

2024 SUMMER CLASS SCHEDULE

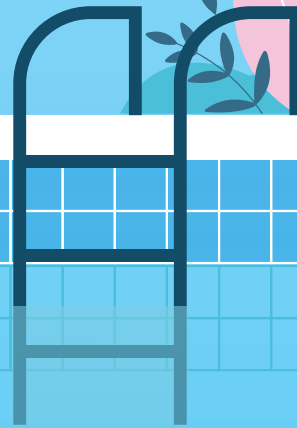
JUNE 3 - JUNE 27, 2024

NO CLASS ON JUNE 17 AND ON
FRIDAYS.

ABC

ADULT SCHOOL

Learning for Success



Dive into Learning this Summer!



ONLINE REGISTRATION:
WWW.ABCADULTSCHOOL.EDU

REGISTRATION for Summer Session Begins
Monday, April 29, 2024 at 8 am



WELCOME to ABC Adult School!

CAMPUS LOCATIONS:

(See map of locations on page 19.)



MAIN CAMPUS

Cuesta Campus

(562) 229-7960

12254 Cuesta Drive, Cerritos, CA 90703

Monday - Thursday 7:30 am - 4:00 pm

Friday 7:30 am - 3:30 pm

Counseling Hours:

Monday - Friday 7:30 am - 4:00 pm

EXTENSION CAMPUS

Cabrillo Lane Campus

(562) 229-7965

20122 Cabrillo Lane, Cerritos, CA 90703

Monday - Thursday 8:00 am - 4:00 pm

Friday 8:00 am - 3:30 pm



WELCOME TO ABC ADULT SCHOOL!

WHY ENROLL AT ABC ADULT SCHOOL?

▪ Financial Aid Available School Code: 042270.

- Low cost compared to private schools & colleges
- Professional & friendly staff
- Convenient locations
- Free and safe parking
- Dual Accredited School
- Wide range of classes offered (career preparation, leisure classes, high school diploma program, English/Citizenship classes, parent education, program for senior citizens)

Check-out our low prices!

HOW TO REGISTER FOR CLASSES?

Online Registration for Summer 2024

1. **Online registration is convenient and easy.**
2. Online registration begins on Monday, April 29, 2024 at 8 am. Go to: **www.abcadultschool.edu**
3. Enter the class(es) you want to enroll in. You must be at least 18 years old to enroll in an adult school. **All students must print and bring their confirmation receipt to the first class meeting.** If you need additional information or experience any problems, please call (562) 229-7960 for assistance.

Walk-in Registration Monday, April 29, 2024, 8 am

Cuesta Campus:

- Career and Technical Education – Cuesta, Main Office
- Community Education – Cuesta, Main Office
- English as a Second Language – Cuesta, Main Office
- Parent Education – Cuesta, Main Office
- Academics – Cuesta, Main Office

Cabrillo Lane Campus:

- Community Education – Cabrillo Lane Office
- Parent Education – Cabrillo Lane Office
- Career and Technical Education – Cabrillo Lane Office
- English as a Second Language – Cabrillo Lane Office

WE ACCEPT VISA - MASTERCARD - ATM - CASH



***PLEASE NOTE:** Prices listed in the brochure do not include the cost of books, supplies and/or materials.

CAREER CENTER FOR STUDENTS!

Our goal is not only to prepare you for a job, but also to help you find a career! The ABC Adult School Career Center is located on the Cuesta Campus and employs a full time Job Developer to assist students in the following areas:

Career Counseling

- Guidance in career decisions and assessments available to insure the best educational path to success.
- Recommendations for Career Tech Diplomas and Industry Certifications to enhance employment skills.
- Resume building seminars and coaching focused on your particular career choice.

Search for Jobs

- Career Center computers available to students for job search, resume construction and on-line job applications.
- Job posting and announcement boards inside and outside Career Center. Job leads book is located in Career Center.
- Library and reference materials.
- Job search skills covering: resume writing and critique, interviewing, utilizing internet employment databases, etc.

Attend a Job Fair

- ABC Adult School hosts a Spring Job Fair with invited employers who match our student's employment targets.

J.O.B. (Join Our Business) Day

- Come hear representatives from many different careers talk about what it takes to make it in the job world. Make connections and network. The third Wednesday of every month from 2:45 - 3:45 pm at Career Center.

New Student Orientation

- If you are new or just have some questions about ABC Adult School, Career Paths or your future in general, come to one of our orientation sessions.

ABC Adult School provides job search assistance; there is no implied promise of employment.



STUDENT FINANCIAL AID AVAILABLE! PELL GRANT OF UP TO \$7,395 IS AVAILABLE FOR THOSE WHO QUALIFY. Fill out the 24-25 FAFSA at www.studentaid.gov. Our school code: 042270.

FOR A COMPLETE LIST OF OUR POLICIES AND PROCEDURES THAT RELATE TO STUDENTS, PLEASE SEE OUR STUDENT HANDBOOK AVAILABLE IN THE MAIN OFFICE OR ON OUR WEBSITE.

MISSION STATEMENT

The Mission of the ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

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"PARENT & ME"

PARENT PARTICIPATION PRESCHOOL / PARENT EDUCATION

"The happiest sound in the world is that of children laughing."

ONLINE REGISTRATION begins April 29, 2024 at 9:00 am for all Parent Education classes.
Register online at www.abcadultschool.edu Click on the Parent Education registration link.

WALK-IN REGISTRATION begins April 29, 2024 at the Adult School Office, 12254 Cuesta Drive, Cerritos, CA 90703.
The office hours are Monday – Thursday, 7:30 am – 8:30 pm and Friday, 7:30 am – 3:30 pm.

ALL SUMMER SCHOOL PARENT EDUCATION CLASSES WILL BE IN-PERSON.

Learn, Understand, and Grow With Your Child!

The Parent Education Program is based on the premise that learning is a natural ongoing process. Classes are designed to train parents to create supportive and positive learning environments for their children that will stimulate their physical, intellectual, social, and emotional growth. This is done through participation, observation, and discussion. The curriculum is a readiness program that includes pre-reading, math concepts, science, music, and motor skill development, in addition to various parenting topics. Children and parents learn together.



