

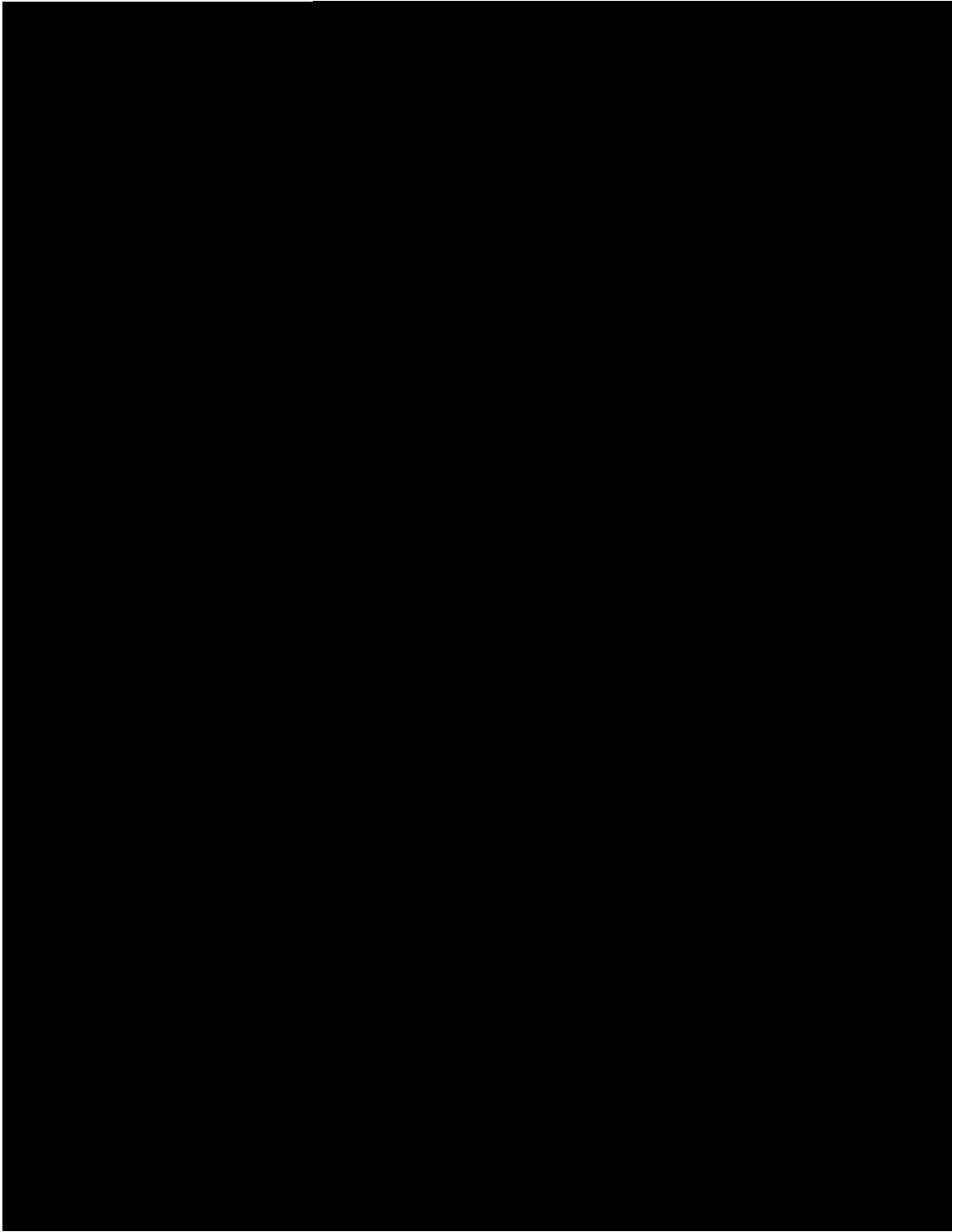


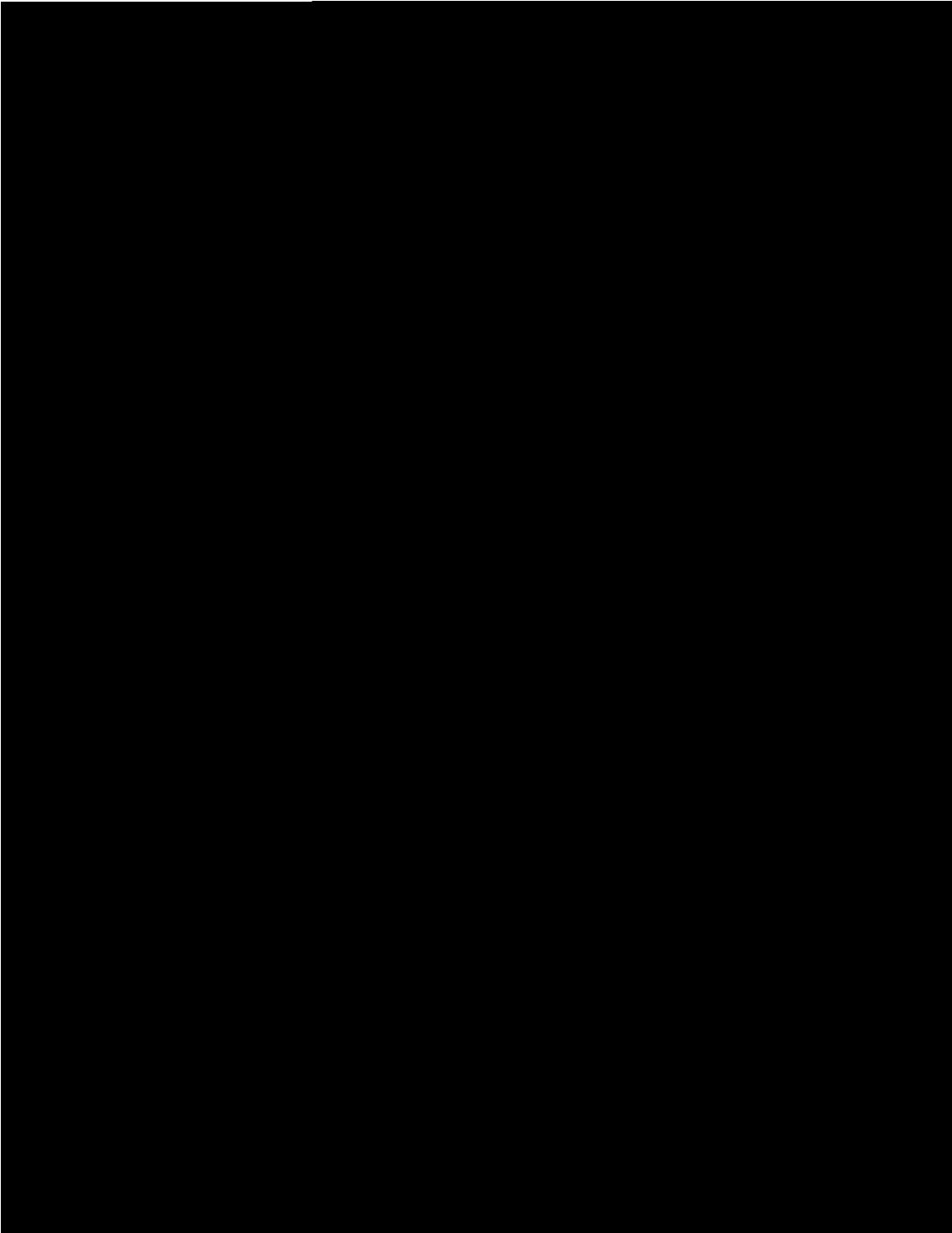
**University of New Mexico-Gallup
Adult Education
Student Handbook**

A current version of this handbook is available at <https://www.gallup.unm.edu/aec>

PROGRAM INFORMATION

UNM-Gallup Adult Education is a program funded by the State of New Mexico and the US federal w 1.511 0 02284 Tw 04





Student Resources

Education Specialist-Onboarding, Testing, and Orientation

The Education Specialist for Onboarding, Testing, and Orientation is located in the Adult Education building. The Education Specialist provides individual onboarding to help students apply for admission into the program. They also coordinate placement testing for new and current students. The Education Specialist offers general orientation to explain how the AE program works, including how to successfully complete and earn their HiSET certificate. They also offer digital learning orientation to help students navigate the online learning platform for online classrooms.

