San Juan School for Adults
Where Learning Never Ends...

Choose Your Pathway to Success

Academics

Career Technical Education

Community Education

SPRING 2020
Catalog of Classes
www.sanjuan.edu/sunrisetc
Principal's Message
Welcome to San Juan Adult Education, where learning never ends...
That is more than just a motto to us. It is why we are here: To help you along your lifelong learning path. In fact, we've been helping adult students learn and grow for more than 60 years. Since opening our doors in 1957, our accredited high school completion program has helped more than 9,000 adult students earn their high school diplomas! In addition, we've awarded more than 3,100 GED certificates.

For generations, our ESL program has welcomed and taught newcomers not only English, but also critical life and work skills to prepare them for citizenship, college, and careers here in the United States.

Speaking of careers, we also offer career and technical training programs. Our wonderful instructors support and encourage their students along their life and career pathways.

And if you are ready to relax and learn something fun or pursue a new or lifelong curiosity, we have a mix of Community Education classes: Art, guitar, community band, smartphones and computers, Photoshop, bicycle repair, genealogy, and even ukulele.

Whether you are looking toward college or technical school, a new career, or personal growth and a new hobby, San Juan Adult Ed has a learning pathway for you.

I look forward to seeing you on campus!

Lynn Bartlett

San Juan Unified
School District
3738 Walnut Ave.
Carmichael, CA 95608

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The members and partners in Capital Adult Education Regional Consortium (CAERC) are working together to build, expand, and align adult education offerings and pathways and increase student support services throughout the region.
Check out CAERC’s online tool to find available adult ed programs throughout the region and chart your personalized path to success at www.capitaladulted.org

For more information or to register in person, visit one of our campuses:
Sunrise Tech Center
7322 Sunrise Blvd.
Citrus Heights, CA 95610
Telephone: 916-971-7854
Front Office Hours
Monday 9:30am - 4:00pm
Tuesday - Thursday 9:00am - 6:00pm
Friday 9:00am - 4:00pm
Creekside Adult Center
2641 Kent Dr
Sacramento, CA 95821
Telephone: 916-879-8313
Front Office Hours
Monday, Wednesday 8:30am - 2:00pm
Tuesday, Thursday, Friday 8:30am - 4:00pm

Registration information
• Registration is required for all classes.
• Register online or in person for most Career Technical Education and all Community-based Education classes.
• GED and ESL classes require in-person, on-site registration.
• High School Diploma and Independent Study require meeting with our counselor.
• Early registration is recommended as some classes fill quickly.
• Registration is on a first-come, first-served basis until classes are full.
• Classes that don’t meet the minimum enrollment or that have low attendance may be cancelled.
• Any applicable fees will be refunded.

Who may attend?
San Juan Unified School District Adult Education classes are open to all adults age 18 and above and are designed to meet the needs of adults.

Online registration at http://bit.ly/SJARegister or by scanning this QR code with your smartphone.
Community Partners

San Juan Adult Education works with several partners to help you succeed along your learning pathway.

The following partners provide classroom space in their facilities to make our ESL classes more accessible to our immigrant students:

- **Sacramento Public Library (Arcade Branch)**
- **Fulton and El Camino Rec and Park District**
- **General Davie Jr. Primary Center**

The following partners provide services and financial assistance to qualified students in our Career and Technical Education classes. These include:

- **International Rescue Committee (IRC)**
  - Refugee/asylee employment assistance services
  - Health and safety services
  - Community garden at Creekside Adult Center
  - Nutrition workshops
  - Pop-up market

- **Folsom Cordova Community Partnership**
  - Resume building
  - Interviewing skills
  - Subsidized employment
  - Refugee/asylee employment assistance services
  - Typing test certification

- **Sacramento Employment and Training Agency (SETA)**
  - Career coaching
  - Job skills

The following partner provides Co-Parenting classes at our Creekside Adult Center campus:

- **San Juan Unified School District Family and Community Engagement Department (FACE)**
  - Six-week parenting skills class for families raising children in more than one home.
  - Sessions start in January and April.
  - For more information or to register, visit www.sanjuan.edu/familyed, or call FACE at 916-971-7929.

Pathways to Lifelong Learning

Where will your learning pathway take you?
Looking forward to college and a career? From High School Completion and GED Preparation, to English as a Second Language (ESL) and writing and math boot camps, we can help you build the academic program that will help you get where you want to go. Check out all our Academic programs starting on Page 6.