Summer School is June 3rd – June 27th (No class on June 17th).

Due to limited enrollment, registration is on a first-come, first-served basis.

***Choose your classes carefully!** There will be a charge of \$5 to transfer or a \$10 processing fee to drop a class before the first day of class. **NO REFUNDS WILL BE GIVEN AFTER THE FIRST CLASS MEETING.**

THE ADULT IS THE STUDENT, SO THE PERSON WHO WILL BE BRINGING THE CHILD IS THE PERSON WHO SHOULD BE ENROLLED. ONLY REGISTERED ADULTS MAY ATTEND CLASS. ADDITIONAL PARENTS CAN BE INCLUDED FOR \$25.

Animals that Live on Land, Sea, & Air!

Let's make fun animal projects! On land, we will make a lion, tiger, zebra, and more! In the air, we will make a bird, butterfly, bumblebee, and others. In the sea, we will make a crab, turtle, fish, and more!

Age	Section	Day	Time	Place	Room	Teacher	Fee
2.0-4.0 years	7050552	M/W	9:30 am – 11:30 am	Gonsalves	Parent Ed Center	Cham	\$45

Community Helpers

Let's make fun community helper projects! We will make crafts about doctors, police officers, construction workers, mail carriers, firefighters and much more!

Age	Section	Day	Time	Place	Room	Teacher	Fee
2.0-4.0 years	7054552	T/Th	9:30 am – 11:30 am	Gonsalves	Parent Ed Center	Cham	\$51



CAREER TECHNICAL TRAINING

Adobe Illustrator CC- Basics

Learn the basics with the industry standard for vector graphics application. We will convert the interface overview, working with assorted tools and create logos, drawings, typography, and complex illustrations. Have fun creating and working with vector graphics.

M – Th	6071551	Muto	10:10 am – 12:10 pm	Cuesta	F5	\$20	6/3 – 6/27
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Adobe InDesign CC-Basics

Learn the basic fundamentals of the industry standard for print and digital media! We will cover the interface overview using assorted tools to create flyers, posters, custom forms, bi-folds, and more! Enjoy your summer creating customized personal and business documents to meet your specific needs.

M – Th	6072050	Muto	8:00 am – 10:00 am	Cuesta	F5	\$20	6/3 – 6/27
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Cosmetology - Hair Cutting 101

Learn basic through advanced haircutting techniques including clipper cutting for men and women. Additional fee for supplies.

M – Th	6092750	Ortega	8:00 am – 12:00 pm	Cabrillo Lane	K1	\$100	6/3 – 6/27
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Cosmetology - Theory State Board Preparation

Students will review topics related to the state board exam. This includes safety precautions, infection control and client protection when performing services in a salon.

M – Th	6092550	Somers	8:00 am – 4:00 pm	Cabrillo Lane	K2	\$200	6/3 – 6/27
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Excel Essentials

This class will cover the powerful features of computerized spreadsheets. Before you know it, you will be creating spreadsheets, entering data, and recording macros.

M – Th	6043050	Caliz	8:00 am – 2:40 pm	Cuesta	G10	\$60	6/3 – 6/27
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Google Photos

Add filters, crop photos and more on your mobile device or computer. Learn to use the Google Photos app to edit photos on the fly. Learn the tools to edit videos, make collages, adjust photos, create animation and so much more. Learn the power of Google Photos.

M – Th	6046450	Mares	8:00 am – 10:00 am	Cuesta	F4	\$20	6/3 – 6/27
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Google Suite

Learn to use the Google Suite of collaborative productivity apps including Gmail, Docs, Sheets and Slides.

M – Th	6046550	Barbosa	8:00 am – 10:00 am	Cuesta	G9	\$20	6/3 – 6/27
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Income Tax Workshop

Students will learn basic federal income tax concepts. Class topics include manual tax filing and computerized filing using tax software. This introductory course is designed to prepare student to do their own tax returns and prepare them for career opportunities in the tax and accounting fields.

M – Th	6007052	Nguyen	12:40 pm – 2:40 pm	Cuesta	G1	\$20	6/3 – 6/27
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Introduction to Computers

This class will familiarize the new computer user with Windows, Microsoft Word, and Microsoft Excel. The goal is to help the student acquire basic computer knowledge and skills applicable to understanding and solving problems in a work environment, as well as school and home.

M – Th	6031552	Mares	12:40 pm – 2:40 pm	Cuesta	F4	\$20	6/3 – 6/27
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Keyboarding and Data Entry/Office Skills Lab

This lab will provide a class in which the student will be able to continue with class assignments in order to keep current, do extra work, or just plain practice skills. In addition, the class is available to those students seeking a certificate in Keyboarding and Data Entry. Other students can work on improving Computerized Keyboarding Skills. Students can also practice for the Industry Certification.

M – Th	6050551	Barbosa	10:10 am – 12:10 pm	Cuesta	G9	\$20	6/3 – 6/27
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Medical Assistant-Skills Competencies

All Medical Assistant skills signed off and practiced to enhance the students' knowledge and confidence to make them more efficient. Teacher will go over and review skills in all three of the modules.

M – Th	6127050	Quick	8:00 am – 12:00 pm	Cabrillo Lane	12	\$40	6/3 – 6/27
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PowerPoint for Fun

In this class the student will receive step-by-step instructions in creating and designing effective slideshows that inform and motivate audiences. Create personal presentations with your pictures. Learn numerous skills including how to add graphics, animation, transitions, sounds, animated clips, photos and many other design elements.

M – Th	6055251	Mares	10:10 am – 12:10 pm	Cuesta	F4	\$20	6/3 – 6/27
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PowerPoint and Google Slides (Korean)

Taught in Korean, students will learn how to use the PowerPoint program. They will also learn how to convert the PowerPoint file to a video. Google slides will be taught and compared to PowerPoint.

