

DISTANCE LEARNING

In an effort to stop the spread of COVID-19, our campus has transitioned to a distance learning format with the goal of moving to blended-learning and/or a face-to-face format. We look forward to seeing all of you soon!

- Adult Education Teachers continue to work with students to engage in distance learning opportunities in order to maximize the continued education of our students.
- Students may contact our office for further instructions on how to participate in distance learning.
- Students will be notified as to when they will be able to return to campus.

FREE Citizenship

- Tuesday 6-9 pm, Distance Learning, pphernandez@smmusd.org (#990001)
- Monday 12-2:30 pm, Distance Learning, pphernandez@smmusd.org (#990002)

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.

REGISTRATION IS REQUIRED

Register online at smmusd.asapconnected.com. For more information, please call (310) 664-6222, ext. 76203. The minimum number of enrolled students needed to offer a class is ten (10). Student enrollment steps include student orientation, assessment, education plan and counseling meeting.

SE REQUIERE INSCRIPCIÓN

Regístrese en línea en smmusd.asapconnected.com. Para obtener más información, llame al (310) 664-6222, ext. 76203. El número mínimo de estudiantes matriculados necesarios para ofrecer una clase es diez (10). Los pasos para la inscripción incluyen orientación del estudiante, evaluación, plan educativo y reunión con consejero.



EXPLORE A NEW PATH

Jumpstart your career. Continue your education. Develop new skills.

Free Classes | Free Certificates | No Prerequisites

Free Non-Credit Certificate Programs: Business, Health & Wellness, Education, STEM, Transition to Credit Certificate, ESL and Citizenship

Visit <http://www.smc.edu/AcademicAffairs/Noncredit> for a complete list of classes.

Registration & Enrollment: <http://www.smc.edu/AcademicAffairs/Noncredit/Pages/Noncredit-Registration-and-Enrollment.aspx>

Contact Lorena Martin at lorena.martin@smmusd.org or (310) 664-6222, ext. 76202 for more information.



GENERAL INFORMATION

Adult Education Center (AEC):

2510 Lincoln Blvd., Santa Monica
(On Lincoln, between Ocean Park and Pine St)

Office Hours (AEC):

Monday - Thursday from 8:30 am to 8 pm

Contacts:

Office staff can be reached via email or phone during regular office hours.

Office Manager:

lorena.martin@smmusd.org
(310) 664-6222, ext. 76202

Senior Office Assistant:

kzurich-lunsford@smmusd.org

Office Assistant/Student Records:

osaucedo@smmusd.org
(310) 664-6222, ext. 76203

Counseling Staff:

hrousseau@smmusd.org
jonvasquez@smmusd.org

Schoolwide Learner Outcomes (SLOs)

- Students demonstrate digital literacy.
- Students achieve their educational or employment goals.
- Students advocate for themselves and their families by navigating community resources.
- Students know their rights, duties, and responsibilities of civic engagement.

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Schedule Changes: The Adult Education Center reserves the right to make changes in assignments, schedule and to cancel any course that does not have sufficient enrollment.

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



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.

Certificates and Diplomas: Certificates and diploma recipients will be contacted concerning how to acquire their official documents from the Adult Education Center. Government issued identification will be required. Certificates and diplomas issued by the Adult Education Center will not be replaced. It is recommended to make a copy for your records..

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: There are no fees for ESL, ESL special topics, adult basic education, high school diploma and high school equivalency test preparation classes and/or workshops. Text-books 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.

Santa Monica-Malibu USD:

Board of Education:

Oscar de la Torre, Craig Foster, Jon Kean, Maria Leon-Vazquez, Laurie Lieberman, Ralph Mechur, Dr. Richiard Tahvildaran-Jesswein

Superintendent:

Dr. Ben Drati

Adult Education Center (AEC) Principal:

Anthony Fuller

Fall Term Calendar:

August 24, 2020 - November 14, 2020

First day of Fall term..... August 24
First day of Fall term (Saturday)... August 29
Labor Day Holiday September 5 & 7
PM Classes NOT in session ... September 17
Local Holiday September 26 & 28
ESL Registration Period Ends October 2
PM Classes NOT in session November 3
Veteran's Day Holiday November 11
Last day of Fall term..... November 14

FREE ■ FREE ■ FREE ■ FREE ■ FREE



ADULT EDUCATION CENTER
UNLOCKING DOORS OF OPPORTUNITY

Fall 2020

August 24, 2020 - November 14, 2020



ENROLL TODAY! LEARN SOMETHING NEW!

2510 Lincoln Boulevard, Santa Monica CA 90405 - Office Room 203

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

Para mas información, llame al (310) 644-6222, ext. 76203 o visite el sitio www.smmusd.org/adulted

High School Equivalency Exams (GED/HiSET)

Official Online GED Test

Until now, students could only take the GED test at approved test centers. With the Online Proctored GED Test, students can take the GED test from home while securely monitored by an online proctor. Visit <https://ged.com/blog/introducing-the-official-online-ged-test/> for more information and updates!

If you meet these requirements, here are some online testing essentials to keep in mind:

- You'll need a computer, webcam and reliable internet — no tablets or phones.
- You'll need to take your test in a private room with a closed door.
- Before scheduling and paying for the test, it's important to run a system check to be sure that your computer meets the requirements.