Ready to jump ahead to your new career? Check out our Career Technical Education (CTE) pathways starting on Page 8. We offer career pathways in Healthcare, Office Business and Finance, Child Development, and apprenticeship partner programs.

Or maybe you want to learn a new skill or hobby such as art, music, and cool personal computing and technology. Check out our amazing Community Education programs starting on Page 14.

For more information, check out our website by scanning the QR code or visiting https://www.sanjuan.edu/sunrisetc.
San Juan Adult Ed offers a variety of free ESL classes designed to help students achieve their life, education, and career goals in the United States.

**English as a Second Language**

Literacy, beginning, intermediate, and advanced ESL classes are offered on a continuous open-enrollment basis. With a focus on English for work, home, school, and the community, these classes help develop and improve skills in listening, speaking, reading, and writing.

**Basic Computers Skills**

In the Basic Computer Skills class, students will learn essential computer skills including accessing and using Gmail and other Google apps (Docs, Slides, etc.), and safely using web browsers and search engines. Additionally, students can practice keyboarding, writing simple emails, and preparing a resume.

**Communication Skills**

The Communications Skills classes (low and high levels) help students develop their conversational skills and increase their fluency in spoken English. Students will learn to use appropriate vocabulary to communicate clearly and practice pronunciation, sound discrimination, stress, and intonation.

**ESL Class Locations**

ESL classes are offered at the following six locations, however, not all classes are offered at all locations.

- Sunrise Tech Center
- Creekside Adult Center*
- Arcade Public Library (Community Room)*
- Fulton and El Camino Rec and Park District (Board Room)
- Encina High School (Room SN #1)
- General Davie Jr. Primary Center*

*As a service to parents in class, short-term childcare is offered on a space-available basis for enrolled students during morning and afternoon sessions at Creekside Adult Center, General Davie, and Arcade Library locations.

**Reading, Critical Thinking, and Writing**

Reading and Critical Thinking classes (low and high levels) help students improve their reading and comprehension skills as they learn reading strategies, critically analyze text, and increase reading fluency and speed. Reading/Writing for College and Career helps advanced ESL students study, compare, and analyze different readings using critical thinking skills. Students learn new vocabulary, practice writing drafts and final essays, read extensively outside of class, and study grammar for writing.

**Become a United States Citizen**

The Citizenship Preparation class prepares students for the US Citizenship and Immigration Services (USCIS) oral interview as they study to improve their English reading, writing, listening, and speaking skills.

ESL Students must register in person and take a placement test. Registration sessions are held multiple times each month. For registrations times, locations, and procedures, scan the QR code on this page or visit our web site at https://www.sanjuan.edu/domain/889.
Get Started with Google

Google Suite is a powerful set of productivity apps used by businesses and schools. Get to know Google Drive, Sheets, Slides, Forms, and Calendar. Learn how to collaborate with others and how to organize your work in Google Drive. Students will create their own Google account and explore online possibilities.

Prerequisite: None.

Instructor: McElhinney
Campus: Sunrise Tech Center
Tuition: $100
Instruction hours: 24 hours/8 classes
Day Time Dates
T/Th 12:30pm - 3:30pm 1/7 - 1/30

Computer and Work Skills 1

Microsoft Windows is the gold standard for business computers. Get to know the new Windows 10 Start menu and start building skills for a new office career. Microsoft Outlook Online, Word Online, and OneDrive will be introduced.

Prerequisite: None.

Instructor: McElhinney
Campus: Sunrise Tech Center
Tuition: $150 (textbook and flash drive included [a $55 value])
Instruction hours: 24 hours/8 classes
Day Time Dates
T/Th 9:00am - 12:00pm 1/7 - 1/30

Computer and Work Skills 2

This project-based, business-oriented class builds on the skills introduced in Computer and Work Skills 1 and prepares students to enter the Office Assistant Certificate program for a new office career. Students must attend and complete both courses to continue in the Office Assistant Certificate program.

Prerequisite: Computer and Work Skills 1.

Instructor: McElhinney
Campus: Sunrise Tech Center
Tuition: $150 (textbook and flash drive included [a $55 value])
Instruction hours: 28 hours/8 classes
Day Time Dates
T/Th 12:30pm - 3:30pm 3/10 - 4/2

Office Assistant Certificate Program

The Office Assistant Certificate program’s step-by-step classes equip students to work in a wide variety of office careers. The hard-earned Certificate shows potential employers that the student has demonstrated a proficiency in Windows, Word (including typing at 40 wpm), and Excel. These classes provide the necessary training for essential skills required for office assistant responsibilities.