M/W	6055152	Im	2:00 pm – 4:00 pm	Virtual (On-Line)		\$20	6/3 – 6/27
T/Th	6055153	Im	2:00 pm – 4:00 pm	Virtual (On-Line)		\$20	6/3 – 6/27

Quickbooks Desktop Workshop

Become a confident Quickbooks Desktop user by learning to record business transactions using source documents including bills, invoices, receipts, memorandum, and purchase orders. Topics covered in this course include accounts receivable, accounts payable, and creating a company.

M – Th	6004550	Nguyen	8:00 am – 10:00 am	Cuesta	G1	\$20	6/3 – 6/27
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Quickbooks Online Workshop

Become a confident Quickbooks Online user by learning to record business transactions using source documents including bills, invoices, receipts, memorandum, and purchase orders. Topics covered in this course include accounts receivable, accounts payable, and creating a company.

M – Th	6004751	Nguyen	10:10 am – 12:10 pm	Cuesta	G1	\$20	6/3 – 6/27
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YouTube

Learn how to harness the power of YouTube. Students will gain a better understanding of content creation and how to gain followers.

M – Th	6045552	Barbosa	12:40 pm – 2:40 pm	Cuesta	G9	\$20	6/3 – 6/27
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ENGLISH AS A SECOND LANGUAGE

Whether you want to get a job, get a promotion, go to college, prepare for the citizenship interview, or just communicate better with your neighbors and friends, improving your English skills is an important way to achieve your goals. We have English classes in the morning, afternoon, and evening for all levels from beginning to advanced. Enrollment is open all year, but space is limited. Don't wait any longer!

Mejorar sus habilidades de inglés es un medio importante para alcanzar sus metas. Tenemos clases de inglés por la mañana, tarde y noche, para todos los niveles desde principiantes hasta avanzados. ¡La inscripción está abierta todo el año, pero el espacio es limitado!

당신이 직장을 구하고, 승진을 하고 대학에 가고 시민권 인터뷰를 준비하고 이웃과 또 친구와의 더 좋은 소통을 위해 당신의 영어 실력을 향상 시키십시오. 기초부터 고급반까지 모든 단계별 수업이 준비되어 있습니다. 수시 입학 가능하며 자리는 제한되어 있습니다. 미루지 마시고 지금 등록하십시오.

無論你想找到一份工作，獲得晉升，考上大學，為公民準備面試，或者只是與你的鄰居和朋友更好地溝通，提高你的英語能力是實現目標的重要途徑。我們有許多英語課供您選擇。上課時間在上午，下午和晚上，程度從初級到高級。註冊是全年開放，但座位有限，請尽早報名！

Monday, June 3 – Thursday, June 27

No class on June 17.

15 class meetings total.

All ESL classes are FREE and in-person!

Classes are held at Cuesta and Cabrillo Lane campuses.

Online and Walk-in Registration begin

Monday, April 29 at 8:00 am.

Go to: go.asapconnected.com/?org=4317.

Select ESL Registration 3999050.

Call 562-229-7960 for more information.



Beginning Grammar & Speaking - Students learn basic tense forms, grammatical structures, and word forms, such as nouns and adjectives. They practice in pair and group conversations.

MTWTh Oliveira 8:00 am – 10:00 am Cuesta, D 6/3 – 6/27

Beginning Reading & Vocabulary - Students improve reading skills and learn vocabulary. They improve intonation, linking sounds and stress variation.

MTWTh Saavedra 10:00 am – 12:00 pm Cuesta, L 6/3 – 6/27

Beginning Reading & Grammar - Students read stories and learn basic grammar. Students also practice speaking and pronunciation.

MTWTh Tong 8:00 am – 10:00 am Cabrillo Lane, 1 6/3 – 6/27

Beginning Vocabulary & Stories - Students read stories to develop vocabulary and reading skills.

MTWTh Kowalchuk 10:00 am – 12:00 pm Cabrillo Lane, 5 6/3 – 6/27

Intermediate Listening & Speaking - Students improve listening and speaking skills in order to communicate better in English.

MTWTh Muñiz 8:00 am – 10:00 am Cuesta, K 6/3 – 6/27

Intermediate Vocabulary & Conversation - Students improve vocabulary and communication skills. This class uses word lists and online media.

MTWTh Oliveira 10:00 am – 12:00 pm Cuesta, D 6/3 – 6/27

Intermediate Conversation & TV/Movies - Students watch TV and movie clips to develop conversation skills. Students create and practice dialogs.

MTWTh Kowalchuk 8:00 am – 10:00 am Cabrillo Lane, 5 6/3 – 6/27

Intermediate Stories & Grammar - Students read articles and build grammar skills. Students also engage in discussion and presentation of ideas.

MTWTh Tong 10:00 am – 12:00 pm Cabrillo Lane, 1 6/3 – 6/27

Intermediate-High/Advanced English & Movies - Students build English skills through the use of media and movies.

MTWTh Hernández 8:00 am – 10:00 am Cuesta, A 6/3 – 6/27

Intermediate-High/Advanced Conversation & News - Students discuss topics covered in the news media. They discuss and debate current issues.

MTWTh Muñiz 10:00 am – 12:00 pm Cuesta, K 6/3 – 6/27

Multi-level BurlingtonEnglish - Students explore career options, gain workplace skills, learn about educational and training opportunities, and develop digital skills. Students use this online program in class and at home.

MTWTh Oliveira 12:00 pm – 1:00 pm Cuesta, D 6/3 – 6/27



COMMUNITY EDUCATION

Flower Therapy

Students will use floral arrangement for a therapeutic and fun purpose. **\$25 material fee due each week. Materials will be provided by the instructor. Students must purchase their own tools/supplies.**

W	9107701	Park	9:00 am – 12:00 pm	Cabrillo Lane	25	\$48	6/5 – 6/26
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Special Event Floral Design

Learn how to make special event flower arrangements, wedding bouquets, centerpieces, corsages, boutonnieres, and leis. **\$25 material fee due each week. Materials will be provided by the instructor. Students must purchase their own tools/supplies.**

Th	9107901	Park	9:00 am – 12:00 pm	Cabrillo Lane	25	\$48	6/6 – 6/27
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Learning Your Sewing Machine

This class is based on students learning how to use their sewing machine by using sewing attachments for different types of techniques such as straight stitch, zig zag stitch, hemming, zippers, elastic treatments, and button holes.

