

ADMISSION REQUIREMENTS

Any person sixteen years of age or older who may benefit from a technical education program may be enrolled upon application and acceptance in accordance with published school policies.

These are minimum requirements for all programs. Additional requirements may apply to satisfy bona fide occupational qualifications in specific programs of study.

**FEDERAL ABILITY TO BENEFIT
REGULATIONS**

APPLICATION PROCEDURE

ONLINE APPLICATION PROCEDURE

PRE-ENROLLMENT ASSESSMENT

HOME-SCHOOLED STUDENTS

SPECIAL ADMISSIONS PROCEDURES

ACCEPTANCE

ACADEMIC COUNSELING

ADVISEMENT

ADVANCED STANDING

TRANSFER CREDITS

CREDIT BY EXAM/LIFE EXPERIENCE

REGISTRATION

WITHDRAWAL REFUNDS

TEXTBOOKS & TOOLS

LAPTOP COMPUTERS

ACADEMIC RECORDS

GRADUATION

GRADING SYSTEM

GENERAL EDUCATION REQUIREMENTS

HOUSING

FEDERAL ABILITY TO BENEFIT REGULATIONS

Federal regulations, resulting from a law passed in November, 1990, require students enrolling in post-high school vocational-technical education be high school graduates, have a GED, or prove ability to benefit from post-high school education by achieving a satisfactory level on a federally approved test. The regulations also require that someone administer the test without connection to the institution of intended enrollment.

APPLICATION PROCEDURE

EARLY APPLICATION IS RECOMMENDED FOR ALL PROGRAMS. All applicants seeking admission to Western Dakota Tech must provide the Admissions Office with the following:

1. Submit a completed application for admissions and a non-refundable \$20 application fee. (Practical Nursing and Surgical Technology applications are **ONLY** accepted through March 31.)
2. Schedule to take the COMPASS test. The COMPASS test is a placement exam over math, English and reading. There is a \$15.00 testing fee. (The COMPASS test will be waived if you have an ACT composite score of an 18 or better, or an SAT combine score of an 860 or better, and it is current within the last five years, or have completed 35 or more post-secondary credits with a 2.5 cumulative GPA or better.)
3. Request an official High School transcript or GED scores sent to the admissions office. (Additionally, an official transcript must be submitted if you have attended other post-secondary institutions or universities.)
4. Submit a certification from a licensed physical physician that you have received or are in the process of receiving the required two doses of immunization against measles, mumps, and rubella (MMR). (This is required for all on campus students.)
5. Once you receive your acceptance letter, the enclosed green confirmation form must be completed and returned within 10 days with a \$35.00 non-refundable registration fee. This will confirm and hold your spot in the program.

ONLINE APPLICATION PROCEDURE

The admissions process for online students is the same for on-campus students. All applicants seeking admission to Western Dakota Tech must provide the Admissions Office with the following:

1. Submit a completed application for admissions and a non-refundable \$20 application fee.
2. Schedule to take the COMPASS test. The COMPASS test is a placement exam over math, English and reading. There is a \$15.00 testing fee. (The COMPASS test will be waived if you have an ACT composite score of an 18 or better, or an SAT combine score of an 860 or better, and it is current within the last five years, or have completed 35 or more post-secondary credits with a 2.5 cumulative GPA or better.)
3. Request an official High School transcript or GED scores sent to the admissions office. (Additionally, an official transcript must be submitted if you have attended other post-secondary institutions or universities.)
4. Once you receive your acceptance letter, enclosed will be a green confirmation form that must be completed and returned within 10 days with a \$35.00 non-refundable registration fee. This will confirm and hold your spot in the program.

PRE-ENROLLMENT ASSESSMENT

A pre-enrollment assessment is required of all individuals seeking admission into a program at WDT. The COMPASS is administered during the initial stages of the application process. Individuals who have taken the SAT or ACT within the past five years may be able to waive the COMPASS if their composite score is adequate. Desired academic credentials for admission include one of the following:

1. Transferring from a postsecondary institution with a total of 35 credits and a 2.5 cumulative GPA or above.
2. A composite ACT score of 18 or above; or a total score on the SAT of 860 or above; or acceptable COMPASS scores.

The information derived from this assessment is used as a counseling tool to determine an individual's ability to benefit from instruction and to provide proper program placement for the applicant. Program placement may include regular acceptance or recommendations to receive additional assistance from the Academic Services Center Coordinator before or during enrollment. The result of the COMPASS test may require the individual to complete remedial coursework. Alternate test sites are available to those individuals residing more than 100 miles from Rapid City. Please contact the Admissions Office for the location of test sites.

HOME-SCHOOLED STUDENTS

Western Dakota Tech welcomes applications from home-schooled students wishing to pursue a technical education. WDT requires all applicants to demonstrate the ability to benefit from instruction at the Institute. This is accomplished by one of the following methods:

1. Submit a transcript of standardized instruction from a nationally recognized home-school organization.
2. Submit a transcript of classes completed, along with a certificate of registration with the school district in which the student lives.
3. Submit your GED as evidence of completing a commonly accepted body of secondary course work.

Additionally, applicants must satisfactorily complete the standard admissions steps, such as completing a COMPASS through Western Dakota Tech or by submitting a qualifying ACT or SAT composite score. The ACT and SAT are administered independently of local school systems and are open to anyone.

