

CONTACT US  
573-221-4430

***Career Resource Center***

***Registrar/Financial Aid Counselor***  
Comfort Trullinger

***Counseling/Guidance***  
Frank North

***Treasurer***  
Tammie Hodges

***Testing***  
Jane Zeiger

The  
**Adult Student Handbook**

You are able to view an Adult Student Handbook online at:

[www.hannibal.tec.mo.us](http://www.hannibal.tec.mo.us)

then click on "Table of Contents"



**AEL/GED CLASS LOCATION**

Hannibal Career and Technical Center  
(Hannibal Area Vo-Tech School)  
4550 McMaster's Avenue  
Room V 100  
Tuesday & Thursday  
6:00 – 9:00 pm

Hannibal Career and Technical Center  
Career Resource Center  
4550 McMasters Avenue  
Hannibal, MO 63401

Phone: 573-221-4430

Fax: 573-221-7971

[www.hannibal.tec.mo.us](http://www.hannibal.tec.mo.us)

**ENROLLMENT**

ENROLLING IN THE  
**HCTC**



## FIRST THINGS FIRST

### Application and fee:

Begin by completing the application and submitting the \$20.00 application fee. Once we have received these, we can schedule you for testing.

### Testing:

All adult students are required to take entrance examinations.

The **TABE**, and **Scholastic Level Exam (SLE)**. The TABE tests cover reading, mathematics (ratios, fractions, basic algebra, etc.) language usage.

The SLE is a problem-solving test.

Those interested in the Business Program will also need to pass a keyboarding test.

### Review:

You are welcome to review prior to your test date, at no cost, at the HCTC AEL/GED in room V-100.

## NEXT

### Testing:

You will be tested at the HCTC with other applicants on a designated Saturday morning.

### Results:

You will be contacted about your test results.

### Success:

If you have achieved acceptable scores on all of these tests, you will receive an enrollment packet.

### Retake:

You must pass the SLE.

If you fall short on a score or two in TABE, don't worry. You can remediate at the HCTC AEL/GED site at no cost to you. Keep in mind, however, you can retake these tests only one time; so make the most of your review/remediation time.

## ENROLLMENT PACKET

### Submit as you complete:

Follow the instructions on the cover sheet (your checklist) of the Enrollment Packet. Begin returning these forms to the **Career Resource Center** as they are completed. If you have questions or need help, call us at 573-221-4430

## FINALLY

Contact the Registrar for an appointment.

**ENROLLMENT**