

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:

Our classes will include a variety of topics to improve your jewelry skills. The winter session will include advanced stonesetting techniques for rings and pendants, making your own steel design stamps for accents and textures, and a class on silver belt buckles.

Hand tools and some materials are provided. Students are expected to supply their own gemstones and precious metals.

Classes meet from 6 - 9 pm, two times per week for a total of 8 evenings.

- Monday & Wednesday, AEC Auditorium, Brad Smith
Fee: TBD (Includes Material Fee / \$ 5 Discount for Cash Payment)
- Tuesday & Thursday, AEC Auditorium, Brad Smith
Fee: TBD (Includes Material Fee / \$ 5 Discount for Cash Payment)



Registration is open now at <http://smm-web.smmusd.org/onlinereg/> or call the office Monday & Wednesday at (310) 664-6222 x76203.

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 an enrollment appointment will 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 from high school counselor, in the Adult Education Center office or at www.smmusd.org/adulted/pdf/ConcurrentRegistration.pdf.

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

Parking entrance located via Pine Street. Free parking!

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

Fees: Textbooks and classroom materials are furnished without charge, however, they may also be offered for sale.

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.

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.

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

Santa Monica-Malibu Adult Education Center is accredited by the Western Association of Schools and Colleges.



Santa Monica-Malibu USD:

Board of Education:

Oscar de la Torre, Dr. Jose Escarce, Craig Foster, Maria Leon-Vazquez, Laurie Lieberman, Ralph Mechur, Dr. Richard Tahvildaran-Jesswein

Superintendent:

Dr. Chris King, Interim Superintendent
Dr. Sylvia Rousseau, Interim Superintendent
Adult Education Center (AEC) Principal:
Anthony Fuller

WINTER TERM CALENDAR: November 14, 2016 - March 3, 2017

First day of WINTER term:
Main Campus November 14, 2016

Office OPEN/NO Classes November 21
Thanksgiving Holiday November 21 - 25
Office OPEN/NO Classes December 19
Winter Holiday December 19 - January 9
(3 weeks)

Office OPEN/NO Classes January 9
Martin Luther King, Jr's Birthday January 16
ESL Registration Period Ends January 30
(Main Campus)
President's Day Holiday February 20

Last day of WINTER term:
Main Campus March 3, 2017

SPRING TERM CALENDAR: March 6, 2017 - June 9, 2017

First day of SPRING term:
Main Campus March 6, 2017

Spring Holiday April 1 - 15 (2 weeks)
Office OPEN/NO Classes April 3
Olympic HS OPEN HOUSE May 2
ESL Registration Period Ends May 8
(Main Campus)

Memorial Day Holiday May 29
Graduation May 31

Last day of SPRING term:
Main Campus June 9, 2017

2 EASY WAYS TO REGISTER FOR COMMUNITY CLASSES

Payment Options: Cash, Check (Payable to SMMUSD), Debit & Credit Card

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

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

Adult Education Center



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

(310) 664-6222 • www.smmusd.org/adulted



SMRC SANTA MONICA REGIONAL CONSORTIUM FOR ADULT EDUCATION
www.santamonica4adulthood.org



Winter 2016
November 14, 2016 -
March 3, 2017

Spring 2017
March 6, 2017 -
June 9, 2017

Begin here if ready to take the 2014 GED® Test and would like to schedule an appointment:

- STEP 1: Register at www.ged.com (Email account and debit/credit card will be required to complete the registration/practice test process.)
- STEP 2: "Schedule Test" (If this is the first time scheduling an appointment, answer questions and continue to next step.)
- STEP 3: Select Exam Language (English/Spanish)
- STEP 4: Select only up to two exams if testing at our center (Tuesday & Thursday 1 - 5:30 pm).
- STEP 5: Select test center near home address or type in "Santa Monica" and click "Search" then select test center and desired date/time.
- STEP 6: If selection is complete, "Proceed to Checkout" or "Add Another" to select more exams.
- STEP 7: Complete steps as indicated and enter payment/voucher/promotion code to complete transaction.

Begin here if you are not sure if you are ready to take the 2014 GED® Test:

- STEP 1: Call (310) 664-6222 ext. 76203 to schedule a free assessment/counseling session through the adult school or register at www.ged.com to take the 2014 GED Ready - The Official Practice Test.
- STEP 2: Take assessment exam through the adult school or take the 2014 GED Ready – The Official Practice Test.
- STEP 3: Meet with counselor, review assessment results and enroll in GED preparation classes or schedule to take the GED® Test at www.ged.com.

2014 GED® Test

GED® Test Schedule: Tue & Thurs from 1 to 5:30 pm. Students wishing to test through our center are recommended to schedule one or two exams at a time.