Official Online HiSET Exam

To meet the needs of test takers who can't test at a test center because of public health concerns, ETS is offering the HiSET® exam at home option. With the at home option, you can take any of the five subtests that make up the HiSET exam on your own computer at home or in another secure location. Your at home appointment will be monitored by a human proctor online through ProctorU®. Currently, at home appointments are available 15 hours a day, seven days a week. Visit <https://www.ets.org/s/cv/hiset/at-home/> for more information and updates!

You are eligible to take the HiSET exam at home if you meet these four criteria:

- You are 18 years of age or older. This requirement applies in all states, even those that allow testing if you are 16 or 17 years of age.
- You meet your HiSET state requirements.
- Your computer meets the equipment requirements for the test, including the installation of the ETS Test Browser and the ProctorU Systems Check.
- You have a room that meets the environment requirements for the test.

High School Equivalency Test Preparation

High School Equivalency Math Preparation

- Thursday, 5:45-9 pm, Distance Learning, cnnoli@smmusd.org (#123001)

High School Equivalency Reading & Writing Preparation

- Wednesday, 5:45-9 pm, Distance Learning, ameza@smmusd.org (#122901)

Students may complete their High School diploma courses or prepare for their High School Equivalency Exam (GED or HiSET) in an individualized instruction format. Students will also have the opportunity to participate in free online preparation. Focus is on writing, reading, and math skills needed for exam. Counseling sessions are free! Plan a schedule that suits your needs!



Adult Basic Education

English Skills Learning Center

- Monday, 5:45-9 pm, Distance Learning, ameza@smmusd.org Cr: 5 (#110301)

This course is designed to improve basic skills in written communication. Emphasis is placed on written and oral language conventions, including punctuation, usage, spelling, capitalization, basic simple sentence structure, and syntax. Students apply these skills in narrative writing assignments and in practical (consumer and workplace) applications.

Math Fundamentals

- Monday, 5:45-9 pm, Distance Learning, cnnoli@smmusd.org Cr: 5 (#110201)

This is a course of basic skills in addition, subtraction, multiplication, and division of whole numbers, fractions and decimals, as well as critical thinking skills.

High School Diploma

High School Diploma Learning Center

• **FREE**

The High School Diploma Learning Centers offer all high school diploma requirements in an individualized instruction format. Complete courses for your diploma at your own pace until you master the material. Math subjects include basic math and algebra courses required for the high school diploma, as well as preparation for the High School Equivalency exams. Students will also have the opportunity to participate in free online classes. **Come and finish your diploma!**

General Diploma Subjects (Social Studies, Science, Life Skills Electives & Electives)

- Tuesday & Thursday, 5:45-9 pm, Distance Learning, jvillaryo@smmusd.org, Cr: 5 (#120001)

English Subjects (Language Arts)

- Wednesday, 5:45-9 pm, Distance Learning, ameza@smmusd.org, Cr: 5 (#120301)

Math Subjects

- Monday, 5:45-9 pm, Distance Learning, cnnoli@smmusd.org Cr: 5 (#120202)

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 by appointment 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.

REGISTRATION IS REQUIRED

Register online at smmusd.asapconnected.com. For more information, please call (310) 664-6222, ext. 76203. The minimum number of enrolled students needed to offer a class is ten (10). Student enrollment steps include student orientation, assessment, education plan and counseling meeting.

Visit us online for more information
www.smmusd.org/adulted

English as a Second Language/ Inglés como Segundo Idioma

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 enrolling after the registration deadline will be placed on waiting list until the following term. Students absent more than two weeks may be removed from class.

Fall Registration deadline is October 2, 2020*

• **FREE**

Afternoon & Evening Classes

- **Multi-Level Low:** Sat 11 am-3 pm, Distance Learning, prazavi@smmusd.org (#990602)
- **Beginning:** Tues, Wed & Thurs 6-9 pm, Distance Learning, prazavi@smmusd.org (#990101)
- **Beginning High:** Tues & Thurs 6-9 pm, Distance Learning, nherrerasantacruz@smmusd.org (#990201)
- **Intermediate:** Mon & Wed 6-9 pm, Distance Learning, mzaeiminikoo@smmusd.org (#990301)
- **Intermediate High:** Tues & Thurs 6-9 pm, Distance Learning, mzaeiminikoo@smmusd.org (#990401)
- **Advanced:** Wed & Thurs 6-9 pm, Distance Learning, lbuhl@smmusd.org (#990501)

Conversation Classes

- **Multi-Level Low:** Fri 10 am-12:30 pm, Distance Learning, lbuhl@smmusd.org (#990711)
- **Multi-Level High:** Mon 10 am-12:30 pm, Distance Learning, lbuhl@smmusd.org (#990733)

Conversation with a Focus on Digital Literacy

- **Multi-Level Low:** Mon 6-9 pm, Distance Learning, nherrerasantacruz@smmusd.org 8/24/20-9/21/20, 6 weeks (#990809)
10/5/20-11/9/20, 6 weeks (#990819)
11/16/20-1/11/21, 6 weeks (#990829)

Enrollment & Orientation: Students are required to attend an orientation prior to enrollment. Students will take an assessment, meet with a counselor, create an education plan and enroll in classes at the time of orientation.

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¡Aprenda Inglés! Clases Grátis

Introducción y práctica de escuchar, hablar, leer y escribir inglés. El propósito es aprender el inglés para el trabajo o para la ciudadanía. Clases son gráti.

Instructores acreditados | Locación central | Inscripciones abiertas
Lugar seguro y amigable | ¡Regístrese hoy!