T	9154003	Lebron	1:00 pm – 4:00 pm	Cabrillo Lane	2	\$48	6/4 – 6/26
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Upholstery - Basic Techniques

Learn how to cut and sew with the fundamentals of upholstery. Receive instruction on frame construction, repair, and restoration. This class is structured as a workshop. **Students must purchase their own supplies.** (Cost: \$104 registration + \$10 lab fee).

W	9170552	Quezada	12:00 pm – 4:00 pm	Upholstery Ctr		\$114	6/5 – 6/26
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Upholstery - Basic Techniques

Learn how to cut and sew with the fundamentals of upholstery. Receive instruction on frame construction, repair, and restoration. This class is structured as a workshop. **Students must purchase their own supplies.** (Cost: \$104 registration + \$10 lab fee).

Th	9170553	Quezada	12:00 pm – 4:00 pm	Upholstery Ctr		\$114	6/6 – 6/27
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PROGRAMS FOR ADULTS WITH DISABILITIES

Workforce Skills

Assignments will consist of turning used items into repurposed, artistic items and developing students' organization and adaptability soft-skills. **Class is for residents only.**

MTWTh 5010001 Cervantes 8:00 am – 12:00 pm *CMA 6/3 – 6/27

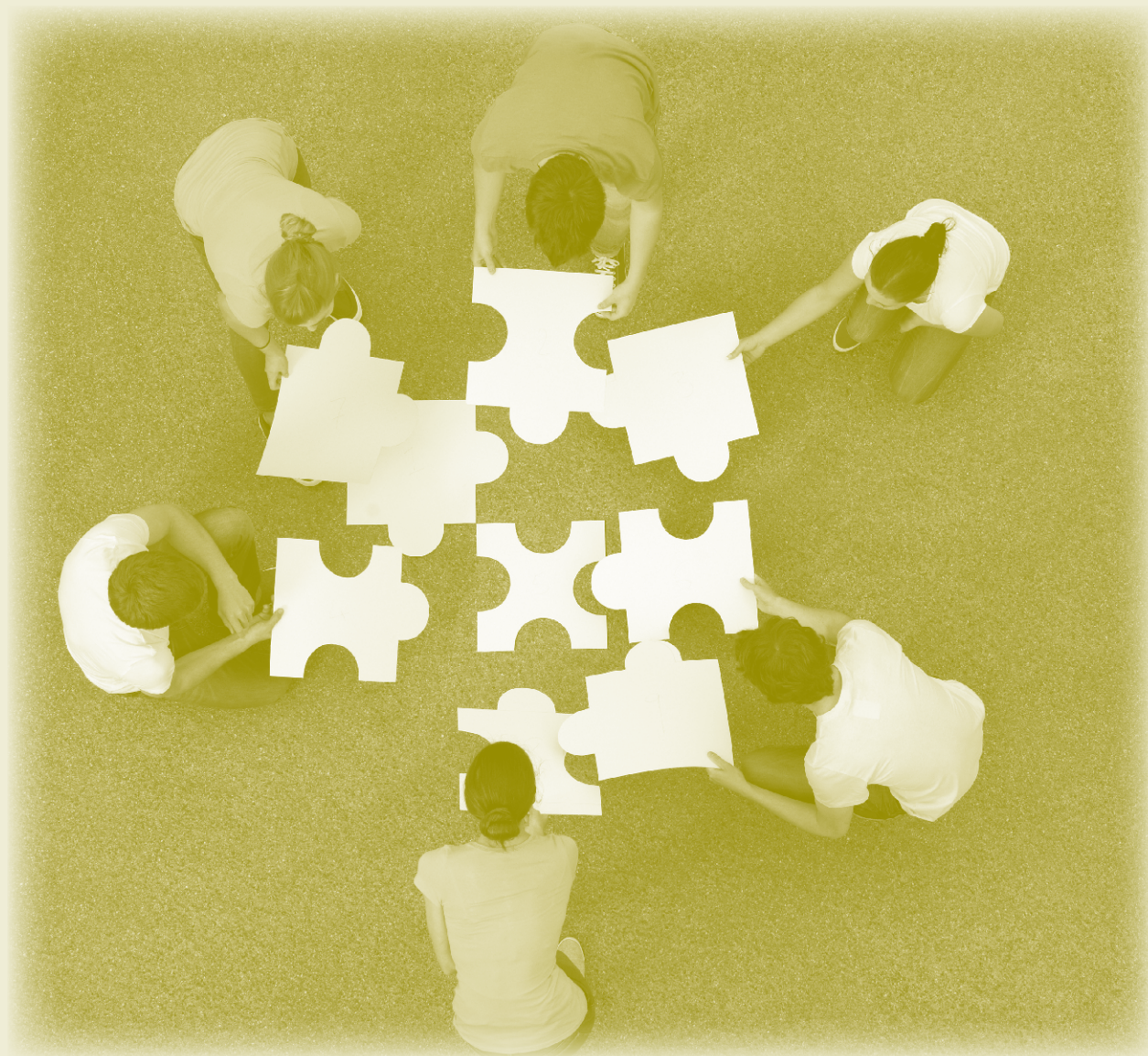
Workforce Skills

Students will learn basic office skills, understanding financial transactions, personal hygiene, and facilitate appropriate interactions with others. **Class is for residents only.**

MTWTh 5010003 Cervantes 1:00 pm – 3:00 pm *Ivy Park of Cerritos 6/3 – 6/27

***CMA Site: 18432 South Gridley Road, Artesia, CA 90701 (562) 860-2479**

***Ivy Park of Cerritos Site: 1100 New Falcon Way, Cerritos, CA 90703 (562) 865-9509**





ACADEMICS

High School Diploma, High School Equivalency (GED and HiSET), Adult Basic Education (ABE)

Get “ahead of the game” by enrolling NOW for our fall 2024 semester!

