

# Center for Career and Workforce Development Policies

## Registration

Early enrollment is encouraged to ensure space availability. The following registration and withdrawal procedures will guide you through the enrollment process for continuing education courses.

To provide educational experiences for the community and meet the training needs of businesses and individuals in our service area, Wallace State offers many open enrollment courses.

Learn more and find registration information by calling 256.352.7451 or visiting [www.wallacestate.edu/careerdevelopment](http://www.wallacestate.edu/careerdevelopment).

## Admission

Admission to several programs offered by the Center for Career and Workforce Development varies based on requirements set forth by the department and partnership with business and industry standards.

## Payment of Fees or Tuition

Payment must be made at the time of registration. Debit/credit card payment or check (make payable to WSCC) can be made at the Cashier's Office on the Mezzanine Level of the Bailey Center. Checks should be made payable to Wallace State Community College. Online payment of courses may be made at [www.wallacestate.edu/mywallacestate](http://www.wallacestate.edu/mywallacestate).

## Course Cancellations

Each course is arranged to ensure sufficient enrollment to cover the cost of instruction and materials. If low enrollment occurs, participants will be notified of cancellation 48 hours prior to the beginning of a course.

## Course Equivalency

Withdrawals from a course(s) must be made in writing. Contact information is provided below.

In order to receive a 100% refund, notification of withdrawal is required before the first day of class. Students must contact the Center for Career and Workforce Development before the first day of class to officially withdraw from a course. Wallace State Community College does not issue cash refunds. Refunds will be mailed or issued back to the card charged. A student who withdraws after the class begins will not be issued a refund. Failure to attend a class does not constitute a withdrawal and students will still be responsible for any charge their account has incurred.

Students who have utilized financial aid (i.e., WIOA Funding, WS Future Foundation Scholarships, Paths for Success, ACCS Short-Term) – are responsible for ensuring that policies are met by the respective Financial Aid organization.

# Academic Honesty Policy

The Center for Career and Workforce Development follows the Academic Honesty Policy and Student Code of Conduct set forth by Wallace State Community College. Furthermore, any complaints or grievances expressed by program participants will be subject to standard procedures established by the college.

## Grades & Certificates

Grades are administered based on a class by class basis. Certificates are awarded for specific courses denoting contact hours and the competencies met in the completed course. To receive a program certificate, a participant must meet attendance requirements set by each program. Grades of P/F are awarded based on successful completion. Failure to withdraw, attend, or complete will result in an F on your transcript.

## New Course Creation

Businesses, industry, and organizations are invited to contact The Center for Career and Workforce Development with particular topics of interest that you would like to be offered.

Contact Information:

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Email: [bethany.cambell@wallacestate.edu](mailto:bethany.cambell@wallacestate.edu)  
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