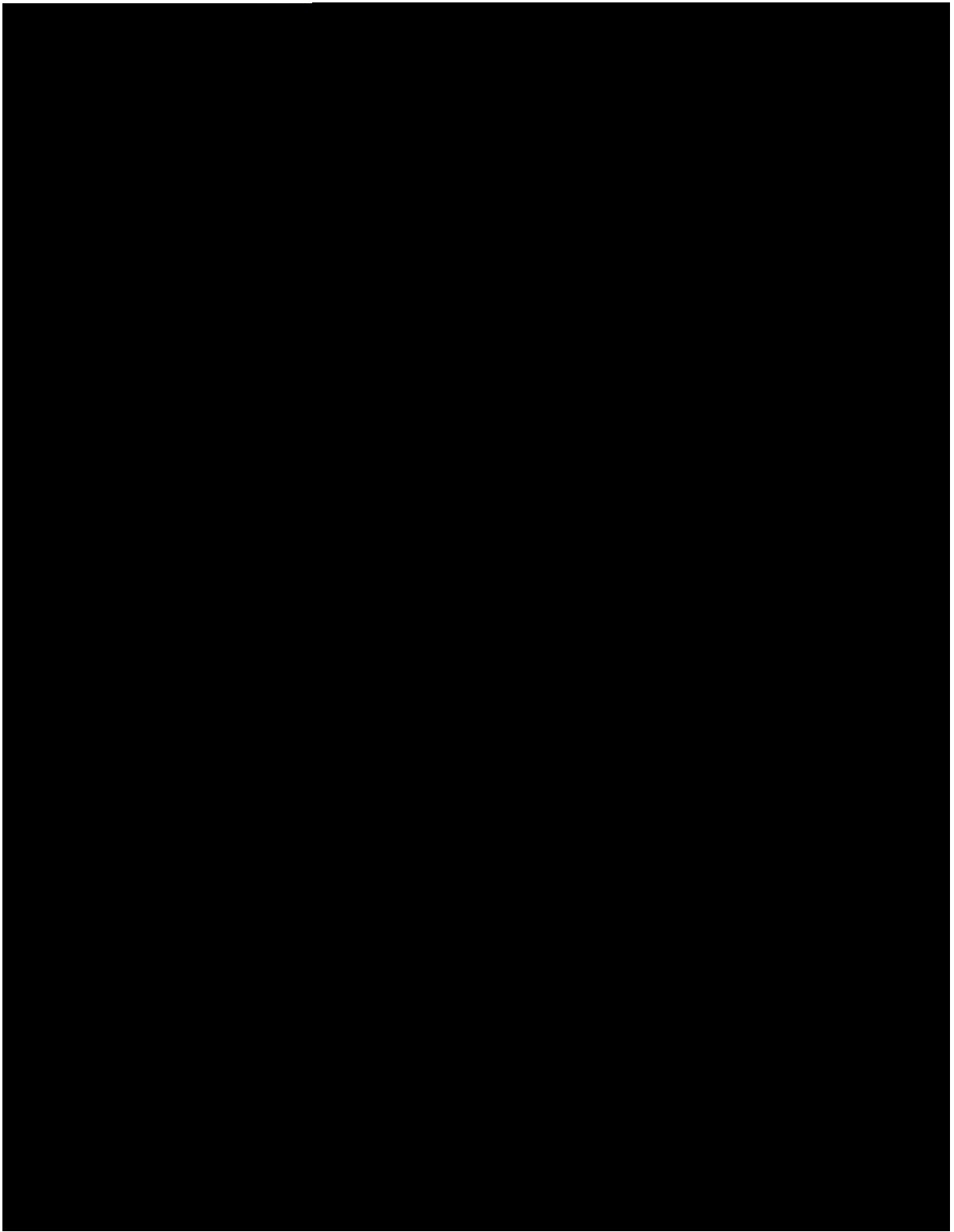




A current version of this handbook is available at <https://www.gallup.unm.edu/aec>

UNM-Gallup







ABE

Schedule an appointment with Testing Coordinator to take the Locator Exam and Register for the program.

Take the Locator Exam.

Meet with the Testing Coordinator to review your scores. At this time, you will also complete your registration. Make sure all your contact information is current.