Students may enroll in classes individually and earn an individual class/skill certificate, or they may register for a series of courses to earn an Office Assistant Certificate.

The Office Assistant Certificate requires the following:

- Computer and Works Skills 1 and 2 (or test in through teacher skill assessment)
- Office 2019: Building a Foundation
- Word 2019: Comprehensive (including 40 net wpm keyboarding/data entry [built into Office and Word classes])
- Excel 2019: Comprehensive
- QuickBooks 2019: Comprehensive

To learn more about the Office Assistant program, call the office at 916-971-7654 for more information. Scan the QR code on this page for additional information or visit our web site at https://www.sanjuan.edu/domain/890.

QuickBooks Comprehensive

In this very practical, hands-on class, students will learn how to create a bookkeeping system, develop customer and vendor information, and control inventories.

Prerequisite: Computer and Work Skills 1 and 1, or test in through teacher skill assessment.

Instructor: Belt
Campus: Sunrise Tech Center
Tuition: $250 (textbook and flash drive included [a $145 value])
Instruction hours: 35 hours/14 classes
Day Time Dates
T/Th 6:00pm - 8:30pm 2/4 - 3/26

Office 2019: Building a Foundation

Introduction to Word, Excel, and PowerPoint.

Prerequisite: Computer and Work Skills 1 and 2, or test in through teacher skill assessment.

Instructor: McElhinney
Campus: Sunrise Tech Center
Tuition: $195 (textbook and flash drive included [a $145 value])
Instruction hours: 24 hours/8 classes
Day Time Dates
T/Th 9:00am - 12:00pm 3/10 - 4/2

Excel 2019: Comprehensive

Learn all about Excel in this hands-on class designed for the beginner to the intermediate student.

Prerequisite: Computer and Work Skills 1 and 2, or test in through teacher skill assessment.

Instructor: McElhinney
Campus: Sunrise Tech Center
Tuition: $185 (textbook and flash drive included [a $145 value])
Instruction hours: 24 hours/8 classes
Day Time Dates
T/Th 12:30pm - 3:30pm 3/10 - 4/2
Clinical Medical Assistant (Externship included)

In this full-day, fast-paced, comprehensive certificate program, students can learn medical terminology and receive industry-standard clinical/back office training in just one semester.

The CMA program includes two concurrent segments:

- *Medical Terminology: See description on page 11. In addition, this segment also includes medical office computer training. *Students successfully completing this segment are eligible for community college credits through American River College.

- Clinical: Students learn CMA clinical skills, including how to interview patients, position patients for all medical exams, take adult/infant vitals, give injections, perform a venipuncture, read an EKG/ECG, and more. Students practice their clinical skills on each other. This segment also includes CPR certification through the American Heart Association (mandatory; additional fees apply).

Upon successful completion of both segments, students will earn a Certificate of Completion, qualify to take the national or state CMA licensing exam (additional fees apply), and may be recommended for an externship with a local partner health care provider. To receive a recommendation for a 160-hour externship with a local health care provider, students must achieve the following in the CMA program:

- Attendance of 90% of course hours (both segments)
- Grade average of 90%
- Completion of ALL (100%) of course skills/assignments
- Mastery level competency and comprehension of the learned skills.

**Prerequisites:**

- Proof of high school diploma (in English) or GED®
- Written proof of a current TB test within 2 weeks of class start date.
- Scrubs (within 2 weeks of class start).
- To be assessed during orientation:
  - English fluency as determined by a CASAS reading score of 230 or better. (Students scoring below the required level will be referred to ESL Healthcare Communications and Work Skills class.)
  - Basic computer skills including the ability to create, save, and email a document. No minimum typing speed of 25 wpm.

**Instruction hours:**

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<thead>
<tr>
<th>Instructor</th>
<th>Campus</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whittemore</td>
<td>Sunrise Tech Center</td>
<td>$2,500 (includes textbooks) Additional $50 for mandatory in-class CPR certification</td>
</tr>
</tbody>
</table>

**Instruction hours:** 339 hours/62 classes

**Day Time Dates**

- MTWTh 9:00am - 3:30pm 1/21 - 5/21

**Note:** This class is included in the CMA program. It is a prerequisite or co-enrollment requirement for the Medical Coding class.