Academics will not be offering summer school for 2024. **However, we invite you to register and take the required CASAS test NOW**, so that you will be ready to begin your classes/preparation when fall semester classes begin.

The fall semester will run from August 12, 2024 to December 19, 2024, and registration is FREE!

What you need to know about the Academics Program:

Getting Started

Adult students are welcome to attend ABC Adult School for credit towards a high school diploma, to prepare for a high school equivalency test, or to improve basic skills. To register, adults should come to the Cuesta Main Office with picture identification and official, unopened transcripts. Our Dean will help determine the best educational path and create a custom study plan for you.

We offer a variety of learning options to meet YOUR needs!

High School Diploma

Students can complete their course work toward the 180 credit requirement:

- through in-person/Live Zoom classes with friendly, qualified teachers
- in our state-of-the-art learning center lab
- from home, using online classes

All online students should plan to devote a minimum of five hours weekly to their online coursework.

Graduation Ceremony

Thursday, May 22, 2025, at 5 pm

In May, ABC Adult School celebrates commencement. Adult students who have completed the district requirements for a high school diploma or passed the GED or HiSET examination are encouraged to participate wearing the traditional cap and gown in the presence of family and friends.

GED/HiSET Preparation

Students can study English, Math, Social Studies, and Science subjects at the High School Equivalency level.

- through in-person classes (in Spanish or English) with friendly, qualified teachers
- in our state-of-the-art learning center lab
- from home, using online classes

Adult Basic Education (ABE)

Online, self-paced study programs are available for students who want to:

- Review Basic Reading, Math or Writing Skills
- Be able to help their child with homework
- Enhance personal growth

High School Equivalency Exam

California has approved the use of the GED® and HiSET® high school equivalency tests for students 18 years old and older (and 17 years old in some instances) for the purpose of receiving a California High School Equivalency Certificate. ABC Adult School offers preparation and testing for both the GED and HiSET exams.

Before signing up for the official GED or HiSET exam, most adults find it helpful to enroll in a preparation program. Choose the study option from above that best meets your needs and schedule. The vast majority of students who take preparation at ABC Adult School pass the actual exam.

When you are ready, you can make an appointment to take your official exam(s) at ABC Adult School's convenient, certified Assessment Center.



FINANCIAL AID

STUDENT FINANCIAL AID AVAILABLE!



Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the FAFSA at www.studentaid.gov. Our school code: 042270.

ABC Adult School Financial Aid Information

ABC Adult School offers grants to full-time and part-time students. Most financial aid resources are intended to supplement, not replace, the financial resource of the family. We have financial aid available to help you with the cost of education, which includes fees, books, supplies, miscellaneous cost, housing, and transportation. If you are interested in an eligible program please apply immediately at www.studentaid.gov.

Minimum Requirements

Minimum requirements to receive Federal Student Aid are as follow:

- Meet U.S. Citizenship or eligible non-citizenship requirements. (Note: Deferred Action recipients are not eligible for Federal Student Aid)
- Student must possess a High School Diploma or State issued High School Equivalency Certificate from a regionally accredited institution (<http://ope.ed.gov/accreditation/>). Examples are: GED®, HiSET. (Foreign High School Diploma must be notarized, translated and is the responsibility of the student.)
- Plan to enroll in any one of our Title IV Approved Career Technical Education Programs. (See list below*)
- Demonstrate a need.
- Males must have applied for Selective Service before ages 18-24.

Financial Aid Process

Financial Aid applications take time to process so begin early. Students must be enrolled in class prior to application being approved and processed. To get started apply online by visiting the Federal Student Aid website: www.studentaid.gov. Once you have applied, you will need to call ABC Adult School financial aid office at (562) 229-7960 to turn in additional documents needed to determine Financial Aid.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from ABC Adult School, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the School's Attendance System (ASAP).

Financial Aid Eligible Programs

The following ABC Adult School Career Technical Education Programs are eligible for Financial Aid Benefits (PELL Grant) for students who qualify:

- Accounting Clerk
- Administrative Assistant
- Cosmetology
- Dental Assistant
- Graphic Media Design
- IT Technician
- Medical Front Office Assistant
- Medical Assistant

Financial Aid Office

PLAN AHEAD FOR FALL 2024 AND SPRING 2025!

Financial Aid Office (562) 229-7960

OFFICE HOURS

Cuesta Campus:

Monday: 8:30 am - 3:30 pm

Tuesday: 8:30 am - 11:00 am

Wednesday - Friday: 8:30 am - 3:30 pm

Cabrillo Lane Campus

Tuesday: 12:00 pm - 3:30 pm

Email: finaid@abcadultschool.com

APPLY EARLY TO SECURE YOUR FINANCIAL AID AND ENROLLMENT FOR 2023!

ABC Adult School Code: 042270

Planning for Fall 2024 & Spring 2025 Registration:

1. **Apply online by filling out the Free Application for Federal Student Aid (FAFSA) go to www.studentaid.gov**
2. **Allow a minimum of 5 days for the ESAR (Electronic Student Aid Report) to be received by the financial aid office.**

In order to be eligible to receive federal student aid for the 2024-25, only classes that are Title IV approved are eligible for financial aid. NO Enrichment CLASSES are eligible. To be eligible for funding for the Fall 2024 programs, please fill out the 2024-25 Federal Application for Federal Student Aid (www.studentaid.gov). Do not forget to use our School Pell Code (042270) when you apply. Application for Federal Student Aid please visit www.studentaid.gov. Please apply as early as possible.

3. **The following items and printouts will be needed to schedule an appointment once a student's FAFSA is processed.**

In order to process your financial aid you will need to bring in the following documents to the financial aid office after you have applied on line. Please allow 3-5 days for your FAFSA to process otherwise the school will have not received your Student Aid Report in time:

- a. Valid California Driver's License or CA Identification
- b. Social Security Card
- c. Official sealed High School transcript, High School Diploma or State recognized equivalent i.e. (GED or HiSET). Original documents needed. Foreign High School Diplomas need to be translated and notarized.
- d. Bring items a-c to the financial aid office.
- e. Space is limited! Make an appointment NOW!

