

- *College Faculty and Staff Members*
Full-time college faculty and staff members are entitled to enroll in one Haywood Community College course per semester tuition-free, subject to admissions requirements. Institutional fees, however, must be paid. Other additional charges may be required for some courses.
- *High School Students*
Concurrent (Huskin's Bill) or dual enrolled high school students registered in curriculum courses do not pay tuition or institutional fees.
- *Senior Citizens*
Tuition for credit and non-credit courses is waived for legal residents of NC who have attained age sixty-five or over and present verification of age to the cashier unless the course is self-supporting. Institutional fees, however, must be paid. Other additional charges may be required for some courses.

Residency Status : See Admissions (Enrollment Management) section regarding policy on residency.

WorkKeys

WorkKeys is a job skills assessment system measuring real world skills that employers believe are critical to job success. The system is designed to certify students in workplace general skills such as: applied mathematics, reading for information, locating information or job specific skills.

For more information contact:

- Education and Career Development Office – (828) 627-4503 (general public)
- Adult Education Office – (828) 627-4648 (GED students, Adult High School students, Basic Skills students)
- Community Services Office – (828) 565-4243 (Industry needs)

SECTION IV : ADULT EDUCATION

General Information:

Location : Main office, Building 800

Multiple locations on and off campus (Main Campus in Clyde, Hazelwood, Maggie Valley, Central Methodist Church in Clyde and Canton)

AE Office Hours : Mon. – Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4648 (Main office) FAX : (828) 627-4676

Address : 185 Freedlander Drive, Clyde, NC 28721

Online Services : www.haywood.edu - Preparation for GED testing is available online.

Coordinator : Deborah Gaddy

Assistant : Carol Niemann

Email : adulted@haywood.edu

Adult Education : Adult Education programs teach basic academic and fundamental skills necessary for tomorrow's jobs: problem solving, negotiating, organizing, creative thinking, listening, and leadership. Adults who enroll in these courses do so for many reasons, such as completing a GED or Adult High School Diploma (AHS), learning how to read a job manual, building work skills, or helping children with homework.

Students may enroll in either day or evening courses throughout the semester at various locations. Traditionally, classes are small with students studying at their own pace. Courses are competency-based and there are no costs for tuition, books, or materials. Haywood Community College encourages students to remain in high school. However, for those applicants who have been unable to complete a high school education, the Adult Education Department provides an opportunity to earn a high school equivalency diploma (GED) or complete requirements for an Adult High School Diploma (AHS).

Adult Education programs include :

- Adult Basic Education (ABE) is designed for persons who would like to improve basic skills in reading, math, and language with an employment emphasis.
- Adult High School Diploma (AHS) program gives adults the opportunity to complete requirements to earn an actual high school diploma. Through careful evaluation of transcripts, interview, and acceptance procedures, adults will be able to determine the number of high school credits needed and work to complete the study for a diploma. This diploma is honored and accepted at colleges, universities, and by employers exactly as any other high school diploma earned across the nation.
- Compensatory Education (CED) is designed for developmentally disabled adults. Instruction is given to help developmentally disabled adults develop skills and abilities necessary to obtain employment and achieve self-sufficiency.
- Gateway Recovery Program provides an opportunity for students between the ages of 16 and 18 to recover credits and return to public school to graduate with their high school class.
- General Educational Development (GED) program is offered to help students prepare for the GED test — the nationally recognized certification of high school equivalency. The GED (General Educational Development) diploma is a nationally accepted standard of high school completion that measures knowledge in writing skills, social studies, science, mathematics, and literature and the arts. An individual who makes passing scores in these five subject areas will receive a GED diploma. Individuals interested in the GED diploma will enroll and participate in GED classes. They will pass the GED pretests before taking the official GED tests. Classes are free and offered days and evenings at many sites throughout Haywood County. Graduation ceremonies are held each year in February (see the academic calendar in this catalog for a specific date).

The following are options for completing the GED:

- GED online program provides students an opportunity to prepare for the GED tests online. Students must come to the GED testing center at the Regional High Technology Center to take practice tests and actual exams approximately every two weeks.
- GED Express is a program offered to those students who qualify on the initial placement tests to participate in an accelerated preparation program in which the GED can be completed in 12 hours of class time.
 - English as a Second Language (ESL) classes are available for adults who want

to learn the English language skills necessary to function effectively in an English-speaking environment.

