

ADULT AND CONTINUING EDUCATION

Adult Education

Adult Education preparation courses are intended to assist adults in acquiring basic academic skills to prepare them for examinations such as the TSI, High School Equivalency Exam (GED) or ASVAB, and acquire basic academic skills needed in the workplace. Enrollment is open, based on first-come, first-served. There may be a monetary charge for these courses. Students must be an out of school adult, 18 years or older to apply.

General Educational Development (GED) preparation courses will help adults gain proficiency in math, reading and writing skills. Courses are designed to provide an excellent opportunity for adults to successfully attain their goal of completing the High School Equivalency Exam (GED), entering college or the military.

Please call the Adult Education office at 903-675-6398, or email adulsted@tvcc.edu for course information and application.

Continuing Education

Continuing Education is non-credit courses and/or training to meet community workforce needs, general interest and personal enrichment. Continuing Education promotes and maintains collaborations and partnerships with state and regional workforce boards/centers, governmental agencies and public and private groups to meet individual and community needs.

Please call the Continuing Education office at 903.675.6212, or email conted@tvcc.edu for course information and application.

Adult and Continuing Education Courses

TVCC provides Adult and Continuing Education non-credit courses and/or training through direct instruction, hybrid instruction, distance learning instruction, hands-on labs and clinical experience, contracted training, and grant funded training.

Focus is on:

- Basic academic skills in reading, language writing, math
- Workforce skills training for business and industry, technology, medical, communication and calculation.
- Industry certifications and licensures
- The arts for individuals, families and children
- Academic preparation for college and careers
- Leisure and cultural activities/events/training

- Community support training (mental health awareness for youth and adults, senior citizens and children's activities)
- Professional development for professionals and paraprofessionals

Auditing a Course (Learning for Living)

Auditing a course allows a student to take a course without the benefit of a grade or credit for a course. A student who audits a course does so for the sole purposes of self-enrichment and academic exploration. Audit courses carry no academic, credit or non-credit value, do not fulfill degree requirements and are not eligible for articulation at a later date. Permission to audit a course entitles the student (auditor) to attend class. Auditors do not hand in assignments, take part in discussions or receive evaluations. Auditors are permitted only when space is available. An instructor or director may refuse any request to audit a course. Auditors must abide by all rules as published in the TVCC catalog.

For information about auditing a class, please contact TVCC's Adult and Continuing Education department either by email conted@tvcc.edu or by phone 903-675-6212.

Registration for Non-Credit Training Courses

TVCC Adult and Continuing Education Department registers students for non-credit training. Students may register online, or in person on any one of the TVCC campus locations in Athens, Palestine, Kaufman, and Terrell. TDCJ non-credit students register through the TVCC TDCJ Correctional Program office.

Refunds for Non-Credit Training

Full refunds are provided should a training/course/event not happen for any reason. Other full refunds may be available noon of the business day prior to the start of the training/course/event. No refunds are available after that time.

Continuing Education Units (CEU)

Continuing education units (CEUs) are awarded upon successful completion of eligible non-credit courses. A CEU is a recognized unit of measurement of achievement that represents 10 clock hours of instruction.

Example:

- 5 Clock Hours --- .5 CEU
- 10 Clock Hours --- 1.0 CEU
- 15 Clock Hours --- 1.5 CEU

No CEU may be awarded if the participant is not in attendance for at least 80% of the total course instruction.

A permanent transcript will be kept for each participant and will reflect the proper CEUs earned. Transcripts may be requested through the registrar's office.

TVCC Gold Card for Senior Adults

The TVCC Gold Card is offered to 60+-year-old residents of the tax district for a one-time \$10 fee. The Adult and Continuing Education Department is available to assist with enrollment. The fee should be paid online or in person to the cashier's office located on TVCC campuses. Individuals who have retired from TVCC are entitled to receive the TVCC Gold Card free of charge. Benefits are:

- free admission to all athletic TVCC home games
- free admission to plays, concerts, art shows, guest lecturers and forums conducted on TVCC campuses.
- TVCC library privileges - including computer access
- 50% tuition and fees discount for TVCC college credit courses (space permitting)
- 50% tuition discount for TVCC non-credit courses (space permitting)
- 50% tuition discount for non-credit TVCC Learning for Living (audit) courses (space permitting)

The following school districts are within the tax-paying district:

- Athens
- Brownsboro
- Chandler
- Crandall
- Cross Roads
- Eustace
- Frankston
- Kaufman
- Kemp
- La Poynor
- Mabank
- Malakoff
- Murchison
- Palestine and
- Scurry-Rosser