

# Adult Education Center

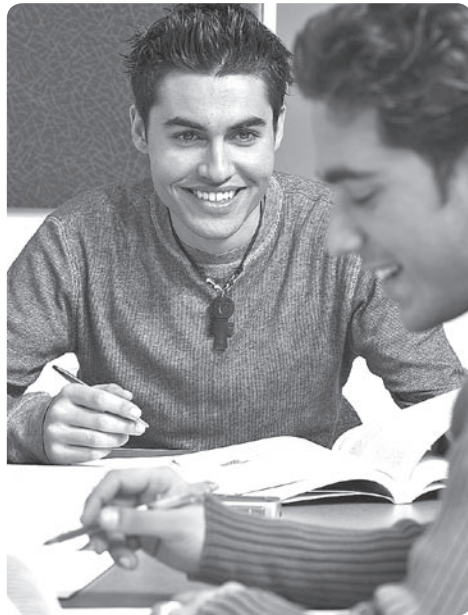


Winter 2011 -  
Spring 2012

Winter: 11/28/11 - 3/10/12  
Spring 3/12/12 - 6/15/12

2510 Lincoln Boulevard, Main Office - Room 8, Santa Monica CA 90405

(310) 664-6222 ▪ [www.smmusd.org/adulted](http://www.smmusd.org/adulted)



**NEW!**

## Community Education Program

*Financed by Student Fees.*

**Community Education Program:** Classes not meeting minimum student enrollment to cover the cost of the class are subject to cancellation at anytime. Fees for classes in this category are determined by the number of sessions and an estimated number of enrolled students. Fees pay for teacher salaries, use of facilities, operations, and overall administrative support.

**Refund Policy:** Full refunds are only available on cancelled classes. Prior to the first meeting all refunds will include a \$5 processing fee. After the first class meeting all refunds are prorated from the date received, plus a \$10 processing fee. Refund requests will not be accepted after the last class meeting. **NO REFUNDS** on textbooks or on one-meeting classes after they have been conducted.

**FREE Parking ▪ Convenient Location ▪ Safe & Friendly Campus ▪ Credentialed Instructors**

### Jewelry:

#### Southwest Indian Style Stamped Jewelry

Level: Beginner/Intermediate

- Monday & Wednesday 6-9 pm, AEC Cafetorium, B. Smith  
Fee: \$150 (Includes Material Fee)  
Discount: \$5 (Cash Payment of Class Fee)  
11/28/11 - 1/18/12 (10 Meetings) (#992107)  
No Classes: Winter Break 12/19/11-1/6/12 & Holiday 1/16/12
- Tuesday & Thursday 6-9 pm, AEC Cafetorium, B. Smith  
Fee: \$150 (Includes Material Fee)  
Discount: \$5 (Cash Payment of Class Fee)  
11/29/11 - 1/19/12 (10 Meetings) (#992108)  
No Classes: Winter Break 12/19/11-1/6/12

The Southwest Indian style of stamped jewelry is fashioned with a variety of design stamps to add highlight and flavor to the work either as a main feature or as a supporting detail. We'll be making several designs of earrings, pendants and bracelets (or even a belt if you wish) in your choice of silver or copper.

**NEW!**

*Learn something new!*

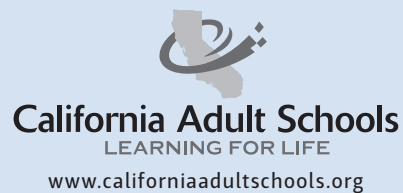


**Call us with your questions at (310) 664-6222!  
Visit us on the web [www.smmusd.org/adulted/](http://www.smmusd.org/adulted/)**

# Welcome



- Safe, friendly campus
- Central location
- Great teachers
- State of California approved program
- Free parking / Estacionamiento libre
- Students from all over the World
- Join our Learning Community! Enroll Now!



