

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. Be sure to note specific dates, times, and locations.

You may register by contacting Ashley Baker at 256.352.8386 or at ashley.baker@adjunct.wallacestate.edu

Admission

Admission to the 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. Providing highly qualified candidates to

Payment of Fees or Tuition

Payment must be made at the time of admission. Debit or credit card (American Express, Discover, MasterCard, or Visa) payment may be made at the Cashier's Office on the Mezzanine Level of the John Bailey Center. Checks should be made payable to Wallace State Community College. Online payment of courses may be made at www.wallacestate.edu/mywallacestate. Course fees are subject to change.

Employee Discount

Employees of Wallace State Community College enjoy a 25% discount on classes offered by the Center of Career & Workforce Development.

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. The Center for Career and Workforce Development apologizes for any inconvenience this may cause.

Withdrawal & Refund

All withdrawals from a course(s) must be made in writing via email to ashley.baker@adjunct.wallacestate.edu

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. 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) – are responsible for ensuring that policies are met by the respective Financial Aid organization.

Academic Honesty Policy

The Center for Career & 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.

New Course Creation

If a business, industry, or organization has a particular topic of interest that you would like to be offered by the Center for Career and Workforce Development, please contact us 256.352.8386 or ashley.baker@adjunct.wallacestate.edu

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