

# *Laurens County Adult Education*


## **High School Diploma Program**

Revised 6/1/2015




**All units are awarded through VirtualSC.**

**Students must meet VirtualSC and Adult Education requirements in order to participate.**



**Laurens County Adult Education (LCAE) is currently unable to offer initial credit or credit recovery through PLATO, A-Plus, Nova Net, Apex, or other software.**

**Adult Education regulations state that courses must be monitored by instructors certified in the content areas of the offered courses and employed by the Adult Ed program. LCAE's instructors are usually elementary-certified teachers, not secondary content-area certified teachers.**





**Virtual school legislation was recently amended to lift the credit limitations placed on students. There are now no limits of the number of credits that a student may earn towards a high school diploma through VirtualSC.**




## A Few Facts Regarding VirtualSC


- **All classes are either college-prep or Advanced Placement. Adult Ed is not allowed to participate in AP classes.**
- **There are no tech-prep classes.**
- **Classes have prerequisites. (For example, a student taking Probability and Statistics *MUST* have passed Algebra 1, Algebra 2, and Geometry.)**


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- **Eleventh- and twelfth-grade students seeking enrollment in a Virtual School Program course will be assessed with TABE (Test of Adult Basic Education) to determine the student's reading level. The student should have a scale score of at least 567 (on a Level D or Level A test) to ensure appropriate placement in the program.**

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- **The student must set up his own account at <https://virtualsc.org> and request the course(s) needed after meeting with the Adult Education Virtual Learning Coordinator. Part of the technology assessment includes the student setting up his own account without outside assistance.**

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- **VirtualSC usually requires that courses having EOCEP tests be taken as *year-long* courses instead of *semester-long* courses.**
  - **All courses, except credit recovery courses, have final exams. These exams must be proctored by the sponsor (in this case, LCAE).**



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- **Students must participate in orientation activities with the VirtualSC teacher and the Virtual Learning Coordinator (VLC).**
  - **Students *must* meet deadlines. They are warned once via e-mail; the sponsor is notified; and if the student still does not meet the expectations, then VirtualSC administratively drops him from the class.**

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- **VirtualSC enrolls students three times a year: August, January, and May.**
  - **Enrollment is on a first-come, first-served basis. Students may be placed on a waiting list once a course fills up. If too few students request a course, then the course is not offered that semester.**





**To view enrollment dates, visit this link:**


**<https://virtualsc.org/myvsc/important-dates/>**

**To view the course catalog, visit this link:**

**<https://virtualsc.org/courses/>**

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- **The student must sign a contract stating:**
    - **I am a SC resident.**
    - **I will abide by LCAE Student Conduct Policy.**
    - **I have access to high-speed Internet.**
    - **I must commit at least 8 hours per week per course (12 hours recommended).**
    - **I will check my email daily for correspondence from my teacher.**


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- **I will check the pacing chart at the start of each week and will complete lessons weekly.**
  - **I will meet deadlines set by the instructor.**
  - **I understand I must take a final exam, proctored by the sponsor.**
  - **I will be contacted if work is 1 week overdue.**
  - **If I drop a VirtualSC course, I will notify the LCAE VLC.**

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- **I will contact my teacher if I have questions.**
  - **I understand I can withdraw without penalty (WNG) within the first ten days of starting a course if it is determined I am not a successful virtual learner. Any withdrawal after that time results in a WF on my transcript, and repeating a course with a WNG or WF may or may NOT be an option.**



## **Adult Ed VirtualSC Students**

- **Recommended scale score of 567 or better on TABE D or A Reading Test**
- **Transcript shows an ability to benefit**
- **Must exhibit characteristics of a successful online learner**
- **May transfer course credit BACK to high school**
- **May finish a virtual course started in high school**

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- **May repeat a course if warranted**
  - **High school graduates may take single courses as needed for acceptance into post-secondary programs**



## Student Registration Process

Students register through VirtualSC. To enroll with the SCVSP, each student must create an account at <https://virtualesc.org/how-does-virtualesc-work/>. Click on the Sign Up tab at the top of the screen.

The student, not the VLC, should create the account.

Students under the age of 18 must have parental approval as well as guidance (VLC) approval.

# Characteristics of Successful Online Learners

- **Discipline to complete projects by deadlines instead of waiting until the end of the semester**
- **Motivation to read, write, and participate fully in class activities**
- **Time to devote approximately 12 hours a week for a one-credit course**
- **Ability to work independently and in teams**
- **Flexibility in dealing with technology problems**

# Characteristics of Successful Online Learners


- **Self-starter – does not procrastinate**
- **Ability to learn from the printed word (Majority of material and communication happens through reading and writing)**
- **Able to set aside specific times on a routine basis to “participate” in the course**
- **Asks questions when he/she does not understand**

# Characteristics of Successful Online Learners

- **Access to current computer and high-speed Internet**
- **Good, basic computer skills**
- **Time management skills**

# Recording Attendance Hours for Adult Education

Grade	Full Credit	Half Credit
A	150 hours	75 hours
B	120 hours	60 hours
C	90 hours	45 hours
D	60 hours	30 hours
F	30 hours	15 hours
WF	Same as “F”	
WNG	Check sign-in hours	



**Adult Ed and VirtualSC  
recommend that a student take no  
more than two classes per  
semester due to time and course  
requirements.**



# **Special Needs Students**

**An IEP team meeting should be convened to determine whether the student shows the potential for success using virtual learning and whether Adult Ed is the appropriate placement. The VLC must then fax a copy of the student's IEP accommodations to the VirtualSC Student Services Coordinator.**



# Questions?

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