High School Completion Program Student Handbook

1 on 1 Technical & Theological College
High School Completion Program Student Handbook

Main Campus:
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INTRODUCTION
Welcome to the High School Completion Program at 1 on 1 Technical & Theological College. This handbook provides comprehensive information regarding our high school division, which was created to support learners of all backgrounds in their journey toward earning a fully recognized high school diploma. Our program is designed with flexibility, academic integrity, and workforce-readiness in mind.

MISSION STATEMENT
The mission of our High School Completion Program is to provide a second-chance opportunity for youth and adult learners to complete their high school education and unlock new pathways to higher education, vocational training, and employment. We are committed to academic excellence, equity, career readiness, and holistic support.

ACCREDITATION & LICENSURE
1 on 1 Technical & Theological College is licensed by the Alabama Community College System’s Private School Licensure Division. The High School Completion Program operates under this license. Accreditation for the high school division is currently in progress. Once received, it will ensure our graduates meet credit standards recognized for transfer and college admissions.

PROGRAM GOALS
- Provide flexible, asynchronous online learning for diploma seekers
- Prepare students for academic achievement and career success
- Offer career exploration and foundational job skills
- Serve as a bridge to college or employment

ADMISSION REQUIREMENTS
- Applicants must be at least 16 years of age (under 18 requires parent/guardian consent)
- Must provide proof of completing 8th grade or equivalent
- Must submit government-issued ID or student verification
- Must have access to an internet-connected device
- Previous high school transcripts are required for transfer evaluation (if applicable)

PROGRAM STRUCTURE
The High School Completion Program is fully online and self-paced. Students are expected to complete assignments weekly and interact with advisors regularly.

Courses are delivered through our Learning Management System (LMS). Students will receive:
- Login credentials upon enrollment
- Orientation course within the first week
- Access to textbooks (digital or print, depending on course)

GRADUATION REQUIREMENTS
To earn a diploma, students must complete a minimum of 24 total credits, broken down as follows:

Core Subjects (14 credits)
- English (4 credits)
- Math (4 credits)
- Science (3 credits)
- Social Studies (3 credits)

Required Electives (4 credits)
- Career Readiness or Job Skills (1 credit)
- Health/Physical Education (1 credit)
- Personal Finance or Economics (1 credit)
- Technology Applications (1 credit)

General Electives (6 credits)
- Students may choose courses from career tracks, general enrichment, or remedial support

Students may transfer a maximum of 16 eligible credits from other high schools or programs, pending review.

CAREER PATHWAY ELECTIVES
Students may pursue one of the following career-aligned pathways:

1. Healthcare Pathway
- Intro to Health Careers
- Medical Terminology

2. Business and Entrepreneurship Pathway
- Intro to Small Business
- Career Success Strategies

3. Information Technology Pathway
- Digital Literacy
- Introduction to Cybersecurity

4. Theological Foundations (Optional)
- Introduction to Theological Studies
- Bible Literacy (non-denominational)

Students completing career pathway electives may qualify for advanced standing in a matching diploma or associate degree program at 1 on 1 Technical & Theological College.

TUITION & PAYMENT OPTIONS
Total Tuition: $599
Application Fee: $50 (non-refundable)
Technology & LMS Fee: $99 (included in total tuition)

Payment Plans:
- Weekly (e.g., $50/week x 12 weeks)
- Biweekly (e.g., $100 every two weeks)

We accept Afterpay, Klarna, and debit/credit cards. Students may apply for institutional scholarships during enrollment.

ACADEMIC POLICIES
Grading Scale:
- A: 90–100
- B: 80–89
- C: 70–79
- D: 60–69
- F: Below 60

Progress Expectations:
Students must complete at least 1 course every 30 days. Students inactive for more than 21 days without communication will be placed on academic warning.

Make-up & Extensions:
Students may request extensions for emergencies. Excessive late work may lead to academic probation.

Retake Policy:
Students failing a course may retake it once without additional charge. A second failure requires a $75 re-enrollment fee for that course.

CODE OF CONDUCT
All students must:
- Treat faculty, staff, and peers with respect
- Submit original work; plagiarism will result in disciplinary action
- Attend all scheduled meetings with advisors (virtual or phone)
- Abide by all academic deadlines and communication protocols

Behavioral violations (e.g., threats, bullying, harassment) will result in investigation and possible dismissal.

TECHNOLOGY REQUIREMENTS
- Desktop, laptop, tablet, or Chromebook with internet
- Email access (required for student notifications)
- Google Docs or Microsoft Word for assignments

Tech support is available Monday–Friday via help@1on1technicalcollege.com.

STUDENT SUPPORT SERVICES
- Orientation: All students begin with a mandatory orientation module
- Academic Advising: Monthly check-ins by assigned advisor
- Tutoring: Available for Math, English, and test preparation
- College/Career Counseling: Transition planning available after graduation

GRADUATION PROCESS
Students who meet all requirements:
- Must submit a Graduation Application
- Will receive a printed diploma and official transcript
- Are eligible to participate in our July or December in-person graduation ceremony

Cap and Gown Fee: $75 (optional if attending ceremony)
Graduation Kit: Includes diploma cover, cords, and t-shirt

RECORDS & TRANSCRIPTS
Official transcripts are available for $10 per copy. Processing time is 5–7 business days. Duplicate diplomas are $25.

All student records are kept confidential and protected in compliance with FERPA.

CONTACT INFORMATION
Student Help & Advising:
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Welcome to a new beginning. We are proud to walk this journey with you toward your high school diploma and beyond!