



Saginaw Chippewa Tribal College
2274 Enterprise Drive Mt. Pleasant MI 48858 (989) 317-4760
www.sagchip.edu

GED Program Guidelines and Information

Registration:

Students will be required to complete a registration form and participation agreement in order to participate in the GED (general education development) program through the Saginaw Chippewa Tribal College.

Students must provide one piece of identification in the form of a driver's license, state identification, or tribal identification card. Once this information is received the individual is required to take four practice tests in the web-based application known as "Aztec Software".

Aztec Software:

The Aztec software consists of three classes: Pre-Hse, Foundations, and GED Prep. The student will be placed into one of these classes based on the results from the practice tests. A percentage goal of 80% on tests will determine when a practice test through myged.com will be administered.

Based on academic progress the student will be allowed to move up in classes at the Registrar's discretion. The Registrar will also determine when an official and final test through myged.com will be administered.

GED Program Participation:

The GED program through the Saginaw Chippewa Tribal College is a public program however, priority will be given to current students enrolled at Saginaw Chippewa Tribal College with limited availability to the public. Once the availability is at maximum capacity, students will be put on a waiting list. The waiting list is a first come, first serve basis. Notification of availability for more students to enter the GED program will be announced through email or a telephone call to the contact information on file. Students participating in the GED program through Saginaw Chippewa Tribal College must be logged in on Aztec Software at least four hours per week. Students are welcome to work on the software at home or in the GED classroom located in the East building. The Saginaw Chippewa Tribal College staff regularly monitors the progress of the GED participants. If a student has been inactive for longer than two weeks without notification to one of the following: Registrar's Office, GED Instructor, or Program Administrator, the student will be suspended from the GED program. Once the GED participant has been suspended from the program he/she will be allowed back depending on availability. Once the participant is accepted back into the program, he/she must go through the entire process and resign the agreements in the registration packet.

Fee Policy:

Effective January 1, 2020, SCTC students registered in the current semester are allowed to participate in the prep program and test free of charge.

- a) Students will comply with SCTC's policy regarding college-level credit hour limit for enrollment
- b) If a student does not complete their GED before they finish the 12 college-level credits allowed, the student will continue the GED program free of charge through the end of the following semester. At that time, an evaluation of the student's progress will be completed and students making adequate progress may be allowed to continue the program free of charge. The decision will be made by the Dean of Students and all decisions are final.
- c) SCTC students completing their GED through the SCTC GED program will receive a waiver for student

fees (for a maximum of 12 credits) the semester following their completion date. If a student does not register for the following semester, students will not receive this incentive.

- d) Student registered in SCTC's GED prep program as of December 31, 2019 will have one year to complete the program free of charge. If they do not complete the GED program prior to December 31, 2020 and they are also not enrolled in a SCTC degree program then the student will be registered as a new GED student and charged \$37.50 per subject for GED prep and testing.

Effective January 1, 2020, All non-SCTC students that are not currently registered in the GED prep program will be charged a \$37.50 fee, per subject, for participating in the program and the scheduling of one official GED test.

- a) A payment plan for the fee can be set up at the time of registration with the Registrar.
- b) Students will not be allowed to schedule an official GED test until the \$37.50 fee, per subject, is paid in full.
- c) All payments must be paid by check, cash or money order made payable to the Saginaw Chippewa Tribal College.

Students with Disabilities:

Students with disabilities accommodations are available with current documentation. Test givers will accommodate students with current disabilities. Students with current disabilities documentation can be made through the test center. Testing center for students with disabilities is located at the Mt. Pleasant community education center. It's the student's responsibility to provide current documentation in order to receive these special accommodations.

Tutoring Hours/Open Lab:

Location: Saginaw Chippewa Tribal College East Building 2274 Enterprise Drive
Mt. Pleasant MI 48858

Please refer to the current tutoring schedule located at the Registrar's office

Attendance Agreement:

In order for participants to achieve success through the SCTC GED program it is very important to **login four hours per week**, attend tutoring, and utilize the open lab hours. By signing this agreement, you are acknowledging that you understand The Saginaw Chippewa Tribal College's attendance policy and the consequences of not adhering to this policy. Individuals participating in the Saginaw Chippewa Tribal College GED program will agree to the following conditions:

1. I understand that I will log on in the Aztec Software a total of four hours per week either at home or at the open lab.
2. I understand that by **not abiding** by the four hour per week rule of Aztec Software use I will be suspended from the SCTC GED program.
3. I agree to notify the Registrar's office, program administrator, or GED instructor if I am unable to meet these requirements due to unforeseen medical/emergency circumstances.
4. I understand that once I have scheduled the official GED test I will show up as scheduled and on time prepared to take the GED test. If I fail to show up as scheduled for the
5. Official GED test I am aware that I am responsible for all fee's associated with scheduling future testing through **myqed.com**.

Participant Signature

Date

Address

Phone Number

Registrar's Signature

Date

Myged.com email

Password

GED Prep Questionnaire

Last year enrolled in school?

Last grade completed?

Name of the last school you attended?

Reason for non-completion of high school?

Do you have children? If so, please list the number of children.

Do you have reliable transportation?

Are you currently working? If so, please list full or part-time.