



Steps to TCC

Adult Education Program (GED & ESOL)

Students who are seeking to pass the GED® Test to earn their high school diploma or want to learn English (ESOL) are considered "Adult Education" students. Follow these steps to get started at TCC.

Required Steps:

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 you submit the application, you will receive a confirmation page with your TCC Identification number, email address and password. Keep this page for your records as you will need this information to log in to [TCC EagleNet](#) and access your TCC email.

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 the paper application and submit it to the Admissions and Records Office or complete the online application.

Step 2: Take a Placement Test

GED Students

- Register to take the TABE placement test on [TCC Eaglenet](#). See TABE Registration Instructions on the [Adult Education Website](#) and the [Adult Education Calendar](#) for upcoming test dates.
- Pay the \$25 testing fee before the test date. The fee can be paid online at [TCC Eaglenet](#) or in person at the [TCC Cashier's Office](#).

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, fax, mail or hand-deliver in sealed envelope from the testing agency).

English/ESOL Students

- Sign up to take the CASAS placement test. See the [Adult Education Calendar](#) for upcoming test dates.
- Call (850) 201-8760 or email ae@tcc.fl.edu to sign-up for the next CASAS test date.

Step 3: Register for Class

- After taking the appropriate placement test, go to a Registration Session to register for class. See [the Adult Education Calendar](#) for upcoming Registration Sessions and current class offerings.

Step 4: Pay Tuition

- Pay class tuition: \$30 per semester

Tuition must be paid when registered for class. The tuition can be paid online at [TCC Eaglenet](#) or in person at the [TCC Cashier's Office](#). Students that are prior foster care children and/or are TANF recipients are exempt from paying tuition in the Adult Education Program. Students that are experiencing homelessness are not exempt from the tuition fee, however there are scholarship funds available. See an Adult Education Staff member for more information.

Step 5: Submit Paperwork

All Students:

- Complete and sign the Permission to Release Records form. You may add a parent, guardian, or other individual to be able to receive your student records and communications from TCC.
- Complete the Student Intake Form. This form must be completed every semester.
- Complete the New Student Survey.
- Complete the Student Media Release Form.

Minor Students (Ages 16 and 17):

Students that are 16 or 17 years old are permitted to enroll in the Adult Education Program once they submit the required documentation to the Adult Education Office (email, fax, mail or hand-deliver):

- 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.
- The student should allow their parent or guardian permission to receive records and communication from TCC on the Permission to Release Records Form.

Failure to provide appropriate documentation within the first week of class will result in the student being academically withdrawn from the program.

Step 6: Complete New Student Orientation

All Adult Education Students (GED and ESOL) must participate in Adult Education Student Orientation.

- GED Students: Complete the mandatory online orientation in [Canvas](#). You must log in using your [TCC student email address](#) and password.
- ESOL Students: New ESOL students will participate in an orientation session on the first day of class each semester.

Optional Steps:

Apply for Scholarships

Scholarships are available to assist Adult Education students with paying for class tuition and test fees. Review information about requirements and application details on the [Adult Education Website](#).

Receive Support Services

Students that experience barriers to education can receive a variety of support services. See our Adult Education Student Support Services or Adult Education Staff for more information. Students with disabilities that require accommodations to fully participate in the Adult Education Program must self-report at the [TCC Accessibility and Resource Center](#).

Contact the Adult Education Office

Please contact us with any questions or concerns.

Call: (850) 201-8760
Fax: (850) 201-8617
Email: ae@tcc.fl.edu
Website: www.TCCAdultEducation.com

Main Adult Education Office
Division of Workforce Development
Tallahassee Community College
Second Floor | Building #38
444 Appleyard Drive | Tallahassee, FL 32304

TCC Gadsden Center
223 Pat Thomas Parkway | Quincy, FL 32351