

Next Steps Guidelines – ESOL to ABE/GED

Student Information

- Complete the Next Steps form for ESOL students who want to take BASIC 53 or Bilingual GED classes while taking ESOL or for students that have scored above 221 on CASAS reading and listening and want to transition to ABE classes. **NOTE:** A student may take the COMPASS placement test at any time; they will then complete the college application and registration process as explained by an advisor
 - **NOTE:** The ABE/GED faculty will consider exceptions to the CASAS score requirements; a student may transition to ABE/GED with permission from the ABE/GED instructor
- In addition to the student's name and SID, please write the student's academic goal (i.e. GED, professional-technical certificate, two-year degree, transfer to a four-year university or college)

Registration Process

- Students must complete an official college application **online** prior to CASAS testing and registering for ABE/GED classes in the ABE Office (RLC 125). The MAC staff may be available to help students complete the form. A \$20 application fee and \$25 course tuition (tuition may be waived for qualified students) must be paid in the ABE Office (RLC 125) within four days of registering
- To complete the ABE/GED registration process, students will bring their Driver's License, Green Card or I-94 to RLC 125 when they take the CASAS and register for ABE/GED classes

Section A

- Note the student's ESOL writing level on the "Transitions Reading & Writing Assessment" on the space provided. The student's writing sample will be assessed by the ESOL instructor and an ABE instructor
- Check WABERS+ for student's CASAS testing history. Generally, a minimum CASAS score of 221+ in reading and listening, enrollment in ESOL Levels 5 OR 6 and the ESOL instructor's permission are required to co-enroll ABE or GED classes (**OR** by permission of the ABE/GED instructor). For Spanish-speaking students who want to take Bilingual GED Prep, a CASAS reading score of 201 is required
- Write the student's most recent CASAS reading and listening scores in the spaces provided if taken within the current academic year
 - **NOTE:** Some students may have taken BASIC 53 Math and have a CASAS pre-/post-test score in WABERS+. If the score was within the current academic year, write the score on the appropriate line
 - **NOTE:** If a student's CASAS scores drop unexpectedly below 221 but class performance and prior CASAS test scores were strong, the student may still be eligible to take ABE/GED classes. Note the typical CASAS score in "Instructor Notes" section of the form.
 - **NOTE:** A student may enter ABE without ESOL faculty approval by earning a CASAS score of 236+ in both reading and listening, or by taking the COMPASS and completing the college application and registration processes

Section B

- Your student must complete the online application to GRCC. Please check the box stating that the student has completed this step
- For more information about ABE course descriptions, see the ***ABE Course Descriptions*** (document available on the N Drive)
- Typically, the maximum number of credits that Basic students are allowed to take is 21. The student must obtain the Dean's signature in Section B of the Next Steps form to allow an exception

Section C

- If your student has not taken a CASAS reading test in the current academic year, mark an "X" on the CASAS Reading line. If your student has never taken the math appraisal/pre-test or if the score is not within the current academic year, place an "X" on the CASAS Math line. The office staff will administer both tests in RLC 125 prior to registering the student in ABE or GED.