Visit us on the web  
[www.smmusd.org/adulted/](http://www.smmusd.org/adulted/)

## Locations Map



## Location Address Legend

- ① AEC - 2510 Lincoln Blvd., Room 8, Santa Monica
- ② Santa Monica HS - 601 Pico Blvd., Santa Monica

## English as a Second Language

Winter Registration Deadline is January 12<sup>th</sup>!\*

Spring Registration Deadline is April 19<sup>th</sup>!\*

- **Beginning:** Tues & Thurs 6-9 pm, AEC Rm 16 (#212190)
- **Intermediate:** Mon & Wed 6-9 pm, AEC Rm 16 (#213190)
- **Advanced:** Mon & Wed 6-9 pm, AEC Rm 4 (#214190)

Materials Fee: \$ 10 (Cash) per level.

**(New ESL students will be required to take ESL placement exam.)**

Our classes provide English instruction that is designed to meet your educational goals with a focus on using English for

real-life needs, employment, and citizenship. Classes include practice of listening, speaking, reading, and writing, for beginning through advanced students. Students must register and take a placement exam to enroll in ESL classes. Students receive a certification of completion after mastering each level of English. **\*Enrollment & Attendance Policy:** Students enrolling after the registration deadline will be placed on a waiting list until the following term. Students who are absent more than two weeks may be removed from class. **Call (310) 664-6222 for more information!**



## ESL Distance Learning Program

Starting January 11, 2012. By appointment only!

- Wed 6-9 pm, AEC Rm 7B (#215350)

**¡Aprenda inglés en casa con DVDs!**

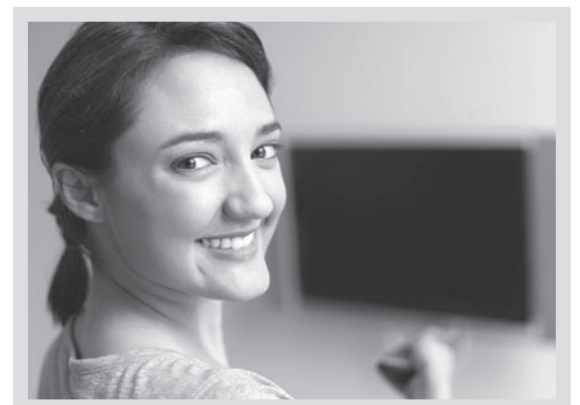


**Learn English at home using DVDs!**

Distance Learning is a multi-level program, designed for ESL students who cannot come to school every day because of work schedules, childcare obligations or other barriers. In this program, students check out special DVDs and other materials to work on at home at their convenience. They are required to meet with a teacher once a week to go over their work, ask questions and receive additional assignments.

A \$10 (cash) instructional materials fee for Levels 1 - 3 or a \$20 (cash) instructional materials fee for Level 4 is needed to get started.

**Call (310) 664-6222 today!**



## Citizenship

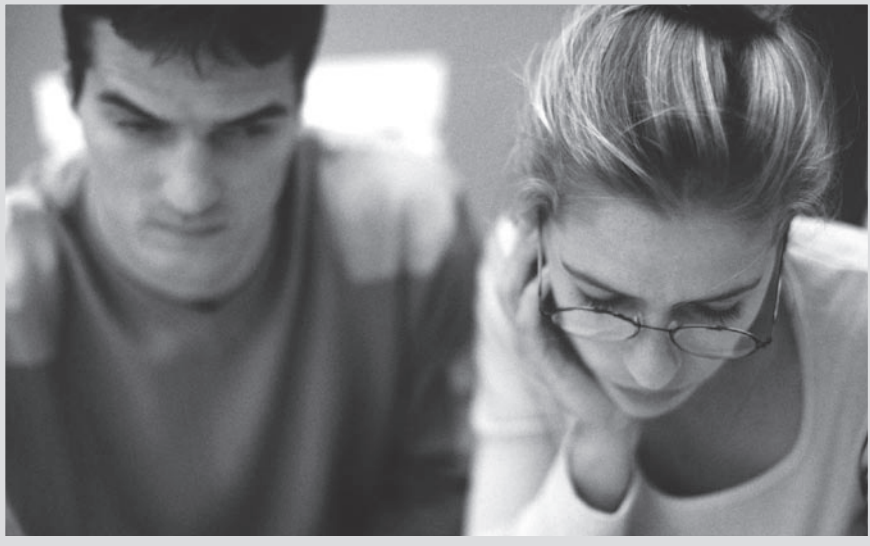
### Citizenship

- Sat 8:30-11 am, Santa Monica HS Rm T106 (Technology Building) P. Hernandez, **Materials Fee:** \$10 (Cash) (#220009)  
No Class on 12/17, 1/7, 1/14, 2/18, 3/31, 4/14, & 5/26.
- **Citizenship Distance Learning:** Sat 11-11:30 am (#225309)

Classes cover topics in U.S. history and government. Students receive assistance filling out the citizenship application. Practice is provided in written dictation and in answering questions for the oral interview.