- WorkKeys is a job skills assessment system measuring real world skills that employers believe are critical to job success. The system is designed to certify students in workplace skills such as: applied mathematics, reading for information, locating information.
- Workplace Literacy program develops partnerships between local community colleges and businesses to improve basic skills and job efficiency of workers.
- Work skills are offered to accommodate adults who have family and work responsibilities. Classes run year-round with open enrollment. Instruction is given in math, reading, and communication skills with a focus on the workplace environment. Students work at their own pace with the assistance of a class instructor. All classes and materials are free.

How to Enroll in Adult Education Programs : Students may enroll in Adult Education classes by attending orientation sessions offered once weekly.

GED/AHS or Gateway Recovery programs

1. Orientation is held every Mon. at 12 to 3 p.m. and at 4 to 8 p.m. except on holidays posted in the academic calendar in this catalog.
2. Location for orientation and registration: Building 800 on the Main Campus
3. Location of GED/AHS classes day and evening
 - a. Building 800 on the Main Campus, Clyde
 - b. Job Link Annex (Dayco Center), Hazelwood
 - c. Baptist Relief Center, Clyde
4. Call Adult Education at (828) 627-4643 to register for orientation.
5. Orientation session includes an overview of class offerings and placement testing in reading and math.
6. Applicants must also complete a screening interview with the Coordinator of Adult Education. These interviews are held each Weds. on an appointment basis after completing orientation. Applicants must present an official copy of their high school transcript (in sealed envelope) to the Coordinator. If the applicant is a minor, a parent or guardian must be present for the interview.
7. Tuition is free. However, the first sitting for the official GED exam costs \$7.50 (NC state administration fee) which covers testing for a five year period. If at the end of five years the student has not passed all sections of the GED test, the entire testing process would need to be repeated.

ESL (English as a Second Language)

1. Call (828) 627-4643 to register for orientation and classes in ESL
Adult Education, Habilidades basicos para adultos
2. Location for orientation and registration: Building 800 on the Main Campus
3. Day and Evening classes are available at the
 - a. Main Campus Building 800
 - b. Clyde Central United Methodist Church
 - c. Latino Center in Maggie Valley
4. Tuition is free

Other Adult Education Programs : Call the Adult Education Office, (828) 627-4643, on the Main Campus in Clyde to inquire about registering for other programs listed.

Adult Education Enrollment for Minors : An applicant who is between the ages of 16 or 17 years of age may be admitted to the Adult Education Program provided:

1. The applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester.
2. The applicant is supported by a notarized petition of the applicant's parent, legal guardian, or other person or agency having legal custody and control. The petition must certify the place of residence and date of birth of the applicant, the parental or other appropriate legal relationship of the petitioner to the applicant, and the date on which the applicant left the public schools. Note: All or any part of the six-month waiting period may be waived by the superintendent of public schools of the administrative unit in which the applicant resides.
3. Applicants must also complete a screening interview with the parent or guardian present and with the Coordinator of Adult Education. These interviews are held each Weds. on an appointment basis after completing orientation.

Upon enrolling in Adult Education programs, students agree to adhere to the HCC Student Code of Conduct as stated in this catalog. The Coordinator of Adult Education administers disciplinary action under the supervision of the Vice President of Student Services for Adult Education students.

Section V : COMMUNITY AND ECONOMIC DEVELOPMENT

Location : Multiple locations on and off campus, see tabloids and online course listing

Hours : Mon. – Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4669

Address : 185 Freedlander Drive, Clyde, NC 28721

Email : klewis@haywood.edu

Online Services : www.haywood.edu

Location of courses : Posted in tabloid and online

Where to register : Student Center, One Stop Shop, (1500 bldg), upper level, back entrance
(registration and payment)

Telephone : (828) 627-4500

Online Services : www.haywood.edu

Director : Dr. Laura Leatherwood

Assistant : Kathy Lewis

Corporate Business and Industry Training Manager : Rinda Green – (828) 565-4243

Coordinator of Public Safety Training : Jeff Haynes – (828) 627-4548

Coordinator of Health and Emergency Services : Terri Taylor – (828) 627-4617

Continuing Education : Continuing education courses may be created at any time as needs arise and facilities are available. Schedules for most courses are listed in local papers and published in a tabloid mailed to county residents. College credit is not given