**Medical Coding**

Receive industry standard medical coding instruction designed to prepare the student for an outpatient (physician-based) national exam for national certification. Certification is required by most major medical groups.

**Prerequisite:** Medical Terminology (co-enrollment accepted)

**Instruction hours:** 99 hours/33 classes

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<thead>
<tr>
<th>Instructor</th>
<th>Campus</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>House</td>
<td>Sunrise Tech Center</td>
<td>$500 (does not include textbooks, supplies, and other fees for certification)</td>
</tr>
</tbody>
</table>

**Day Time Dates**

- T/Th 5:30pm - 8:30pm 1/14 - 5/19

**Note:** This class is included in the CMA program.

**Students interested in the Clinical Medical Assistant program must attend an orientation/assessment session prior to the start of class. Orientation/Assessment sessions for the Spring 2020 semester will be held at Sunrise Tech Center at the following times:**

- Dec 9, 2019, 1:00pm
- Jan 6, 2020, 1:00pm

**Please allow 2 hours for the orientation and assessment.”
Child Development Career Pathways

Childcare Careers
Childcare is a fun and rewarding career that requires knowledge of child development, health, nutrition, and safety, as well as strong verbal and written communications skills. The Creekside Adult Center is opening a new Child Development Career Pathway for ESL students. The Child Development Career Pathway is still under development. Initial class offerings will likely include Work Skills in Child Development and Careers in Child Development. We anticipate classes opening in the Spring. Check our website in December.

SJUSD Instructional Assistant Preparation
Working as an instructional assistant (IA) for San Juan Unified School District can be fun and rewarding, but the qualification test can be challenging. The IA Prep class helps students who have taken the test at least once but did not pass. Students may bring a copy of their most recent test results and meet with an instructor to develop an individualized study plan to prepare for the next test.

Instructors: Petersen
Campus: Creekside Adult Center
Tuition: N/A
Instruction hours: As needed
Day: MTWTh
Time: 9:00am - 12:00pm
Dates: Open
MTWTh
12:30pm - 3:30pm
Open

To learn more about the Child Development Careers pathway, come take a tour and observe part of a class. Call the office at 916-979-8313 for more information. Scan the QR code on this page for additional information or visit our website at https://www.sanjuan.edu/domain/890.

Apprenticeships
SJUSD adult education partners with local apprentice programs to provide apprenticeship training for students wishing to become fire fighters and roofers. The approved apprentice training programs meet the requirements of the Division of Apprentice Standards (DAS). All apprentices must be registered through DAS to be adult education students.

Fire Fighters: CFFJAC
Apprenticeship through the California Fire Fighters Joint Apprenticeship Committee. Further details can be found online at www.cffjac.org or by calling 916-648-1717.

Roofers: VRW-JAC
Apprenticeship through the Valley Roofers and Waterproofers Joint Apprenticeship Committee. Additional information can be found online at http://sacramentobuilds.com/rooferwaterproofer-apprenticeship-program.

Music & Genealogy

Guitar
Have fun with music and meet interesting people while learning to play the guitar in this relaxed atmosphere. Class content is based on the interests of the students, making each class new and different. Learn the basics to the advanced depending on your level and interest: simple chords, finger picking, use of the pick, strumming patterns, blues, and guitar tab, all while learning and singing songs. Continuing students are welcome. (Please, no-12 string or electric guitars).

Instructor: Spivack
Campus: Creekside Adult Center
Tuition: $40
Instruction hours: 7.5 hours/5 classes
Day: MTWTh
Time: 12:15pm - 1:45pm
Dates: 1/23 - 2/27

Instructor: Spivack
Campus: Sunrise Tech Center
Tuition: $40
Instruction hours: 7.5 hours/5 classes
Day: W
Time: 12:15pm - 1:45pm
Dates: 1/22 - 2/26

Ukulele
Have fun and meet people all while learning a new and easy instrument: The ukulele. This 5-week adult group class covers simple chords, strums, songs, and tuning. Beginners, returning students, and guitarists are welcome (the uke and guitar share many similarities; and the uke is an inexpensive, convenient, and compact travel companion). You will need a soprano, concert, or tenor uke. No baritones, please.

