



STUDENT ORIENTATION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

ADULT EDUCATION CENTER

2510 Lincoln Blvd. Santa Monica, CA 90405
(310) 664-6222

 www.smmusd.org/adulted



Vision & Mission

VISION

Our goal is to ensure that students have the skills to navigate and adapt to an ever-changing global society.

MISSION

By addressing students' academic, emotional, and social needs in a smaller learning environment, we provide an equitable educational system that promotes the success of all students.

Schoolwide Learner Outcomes



Students demonstrate digital literacy.



Students achieve their educational or employment goals.



Students recognize their rights, duties, and responsibilities of civic engagement and pursue community resources for themselves and their families.



Students are lifelong learners, engaged and empowered by a culturally responsive classroom to reach their individual goals.



Adult Education Pathways

1

We Welcome Everyone

No matter your current English level, how much schooling you've had, or if you're working towards a high school diploma, we have a place for you.

2

Set Your Goals with Us

When you sign up, you'll talk with a counselor to figure out what you want to achieve in your education or career.

3

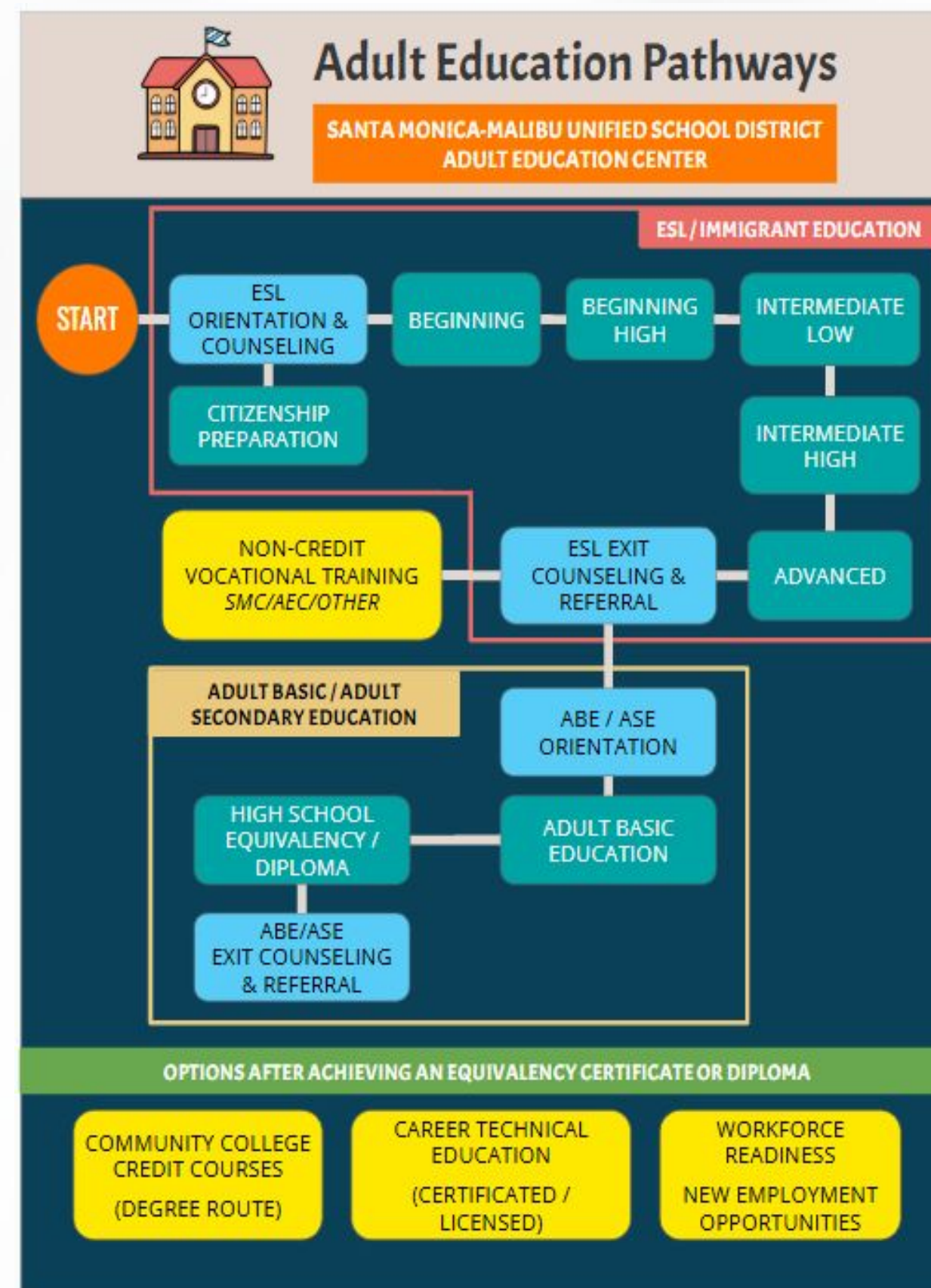
We'll Help You Stay on Track

As you learn and reach important steps, we'll check in and update your goals with you.

