



ADULT BASIC EDUCATION (ABE)/GED® CLASS INFORMATION 2023-2024 (September 18, 2023—May 16, 2024)

Thank you for your interest in taking GED® classes at the Adult Learning Center (ALC). This document provides information about the ALC and its ABE/GED® program.

Adult Learning Center Contact Information

- Address: 5100 Cleveland Street, VB, VA 23462
- Website: adultlearning.vbschools.com
- Main Office Phone: (757) 648-6050
- ABE/GED® Coordinator: Elizabeth Herlong

Student Eligibility for ALC GED® Classes

- Students must be at least 18 years old and not enrolled in a private or public school.
- Students must have a **valid, current government-issued photo ID** for proof of age and identity. For GED® testing, Pearson VUE requires all test takers to have a valid, current ID.

Placement Evaluation

Participating in a placement evaluation is required of all students who want to enroll in ABE/GED® classes. Placement evaluations are scheduled periodically throughout the school year to admit new GED® students.

During the placement evaluation, students take the TABE (Test of Adult Basic Education) reading and math tests. The evaluation process takes between four to five hours.

A student’s TABE Reading and Math scores determine his/her eligibility for and placement in GED® classes at the Adult Learning Center. Students must earn a TABE reading score of 472 or higher (third-grade level or higher) to be eligible for classes because the ALC does not offer reading classes at the Beginning ABE Literacy or Beginning Basic Education levels at this time.

Orientation Session

Individuals who are admitted to the ABE/GED® program are required to attend an orientation session to complete the registration process for classes. Admitted students will be informed of the date and time of the orientation session they need to attend before classes begin.

Class Schedules

The ALC offers ABE/GED® classes during the day and the evening on the following days/times:

- MORNING: Monday-Thursday 8:30-11:00 AM
- AFTERNOON: Monday-Thursday 12:15-2:45 PM
- EVENING: Mondays & Wednesdays 6:30-9:00 PM

Teachers provide instruction to students in all four content areas of the GED® test: reading, social studies, math, and science on this schedule. Classes are being offered in-person only.

Class Time	Monday	Tuesday	Wednesday	Thursday
8:30-11:00 AM	Reading/Social Studies	Math/Science	Reading/Social Studies	Math/Science
12:15-2:45 PM	Reading/Social Studies	Math/Science	Reading/Social Studies	Math/Science
6:30-9:00 PM	Reading/Social Studies		Math/Science	

Class Fees

Class fees are not refundable. Non-resident students must pay the fee monthly to remain in the program.

- Virginia Beach Residents: \$30 one-time registration fee
- Non-Residents: \$40 monthly for day classes, \$30 monthly for evening classes.

Attendance

Regular attendance is extremely important to ensure a student's personal goals are met and to remain enrolled in the ALC's ABE/GED® program.

- A student who has been absent more than two (2) times per month during DAY classes or more than one (1) time per month during EVENING classes will be considered for withdrawal from the program.
- Students who are more than 15 minutes late to class will be marked as absent.
- Students are expected to notify their teacher(s) on or before the day/night of class if there are circumstances that cause an interruption in attendance.
- Students with documented reasons for absences must have the ABE/GED® Coordinator's approval to continue taking classes.

Student Conduct

- Students are expected to exhibit behavior that promotes a safe and respectful learning environment for all students and staff.
- While on school property or engaged in or attending a school activity (including while using school equipment/ online resources and networks), students are subject to the Virginia Beach City Public Schools *Code of Student Conduct*, which contains a comprehensive description of inappropriate behaviors.
- Expectations for student conduct will be discussed during mandatory orientation sessions, and all students will be given a copy of the ALC Student Handbook.
- A student who has been withdrawn from the ALC's ABE/GED® program due to student conduct, absences, or other reasons must have approval from the ABE/GED® Coordinator to re-enter the program and must pay the registration fee again.

GED® Test Vouchers

- Students enrolled in the ALC's ABE/GED® classes can earn free GED® test vouchers.
- Vouchers are issued upon approval of the ABE/GED® Coordinator to students based on attendance, academic gains, and scores on GED Ready® tests.

Technology Requirements and Supplies

- ALC students are required to have a working email address and account in order to receive ALC communications.
- ALC students are expected to create and maintain a single GED® account on the website www.GED.com.
- Students also will need classroom supplies such as: pencils, pens, 3-ring binders, etc. Teachers will discuss required supplies with their students.
- Students do receive free access to online learning platforms that they can access through a smartphone or computer at home.

Taking the GED® Test

- The ALC's ABE/GED® classes help prepare individuals to take the GED® test; however, one does not need to be enrolled in GED® classes to take a GED® test.
- To schedule a GED® test, individuals must create a free GED® account on the website www.GED.com. With that account, individuals can access free resources and take online classes. Individuals also can take GED® Ready tests to determine how prepared they are to take the GED® test.
- GED® tests are currently available in both English and Spanish.
- If you have questions about the GED® test, please visit the GED® website, call 1-877-392-6433, or email help@ged.com.