Instructor: Spivack
Campus: Creekside Adult Center
Tuition: $40
Instruction hours: 7.5 hours/5 classes
Day: MTWTh
Time: 9:00am - 12:00pm
Dates: Open
MTWTh
12:30pm - 3:30pm
Open

Genealogy 1 & 2
Learn different sources of research and strategies for filling in and extending your family tree. Discover ways to use information to help you solve all of your genealogical questions and discover your family past in very exciting ways. Beginning Level 1 will get you started learning the basics and intermediate Level 2 will expand on the basics learned in Level 1.

Instructor: Dugan
Campus: Rio Americano High School
Tuition: $110
Day: M
Time: 6:30pm - 9:30pm
Dates: 8/19/19 - 5/18/20

Bicycle Repair
1312

Something Different

Concert Band
Guitar
Ukulele
Genealogy
Bicycle Repair
**Community Education**

### Drawing

Develop or expand your drawing skills in these fun classes. Perfect for beginners and the more experienced artist.

**Part 1:** Learn to draw old world buildings with graphite pencils.
**Part 2:** Explore ways to use, layer, and blend colored pencils to complete vibrant drawings.
**Part 3:** Create ocean waves and seascapes with watercolor pencils and colored pencils.

**Instructor:** Morrison  
**Campus:** Creekside Adult Center  
**Tuition:** $50 per session  
**Instruction hours:** 12.5 hours/5-week session

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### Beginning Watercolor

This series of classes is for the beginner or those needing a refresher course. Students can begin in any session.

**Prerequisite:** None.
**Part 1:** Learn how to paint skies, trees, and mountains and put them together in a landscape.  
**Part 2:** Ocean waves crashing on the beach will be the topic in this class.  
**Part 3:** Floral paintings come to life with the addition of water droplets.

**Instructor:** Morrison  
**Campus:** Creekside Adult Center  
**Tuition:** $50 per part  
**Instruction hours:** 12.5 hours/5-week session

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### Intermediate Watercolor

Learn a new technique or style in each class and then incorporate those skills into your own painting.

**Prerequisite:** Must have prior watercolor painting experience.
**Part 1:** Improve your skills by focusing on new ways to paint with watercolors.  
**Part 2:** Further develop your own personal style through learning different techniques.  
**Part 3:** Use watercolor crystals (Brusho) in new ways to create fun paintings.

**Instructor:** Morrison  
**Campus:** Sunrise Tech Center  
**Tuition:** $50 per session  
**Instruction hours:** 12 hours/6-week session

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### Intermediate Acrylics

Learn a new style or technique in each class and then incorporate that knowledge into your own painting.

**Prerequisite:** Must have prior acrylic painting experience.
**Part 1:** Improve your skills by focusing on new ways to paint with acrylics.  
**Part 2:** Further develop your personal style as you learn different techniques.  
**Part 3:** Try something unusual and fun as we “unleash” with paint.

**Instructor:** Morrison  
**Campus:** Sunrise Tech Center  
**Tuition:** $60 per session  
**Instruction hours:** 16.5 hours/6-week session

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### Art Supplies

All art students in all classes are responsible for bringing their own art supplies to class. Class supply lists are available online (scan the QR code on this page or visit our web site at https://www.sanjuan.edu/domain/6046) or may be picked up in the school office when you register.

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**Music**

- Concert Band  
- Guitar  
- Ukulele

**Art**

- Drawing  
- Watercolors  
- Acrylics

**Personal Computing & Technology**

- Personal Computing  
- Using Your Samsung, HTC or LG Smartphone  
- Using a Digital Camera - Phone or SLR  
- Photoshop Elements 2018

**Something Different**

- Genealogy  
- Bicycle Repair
Personal Computing, Technology and Bicycle Repairs

Bicycle Repair Class
Learn bicycle maintenance and repair in a fully equipped hands-on environment from an instructor with over a decade in bicycle repair. Using your own bike, the course will cover work-space setup, tools and lubrication, brake and derailleur adjustment, wheel truing, and bearing service and adjustment. Materials will be purchased by student after the first week of class. Bring your bike for the first session.

Instructor: MacPherson
Campus: Will Rogers Middle School
Room 1
Tuition: $40
Instruction hours: 10 hours/5 classes
Day Time Dates
W 6:00pm - 8:00pm 1/8 - 2/5
W 6:00pm - 8:00pm 2/12 - 3/18

How to Use a Digital Camera (SLR and Point & Shoot)
Tired of not knowing how to use your digital camera? Learn the basics of digital photography: camera menus, shooting modes, flash, stopping action, avoiding blurry photos, using the LCD screen, photo-sizing, as well as what all those icons do on your camera. We’ll discuss useful hints for taking gorgeous photos. Digital camera not required and no experience necessary.