What is the "2014 GED® Test"?

- The GED® Test has been updated to make sure it measures what graduating high school seniors know and what colleges and employers will expect of you.
- Four content areas: Reasoning Through Language Arts (150 minutes including a 10-minute break),

- Mathematical Reasoning (115 minutes), Science (90 minutes) and Social Studies (70 minutes)
- The GED is offered on computer (not online) with paper testing available for accommodations only
- It is offered in English and in Spanish
- 3 opportunities to test per year, per content area
- Enhanced Score Report - The enhanced score report from GED Testing Service provides targeted feedback for each test-taker so they know their strengths, what skills to develop, and how to score higher on their re-test. Same-day scoring is provided on all four parts including the new score report for reporting and remediation.
- Students passing the GED® Test will automatically receive an electronic, secure, diploma and Smart Transcript. This is delivered immediately to their email address after their test is scored. Test-takers can view, print, and request a professionally-printed diploma free of charge.
- General Information:
 - www.smmusd.org/adulted
 - www.GED.com
 - www.gedtestingservice.com/ged-testing-service
- Accommodations:
 - www.gedtestingservice.com/testers/accommodations-for-disability

Frequently Asked Questions (FAQs):

- www.gedtestingservice.com/testers/mygedfaqs

GED® TEST PREPARATION

GED® Test Preparation Math + Distance Learning

- Mon & Wed, 6-9 pm, AEC Room 16 (#122090/#125893)

NEW!

GED® Test Preparation Reading & Writing + Distance Learning

- Tues & Thurs, 5:30-8:30 pm, AEC Room 6 (#120090/#125894)

NEW!

GED® Test Prep Math (Instructor led 12 week course)

- Thurs, 6-9 pm

COMING SOON!

Students may complete their High School diploma courses or prepare for the GED Test in an individualized instruction format. Students will also have the opportunity to participate in free online distance learning GED preparation. Distance learning students will meet with instructor once a week to review progress and work completed. Focus is on writing, reading, and math skills needed for the exam. Counseling sessions are free! Plan a schedule that suits your needs!

Math Learning Center

- Mon & Wed, 6-9 pm, AEC Room 16, Cr: 5 (#112409 & 122090)
- Tues, 6-9 pm, AEC Room 16, Cr: 5 (#112409 & 122090)

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 exam.

High School Learning Center

- Tuesday & Thursday, 5:30-8:30 pm, AEC Rm 6, Cr: 5 (#120090)

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 Santa Monica-Malibu Unified School District 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 from high school counselor, in the Adult Education Center office or at www.smmusd.org/adulted/pdf/ConcurrentRegistration.pdf.

Graduation Requirements

Adult Competency-Based High School Diploma

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

Total HS Diploma Credits Required 170

Graduates will be required to attend Graduate Pathway Seminar to complete the graduation process. Graduate Pathway Seminars are held once a month and will provide student with pathway information leading into postsecondary education and/or the workforce. Commencement exercises will be held in June for individuals completing requirements for a high school diploma. Diplomas and certificates are presented by the Superintendent.

Winter Registration deadline is January 30, 2017*
Spring Registration deadline is May 8, 2017*

- Beginning:** Mon & Wed 6-9 pm, AEC Room 2 (#982019)
- Beginning High:** Tues & Thurs 6-9 pm, AEC Room 2 (#982029)
- Intermediate:** Tues & Thurs 6-9 pm, AEC Room 4 (#981039)
- Advanced:** Mon & Wed 6-9 pm, AEC Room 4 (#980049)

Prerequisite: New and returning ESL students will be required to take a one or two-part ESL placement exam prior to enrollment. Enrollment process takes approximately two hours. Please call (310) 664-6222 ext. 76203 to schedule an appointment. Students will meet with a counselor to review ESL placement and educational goals.



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 certificate 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 ext 76203 for more information!

Citizenship

- Thursday 6-9 pm, AEC, Room 3, P. Hernandez (#950009)
- Citizenship Distance Learning:** Thursday 5-6 pm, AEC, Room 3 (#950059)

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. New and returning students will be required to take a one or two-part placement exam prior to enrollment. Enrollment process takes approximately two hours. Please call (310) 664-6222 ext. 76203 to schedule an appointment. Students will meet with a counselor to review ESL placement and educational goals.

Distance Learning Program

Adult Basic Education / English Improvement

- Mon & Wed, 5-6 pm, AEC Room 7B (#112109)

Prerequisite: Students will be required to take an appraisal exam and pretest at the time of enrollment.

Our classes provide English instruction designed to meet your educational goals with a focus on using English for real-life needs, employment, and citizenship. Distance learning students will meet with instructor once a week to review progress and work completed.