Workforce Education
Priority List Student Form

By completion of this form, students will be placed on a Workforce Education program priority list. All parts of this form are required. Complete and take to Cashier along with deposit.

Name _______________________________  SID _______________________

Program _____________________________  Quarter Start Date ____________

Deposit Amount _______________________

Permanent Phone Number ______________________

Permanent Address
  Street ______________________________
  City _______________________        State _____ Zip ____________

Program Specific Requirements ___________________________________________
  (CDL: AM/PM)

Instructor or Designee Signature ___________________________________________

Business Office: Date stamp and route to Workforce Office.   Workforce Office: Enter student information into Priority List System.

Cut Here

Workforce Education~Priority List Policy Information for Student

• All prospective students interested in a Workforce Education program are required to meet with department faculty or designee for program and degree sequence information.

  • The prospective student will complete the Priority List Form and submit it to the instructor or designee for signature. This form can be found www.wwcc.edu/CMS/index.php?id=3514, and then click on forms. If an instructor is unavailable, an email from the instructor with written acceptance for student to be added to priority list is acceptable. This should be attached to the form.

  • A $100 non-refundable fee is required to be placed on the Priority List. The fee represents a commitment from the prospective student to enroll in the Workforce Education program. The fee must be paid to the Business Office. The Priority List is for fall quarter enrollment only. For all other quarters students may register on a first-come first served basis if there are openings in the program. Exception: Commercial Truck Driving, Culinary Arts.

  • Students will receive a formal letter of acceptance confirming the deposit and student’s interest in the Workforce Education program. The letter will also contain information pertinent to potential start dates, advising/registration and important deadlines.

  • Prior to summer, students intending to enroll fall quarter will receive a letter for notification of the first orientation date for fall quarter registration. Priority List students are expected to attend the first orientation session (mid-June) and register in the program to guarantee their enrollment. Students will be given three weeks to notify WWCC if they will 1) attend an orientation, or 2) not enroll in the program. If there is no response from the student, they are removed from the priority list.

  • After the fifth day of the quarter, all students enrolled in the Priority List program will have their deposit applied to tuition. If a student fails to enroll in the designated program, they will be removed from the Priority List and forfeit the deposit. If there is no space available in the program for the student, the deposit will be refunded.