**Prerequisite:** student must be eligible to become a U.S. citizen and read, write, and speak English at an Intermediate level.

# GED Testing & High School Diploma



## GED Testing

**What is the GED test?** The General Education Development (GED) test includes five separate tests: Writing, Science, Social Studies, Math, and Reading.

**A pretest** is strongly recommended. If you are not sure that you are adequately prepared, we will evaluate your readiness and help you review before you take the GED. Call (310) 664-6222 extension 76203 after 1 pm to schedule an appointment! **GED Pretest Fee (per pretest): \$10 (Cash)**

**Requirements:** Students must be 18 years of age or older and show valid identification at registration and time of testing. A current driver's license, passport, military, or other forms of government ID (national or foreign) are acceptable forms of identification. You will be asked to supply your social security number at the time of registration and testing (not necessary to have the card). For individuals with documented physical and learning disabilities, special accommodations are available upon approval by the State and Federal G.E.D. offices.

**GED Test Fee (Prepayment Required!):** \$140 (Cash) Prepayment of test fee is required to secure a testing appointment. Space is limited with appointments made until maximum is reached. Students without a testing appointment will be placed on a waiting list and will not be guaranteed an opportunity to take the test.

Error Fee: \$20

Retesting Fee: \$30 per retest

Incomplete Test Fee: \$30

Practice Test Fee: \$10 by appointment

## GED Test Dates:

Tuesday, Wednesday and Thursday, 4 to 9 pm  
(Prepayment Required!)

**Series 1:** December 6, 7, & 8, 2011

**Series 2:** January 17, 18 & 19, 2012

**Series 3:** February 14, 15 & 16, 2012

**Series 4:** March 13, 14 & 15, 2012

**Series 5:** April 17, 18 & 19, 2012

**Series 6:** May 15, 16 & 17, 2012



## GED Retesting:

Wednesday, 4 to 9 pm (Prepayment Required!)

December 14, 2011      March 21, 2012

January 25, 2012      April 25, 2012

February 22, 2012      May 23, 2012

*Dates are subject to change based on scheduling conflicts with the GED Chief Examiner and staff. Students with appointments will be notified of any changes to the schedule.*

## GED Test Preparation\*\*

▪ Tuesday & Thursday, 6:15 - 9 pm, AEC Rm 4 (#121090)

Materials Fee: \$10 (Cash)

This class prepares students to take the GED exam. Focus is on writing and reading skills needed for the exam. Students are also taught Transitional English and English Review.

## Fundamental Skills Learning Center\*\*

▪ Tuesday & Thursday, 6:15-9 pm, AEC Rm 4, Cr: 5 (#110090)  
Materials Fee: \$10 (Cash)

The learning center strengthens vocabulary, writing, and comprehension skills necessary for higher level classes. Each student works at a challenging but comfortable pace to improve reading and writing skills.

## Math Learning Center\*\*

▪ Mon, Tues & Wed, 6:15-9 pm, AEC Rm 17, Cr: 5 (#110092 & 122090)  
Materials Fee: \$10 (Cash)

The Math Learning Center offers individualized instruction in basic math and algebra courses required for the high school diploma, as well as preparation for the GED, CAHSEE, and CBEST exams.

## High School Learning Center\*\*

▪ Tuesday & Thursday, 6:15-9 pm, AEC Rm 6, Cr: 5 (#120090)  
Materials Fee: \$10 (Cash)

The High School Diploma Learning Center offers all high school diploma requirements in an individualized instruction format. Work at your own pace until you master the material. **Only success is possible here! Come and finish your Diploma!**



## Concurrent Enrollment of High School Students

High school students may enroll concurrently in adult education secondary classes to make up deficient credits needed for graduation. Students may attend adult education classes after having attended the regular school day. Enrollment of concurrent students requires documentation and approval by high school counselor, student, parent/guardian and adult school counselor. Concurrent Enrollment forms may be obtained in the Adult Education Center office.