Watch your email for an invitation from your instructors to join their class and from the ABE Success Coach to set up an intake session to review your educational plan and career goals.

Pick up your books from the ABE office.

Participate in the General Orientation session and take the quiz afterward. You must pass the the quiz with 90% or higher. This is mandatory.

Participate in the Digital Literacy Orientation session and take the quiz afterward. You must pass the quiz with 90% or higher. This is mandatory.

Participate in the online Student Handbook training session and take the quiz afterward. You must pass the quiz with 90% or higher. This is mandatory.

Once you pass all orientations and trainings, you will be allowed to start your class(es).

Limited loaner laptops are available for check-out. If your course is online and need to check-out a laptop to complete your course work, then you must create an email account at [www.nmdelt.org](http://www.nmdelt.org).

All underage students (age 16-17)

Students who stop out 60 to 90 days must stop by the Adult Education Office to update their en4 Tw 07 w1e



Reading/Writing Track

- Level 1

completing the coursework, they are strongly encouraged to work with the ABE advisor to find solutions.

If a student does not participate in their course for 2 consecutive weeks, the instructor is at liberty to drop them from the course. At that time, the student will have to reapply and possibly

Such behavior will be considered a serious incident and be dealt with as such. A student who behaves unprofessionally to a fellow UNM-G student, staff member or instructor, may be dismissed from the program until a resolution regarding behavior is addressed by the student and the Director of ABE.

- 2.10. Unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours.
- 2.11. Illegal use, possession, or distribution of any controlled substance, illegal drug or alcohol.
- 2.12. Use or possession of fireworks on University premises or at University-sponsored events,

that time.

4.2.6. "Dismissal" means termination of student employment, either for a stated time-period or indefinitely.

4.2.7. "Barred from campus" means being barred from all or designated portions of the University property or activities.

4.3 The sanction imposed shall be set based upon numerous factors, including the severity of the offense, the amount of harm created, the student's record, and sanctions imposed in recent years for similar offenses. In considering the harm created, there shall be taken into account whether any harm or injury was targeted against a person or group because of that person or group's race, color, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

For problems arising in the classroom, students must first try to resolve the issue with the instructor. If that is not productive, the instructor and/or student may invite the ABE Advisor within 10 days of the unproductive meeting between the student and the instructor. If the problem is non-academic and requires further action, a meeting will take place with the ABE Director to explore further actions. All decisions and final resolutions will be in accordance with UNM behavior policies.

You should expect your instructors to:

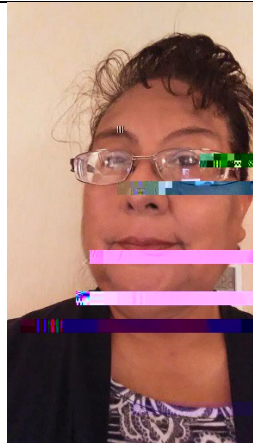
- Maintain a classroom that is helpful to learning and expect you to do the same;
- Provide regular feedback on your progress;
- Use teaching methods designed for adult learners;
- Welcome questions, requests for work to do outside

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation (all medical information is treated confidentially), please contact the ABE Director.

UNM-G catalog policy states: on days when there is bad weather, listen to local radio stations for information. The following should guide your actions:

- "Closure" refers to the entire campus being closed and no classes held.
- "Class Cancellation" refers to the college services being open but no classes held.

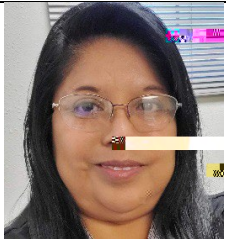




Adrienne Tsethlikai  
Program Coordinator Data and Budgets  
[adriene@unm.edu](mailto:adriene@unm.edu)  
505-726-6473



Ashley Smith  
Education Specialist, Testing and Onboarding  
[Ash10rm@unm.edu](mailto:Ash10rm@unm.edu)  
505-863-7516



Jacinta Sice  
ABE Instructor  
[jsice@unm.edu](mailto:jsice@unm.edu)  
505-863-7554



Jovena Laate  
Tutor, Senior  
[jolaate@unm.edu](mailto:jolaate@unm.edu)  
505-863-7523