Instructor: Salisbury
Campus: Sunrise Tech Center
Tuition: $35
Instruction hours: 7.5 hours/3 classes
Day Time Dates
M 1:00pm - 3:30pm 2/10 - 3/2

Basic Skills for SLR Camera Owners
Master the key features of your SLR camera and move beyond automatic to the creative modes of shutter priority, aperture priority, program and manual. Also, ISO, white balance, and bracketing will be discussed. Learn about aperture and f/ stops and see how it impacts your picture’s depth of field. Micro four thirds (mirrorless) cameras are welcome. Handouts will be provided. No experience necessary.

Instructor: Salisbury
Campus: Sunrise Tech Center
Tuition: $35
Instruction hours: 7.5 hours/3 classes
Day Time Dates
M 1:00pm - 3:30pm 4/13 - 5/11

How to Use Your Samsung, Motorola, HTC & LG Smartphone
This course offers hands-on instruction on how to setup and use your phone on a day-to-day basis. We will cover the Android app store and synchronizing your calendar, contacts, and emails seamlessly to your windows computer. Settings and notifications are also covered, as well as deleting apps and organizing your home screen. Time will be spent on learning how to use the high-quality camera on your phone. Find out what you can do besides make a phone call! No experience necessary.

Instructor: McElhinney
Campus: Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 12 hours/4 classes
Part Day Time Dates
1 Tu/Th 12:30pm - 3:30pm 2/4 - 2/13
2 Tu/Th 12:30pm - 3:30pm 3/10 - 3/19

Photoshop Elements – Level I
The #1 selling consumer photo editing software. Learn how to make your photos look fantastic by doing hands-on projects. Master working on photos by retouching and repairing them, correcting colors, making collages, adding new backgrounds, using healing brush, re-sizing, images and layer basics. Handouts will be provided.

Prerequisite: Basic computer knowledge recommended.

Instructor: Salisbury
Campus: Sunrise Tech Center
Tuition: $60
Instruction hours: 12.5 hours/5 classes
Day Time Dates
M 1:00pm - 3:30pm 4/13 - 5/11

Personal Computing & Technology

Music
- Concert Band
- Guitar
- Ukulele

Art
- Drawing
- Watercolors
- Acrylics

Personal Computing
- Using Your Samsung, HTC or LG Smartphone
- Using a Digital Camera - Phone or SLR
- Photoshop Elements 2018

Something Different
- Genealogy
- Bicycle Repair
General Information

Registration and Attendance
Registration is required for all classes. Early registration is recommended as some classes fill quickly. Registration is on a first-come, first served basis until classes are full.

• You can register online (http://bit.ly/SJADRegister) or in person for most Career Technical Education and all Community Education classes.
• Academic and ESL classes require in-person on-site registration.
• High School Diploma and Independent Study require meeting with our counselor.

Classes that don’t meet the minimum enrollment or that have low attendance may be cancelled. The District reserves the right to discontinue, shorten, postpone, or combine classes, and/or change instructors. Classes may be discontinued on or before the first scheduled meeting if fewer than the required minimum number of students are enrolled. Checks will be held until classes meet minimum enrollment.

Attendance is required to remain enrolled in classes. Students in academic classes will be dropped after 2 weeks of unexcused absences.

Funding and Tuition
Community Education classes are offered to meet the needs and interests of adult learners and are entirely supported by tuition and receive no state funding. Tuition is nominal for learners and are entirely supported by tuition offered to meet the needs and interests of adult learners throughout the school year.

Registration is typically open on or before the first scheduled meeting if fewer than the required minimum number of students are enrolled. Checks will be held until classes meet minimum enrollment.

Tuition is subject to change. Class tuition is based on costs to offer the program. Tuition must be paid at the time of registration. Books and supplies are additional, unless otherwise indicated. A $25 fee will be charged for all checks returned due to insufficient funds.

• Tuition does not include books unless specified.
• Tuition does not include state exam or licensing fees.
• We do not sell books. Unless noted in course information, students are required to purchase books through an online or local vendor of their choice.
• Some students may need more time to complete all courses.
• Tuition must be paid in full at time of registration.
• No refunds are available unless your class is cancelled.
• Classes will be cancelled one week prior to start date if classes do not meet a minimum enrollment.
• We are on the SETA ETPL/LTPL provider list. Some students may qualify for financial aid or assistance through SETA or another funding agency. You are encouraged to visit a local One Stop agency to seek financial assistance or to see if you qualify.