## Graduation Requirements

### Adult Competency-Based High School Diploma

**The California High School Exit Exam (CAHSEE) must also be passed by all students.** Commencement exercises will be held in June for individuals completing requirements for a high school diploma and / or a GED certificate. Diplomas and certificates are presented by the Superintendent.

### Subject / Credit Requirements:

English .....	40
Mathematics.....	20
Social Studies.....	30
Science/Health.....	25
Fine Arts/Foreign Language .....	10
Life Skills Electives .....	5
General Electives.....	40
<b>Total HS Diploma Credits Required .....</b>	<b>170</b>

**\*\*Free high school diploma assessment & individualized goal setting plan with a counselor.  
Call (310) 664-6222 ext. 76203 or osaucedo@smmusd.org for an appointment.**

# General Information

Adults 18 and older may enroll in adult courses. Students must register in person by coming in to the office. A placement exam and/or appointment may be required.

All educational opportunities are available without regard to gender, sex, race, color, religion, ancestry, national origin, ethnic origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

**Concurrent Enrollment of High School Students:** High school students may enroll concurrently in adult education secondary classes to **make up deficient credits** needed for graduation. Students may attend adult education classes after having attended the regular school day. Enrollment of concurrent students requires documentation and approval by high school counselor, student, parent/guardian and adult school counselor. Concurrent Enrollment forms may be obtained in the Adult Education Center office.

**Smoke-Free Campus and Grounds Policy:** Smoking is prohibited on campus, including parking lots, before, during, and after any school-related activities.

**Mandated classes:** Mandated classes are funded by the State of California.

**Fees:** Our program has been dramatically affected by California's budgeting difficulties. In January 2009 all adult schools in California lost their independent state funding. Because of this it has become necessary for our school to charge material fees. We have attempted to keep fees as low as possible while trying to maintain the same level of quality and quantity of free course offerings. Textbooks and classroom materials are furnished without charge, however, they may also be offered for sale. Materials fees, if any, are listed in the class description and are non-refundable.

**Public Notice:** The Santa Monica-Malibu Unified School District (SMMUSD) has a uniform complaint process as required in Code of Regulations, Title 5, Section 4622. SMMUSD Policy 1312.3. The Chief Academic Officer is designated as the compliance officer. A copy of that policy is posted in the Adult Education Center Office. The policy provides for mediation or investigation, presentation of information relevant to the complaint, follow up and remedies or appeals as appropriate.

**Office Hours (AEC):** Monday - Thursday from 8:30 am to 8 pm

**Refund Policy:** Full refunds are only available on cancelled classes. Prior to the first meeting all refunds will include a \$5 processing fee. After the first class meeting all refunds are prorated from the date received, plus a \$10 processing fee. Refund requests will not be accepted after the last class meeting. NO REFUNDS on textbooks or on one-meeting classes after they have been conducted.

**Santa Monica-Malibu USD:**

**Board of Education:**

Ben Allen  
Oscar de la Torre  
Jose Escarce,  
Maria Leon-Vazquez  
Laurie Lieberman,  
Ralph Mechur,  
Nimish Patel

**Superintendent:** Sandra L. Lyon

**Adult Education Center (AEC) Principal:**

Janie Yuguchi Gates



## COMMUNITY EDUCATION PROGRAM - REGISTRATION FORM

Adult Education Center • PHONE: (310) 664-6222  
2510 Lincoln Blvd., Room 8, Santa Monica CA 90405  
FAX: (310) 664-6220 • EMAIL: [lorena.martin@smmusd.org](mailto:lorena.martin@smmusd.org)  
[www.smmusd.org/adulted](http://www.smmusd.org/adulted) • <http://smm-web.smmusd.org/onlinereg/>

The Community Education Program is funded by student fees.  
This form can be mailed, faxed or walked into the office.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Sex:  Male  Female Birth date: \_\_\_/\_\_\_/\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_-\_\_\_\_  
Home Address: \_\_\_\_\_  
Number Street Apt. # City State Zip  
Email Address: \_\_\_\_\_ Emergency Contact: (\_\_\_\_) \_\_\_-\_\_\_\_

### Credit Card / Debit Card Payment Option

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_ Security Code: \_\_\_\_\_

**Community Education Classes:** Classes not meeting minimum student enrollment to cover the cost of the class are subject to cancellation at anytime. Fees for classes in this category are determined by the number of sessions and an estimated number of enrolled students. Fees pay for teacher salaries, use of facilities, operations, and overall administrative support.