4

Your Opinion Matters

We'll ask for your feedback through surveys when you start, when you finish, and even after you've left the program, to help us improve.



Matriculation Process

1

BEFORE ENROLLMENT

- Schedule an appointment
- Be prepared to provide a Social Security number or tax ID at the time of registration (if applicable).



2

ENROLLMENT DAY

- Complete Enrollment Application
- Provide Social Security number or tax ID (if applicable).
- Complete two required surveys and a pretest (no cell phones allowed).

3

COUNSELING & PLACEMENT

- Meet with a counselor for class placement and class selection.
- Review of Student Orientation and Student Education Plan.

4

ONGOING

- Reschedule test if invalid (score too low/high).
- Attend class and complete assignments.
- Visit the office during break time for additional support.
- Complete follow-up surveys.
- Complete posttest after required class time.
- Meet with counselor for support as needed.

Fees & Donations



Fee-Free Education

Students enrolled in the Adult Education Center are **not required to pay any fee, deposit, or other charge** for participation in any educational activity offered by the school or district.

This policy applies directly to all programs offered under the Santa Monica-Malibu Unified School District.

Legal Protection

Consistent with the California Constitution and Hartzell v. Connell (1984) 35 Cal.3d 899.

Voluntary Support

Donations are sought and accepted for various activities and supplies, and are at times **critical to the continued success** of our classes.

Always Voluntary: No child will be denied the right to fully and meaningfully participate in any activity because they have not donated money or supplies.

Learn More

www.smmusd.org

Course Sequence

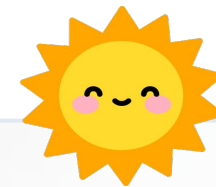
English as a Second Language (ESL)

- **Beginning** — Foundation language acquisition
- **Intermediate** — Expanding communication skills
- **Advanced** — Preparing for academic & career success



Adult Basic Education (ABE)

- **English Fundamentals**
Core reading, writing, and vocabulary building.
- **Math Fundamentals**
Essential mathematical operations and problem-solving.



Adult Secondary Education (ASE)

- **High School Diploma**
- **Equivalency Test Preparation**
Targeted study for GED or HiSET.
- **Equivalency Certificate + HS Diploma**



Santa Monica College Pathway

- **Non-Credit to Credit Transition** — Seamless academic pathways
- **Non-Credit/Credit Career Technical Education (CTE)**
- **Credit Programs** — Standard college degree and certificate tracks

Workforce Connection

JVS West Los Angeles WorkSource Center

Partnering to offer direct career services and employment pipelines.

 5446 Sepulveda Blvd., Culver City, CA 90230
 (310) 309-6000

Student Goals by Program Area



Immigrant Education

(ESL & Citizenship)

- Level Completion and/or Advancement
- Advancement to ABE/ASE classes
- Enter/Retain Employment
- Enter College/Job Training
- Achievement of U.S. Citizenship Skills
- Register to Vote
- Increased involvement in children's education, family/personal goals & community
- Advancement to CTE classes



Adult Basic Education (ABE)

- Level Completion and/or Advancement
- Advancement to ASE classes
- Enter/Retain Employment
- Enter College/Job Training
- Increased involvement in children's education, family/personal goals & community
- Advancement to CTE classes



Adult Secondary Education (ASE)

- Class and Level Completion
- GED/HiSET Certificate Attainment
- GED/HiSET Certificate + High School Diploma
- High School Diploma Attainment
- Enter / Retain Employment
- Enter College / Job Training
- Increased involvement in children's education, family/personal goals & community
- Advancement to CTE classes



Career Technical Education (CTE)

- Class Completion
- OSHA Training Passage
- CPR Training Passage
- Pre-Apprenticeship Certificate
- Enter College / Job Training
- Enter / Retain Employment
- Increased involvement in children's education, family/personal goals & community
- Advancement to CTE classes



Goals & Attendance Policy

English as a Second Language (ESL)

Goals

The Adult Education Center ESL program helps students reach the English language skills needed to join the Adult Basic Education (ABE) or Adult Secondary Education (ASE) program in 2-3 years.