Success Coach

The Adult Education (AE) program is committed to helping students complete the program requirements and earn their high school equivalency certificate. A dedicated AE staff will offer advising and continued support to all students. During orientation, students will be assisted with identifying their short and long-term goals. AE staff are available to provide academic and emotional support throughout the student's tenure at the Adult Education Program, and when necessary, provide referrals to appropriate outside agencies for assistance. Instructors may refer students to a staff for support anytime or the student can schedule appointments as needed.

Computer Lab

Adult Education provides a designated day and time for an open lab for student use. The open lab offers laptop use for on-campus and are not be taken off campus. Laptops must be returned to the AE staff at the end of the same day as checkout. Failure to do so will result in disciplinary action by the Program Director. The cost of each laptop is \$1,200.00. While using the laptop, students are expected to be respectful of interruptive behaviors such as noise. All laptops are for the purpose of educational use. The program intends that all laptops be used in a manner which is conducive to learning, is free of illegal acts, and shows respect for the rights and dignity of others.

Enrollment Checklist

Complete and submit an "Interest Form" online at <https://www.gallup.unm.edu/aec/index.html>

Attend all days (Monday-Friday) of the mandatory orientation for new students.

During the orientation you will complete your registration. Make sure all your contact information is current and you know your yearly family household income.

Participate in the General Orientation session and take the quiz afterward. You must pass the quiz with 90% or higher. This is mandatory.

Participate in the Digital Literacy Orientation session.

Participate in the Student Handbook session and take the quiz afterward. You must pass the quiz with 90% or higher. This is mandatory.

On the last two days of orientation (Thursday and/or Friday) you will complete an online TABE assessment.

Once you pass all orientations and trainings, you will be allowed to start your class(es).

Watch your email for an invitation from your instructors to join their class.

Limited loaner Chromebooks are available for check yd av

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Re-enrollment

Students who stop out 60 to 90 days must stop by the Adult Education Office to update their enrollment in the program. All students will be archived after 90 days; therefore, students returning must attend orientation to re-enroll in the program. A student's initial locator

Stop-Out and Drop-Out Policies

Students are encouraged to complete their AE plan of study. If a student is experiencing difficulty completing the coursework, they are strongly encouraged to work with the AE advisor to find solutions.

If a student does not participate in their course for 2 consecutive weeks, the instructor is at liberty to drop them from the course. At that time, the student will have to reapply and possibly retest to get back into the program.

Each session is 7 weeks long. Students may take up to 14 weeks to complete the course. If they do not complete the course in 14 weeks, they will have to restart the course in the next session.

Contact Hours

AE programs must report the time you spend using services to the state of New Mexico and the U.S. Department of Education. All records are kept of the time (CONTACT HOURS) you spend attending classes, tutoring, and testing (except for the Official HSE testing).

It is your responsibility to sign in for each class meeting. In class, the instructor will give breaks on his/her discretion. **If you should leave the class more than once, the instructor may cut your hours and/or ask you to leave the class.**

For online classrooms, the online platform, such as Canvas and Essential Education will keep track of your hours.

would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or functions of the Univr

to a later time.

4.2.5. "Expulsion" means losing student status for an indefinite period of time. Readmission may not be sought before the expiration of two years from the date of expulsion, and it is not guaranteed even after that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time-period or indefinitely. ea"D 0.0446w [)8. (Tc OTw 2.641 0 Td(

Under the Influence Policy

Use of drugs, alcohol, or any other substances by injection, ingestion or inhalation that could result in physical, mental or emotional impairment may be grounds for dismissal from the AE program. Students suspected of being under the influence during class, testing or any student activity will be asked to submit immediately to a drug or alcohol test at the students' own expense. The student will be required to arrange for an unimpaired driver to transport them home. Students who refuse to submit to the requested drug or alcohol testing will be sent home immediately. Students who are tested and determined to be under the influence during class, testing or any other student activity are subject to disciplinary action, up to and including dismissal from the program.

Smoking is not permitted on the EMC ETBT/Span AMCID623 BDC 00g

UNM-Gallup Adult Education Staff Directory