

Support Programs

Adult Education

H. Councill Trenholm State Community College offers GED preparation services in Bullock, Elmore, Macon, and Montgomery counties. Trenholm State offers flexible class times to meet the needs of the College's service area.

Adult Education classes are available at no charge to persons who did not complete high school or who are functioning below a high-school level. Individuals interested in adult education must be at least 17 years of age and not enrolled in high school. The program services lower level learners and higher-level learners preparing to take the General Education Development (GED) exam for high school equivalence. Trenholm's program is designed to offer opportunities for students to enhance basic skills in language, math, science, social studies, reading, writing, and computer literacy. The program also offers services to non-English speaking adults by affording them the opportunity to attend English as a Second Language (ESL) classes.

Other adult education services include a self-study program, GED Prep Online and the WorkKeys® Assessment, a system that measures "real-world" skills critical to job success. Persons interested in adult education programs or services should contact the administrative office at 334-420-4348 or 334-420-4351 to speak with a staff member about classes and other opportunities.

GED Testing

H. Councill Trenholm State Community College is an official GED State Test Center. Two forms of identification are required: a state-issued picture I.D. and a social security card. The minimum age to take the GED Test is 17. AN APPOINTMENT IS REQUIRED TO TAKE THE GED TEST. To schedule a GED test date, please go online to www.ged.com to register, pay and select a test date that is convenient for you.

ADA Accommodations

The Office of Disability Services at Trenholm State Community College is a student-centered, nurturing unit dedicated to ensuring that all students with disabilities have equal access to College programs, accommodations and activities. We are committed to helping students with documented disabilities through a variety of services, including providing, arranging and coordinating accommodations for participation in courses, programs and campus activities. Trenholm State Community College ensures compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of

1973. Documented information is required. Students with disabilities may be eligible for services such as untimed testing, tutors, and individualized registration assistance. The College has an ongoing partnership with state and private rehabilitation agencies as well as with a variety of counseling services and outreach agencies. Any student with a documented disability may take advantage of priority registration.

If you may require special assistance, please contact Monica Robinson, ADA Coordinator at (334) 420-4418 or email: ada@trenholmstate.edu. Additional information regarding the policy and documents required to obtain accommodation is provided on the College's Students with Disabilities website.

Note: Telecommunication Device for the Deaf (TDD) is available for hearing-impaired individuals and may be accessed through the Office of Admissions at (334) 420-4310 or (334) 420-4301.

Student Success Center

Trenholm State and the Alabama Community College System requires a wide-ranging assessment upon admission to the college and prior to the enrollment in a program of study. The Student Success Center (SSC) is designed to provide a wide range of services to include tutoring, counseling, mentoring, academic success workshops and events, testing, student retention planning and monitoring, faculty/staff awareness activities, career services, collaboration and resource sharing, and other academic support services that improve academic success.

The mission of the Student Success Center (SSC) is to provide a consolidated and integrated center to enhance the academic development of students and reinforce the student-centered learning environment at Trenholm State. With an emphasis on academic readiness skills and best practices, the SSC is committed to student persistence, retention, and graduation from the institution. Furthermore, through proactive, intrusive and innovative solutions, the Student Success Center provides opportunities for students to achieve learning goals and develop as life-long learners. For more information, contact the SSC office by email at ssc@trenholmstate.edu, or visit our website at www.trenholmstate.edu/ssc.

ACCUPLACER Testing

The ACCUPLACER Test is a computerized assessment of the subjects of Math and English to ensure proper enrollment in courses. The ACCUPLACER test is free of charge to students who will take test for the first time. Test scores are valid for three years from the date of the original assessment. The ACCUPLACER test results are

a prerequisite for initial enrollment unless an exemption applies. For more information on the ACCUPLACER Test, visit our website at www.trenholmstate.edu/ssc or call (334) 420-4418.

Policy on Placement Testing

No tests are required for general admission to Trenholm State Community College but may be required for placement in college-level courses.

First-time college students may have ACT, SAT or GED (2014 series) scores considered for placement in college-level English and math if those scores have been earned within 5 years. If test scores are not available or not at the appropriate level, then students who have graduated high school within 5 years with a 2.75 grade point average (GPA) may have their grades in English IV (senior English) and Algebra II considered for placement in college-level English and math. Students must have the results of their ACT, SAT or GED and high school transcripts forwarded to Trenholm State to be used for placement purposes.

First-time students without proof of appropriate ACT, SAT or GED scores, those with scores below the established guidelines, or those without proof of a 2.75 grade point average or higher on their final high school transcript, must register online to take the ACCUPLACER Placement Assessment in writing and mathematics prior to meeting with an advisor to enroll in courses.

Students who transfer from a regionally accredited college without a C or better in a degree-creditable English composition and college-level algebra course and without exemptions as listed below, will be required to take one or both parts of the placement test.

Click on the link https://www.trenholmstate.edu/uploads/files/ACCUPLACER_Exemptions.pdf.

Ability-to-Benefit Testing

An applicant can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Councill Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions at (334) 420-4310.

The Consolidated Appropriations Act of 2012 (Public Law 112-74) eliminated eligibility to receive Title IV student financial aid assistance to ability-to-benefit students without a high school diploma or GED, or who completed secondary education in a home or private setting effective July 1, 2012. Therefore, new students seeking enrollment without a high school diploma or recognized equivalent (GED), or who fail to meet the home or private school requirements will no longer be eligible to receive federal financial aid as of July 1, 2012.

