

# ADMISSION CHECK SHEET

[www.wvact.net](http://www.wvact.net)

390 Stanaford Rd.  
Beckley, WV 25801  
(304) 256-4615

## Adults in High School Classes



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### Prerequisites

- Must be 18 years old. (within 6 weeks of the first day of school)
- High school diploma or WV approved equivalent

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### Start Here

- **Required:** Go to [wvact.net](http://wvact.net) and click on "Request TABE Exam"

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### Once You Have TABE Tested

- You must complete your twelve hours with Adult Education.

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### Final Steps

- Notify ACT's Financial Aid office that you have completed your 12 hours.
  - Act will confirm the completion of the twelve hours.
  - Act will call and schedule a time for you to register.

#### Bring the following with you:

1. High school diploma or WV approved equivalent
2. Social Security card
3. Photo ID

#### Requirements after registration:

1. Complete student paid background check (scheduled by ACT)
2. Return receipt to ACT
3. Receive start date and time

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**Start class** Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Professional Conduct

All students at ACT are expected to demonstrate high standards of professional behavior in all educational settings. This includes classrooms, labs, and clinical sites.

Visit [wvact.net/Policy](http://wvact.net/Policy)

### Satisfactory Academic Progress

To meet **SAP** a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit [wvact.net/Policy](http://wvact.net/Policy)

### Drug Testing

Random drug testing is performed at ACT. A positive test will result in immediate dismissal from the program.

See Complete Policy At:

Visit [wvact.net/Policy](http://wvact.net/Policy)