

# Central Alabama Community College Adult Education Program Policy

## Enrollment Policy

Students who are attending an AE class may attend in Pre-Enrollment Status or in Enrollment Status.

### **Pre-Enrollment Status**

All students are considered to be in pre-enrollment status during the first twelve (12) hours of their attendance.

Students in pre-enrollment status who have been TABE tested in one or more areas and who have completed the new student orientation are eligible to receive classroom instruction.

Students in pre-enrollment status have not been submitted for entry into the program's information management system (AAESAP).

When a student reaches 12 hours of attendance, a decision must be made to either drop them from the class or to submit them for enrollment into AAESAP.

### **Decision Process**

The decision to submit a student for entry into AAESAP is made by the teacher based on the following factors:

1. In the teacher's judgment, will the student attend long enough to be post-tested?
2. Is the student likely to achieve one of the four goals?

The decision must be made carefully since only the performance of enrolled students is considered when program and class performance percentages are calculated.

The decision to place a student on enrollment is irrevocable; once they are entered into AAESAP, they cannot be removed.