If testing or retesting for the Ability to Benefit, all three sections of the test must be taken in one testing session. The fee for retaking the Assessment is \$24.00 and must be paid in the Cashier's Office. Please discuss taking a retest with testing personnel before paying the fee. Retest scores will replace previous scores.

Testing Services

The following testing services are available at H. Councill Trenholm State Community College. Please call the numbers listed below for additional information.

Commercial Driver's License Road Test
(334) 420-4409

Certified Electronic Technician (CET)
(334) 420-4284

High School ACT Exams
(334) 420-4256

National Radio and Telecommunication Engineers
(334) 420-4284
Class I, II, III & IV Electronic Technician Testing

Federal Communications Commission (FCC)
(334) 420-4284
GRE License Testing

EPA Refrigerant Recovery Exam
(334) 420-4361

ACCUPLACER Testing
(334) 420-4418

Guidance and Counseling

When personal difficulties interfere with academic success, students are encouraged to utilize services of the Student Services department. Staff is available to provide counseling, guidance and referrals for outside agencies when needed. Staff is available in the Student Services Building (Building F) on the Trenholm Campus and on the Patterson site by appointment. Assistance can be obtained with the College Counselor at (334) 420-4326 and the Retention Specialist at (334) 420-4463.

Career Planning counseling is also provided by staff and faculty advisors to assist students in making relevant career decisions and selecting an appropriate course of study. For assistance or more information on this service, contact the Job Placement Coordinator at (334)420-4499 or email mrichardson@trenholmstate.edu

Upward Bound

Upward Bound is a federally funded program sponsored by the U.S. Department of Education. It is designed to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. Upward Bound offers students ongoing support and a wide variety of opportunities to gain experience and skills. Opportunities include

academics, tutoring, life skills, mentoring, volunteer services, recreational and cultural activities, college tours and enrollment assistance, ACT preparation, financial literacy, academic and personal advising and counseling. This program is located on the Trenholm campus and offers a summer, academic and bridge component. For more information, contact Ms. Geneva Patterson, Trenholm State Community College, 334-420-4330

Ready-to-Work

The Ready-to-Work Program provides participants with basic skills and competencies that are required for quality employment with most businesses and industries in Alabama. Successful completion of this program results in the award of an Alabama Certified Worker Certificate. Participants in the program must meet certain eligibility requirements. For information, call (334) 420-4400.

Work Ethics

Trenholm State adopted the Work Ethics Program to expose its students to current practices in work ethics. The program supplements a strong Community and business curriculum to assist in placing Trenholm State graduates among the model employees sought by local, national, and global businesses and other organizations.

The Work Ethics Program addresses ten key areas: attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. Students complete various modules and workshops that help demonstrate the behaviors sought. Also, each focus area is presented to students on both campuses through electronic messages, media screen reminders, and freshman class sessions where students engage in exercises and discussions.

Trenholm State adopted this Program from the Georgia Department of Community and Adult Education but tailored it to fit its own culture and environment. To ensure a thorough assessment of the program outcomes, an inter-departmental team has been assigned to work with the Work Ethics Program to evaluate the target goals, critical success factors, total involvement, and continuous improvement mechanisms.

Title III Program

The Title III, Part B, Strengthening Historically Black Colleges and Universities (HBCU) program is funded by the U. S. Department of Education and is one of many initiatives funded by the federal government as part of a mission to ensure equal access to education and to promote educational excellence for all Americans. The purpose of the program is to provide financial assistance to strengthen the physical plants, financial management, academic resources, and endowment-building capacity. The Title III Program is specifically designed to assist HBCUs in funding activities that will help the College to fulfill its mission and continue to fulfill the goal of quality in educational opportunity.

The House of Representatives passed H.R. 3221 (“The

Student Aid and Fiscal Responsibility Act of 2009”) on September 17, 2009. H.R. 3221 amends HEA, Title III, Part F to annually provide mandatory funding for the Historically Black Colleges and Universities (HBCUs) and other minority-serving institutions.

Continuing Education

The vision of the Continuing Education Division at Trenholm State Community College is to become the preferred provider for workforce development training, professional development and community service.

The mission of the Continuing Education Division is to deliver quality, relevant workforce education, professional development, and personal enrichment training that will enhance the quality of life for individuals.

The purpose of the Continuing Education Division is to extend the resources of Trenholm State Community College and provide programs and services with an emphasis on work skills upgrade, work-related training, or personal development in response to business, industry, and community needs.

Non-Credit Continuing Education courses are:

- Offered during the day, evening and weekends
- Offered in many different time spans, 6 to 8 weeks or up to 6 months
- Open to all age groups

For more information, visit www.trenholmstate.edu or call (334) 420-4240.

Workforce Training Solutions

Workforce Training Solutions serves as a catalyst to deliver up-to-date workforce development programs for students and incumbent workers in need of educational upgrading and skills training that meet the current and future economic development and labor needs of the region. Our mission is to understand the needs of our customers, we provide innovative training to match current and emerging business requirements. Customized training is based on the unique needs of each employer. For further information contact the Workforce Development Administrative Assistant at (334) 420-4400.