



You must agree to the terms below or you will be directed back to the Application Menu and your application will not be submitted. Please email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu) if you have questions regarding the following statements.

By clicking "I agree to the terms" below, I understand I am submitting my application for admission to Shelton State Community College for non-credit education and training. I understand that withholding information or giving false information may make me ineligible for admission to the College or may subject me to immediate dismissal from the College. I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook, College Catalog, and College Website.

I understand the official means of communication from Shelton State Community College is via my Shelton State email account.

I voluntarily consent to receive information in electronic transactions via the College portal and/or college email. If I wish to remove consent, I understand I should contact Shelton State Community College

I give permission to Shelton State Community College to text college related information to my cell phone number and agree that Shelton State Community College owns all photographs taken at college events. Shelton State Community College reserves the right to use these photographs for College promotional materials, both digital and print. If I wish to remove my photograph, I understand I must file a "Do Not Use Photograph" form with the Office of Public Relations.

Once enrolled, I understand that I am covered by the Federal Family Educational Rights and Privacy Act (FERPA), and that directory information is defined in the College Catalog. I understand that if I do not want directory information released, I must contact the Office of Admissions and Records.

Furthermore, I understand that other items may be required for admission.

It is the policy of the Alabama Community College System Board of Trustees and (insert college name here), a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (IN ACCS Board OF Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

Workforce Development Refund Policy - A student who withdraws before the start of a class will receive a 100% refund. Students must contact the Workforce Development office prior to the first day of class to officially withdraw from a course. Shelton State does not give cash refunds. Refunds are mailed from the Office of Business Services. A student who withdraws after the class begins will not be issued a refund. Failure to attend a class does not constitute withdrawal.

Additional Policies:

- For all non-credit Medical Technician programs, a high school diploma or GED is required at the time of registration.
- A valid picture ID is required prior to taking any credentialing/national exam or assessment.
- For the CDL program, a valid Class D license is required.