

WCC ADULT EDUCATION

NEW PROCEDURES FOR MINOR PAPERWORK

1. Potential student and student's guardian must take the required "ORIGINAL" paperwork to **Ms. Jane French or Ms. Regina Crews** located in **Gary Hall, Room 145** for approval (*unless they reside in a residential facility*).
 - a. *It is incumbent upon the potential student and guardian to see to it that ALL paperwork is turned in and approved before they can be enrolled in adult education classes*
2. **Potential examinee must present a valid state ID or driver's license when presenting documents.**
3. If documentation is approved, the student and guardian will be given a copy to present to Adult Ed.
4. Ms. Regina Crews will also scan and email a copy of the approved paperwork to the Adult Education Department.
5. Once the paperwork has been approved, please contact the Adult Education Department and schedule an orientation with **Ms. Kellye Moore by calling 334-556-2613.**
6. The potential student will then present the copied paperwork to Ms. Kellye Moore or whoever is conducting orientation.

Any questions concerning 16 and 17-year-olds should be directed to:

Ms. Jane French - jfrench@wallace.edu - direct extension: 334-619-3002

Ms. Regina Crews - rcrews@wallace.edu - direct extension: 334-556-2373