To achieve this, students will complete the program's 5 ESL levels.

Placement

Students can register for the ESL program after completing an appraisal to determine the correct level of instruction and taking a pretest.

Attendance

Regular attendance is important for your success in the program.

Students who miss class for more than two consecutive weeks without contacting their instructor may be dropped from the program.



English as a Second Language Class Schedule

Level	In-Person / Site	Term	Days
Beginning	Adult Education Center	School Year	Tuesday & Thursday 6:00 pm - 9:00 pm
Beginning High	Adult Education Center	School Year	Monday & Wednesday 6:00 pm - 9:00 pm
Intermediate	Adult Education Center	School Year	Monday, Wednesday & Thursday 6:00 pm - 9:00 pm
Intermediate High	Adult Education Center	School Year	Tuesday & Thursday 6:00 pm - 9:00 pm
Advanced	Adult Education Center	School Year	Monday & Wednesday 6:00 pm - 9:00 pm
Multi-Level Low Conversation	Pico Branch - Santa Monica Public Library	School Year	Monday & Wednesday 10:30 am - 1:00 pm
Multi-Level High Conversation	Main Branch - Santa Monica Public Library	School Year	Tuesday & Thursday 10:30 am - 1:00 pm

Important Note: Regular attendance is essential for success. Students who miss class for more than two consecutive weeks without contacting their instructor may be dropped from the program.

Citizenship Preparation Class Schedule

Level	In-Person / Site	Term	Days
Citizenship Preparation	Adult Education Center	School Year	Tuesday & Thursday 6:00 pm - 8:30 pm
Citizenship Preparation	Main Branch - Santa Monica Public Library	School Year	Saturday 10:00 am - 12:30 pm

Who is it for?

Individuals who hold a Permanent Resident Card (Green Card) for at least 5 years. If you are married to a U.S. citizen, you may be eligible after 3 years.

What to expect?

Our Citizenship class equips you with the knowledge and skills you need to succeed on the Citizenship exam. You'll receive guidance from your teacher on completing your application and practicing for your interview.

How to succeed?

- Complete the Enrollment Application and Assessment: This helps us place you in the right class level.
- Meet with a Counselor: Discuss your goals and create a personalized learning plan.
- Start Attending Classes: Begin your journey towards achieving your educational goals!

Important Note: Regular attendance is essential for success. Students who miss class for more than two consecutive weeks without contacting their instructor may be dropped from the program.



Completion & Repetition Policy



English as a Second Language Completion Policy

Students complete a level of ESL after:

- Consistent attendance for one term without excessive absences (4 or more)
- Showing progress on a CASAS assessment
- Showing mastery (mid-level or end-of-level exam)



Preparation for Citizenship Completion Policy

- Successful submission of Citizenship Application
- Successful passage of Citizenship Interview
- Consistent attendance for one term without excessive absences (4 or more)
- Showing progress on a CASAS assessment



Repetition Policy

Students may repeat a level of ESL or Preparation for Citizenship, if necessary.

Teachers will determine this need based on the above assessments.

Adult Basic Education (ABE)

Level	In-Person / Site	Term	Days
English Fundamentals	Adult Education Center	School Year	Tuesday & Thursday 6:00 pm - 9:00 pm
Math Fundamentals	Adult Education Center	School Year	Monday & Wednesday 6:00 pm - 9:00 pm

Who is it for?

Adults who have advanced English language proficiency and want to improve their English reading, composition, and/or math skills.

What to expect?

One or more nights a week. Work under the guidance of a teacher to complete reading and writing exercises, and/or math assignments.

How to succeed?

- Take assessment exam, meet with Counselor to discuss level of work and goals
- Begin attending classes regularly
- Maintain high attendance; long absences may result in being removed

Important Note: Regular attendance is essential for success. Students who miss class for more than two consecutive weeks without contacting their instructor may be dropped from the program.



Adult Secondary Education (ASE)

Level	In-Person / Site	Term	Days
High School Diploma Subjects Test Prep Language Arts & Social Studies	Adult Education Center	School Year	Monday, Tuesday & Wednesday 6:00 pm - 9:00 pm
High School Diploma Math & Science Test Prep Math & Science	Adult Education Center	School Year	Monday & Wednesday 6:00 pm - 9 pm
High School Diploma Electives	Adult Education Center	School Year	Tuesday & Thursday 6:00 pm - 9:00 pm

Who is it for?

