

Support Programs

Adult Education

H. Councill Trenholm State Community College offers GED preparation, Non-Traditional High School Diploma, and career preparation services in Bullock, Elmore, Macon, and Montgomery counties. In addition, Trenholm State offers flexible class times, including distance education, 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 function 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 provides services to lower-level learners and higher-level learners preparing to take the General Education Development (GED) exam for high school equivalence. Trenholm's program offers students opportunities to enhance their basic language, math, science, social studies, reading, writing, and computer literacy skills. The program also provides services for non-English speaking adults through the English as a Second Language (ESL) classes.

The program also offers Family Literacy activities and the WorkKeys® Assessment. WorkKeys® is 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 and 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. Examinees must present two forms of identification: a state-issued picture I.D. and a social security card to sit for the exam. 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.

Disability Services (ADA Accommodations)

The Office of Disability Services at Trenholm State Community College is a student-centered, nurturing unit serving as the central campus resource for students who wish to request academic accommodations. In collaboration with students and instructors, our staff coordinate accommodations and support to ensure that students have equal access to an education, campus resources and activities. Trenholm State Community College ensures compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, and students seeking accommodations on the basis of disability are required to submit documentation of their disability to the Office of Disability Services. The Office

of Disability Services is responsible for determining the acceptability of documentation and reserves the right to require additional information.

Students with disabilities may be eligible for services such as extended time to complete tests, use of assistive technology, tutoring, and individualized registration assistance. The College also has an ongoing partnership with state and private rehabilitation agencies, as well as with a variety of counseling service and outreach agencies to assist students with disability support services.

For information about accommodations and assistive technologies available to students with disabilities, please contact the ADA Coordinator by email at ada@trenholmstate.edu or by phone at (334) 420-4418. Additional information regarding the policy and documents required to obtain academic accommodations is provided on the College's Students with Disabilities website.

Student Success Center

The Student Success Center (SSC) is a comprehensive one-stop-shop for academic support services on campus. It is designed to provide a wide range of support services and resources which include tutoring, counseling, mentoring, advising, success coaching, 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 used 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 Math and English 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. for more details on exemptions.

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.

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) 420-4411
Certified Electronic Technician (CET)	(334) 420-4284
High School ACT Exams	(334) 420-4254
National Radio and Tele-communication Engineers Class I, II, III & IV Electronic Technician Testing	(334) 420-4284
Federal Communications Commission (FCC) GRE License Testing	(334) 420-4284
EPA Refrigerant Recovery Exam	(334) 420-4361
ACCUPLACER Testing	(334) 420-4418
ACT WorkKeys 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. Trenholm State staff are available to provide counseling, guidance and referrals for outside agencies when needed. Staff are available in the Student Services Building (Building F) on the Trenholm Campus and on the Patterson site by appointment. Assistance can be obtained through the Retention/Advising Specialist at (334) 420-4463.

Career Planning and Job Placement

It is the practice of H. Councill Trenholm State Community College to provide career education training, counseling, and assessments that will lead students and alumni down a successful career path. Career planning assistance is available to all students and alumni who wish to make a career choice or change.

Additionally, the Career Services Office provides students with direct access to work-study, internships, externships, co-op, part-time and full-time employment opportunities through an online student job board, messaging through student notifications and via email. An attempt is made to refer students to positions that will benefit them financially and educationally. Other services include resume and cover letter development assistance, interview preparation, mock interviews, career fairs, internship and co-op opportunities, business dress advice, career and employer literature, on-campus interviews, and employability skills workshops. Students and alumni in need of assistance should contact the College's Career Services Office by phone at (334) 420-4499 or by email at careers@trenholmstate.edu.

Upward Bound

Upward Bound is a federally funded program sponsored by the U.S. Department of Education. The goal of Upward Bound is to increase the rate at which participants complete secondary education and matriculate to institutions of postsecondary education. Upward Bound provides virtual and in-person support to high school students from low-income families and families in which neither parent holds a bachelor's degree. Participants in the program are provided access to academic instruction in mathematics, science, English and literature, as well as foreign language. In addition, students are provided access to student support resources such as tutoring, counseling, mentoring, cultural enrichment college tours, financial literacy and ACT boot camps during the regular academic year and summer sessions. For more information, contact Upward Bound at 334-420-4330.

Ready-to-Work

The Ready-to-Work Program provides participants with the basic skills and competencies 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) 420-4299.

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 United States House of Representatives unanimously passed H.R. 2486, the Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act on December 10, 2019. The H.R. 2486 amends Higher Education Act (HEA), Title III, Part F to permanently reauthorize funding for minority-serving institutions of higher education and increases the authorization of appropriations for Pell Grants.

Continuing Education

The vision of the Continuing Education Division at Trenholm State Community College is to become the preferred provider for excellence in workforce development training, professional development, entrepreneurship, 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 DEVELOPMENT DIVISION

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, and 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 Office at (334) 420-4400 or workforcedev@trenholmstate.edu.

Workforce Development Non-Credit Training

The Workforce Development Division offers non-credit training in the following areas: Certified Nursing Assistant (CNA), Line Worker Training, Medication Assistant and Truck Driving Training.

For more information on each program visit the Workforce Development webpage at:

www.trenholmstate.edu/workforce-development/

Apprenticeship

Apprenticeship is an educational opportunity based upon an arrangement by the college and employers to provide practical work experiences for students. Apprenticeship combines classroom study with related employment and is based on the principle that learning does not confine itself to the classroom and lab but is equally dependent upon practical experience.

Through the Apprenticeship Program, we expect to achieve the highest quality of training, a close connection with related business/industry, and opportunities for students to excel in their chosen fields.

For more information, contact the Apprenticeship Coordinator at 334-420-4313 or workforcedev@trenholmstate.edu.

Co-op

Cooperative Education (Co-op) provides a practical work experiences for students. In Fall 2019, a co-op course was added to each technical program to provide students with combined classroom study and a related employment opportunity. Co-op may be paid or unpaid and requires students to complete a 1 credit-hour course before graduation.

For more information, contact the Co-op Coordinator at 334-420-4313 or workforcedev@trenholmstate.edu.