

# *Laurens County Adult Education*

## **High School Diploma Program**

Revised November 2017



**All units are awarded through VirtualSC.**

**Students must meet VirtualSC and Laurens County  
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.**



**Laurens County Adult Education requires that diploma students have a minimum of 18 units to participate in our program. These 18 units should include at least 2 English, 2 Math, 2 Science, and 2 Social Studies units.**



## A Few Facts Regarding VirtualSC

- All classes are college-prep 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. We strongly recommend that the student have at least a 2.5 Grade Point Average on the 4.0 scale.**

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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, Laurens County Adult Education's Curriculum Director).**

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- **Students must participate in orientation activities with the VirtualSC teacher and the Virtual Learning Coordinator (VLC).**
  - **Students must sign attendance and participation contracts.**

# Attendance Requirements

- **Students must attend a minimum of 10 hours per week in the computer lab at the Higher Education Center. Exceptions require a doctor's excuse.**
- **Each Monday, the student must print out two copies of that week's assignments, keeping one copy and giving one to the VLC.**
- **Before leaving on Thursday, the student must provide evidence of all assignments being completed to the VLC.**
- **Failure to attend at least 10 hours a week and not completing assignments leads to the student being dropped from 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 10 hours per week per course (attendance required at the HEC) and may have to complete some work at home.**
    - **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 by VirtualSC 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 VirtualSC 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 (GPA of 2.5 or better on a 4.0 scale)**
- **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 10 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, including 10 hours per week at the HEC**
- **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 first 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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