Please note: a student defined as Dependent on the FAFSA will need to have their parent create their own FSA ID to sign the FAFSA. A Dependent Status on the FAFSA is defined as someone who needs to provide parent income information to determine a student's eligibility.

If you have questions please call the financial aid office at (562) 229-7960, or email finaid@abcadultschool.com.



GENERAL INFORMATION

REFUND POLICY

ABC Adult School follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education (COE). Refunds are given if the class is canceled. If the student requests a refund, it must be prior to the second class meeting, whether attended or not. Student initiated refunds will be reduced by a \$10 service charge for each class. To receive a refund, students request a refund form from the Front Office. Once the form is completed by the student and an explanation is provided, it must be approved by the Administrator. Once approved, the refund request form is sent to the ABC Adult School Accounting Office where the refund is processed. The refund check is then mailed to the student. The process may take up to six weeks. **No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology/barbering kits.**

REFUND POLICY

There are 3 types of refunds processed through ABC Adult School:

1. **Non-Program Students - NOT officially enrolled in a CTE program, ESL, Academics and Older Adults Individual Course Refunds and Community Education**
2. **CTE Program Students - Program withdrawal (students officially enrolled in a program)**
3. **CTE Program Students - Course withdrawal (students officially enrolled in a program)**

Non - Program Students

Students who enroll in a non state funded community education course or do not enroll in a program of study are subject to the following refund policy: ABC Adult School will refund class and lab fees if a regular class is cancelled by ABC Adult School. Individual requests for refunds must be made at the Adult School office prior to the second class meeting or within two weeks of registration. ABC Adult School reserves the right to cancel any class due to low or declining enrollment.

Students in Community Education classes must decide by the start of the second session whether they wish to continue in the class. NO REFUNDS for Community Education Class will be given after the start of the second session. Student initiated drops and refund requests are subject to a \$10 per class processing fee (or up to \$10 if the class is less than \$10).

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped, within the refund policy timeline. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. To request a refund, please go to the office before the second class meeting begins, drop the class and fill out the Refund Request Form. The refund request form is also available online at ABCAdultSchool.edu and can be mailed to the Main Office (Cuesta or Cabrillo campus). It must be postmarked by the appropriate deadline. Stated deadlines are not adjusted due to late enrollment.

If a student paid by credit or debit card and the student has their receipt, an electronic refund will be made to their credit or debit card. Any other form of payment will be refunded by check. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the school. All refund checks are made payable to the student.

Community Education, ESL, Academics and Older Adults, CTE Individual Course Refunds (students not enrolled in a program)

Students who enroll in an Academics, Older Adults, ESL Community Education or CTE individual course and are NOT officially enrolled in one of the 12 CTE recognized programs (enrollment in an official CTEC Program is done after meeting with the TOSA, Job Developer or Financial Aid Secretary and filling out a declaration form) are subject to the following refund policy:

ABC Adult School will refund class and lab fees if a regular class is cancelled by ABC Adult School. Individual requests for refunds must be made at the Adult School office prior to the second class meeting or within two weeks of

registration. ABC Adult School reserves the right to cancel any class due to low or declining enrollment.

Students who enroll in an Academics, Older Adults, ESL Community Education or CTE individual course and are NOT officially enrolled in one of the 12 CTE recognized programs, must decide by the start of the second class meeting whether they wish to continue in the class to receive any type of refund. Students who decide to drop before the first session begins will be given a refund less a \$10 processing fee per class. Students who cancel up to the start of the second class session can get a school credit minus a \$10 processing fee per class. NO REFUNDS will be given after the start of the second session. No exceptions. All student initiated drops and refund requests are subject to a \$10 per class processing fee (or up to \$10 if the class is less than \$10). A refund will not be processed if academic credit has been awarded for the class. Refunds are not automatically processed.

It is the student's responsibility to apply for a refund. A student is eligible for a refund after classes have been officially dropped, within the refund policy timeline stated in the paragraph above. Classes must be dropped by the appropriate deadline for the session in order to be eligible for a refund. **Stated deadlines are not adjusted due to late enrollment.** To request a refund, please go to the office before the second session begins, drop the class and fill out the Refund Request Form. The refund request form is also available online at ABCAdultSchool.edu and can be mailed to the Main Office (Cuesta or Cabrillo campus). It must be postmarked by the appropriate deadline as determined by the guidelines in the last paragraph. It is the student's responsibility to apply for a refund.

If a student paid by credit or debit card and the student has their receipt, an electronic refund will be made to their credit or debit card. Any other form of payment will be refunded by check. Approved refunds will be mailed in approximately four to six weeks. Be sure your current mailing address is on file with the school. All refund checks are made payable to the student.

Program Refunds - Program Withdrawal (students officially enrolled in a CTE program)

Students may withdraw at any time during a term. Refund amounts will be determined by the formulas listed below whether or not the student is receiving financial aid.

We realize that outside circumstances may sometimes impact a student's ability to complete the program of study. When a student stops attending all of his or her classes, depending on the circumstances, it may be classified as a "withdrawal," or "dismissal" from the institution. For the purpose of charges assessed and financial aid eligibility listed below, a dismissal will be handled the same as a withdrawal from the Institution. Students who do not complete at least 60% of the hours of each **pay period listed in the financial aid calendar**, must repay the unearned portion of all awarded aid. This unearned portion is based on the total number of hours scheduled to be completed and divided by the total hours in the pay period (Title IV Refund Process below). Students must repay the amount received as an overpayment. Students who owe repayments or overpayments are ineligible for additional Federal and/or State Aid. When learning of an over-award, ABC Adult School ("ABC Adult") will report the overaward to the funding source.

