UPWARD BOUND                                                                 |
| B            | COLLISION REPAIR                                                                  |
| C            | BOOKSTORE  
|              | ENGLISH/COMMUNICATIONS  
|              | TECHNOLOGY SERVICES  
|              | PRINT SHOP/MAIL ROOM                                                             |
| E            | CERAMICS/POTTERY LAB  
|              | COMPUTER INFORMATION TECHNOLOGIES  
|              | ONLINE LEARNING  
|              | STUDENT TECHNOLOGY CENTER                                                       |
| F            | EMERGENCY SERVICES TRAINING                                                       |
| G            | GREENHOUSE                                                                       |
| H            | COSMETOLOGY  
|              | HEALTH SCIENCES  
|              | INSTRUCTIONAL ADMINISTRATION  
|              | MATHEMATICS  
|              | PRESIDENT’S OFFICE                                                               |
| I            | INDUSTRIAL TRAINING CENTER                                                       |
| J            | CENTER FOR CONSTRUCTION TECHNOLOGY  
|              | CORPORATE & CONTINUING EDUCATION  
|              | HIGH SCHOOL EDUCATION (GED/AHS)  
|              | LEARNING CENTER  
|              | FINE ARTS & HUMANITIES  
|              | SOCIAL SCIENCES                                                                 |
| K            | ENGINEERING TECHNOLOGIES                                                         |
| M            | HORTICULTURE                                                                     |
| P            | PHYSICAL EDUCATION GYM & FITNESS CENTER                                          |
| R            | ACADEMIC SUPPORT CENTER  
|              | LEARNING RESOURCES CENTER (Library)                                              |
| S            | WELDING                                                                          |
| T            | EARLY COLLEGE HIGH SCHOOL OF DESIGN SCIENCES                                     |
| V            | AUTOMOTIVE SYSTEMS TECHNOLOGY                                                     |
|              | BUSINESS TECHNOLOGIES                                                            |
| W            | WAREHOUSE MAINTENANCE FACILITY                                                   |