

# How to get your GED Diploma at San Juan College

## ***To take GED classes...***

**Step 1:** If you are 16 or 17, you must first pick up a **Parental Consent Form** from the Student Success Center (Room 1611). In order to sign up for placement testing, return this form along with an **Official Withdraw Form** from the last school you attended.

**Step 2:** Make an appointment to take a **placement test**. The placement test is given twice per month. The placement test can also be completed on a computer in the Smart Lab. To make an appointment or schedule computer testing, call 566-3270.

**Step 3:** Attend an **orientation**. You will be given an appointment date for orientation at the end of your placement testing. The orientation can also be completed on a computer in the Smart Lab.

**Step 4:** Students will receive **class schedules** at orientation. Classes offered are: 1) Content level classes which begin every four weeks; 2) Multi-level classes that students can begin once they complete testing and orientation.

**Step 5:** As you progress in class, your instructor as well as posts-tests will determine your readiness for the final GED tests.

**Questions? Call the Student Success Center today at 566-3270.**

## ***To take the GED final...***

**Step 1:** If you are 16 or 17, you must first pick up a **Parental Consent Form** from the Student Success Center (Room 1611). In order to sign up for placement testing, return this form along with an **Official Withdraw Form** from the last school you attended.

**Step 2:** If you are 18 or over or have completed your Underage Permit, go to the **SJC Business Office** in the clock tower building and pay the **Examination Fee**.

**Step 3:** As soon as you have paid, bring your receipt and two forms of ID (one must be government issued photo ID) to the **SJC Testing Center** in room 7120 of the Information Technology Building.

**Step 4:** Fill out the GED paperwork in the **SJC Testing Center**. We accept applications between **8:30 AM and 3:30 PM** weekdays. This will take between 30 and 60 minutes.

**Step 5:** On the day of the exam, **SHOW UP AT LEAST 15 MINUTES EARLY** for each subject test. Exams are given in the **Testing Center** in the **Information Technology Building** (Copper Top). **BRING BOTH YOUR IDs TO THE EXAM.**

**If you have questions or need special accommodations,  
call the Testing Center at (505) 566-3329.**