



Expectations for the AdvantageGED Online Study Program

As a student of AdvantageGED, I understand that:

- ❑ I must have a personal e-mail address. If I do not have one, I must set one up prior to the start of my study program.
- ❑ I must attend an Orientation Session at the nearest adult learning center. This Orientation Session will involve assessment testing to help determine what grade level I am on and will also require that I fill out all the necessary paperwork to enroll in the online program.
- ❑ If I qualify for the online program, I will receive a Student Handbook that will give me instructions on how to log on and use the online program.
- ❑ I must notify my Cyber-teacher via e-mail prior to beginning the study program. She will give me the group name for the study program. (You will not be able to access the program until after you have made contact with your Cyber-teacher.)
- ❑ I must complete all modules as assigned by my Cyber-teacher.
- ❑ I must report to the adult learning center for interim testing as indicated by my Cyber-teacher. If I fail to report for the interim testing, I will be moved to inactive status and will no longer be able to access the study program. I will then be put on a waiting list until a seat becomes available.
- ❑ I must report to the adult learning center for post-testing and an exit interview as indicated by my Cyber-teacher at the end of my study program.
- ❑ I must notify the adult learning center 24 hours in advance if I cannot keep my scheduled appointment.
- ❑ I must be willing to reschedule that appointment or I will be moved to inactive status.
- ❑ I must not hesitate to ask for assistance when necessary throughout my course of study.
- ❑ I must be willing to set aside at least **10 hours per week (40 hours per month)** to work on this study program. If I am unable to meet this 10-hour per week requirement, I must notify my Cyber-teacher immediately. If I do not put in the required 10 hours per week, I may be moved to inactive status and will be put on a waiting list for the next available slot.
- ❑ I understand that **I** am responsible for the success of my program.

I further understand that:

- ❑ My Cyber-teacher will set me up a study plan designed to best fit my needs.
- ❑ My Cyber-teacher will provide instruction, direction, and encouragement when needed throughout my course of study.
- ❑ My Cyber-teacher will refer me to the adult learning center for additional materials or assistance when I encounter difficult topics during my course of study.
- ❑ My Cyber-teacher will send me progress reports a least once a month.
- ❑ My Cyber-teacher will respond to my e-mails within 48 hours (excluding holidays and/or weekends). If I do not hear from my Cyber-teacher within 48 hours of sending an e-mail, I will contact the Adult Education Hotline at 1-800-642-2670.
- ❑ My Cyber-teacher will let me know if she will be out of town or will not be able to respond to my e-mails within 48 hours.
- ❑ My Cyber-teacher will refer me to the adult learning center for interim testing once I have completed a specified number of assignments/hours. (This will be determined by the Cyber-teacher.)
- ❑ My Cyber-teacher will refer me to the adult learning center for post-testing once I have completed all my assignments.

WV Adult Education Hotline
1-800-642-2670