GED® test registration and payment is exclusively through GED® Testing Service at www.ged.com.

Since 1957, San Juan Adult Education has helped over 9,010 students earn a high school diploma.

Since 2002, San Juan Adult Education has awarded over 3,130 GED® certificates.

Refunds for classes will ONLY be given if the class is cancelled by the District. If a class is cancelled due to insufficient enrollment, a full refund will be made in the form of a check issued by the District. No cash refunds. A minimum enrollment is required for each class. Refund checks will be mailed only to the registered party or individual who made the payment and may take six weeks for processing. Please select your classes carefully as there are no refunds. If you miss the first class session, you may be dropped, and there is no refund.

State and Federal Subsidized Courses are partially funded by the State of California and the federal government through grants. Students must register for subsidized classes in person. Registration is typically open throughout the school year.

Non-discrimination Policy (Federal Regulation, Title IX, District Policy 0410)
The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in District programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, national origin, nationality, religion, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or on the basis of a person’s association with a person or group with or more of these actual or perceived characteristics. Inquiries regarding the equal opportunity policies and the filing of grievances or requests for copies of the District’s grievance procedures, may be directed to: Title IX Coordinator, 916-971-7110.

The District is committed to maintaining neutrality toward religions, neither promoting nor encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. The Board encourages staff to be sensitive so that students may participate in school and extracurricular activities without undue burden on the free exercises of their religious beliefs.

Students whose religious beliefs need to be accommodated in some way are expected to inform the appropriate school staff at the outset of the school year and request, in writing, such accommodation.

The lack of English language skills will not be a barrier to admission and participation in the District’s programs. Additional information can be obtained from students who are bilingual in Spanish, Farsi, Russian, Romanian, Ukrainian, Armenian, Lao, Korean, or Vietnamese by calling the District’s English language development coordinator at 916-971-5260.

The San Juan Unified School District recognizes its obligation to provide overall program accessibility throughout the District for handicapped persons. Contact the District coordinator at 916-971-7220 to obtain information about the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination or the District’s compliance may also be directed to:


Sexual Harassment (District Policy 5145.7)
The District has adopted the following strict policy concerning rules and procedures for reporting sexual harassment and pursuing remedies. “The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or on behalf of the District. Any student who engages in sexual harassment of another student or anyone from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.” Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or the District Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Title IX Coordinator at 916-971-7110.

Uniform Complaint Procedure
The Superintendent or designee shall annually provide written notification of the District’s uniform complaint procedures (UCP) to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the District’s uniform complaint procedures free of charge. (5 CCR 4622)

The District is primarily responsible for compliance with state and federal laws and regulations.

The position(s), or unit(s) responsible for receiving complaints is: J.D. Compliance Officer Legal Services 3738 Walnut Avenue Carmichael, CA 95608

The District shall investigate and seek to resolve complaints at the local level using policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career technical and technical education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District (5 CCR 4630). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

The complaint shall be received within 40 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline. Unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the District’s decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District’s decision. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District’s decision. The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

Civil Law Remedies
Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside the District’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Interested in teaching a San Juan Adult Education class?
We are always looking for new class ideas and credentialed instructors.
Contact Angela Rodriguez at 916-971-7654 or email angela.rodriguez@sanjuanu.edu.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION
You may appeal the District’s decision to the CDE by filing a written appeal with the State Superintendent within 15 days after receiving the District’s decision. The appeal must:
1. Specify the basis for the appeal and whether the facts are incorrect and/or the law is misapplied.
2. Include a copy of the original complaint and a copy of the District’s decision.

Civil Law Remedies
Civil law remedies may be available under federal education laws, if applicable. A complainant may pursue available civil law remedies outside the District’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Campus Locations

San Juan Unified School District

Main Campus Locations

1. Sunrise Tech Center
   7322 Sunrise Blvd.
   Citrus Heights, CA 95610
   916-971-7654

2. Creekside Adult Center
   2641 Kent Dr.
   Sacramento, CA 95821
   916-979-8313

Satellite Class Locations

3. Arcade Public Library
4. Fulton El Camino Rec and Park District
5. Encina High School
6. General Davie Jr. Primary Center
7. Will Rogers Middle School
8. Rio Americano High School