**Fees:** Textbooks and classroom materials are provided with out charge, however, they may also be offered for sale. Materials fees, if any, are listed in the class description and are for additional instructional materials to be used by the student. There is no in class payment of fees. Pay all fees in the Adult Education Center office or online at <http://smm-web.smmusd.org/onlinereg/>.

**Refund Policy:** Full refunds are only available on cancelled classes. Prior to the first meeting all refunds will include a \$5 processing fee. After the first class meeting all refunds are prorated from the date received, plus a \$10 processing fee. Refund requests will not be accepted after the last class meeting. NO REFUNDS on textbooks or on one-meeting classes after they have been conducted.

**Refund Request** (Date/Class/Refund Amount) \_\_\_\_\_ Initials \_\_\_\_\_

**Waiver, Release and Indemnity Agreement:** As a condition of my participation in the described activity/program, I agree to waive all claims against the Santa Monica-Malibu Unified School District (District) and to indemnify and hold the District, its officers, agents, and employees, harmless from any and all liability or claims, demands, losses, causes of action, suits or judgments of any kind whatsoever that I, my heirs, executors, administrators or assignees may have against the District or that any other person or entity may have against the District because of any death, bodily injury, personal injury, or illness, or because of any loss to property that may arise out of or in any way be connected with the above-described activity/program. This waiver shall not apply to any occurrences that may arise solely out of the negligence of the District, its employees or agents.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_

**BE SURE TO INCLUDE COMPLETE COURSE NUMBER AND CLASS NAME**  
Course number is listed on the class description page.

TERM	COURSE #	CLASS NAME	TOTAL FEE (Includes Material Fee)
S / F / W / Sp			\$
S / F / W / Sp			\$
S / F / W / Sp			\$
S / F / W / Sp			\$

Date: \_\_\_/\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

### Winter Term Calendar:

**November 28, 2011 - March 10, 2012**

First day of WINTER term:  
Main Campus ..... November 28, 2011  
SAMOHI Campus ..... December 3, 2011  
No Saturday Classes ..... December 17  
Winter Holiday... December 19 - January 6  
(3 weeks)  
No Saturday Classes ..... January 7  
ESL Registration Period Ends... January 12  
(Main Campus)  
No Saturday Classes ..... January 14  
Martin Luther King, Jr's Birthday... January 16  
No Saturday Classes ..... February 18  
President's Day Holiday ..... February 20  
Last day of WINTER term:  
Main Campus ..... March 8, 2012  
SAMOHI Campus ..... March 10, 2012

### Spring Term Calendar:

**March 12, 2012 - June 15, 2012**

First day of SPRING term:  
Main Campus ..... March 12, 2012  
SAMOHI Campus ..... March 17, 2012  
No Saturday Classes ..... March 31  
Spring Holiday ..... April 2 - 13 (2 weeks)  
No Saturday Classes ..... April 14  
ESL Registration Period Ends ..... April 19  
(Main Campus)  
No Saturday Classes ..... May 26  
Memorial Day Holiday ..... May 28  
Last day of SPRING term:  
Main Campus ..... June 14, 2012  
SAMOHI Campus ..... June 16, 2012

## 3 Easy Ways to Register for Community Classes

**Payment Options:** Cash, Check (Payable to SMMUSD), Debit & Credit Card\*  
\*When paying with Visa or MasterCard, include your credit card number, expiration date and signature. 1

**Mail:** Please complete the registration form. Print clearly and provide all information requested. Mail to 2510 Lincoln Blvd., Santa Monica CA 90405. 2

**In Person:** Please complete the registration form. Print clearly and provide all information requested. Bring it to 2510 Lincoln Blvd., Room 8, Santa Monica CA 90405. 3

**Online:** <http://smm-web.smmusd.org/onlinereg/>