Students who would like to complete their High School Diploma or Equivalency requirements.

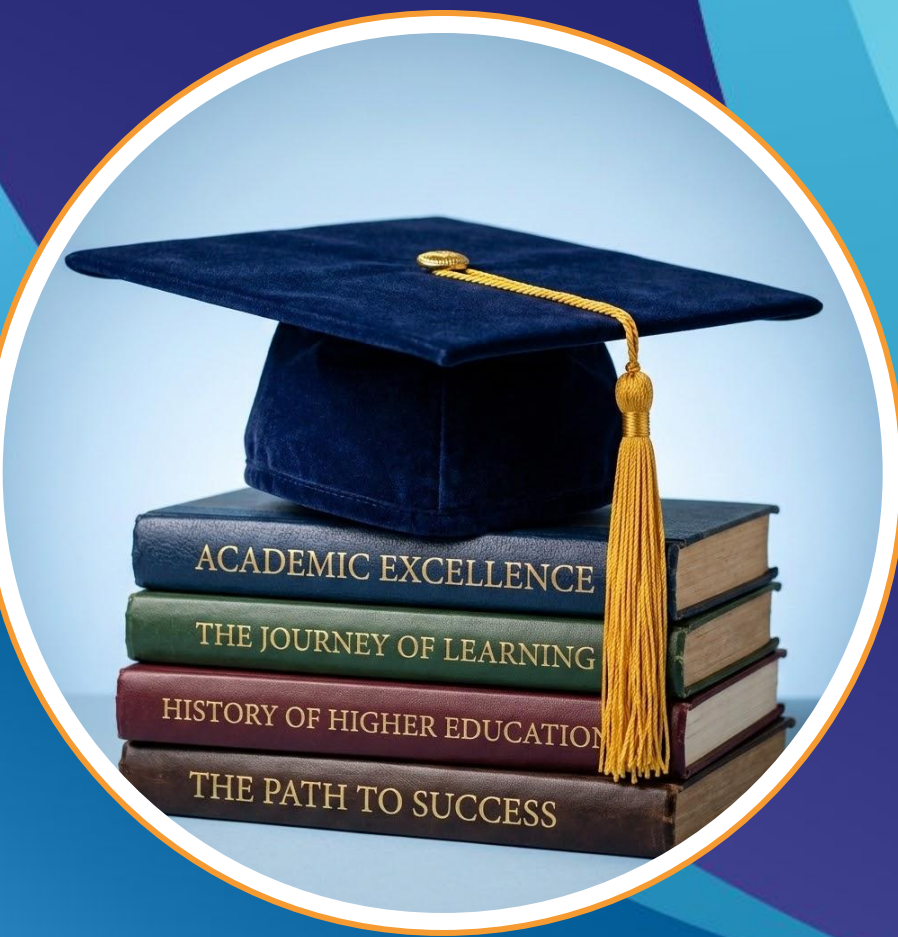
What to expect?

English, math, science, and other course content completed online, working independently under the supervision of a teacher and a counselor.

How to succeed?

- Take assessment exam & meet with a counselor
- Enroll in classes based on recommendations
- Attend classes regularly
- Consistent attendance is crucial to avoid being dropped

Resources & Testing Information: [GED Test Information](#) or [HiSET Test Information](#)



Counseling Services

Your personal success team is here!

Your counselor is your partner in achieving your educational goals. They'll help you:

1. Craft a Winning Plan

Choose the perfect courses to reach your target.

2. Set Your Sights High

Define your educational goals and map your path to success.

3. Unlock Amazing Resources

Get connected to a variety of services to support you, from college prep to health and wellness!

