



GED Student Handbook

Bismarck Adult Learning Center
1200 College Dr
Bismarck, ND 58501
Phone: 701-323-4530
<https://alc.bismarckschools.org/>

Strong staff-to-student communication is important to help you stay on track with your goals, as well as to inform you of important updates such as school closures due to weather or other urgent information.

Be prepared to receive text messages from our Center.

For TEXT ONLY, use (701) 892-0122
To speak to our staff or to leave a voice message, please call our office number at 701-323-4530.



Like us on Facebook for important information and updates!

**Need help getting
to and from the
Adult Learning Center?**

**Ask at the front office
for information about
public transit options.**

**TRANSPORTATION
ASSISTANCE**



The ALC GED mission - Empowering learners and providing opportunities to develop the academic skills necessary to meet their educational and professional goals.

ALC Vision Statement - Provide quality instruction to English learners and GED candidates.

Frequently Asked Questions



Who is eligible for the GED?

The GED may be taken by anyone who is age 16 or older and is not currently enrolled in a high school program.

How long will it take me?

The answer to this question is different for everyone. How much knowledge did you retain from when you were in high school? How quickly do you learn new information? How much time are you willing to dedicate each week to studying? Once we have completed a TABE (Test of Adult Basic Education), we will be better able to paint a picture of how long this may take.

If I get a GED, can I be accepted into college?

YES! The GED is accepted by over 98% of colleges and universities. In fact, even Ivy League schools such as Harvard and Yale accept candidates with a GED!

Will earning my GED help me find a job?

Absolutely. More and more employers are requiring applicants to have either a high school diploma or a GED. Earning yours will ensure that you are eligible for a wide variety of better-paying jobs.

Can I join the military with a GED?

Yes, you can join the military with a GED. Each branch accepts a different percentage of individuals with a GED diploma, and you will still be required to score well on your ASVAB (Armed Services Vocational Aptitude Battery) test.

Follow-up

The BALC is interested in assisting its students in reaching their academic and professional goals during and after leaving the BALC. We will contact all students who have exited or graduated from the program to determine the progress students have made toward finding a job or enrolling in training toward their future profession.

Steps to Your GED®

You are about to begin a journey that will open new doors and opportunities for your life. Pursuing your education is an adventure and a commitment, but you are not alone—the Bismarck Adult Learning Center is here to guide you!

Congratulations on taking the first step toward a better future!

05 Final Tests

Lastly, you must complete the final GED® exams: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. You must also complete a brief written exam for United States Civics.

04 Post-Test

Before exiting the program, you may have to complete a post-test of the TABE® to identify the level of growth obtained within your journey.

03 GED Ready Practice Test

When you and your teacher decide you are ready, you will be given one or more subjects of the GED Ready®, a practice test which indicates your readiness for the GED® Final exams.

02 Individual Study Plan

Based on the results of your TABE® test, an individual study plan will be uniquely created for you so that you may begin your journey.

01 Placement Test

The Test of Adult Basic Education (TABE®) indicates your present academic levels.

Why do I have to post-test?

Post-tests are the best indication of whether you are retaining information. Periodically re-evaluating your knowledge will help you reach your education goals or determine if we need to help you find a new approach to learning.

The Bismarck Adult Learning Center is a grant-funded entity that reports to the National Reporting System. It is important that we can show our students are making measurable skills gains, and one way to do that is through routine TABE testing.

GED Classroom Hours:

Mondays	Tuesdays	Wednesdays	Thursdays
9:00 - 11:30am	9:00 - 11:30am	9:00 - 11:30am	9:00 - 11:30am
12:30 – 3:00 pm	12:30 - 3:00 pm	12:30 - 3:00 pm	12:30 - 3:00 pm
	5:30 – 7:30 pm		5:30 – 7:30 pm

Attendance Policies:

The BALC practices “flexible attendance,” which means that we will work with your personal schedule to help you find the time to study. However, students must adhere to the policies below:

- All students must put in *a minimum of 6 hours per week* of study time. This can take place in the classroom, through our online resources, homework, or a combination

Content Areas of the GED:

GED final exams are taken individually, as you become ready. Tests are administered entirely by computer

Reasoning through Language Arts	2 ½ hours
Mathematical Reasoning	1 hour 55 min
Science	1 ½ hours
Social Studies	1 hour 10 min
US Civics	½ hour



It is recommended that students earn a *GED Ready* practice test score of 150 before proceeding to their final exam.



All GED testing appointments must be scheduled a minimum of 24 hours in advance. Individuals who fail to show for an appointment will be responsible for the cost of that test.

BALC Rules & Conduct

1. **Be respectful and respect the learning environment.** At the Bismarck Adult Learning Center, we expect respectful language and attitude toward staff and students. Disrespectful behavior will not be tolerated and may result in dismissal from class. This includes, but is not limited to:
 - Excessive talking
 - Deliberate destruction of school property
 - Unauthorized use of cell phones during class
 - Misuse of computers
 - Sexual harassment of any kind toward anyone
 - Appropriate clothing
 - Inappropriate displays of affection
2. **No foul language.** We share our building with minors, who should not be subjected to swearing and foul language. Please speak respectfully.
3. **No alcohol, drugs, cigarettes, or vapes.** If you need to smoke a cigarette or vape, you must smoke in your car or on the sidewalk by the road. No possession, sale, or being under the influence of alcohol or drugs on school property.
4. **No weapons.** This building is considered Public School property. Therefore, it is illegal to bring weapons of any kind, including guns, on the premises regardless of whether you have a concealed weapons permit.
5. The Bismarck Adult Learning Center follows the Bismarck Public Schools Code of Conduct and all other policies administered by BPS.