**UACCM Adult Education Center, Conway – WAGE™ Distance Learning Program**

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Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intake & Orientation Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred method of contact: 🞎Call 🞎Text

🞎Remind 🞎Email

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎GED/ASE 🞎ABE 🞎ESL 🞎WAGE 🞎SNAP 🞎TEA 🞎College Prep 🞎Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short Term Goals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Long Term Goals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***In order to participate in the Distance Education program, you must have completed our application process, including the completion of your initial TABE test and intake paperwork.***

S**pecific requirements for the Distance Education program are:**

* Students must complete 6 hours of classroom attendance for the current school year at UACCM Adult Education (testing and classroom hours are eligible). Or, the student must be a current Distance Learning student in good standings at the beginning of the program year (July 1 annually) to continue in Distance Learning.
* Students must display basic computer literacy & have reliable access to the Internet (home or public computer) **OR** Agree to drop-off/pickup Distance Education work as needed.
* Students must agree to spend 3 hours a week, 12 hours a month, working in the program.
* Students must agree to bi-monthly (every 2 weeks) contact with the instructor via email, telephone, Remind.com, or in person conversation.
* Students must visit the UACCM Conway Adult Education Center at least once a month for face-to-face-meetings with the distance learning teacher.
* Students must re-assess in the TABE test every 40 hours of instruction at an adult education center.

***Note: A HYBRID STUDENT*** *is one who attends regular instructor led classes in person but also logs in at home, on holidays, nights and weekends, or completes workbook lessons outside of class for distance learning instruction.*

*There is no minimum number of hours required for distance learning students who are also attending regular UACCM Adult Ed. classes.*

**To maintain Distance Learning enrollment from one fiscal year to the next, the student must come in and complete new enrollment paperwork by June 30th of the current year and must re-TABE before July 1. If those two requirements are not met, then the student must attend 12 hours in the new fiscal year (after July 1) before re-enrolling in Distance Learning.**

**Participant Agreement**

By signing below, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the following stipulations:

(Please print your full name)

1. I am willing to be cooperative & work diligently on improving my skills in order to obtain my goal.
2. I am willing to spend at least 3 hours a week, 12 hours a month, in the Distance Education program with help from my instructor.
3. I am willing to have at least weekly contact with my instructor via email, telephone or in person conversation.
4. I am willing to return to the UACCM Adult Education Center to complete to complete required assessments.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Username and Password List**

**Math, Reading, Language, GED**

**www.khanacademy.org**

|  |  |
| --- | --- |
| **Khan Academy** |  |
| Username: |  |
| Password |  |

**https://nextgen.aztecsoftware.com**

|  |  |
| --- | --- |
| **Aztec** |  |
| Username: |  |
| Password |  |

**WAGE™ Specific**

**www.careerready101.com**

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| --- | --- |
| **Career Ready 101** |  |
| Username: |  |
| Password |  |

**https://ar.e-learning.com**

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| --- | --- |
| **Teknimedia** |  |
| Username: |  |
| Password |  |

**www.aalrc.serviceskills.com**

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| --- | --- |
| **Telephone Doctor** |  |
| Username: |  |
| Password |  |

http://www.typing.com

|  |  |
| --- | --- |
| **Typing** |  |
| Username: |  |
| Password |  |

**TEACHER**

**Please make a copy for the student and a copy for the student folder**