



Steps to TCC

Adult Education Program (GED® Prep and ESOL)

Students age 16 and older seeking to pass the GED® Test to earn a high school credential or learn English (ESOL) are considered "Adult Education" students. The following steps are required to get started at Tallahassee Community College (TCC.)

➤ Step 1: Apply for Admission

- Apply for admission to TCC using our online application: <https://forms.tcc.fl.edu/Application>
- Select "Adult Basic Education, GED®, or ESOL" as the Type of Application
- After submitting the application, you will receive a confirmation page with your TCC Identification number, email address and password. Save this information because you will need the details to log into [TCC EagleNet](#) and access your TCC email. If you have lost access to your account, call the TCC Help Desk at 850-201-8545 for help.
- If you have completed the application in the past but have not taken classes in the past 12 months, you will need to reapply to TCC. You can complete a paper application and submit it to the Admissions and Records Office or complete the online application.

➤ Step 2: Take a Placement Test

GED® Students

- Take the Test of Adult Basic Education (TABE.) The TABE test measures your skills and provides a baseline to measure progress in the GED program.
 1. **LEON COUNTY:** Take the test on the TCC Main Campus. TABE tests are administered every Monday thru Friday at the [TCC Main Campus Testing Center](#). You need to arrive by 8:30 am and no appointment is necessary. There is a testing fee of \$25 for the Main Campus location only. Pay this fee by cash or check the day you take the test. Bring picture ID.
 2. **GADSDEN COUNTY:** Take the test by appointment at the TCC Gadsden Center in Quincy (850) 558-3620. At this time, there is no fee to take the TABE in Gadsden, provided you are a resident of Gadsden. Bring picture ID.
 3. **WAKULLA COUNTY:** Take the test by appointment at the TCC Wakulla Center in Crawfordville (850) 558-3525. At this time, there is no fee to take the TABE in Wakulla, provided you are a resident of Wakulla. Bring picture ID.
- If you need accommodation after hours, please call Adult Education Department directly at (850) 201-8760 to schedule. If you have already taken the TABE test within the last 12 months, please have the testing agency send the official score report to the Adult Education Office (email, mail, or hand-deliver in sealed envelope from the testing agency.)

English/ESOL Students

- Take the Comprehensive Adult Student Assessment System (CASAS.) This test measures English skills in reading and listening. There is no fee for the CASAS test. Contact the Adult Education Department directly (850) 201-8760 to schedule this test. Or, log into [TCC EagleNet](#) to register for the next CASAS testing opportunity.

➤ Step 3: Register for Class

- After taking the placement test, contact an Adult Education staff member to be registered for class (850) 201-8760.

➤ Step 4: Pay Tuition

- Pay class tuition: \$30 per semester. You must pay tuition within 14 days after being registered for class or you will be withdrawn from the program and not permitted to take classes until the tuition is paid. Tuition can be paid online through [TCC EagleNet](#) or in person at the TCC Cashier's Office, TCC Gadsden Center or TCC Wakulla Center.
- If you are experiencing homelessness or other financial hardship, you can apply for a scholarship to pay class tuition and fees. Please contact an Adult Education staff member for more information. If you are a client of a local social services organization, please contact that agency directly for assistance in paying tuition.

➤ Step 5: Minor Students (Ages 16 and 17):

Students who are 16 or 17 years old are permitted to enroll in the Adult Education Program once they submit the additional required documentation to the Adult Education Office (email, mail or hand-deliver) within 14 days of being registered for class:

- ❑ The parent or guardian must complete and submit a Parent/Guardian Consent Form.
- ❑ The student, parent, or guardian must provide an Official Withdrawal Form from the last school attended. Please contact the last school student attended to obtain the proper form.
- ❑ The student must allow their parent or guardian permission to receive records and communication from TCC on the Permission to Release Records Form (FERPA.)

Failure to provide appropriate documentation within the first 14 days of being registered for class will result in student withdrawal from the program. If you have questions about the required forms, or need assistance, please contact an Adult Education staff member at (850) 201-8760. Students 15 years old and younger are not accepted into the Adult Education program.

➤ Step 6: Complete New Student Orientation

All Adult Education Students (GED® and ESOL) must participate in TCC's Adult Education Student Orientation.

- ❑ Not every student begins Adult Education courses on the first day of each semester. Therefore, it is required that new students complete the orientation session shortly after beginning class either in-person or online. Please contact an Adult Education staff member for more information.

➤ Step 7: Receive Support Services (Optional)

Students that experience barriers to education are eligible to receive a variety of support services. See an Adult Education staff member for more information. Students with disabilities that require accommodations to fully participate in Adult Education programs must self-report at [TCC's Accessibility and Resource Center](#).

Contact Adult Education

LEON COUNTY

Adult Education Office – Main Campus

Division of Workforce Development

Tallahassee Community College

Second Floor, Building #38

444 Appleyard Drive, Tallahassee, FL 32304

Call: 850-201-8760

Text: @tccae to 81010

Email: ae@tcc.fl.edu

Website: www.TCCAdultEducation.com

GADSDEN COUNTY

TCC Gadsden Center

223 Pat Thomas Parkway

Quincy, FL 32351

Call: 850-558-3620

WAKULLA COUNTY

TCC Wakulla Center

2932 Crawfordville Highway

Crawfordville, FL 32327

Call: 850-558-3525