Program Refunds - Course Withdrawal (students officially enrolled in a CTE program)

Students who are withdrawing from an individual course but not the entire program may withdraw at any time during a term. Refund amounts will be determined by the formulas listed below whether or not the student is receiving financial aid. If 60% or more of the course has been completed, there is no refund. If 59% or less of the course has been completed, the refund is based on the total number of hours scheduled to be completed and divided by the total hours in the course.

No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology/barbering kits.

Refund Policy-Fee-Based Community Education Classes

Make your decisions carefully, refunds will be given only if:

- a class is filled prior to receiving registration
- a class is canceled by the school

Allow 4-6 weeks for processing refund.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from ABC Adult School, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the School's Attendance System (ASAP). See Student Financial Aid section or the Financial Aid page on the website for further information.

RETURNED CHECKS

There will be a \$25 charge for all returned checks.

NO SMOKING POLICY

Smoking is prohibited on campuses and in school parking lots.

SEXUAL HARASSMENT

Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension, or expulsion of students. Sexual harassment is defined in the Education Code section 212.5 and the legal requirements affecting students are found in sections 48900 and 48900.2. **Complaint Contact:** Dr. Gina Zietlow, Assistant Superintendent, Human Resources, 16700 Norwalk Blvd., Cerritos, CA 90703 (562) 926-5566.

IDENTIFICATION CARDS

Students ID cards are available in the Main Office at the Cuesta front office, and Cabrillo Lane front office. Current registration form is required. Must show proof of registration. CTEC, ESL, and Academics Students are required to wear ID during class at all times! (\$15 ID replacement fee.)

ABC Adult School Assessment Center

*Become
Certified!*

Looking for a Pearson VUE Testing Center near you? ABC Adult School Assessment Center is the best choice! Conveniently located in the City of Cerritos by the 605/91 freeways with free parking!!!

ABC Adult School has established a new Assessment Center which is approved as a Pearson VUE Testing Center and fully equipped for the Computer-Based GED test.

As a Pearson VUE Authorized Testing Center, the Assessment Center offers various standardized tests required by state regulations or as part of industry certifications. Currently, Adult School is an authorized official testing center for Adobe, Microsoft Certification, IC³ (Internet and Computer Core Certification), QuickBooks, Medical Services National Exams (Medical Assistant), GED, Evaluation Systems, CompTIA Testing, Cisco Systems, CBEST, RICA, VMware, and we have expanded our offerings to industry examinations in information technology, construction, finance, legal services, real estate, etc. The Assessment Center is also available for HiSET (for High School Equivalency tests), typing speed certification certificates, and TOEFL exams. No minors are allowed without parental/adult supervision in the Assessment Center or on any of our campuses.

ABC Adult School Assessment Center:

12254 Cuesta Drive, Cerritos, CA 90703 • (562) 229-7960.

STUDENT SERVICES

ABC Adult School offers ability and aptitude assessment screening, career guidance counseling, job placement, and student financial aid services. The school works in close association with the State of California Employment Development Department (EDD). Special support is provided for clients referred from the State Department of Rehabilitation. Please visit Career Center for more information.

SERVICES TO BUSINESS

Businesses may contract with ABC Adult School to provide customized computer training and retraining for their employees, English Language Work Place Literacy training and services in support of business operation. Please contact Career Center at (562) 2297960 Ext. 25177 for more information.

TOBACCO FREE/WEAPON FREE/DRUG FREE

The ABC Unified School District has enacted a tobacco free district and workplace environment policy. California Health and Safety Code, Section 24167, requires that all school districts receiving Tobacco Use Prevention Education Funds adopt a tobacco free policy. Current policy prohibits the use of tobacco on school property owned, leased or rented and within all school vehicles in order to provide a tobacco free environment.

WAIVER AND RELEASE AGREEMENT

As a student in the ABC Adult School, you may be photographed or filmed for campus or district displays and for other publicity and public relations purposes. Signature on the registration form or by completing your registration online indicates your agreement for these purposes and you also hereby agree to indemnify and hold harmless the ABC Unified School District, Council members of Artesia, Cerritos, and Hawaiian Gardens, its agents, officers, employees and volunteers from all harm, accidents, personal injury or property damage which may be suffered by the aforementioned individual, arising out of, or in any way connected with, participation in the class or activity. By your signature on the registration form or by clicking on the "terms and conditions" online, you verify that all information is true and also have read and agreed to the District Acceptable Use Policy, terms and conditions of the above mentioned agreement.

MISSION STATEMENT

The Mission of the ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

SCHOOLWIDE LEARNER OUTCOMES (SLOs)



Self-Directed Lifelong Learners who:

