



WGTC 8.5

Program Access

The WGTC Adult Education program is an open-entry/open-exit program that operates throughout the fiscal year. Students entering the program are required to attend a registration session and complete an appropriate assessment related to their goals. Students seeking to improve literacy skills or achieve a High School Equivalency (HSE) must complete the Test of Adult Basic Education (TABE) in the subject areas of reading, mathematics, and/or language, determined by the program administrator. English-as-a-Second Language (ESL) students must complete the TABE CLAS-E assessment.

Registration sessions are scheduled throughout each term, with day and evening sessions available. Because space is limited, attendance at registration sessions is by appointment. Potential students should contact the desired Adult Education site for registration dates and times.

Students completing the registration process are placed in classes to begin working toward their goals. Students may exit classes at any point, and there is no penalty for leaving the program before goal attainment. If a student has been absent from a program for ninety (90) days or has assessment scores older than 270 days, the student will be required to repeat registration and the entire intake process.

While program registrations are scheduled regularly in each county, lead instructors may initiate unscheduled orientation sessions to better accommodate student needs or to ensure program enrollment benchmarks.

Policy Source: WGTC Policy Manual	Policy Manager: Vice President, Adult Education	Effective: 3/2009
Division: Adult Education	Reviewed: 8/2021 Revised: 8/2021	