



Adult Education Center
Confidential Student Demographic Form
PLEASE PRINT ALL INFORMATION

Official Use Only
 Campus ID# _____

Date _____ SSN _____ New Student Returning Student

Last Name _____ First Name _____ Middle Initial _____

Mailing Address _____
Street/Box City State/Zip

Contact Phone _____ Cell/Mobile Home Message Work

Alternative Phone _____ Cell/Mobile Home Message Work

Email Address: _____ If cell/mobile, may we send you text messages? Yes No

Date of Birth (Month/Day/Year) ____/____/____ Age _____ Gender: Male Female

ETHNICITY:

American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 White

LAST SCHOOL ATTENDED, CITY, STATE:

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED?
 YES NO

HIGHEST GRADE COMPLETED: _____

CURRENT EMPLOYMENT STATUS:
Please check one

Employed Full Time Employed Part-Time
 Not in Labor Force Unemployed
(Not looking for work) (Looking for work)

DISABILITY: Do you have a documented disability? YES NO
If yes, check one of the following:

Learning Disability
 Physical Disability
 Other Special Needs
OR
 Undocumented Difficulties

CHECK ALL THAT APPLY:

Limited English (ESL Students)
 Homeless
 Dislocated Worker (laid off)
 Single Parent

INCOME RANGE:

less than \$10,700
 \$10,700 - \$14,360
 \$14,361 - \$21,680
 \$21,681 - \$25,340
 \$25,341 - \$29,000
 over \$29,000

Number in your household _____

HOW DID YOU HEAR ABOUT US?

Works Program
 Workforce Solutions (Unemployment Office)
 Department of Vocational Rehab
 HEP
 Flyer at _____
 Advertisement in _____
 Billboard
 Family or Friend
 Other

ARE YOU ON PUBLIC ASSISTANCE?
 YES NO
If yes, check what type you are on:

Aid to the blind and disabled
 Food Stamps
 Old age assistance
 Refugee cash assistance
 Temporary Assistance to Needy Families (TANF)

PROGRAM PARTICIPATION:
 Do you currently belong to any of these programs?

Community Correctional Program
 Correctional Facility
 Probation
 Other living-assistance facility

I authorize the Adult Education Center to use my Social Security number or other identifying number to obtain follow-up information from Official GED Testing Centers, the Department of Labor, and other agencies or educational institutions.

Student Signature _____

Revised 06/17/09



Adult Education Center
Statement of Responsibility
for Computer Use

All users of the computer labs at UNM-Valencia Campus and other computer labs used for UNM-Valencia Campus classes are responsible for knowledge of and adherence to the following regulations:

1. Users will conduct themselves in an orderly manner that is considerate of others.
2. Computer lab facilities and resources will be used for UNM-Valencia Campus Projects ONLY.
3. Using lab computers to access chat lines and offensive material (pornography, hate literature, etc.) is strictly prohibited.
4. Users will not adjust, reconfigure, or attempt to repair hardware or software IN ANY WAY! Users will not copy, change, or destroy any copyrighted software or any other material not expressly their own. *Under The State Computer Crimes Act, a person who intentionally and without authorization accesses, alters, damages, copies or destroys any computer system or data stored within is subject to criminal prosecution on charges ranging from misdemeanor to third degree felony. Such conduct can also lead to suspension!*
5. Users MAY NOT use any software or hardware from outside the lab.
6. Users will provide their own storage materials. Any files stored on hard drives may be erased at any time by lab employees. The Student Folder is also available for temporary storage of files on the local area network. These files are deleted at the end of each semester or may be deleted at any other time. Please do not rely on the Student Folder for permanent storage.
7. If asked to leave by the lab supervisor, staff person, or in their absence, a lab aide, users will do so immediately. Complaints and other communications may be made to the ABE Manager or Coordinator after leaving the lab.
8. The lab area is restricted to adults only. The *only* exception is for children who are enrolled in a class offered by Community Education or other child-related functions supported by UNM-Valencia.
9. Viruses are commonly found on campus computers; it is the users' responsibility to check their disks for viruses.
10. Protect our equipment! FOOD and DRINKS are NOT allowed in the computer lab at any time.

Remember that our tutors are here to help you. If you have questions about using the computers or any of the software, please ask a tutor. If your questions will take more than a few minutes, please make an appointment to see a tutor.

I agree to follow the guidelines in the above Statement of Responsibility while using the computer labs at UNM-Valencia Campus and using computers belonging to UNM-Valencia Campus. I understand that if I do not follow the guidelines, I will not be able to use the computers, I may also be suspended and I may be prosecuted for any illegal activities.

Signature _____ Date _____

Witness _____ Printed _____



**Adult Education Center
Confidential Interview Form
PLEASE PRINT ALL INFORMATION**

To be completed by Interviewer at Intake

Date _____ Campus ID# _____ New Student Update Information
 Last Name _____ First Name _____ Middle Initial _____

Career Clusters (Check primary interest)

- Arts and Entertainment Business Services Communications and Information
 Energy and Environmental Technology Engineering, Construction and Manufacturing
 Health and Biosciences Hospitality and Tourism

Level of Education/Training Desired

- OJT (On the Job Training) Short-Term Training/Certificate 1 year Certificate Associate's
 Bachelor's Post-Graduate

Long-Term Goal (*What do you plan to do after you get your GED? or Why do you want to improve your English language skills? or What will you do when you finish our program?*)

Short-Term Goal (*What do you hope to accomplish during the next four weeks in our program? For example, learn fractions and/or write a good paragraph.*)

NRS GOALS IDENTIFIED

Check all that apply. These goals must be attainable within the fiscal year (July 1 – June 30).

- Enter employment (*must be currently unemployed; this box should be all w ho checked unemployed*)
 Retain employment (*should be checked for all who are employed*)
 Improve current job (*this box should be a goal for most employed*)
 Place in postsecondary education or training (*should have CASAS scores of 230+ in Math & Reading*)
 Receive Secondary Diploma or GED (*should have CASAS scores of 235+ in Math& Reading*)

Have you or a member of your family been involved in agriculture (farm work) for at least 75 days within the last 2 years?

Yes No If so, may we have the HEP program contact you? Yes No

What days and times are best for you to attend?

- Mornings Afternoons Evenings
 Mondays Tuesdays Wednesdays Thursdays Fridays Saturdays



Adult Education Center
Class Schedule
PLEASE PRINT ALL INFORMATION

Date _____ Campus ID# _____ New Student Update Information

Last Name _____ First Name _____ Middle Initial _____

CASAS Test Scores (Goal for GED students is 246+ on Reading and Math; scores of 235+ are eligible for College Transition)

Date: _____ Reading: _____ Math: _____ Listening: _____ (ESL ONLY)
 If attending class regularly, estimated next assessment the week of: _____

Class Schedule for **Current Session** Starting Date _____ and Ending Date: _____

Course/Activity	Instructor/Tutor	Days	Times	Location

Course/Activity	Instructor/Tutor	Days	Times	Location
Intro to GED				

All New Students Must Attend Intro to GED

Class Schedule for **Next Session** Starting Date _____ and Ending Date: _____
 After Attending Intro to GED

Course/Activity	Instructor/Tutor	Days	Times	Location

Tutoring as needed. Make appointments at the front desk or call 925-8900.

Services/Support needed: _____

Make a plan: _____

Accommodations: _____

Resources: _____

Tasks: _____

Interviewed by: _____ **Date:** _____

Student: _____