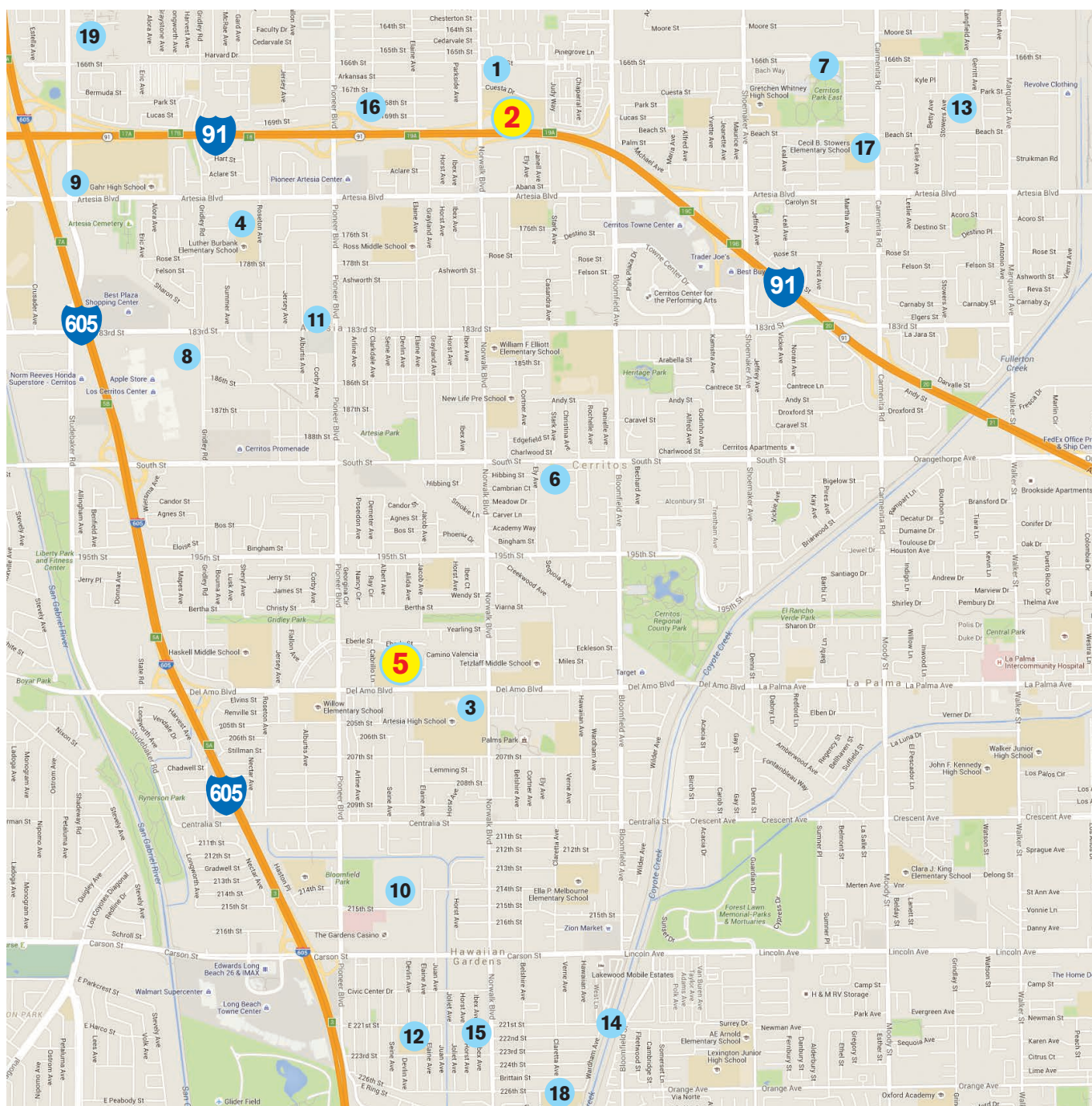
- acquire knowledge and skills appropriate to their goals in life
- set and achieve career, educational, and/or personal goals
- seek continuing career training and/or educational opportunities

Effective Communicators who:

- demonstrate appropriate language, digital literacy, computational skills and/or technical skills
- apply communication skills to professional, technical, creative, and other real-life situations
- enhance and improve their ability to understand and be understood by others

Critical Thinkers and Problem-Solvers who:

- exercise their powers of judgment, perception, and inference
- assess and fulfill their own needs by finding appropriate resources.
- apply knowledge to professional, technical, and other real-life situations



1. ABCUSD Central Offices 16700 Norwalk Blvd., Cerritos
2. **Cuesta Adult Education Center 12254 Cuesta Dr., Cerritos**
3. Artesia High School 12108 Del Amo, Lakewood
4. Burbank Elementary 17711 Roseton Ave., Artesia
5. **Cabrillo Lane Education Center 20122 Cabrillo Lane, Cerritos**
6. Cerritos Senior Center 12340 South St., Cerritos
7. Cerritos Park East 13234 166th St., Cerritos
8. Clontarf Manor 18432 Gridley Rd., Cerritos
9. Damron Parent Education Center (Damron PEC) 11111 Artesia Blvd., Cerritos
10. Fedde Community Center 11949 215th St., Hawaiian Gardens
11. Founders House of Hope 18025 Pioneer Blvd., Artesia
12. Furgeson Elementary School ... 22215 Elaine Ave., Hawaiian Gardens
13. Gonsalves Elementary 13650 Park St., Cerritos
14. Helen Rosas Center 22150 Wardham St., Hawaiian Gardens
15. Hawaiian Garden Food Bank ... 22121 Norwalk Blvd., Hawaiian Gardens
16. North Artesia Community Center 11870 169th St., Artesia
17. Stowers Elementary 13350 Beach St., Cerritos
18. Hawaiian Elementary 12350 226th St., Hawaiian Gardens
19. The Grove 11000 New Falcon Way, Cerritos

Register Online!

www.abcadultschool.edu

Registration Begins: Monday, April 29, 2024, 8 am

Classes Begin: Monday, June 3, 2024



ABC Unified School District

Board of Education

Mr. Brad Beach
Dr. Michael Ray Eugenio
Mr. Ernie Nishii
Mr. Francisco Noyola
Dr. Olga Rios
Mrs. Sophia Tse
Mrs. Soo Yoo

Dr. Gina Zietlow, Superintendent

ABC Adult School Administrators

Mrs. Nancy Amara, Principal
Mrs. Melissa Baumunk, Assistant Principal
Mrs. Kathy Evans, Assistant Principal
Mr. Sergio Gumucio, Assistant Principal
Mr. Jose Torices, Secondary School Dean



ABC Adult School Main Campuses

CUESTA CAMPUS • (562) 229-7960

12254 Cuesta Drive, Cerritos, CA 90703

Monday - Thursday 7:30 am - 4:00 pm

Friday 7:30 am - 3:30 pm

CABRILLO LANE CAMPUS • (562) 229-7965

20122 Cabrillo Lane, Cerritos, CA 90703

Monday - Thursday 8:00 am - 4:00 pm

Friday 8:00 am - 3:30 pm



ABC Adult School is accredited by the Western Association of Schools and Colleges.

ABC Adult School is accredited by the Commission of the Council on Occupational Education,
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone: 770-396-3898, Fax: 770-396-3790 www.council.org



FREE ENGLISH CLASSES - SEE PAGE 11

CLASE DE INGLÉS GRATIS - VER PÁGINA 11

무료 영어 수업 - 페이지 참조 11

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