Counselors

Harmony Rousseau (Diploma, Test Prep, CTE)
hrousseau@smmusd.org

Gregory Dixon (ESL & Citizenship)
gdixon@smmusd.org

Appointments

(310) 664-6222

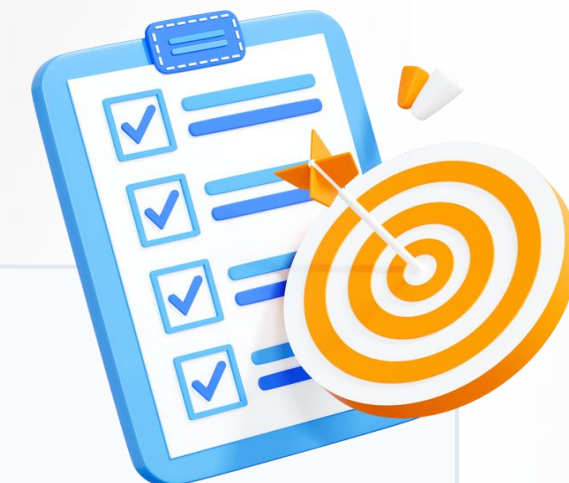
Olga Saucedo
osaucedo@smmusd.org | ext. 76203

Maria Barajas
mbarajas@smmusd.org | ext. 76205



YOUR ROADMAP TO SUCCESS

Student Education Plan



1 Chart your Course

2 Find Your Starting Point

3 Select Your Path

4 Track Your Success

5 Access Support

BUILDING YOUR FUTURE: A STEP-BY-STEP GUIDE

This plan helps you map your educational journey and achieve your goals!

- **Level Placement** We'll assess your current academic standing to find the right starting point.
- **Track Your Progress** Monitor your achievements and celebrate milestones along the way.
- **Set Attainable Goals** We'll work together to define short-term goals that pave the way for success.
- **Define Academic Goals** Chart your academic course (diploma, college prep, or specific skills).
- **Explore Career Options** Discover career paths that align with your interests and set goals.
- **Course Selection** We'll recommend the perfect adult school courses to meet your needs.
- **Find the Right Program** Explore options like Basic/Secondary Education, non-credit, or CTE.
- **Connect with Resources** Get connected with educational and community support agencies.

Let's build your future, together!

Need Help? Connect with counselors at **(310) 664-6222** or email advisors

Your Roadmap to Success:

STUDENT LEARNING EXPECTATIONS

- 1 Chart Your Course, Conquer Your Goals!
- 2 Invest, Learn, Succeed!
- 3 Engage, Grow, and Thrive!
- 4 Your Journey to Success Starts Now!

You've got this! Here's how to crush your goals this year:

Yearly Plan Refresh

Start strong by updating your student education plan. This keeps you focused and on track.

Investing in Future

Each course is roughly 70-100 hours of valuable learning that gets you closer to your dreams.

Mastering Skills

The CASAS Post Test helps you showcase your progress and celebrate achievements.

Interactive Learning

Active participation in classroom instruction and assessments is key to success.

Tech Savvy

Digital Literacy activities equip you with the skills to thrive in today's world.

Your Voice Matters

Student surveys help us improve your learning experience.

Remember, you are capable of amazing things! Let's make this year a success.





Name	Position	Email (310) 664-6222
Cynthia McGregory	Principal	cmcgregory@smmusd.org
Support Leads:		
Amy Golden	Administrative Support	agolden@smmusd.org
Deborah Siemer	WASC & WIOA Support Lead	dsiemer@smmusd.org
Tonya Cobb	Curriculum Support Lead	tcobb@smmusd.org
Patricia Hernandez	Faculty Lead	pphernandez@smmusd.org
Office Support Staff & Counselors		
Lorena Martin	Administrative Assistant	lorena.martin@smmusd.org - Ext. 76202
Olga Saucedo	Senior Office Assistant Enrollment & Assessment	osaucedo@smmusd.org - Ext. 76203
Maria Barajas	Senior Office Assistant Enrollment & Assessment	bmarajas@smmusd.org - Ext. 76205
Gregory Dixon	Counselor ESL & Citizenship	gdixon@smmusd.org
Harmony Rousseau	Counselor Adult Secondary & Adult Basic Education	hrousseau@smmusd.org

Explore a New Path at Santa Monica College!



Certificate Programs

You can jumpstart your career or continue your education with our free Noncredit Certificate Programs, designed to help you develop new skills.

These programs offer free classes and certificates with no prerequisites, making it easy to achieve your goals.



Adult Education

The Santa Monica Regional Consortium for Adult Education serves the adult learners of the region by providing diverse educational programs, from basic skills to workforce preparation.

They aim to build seamless pathways that help students achieve academic and career goals, fostering lifelong learning.



Initiatives & Enroll

Visit Noncredit Initiatives & Programs to see all available classes and enroll.

Have questions?

Just call our office at:
(310) 434-3399



Contact Advisors

Contact the Adult Education Center Counselors for more information!

Harmony Rousseau

hrousseau@smmusd.org

Gregory Dixon

gdixon@smmusd.org