SPECIAL ADMISSIONS PROCEDURES

Law Enforcement Technology requires all applicants to complete a background check, drug test, and an informal interview during the initial application stages based on the direction of the advisory committees and state regulatory agencies that endorse this program.

Pharmacy Technician program requires all applicants to complete an informal interview with the lead instructor during the application process based on the regulations of the accrediting body.

Practical Nursing program requires all applicants to take the HOBET or other WDT admissions test. Applicants must submit three professional recommendation forms and a resume based on the regulations of the accrediting body. Deadline to apply for admissions is March 31.

Surgical Technology program requires all applicants to take the HOBET test. Applicants must submit three professional recommendation forms, goal statement and resume based on the regulations of the accrediting body. Deadline to apply for admissions is March 31st.

ACCEPTANCE

Students who successfully complete the admissions process will receive a letter of acceptance. At that time, the student is required to complete and return a confirmation form and pay the confirmation fee. If there are more applicants than space available, acceptance will be based upon the date the admissions process is completed. Waiting lists are established as programs reach maximum enrollment. Individuals will be accepted from the waiting list based on the date assigned to the list.

ACADEMIC COUNSELING

Counselors/advisors are ready to assist prospective students with one of life's most important decisions. Sound career decisions are based upon information and personal choice. Counseling services are also available to all students during their enrollment when personal and educational problems arise. In addition, counseling services are available to veterans, students with disabilities, non-traditional students, ethnic minorities, single parents, and displaced homemakers.

ADVISEMENT

Advising and counseling are shared commitments of faculty advisors and the Student Services staff. Each student enrolled in a program is assigned a faculty advisor from the student's program of study. The role of each advisor is to guide students through their chosen programs. This includes developing appropriate schedules each semester.

ADVANCED STANDING

Advanced standing refers to being placed in higher-level courses upon initial enrollment based on prior education or training. Advanced standing for courses may be obtained through the following methods:

1. Transfer of credits from other accredited institutions
2. Credit transferred by department evaluation
3. Credits through high school or college credit courses
4. Credits through examination (\$10 per credit hour fee)
5. Credits through assessment of life and/or work experiences

TRANSFER CREDITS

Students requesting credit at WDT for postsecondary work completed at other schools must submit an official transcript from the higher education institutions previously attended. Postsecondary level credits from an accredited higher education institution in which the student has earned a grade of "C" or higher, or its equivalent, will be considered for transfer. Program faculty, with administrative approval, will make the determination of acceptance. Appropriate staff will review military credit for transfer. All

requests for transfer of credit from a higher education institution must be received by midterm of the final semester of a student's enrollment to qualify for graduation at the end of that term.

CREDIT BY EXAM/LIFE EXPERIENCE

Students wishing to challenge course work for credit are required to successfully complete an examination. Approval must be requested through the Student Services Office. A fee of \$10 per credit hour will be assessed for any course challenged. Credit by exam must be accomplished prior to the end of the second week of the semester. Credit may be granted based on previous work history if approved by the appropriate instructor with administrative approval. However, if a proficiency exam is required, the normal credit by exam fees will be charged.

REGISTRATION

Registration is the process of enrolling in classes. Students may register in the day, evening or online programs on a full- or part-time basis. A full-time student is someone registered for 12 or more credit hours during a 16-week semester or 8-week summer session. A standard full-time schedule is generally 18 credits each semester. Students wishing to schedule 21 credits or more any one semester must have the recommendation of their advisor and approval of the Registrar.

A part-time student is one enrolled in less than 12 credit hours per semester or summer session. Class size is restricted in many programs and priority is given to full-time students, especially for daytime classes. If a student is registering for online classes, the student must acquire the required software, have access to a computer system capable of running the software, and adequate connectivity to the Internet. See the WDT Helpdesk or a class instructor for support questions.

WITHDRAWAL REFUNDS

Tuition and fees are refunded when a request is initiated by the student, according to the schedule established by WDT. The refund policy is subject to change. Current refund schedules are available from the Student Services Office and are published in the Financial Aid Handbook. If a student finds it necessary to withdraw from school, the student must contact the WDT Counselor located in Student Services. Many problems that students encounter that may affect their status as a student may be resolved after working with a Student Services counselor.

TEXTBOOKS & TOOLS

Students are required to purchase their own textbooks, tools, and supplies. Textbooks are available through the WDT Bookstore. The refund policy on book purchases is posted at the campus bookstore. Used books are generally available through the WDT Bookstore or from individual students.

Several programs require students to purchase tools. The student is provided a list of required tools. Western Dakota Tech does not endorse any particular brand of tool, and students are encouraged to shop for reasonably priced quality tools. Students should not feel obligated to purchase "extras" or to purchase "deals."

LAPTOP COMPUTERS

Students are required to have a wireless laptop computer for all programs at WDT. It is recommended that students in the Computer-Aided Drafting program purchase the required computer from WDT. Software licensing costs for this program are greatly reduced when the computers are purchased through WDT. WDT offers computer purchasing through a third-party vendor. Computer specifications sheets are listed by program under the Information Services tab at www.wdt.edu. Any computer ordered through WDT or purchased through the website will have all required program and antivirus software loaded free of charge. All student laptops will be provided network access. All laptops will be required to have either Windows OS7, Vista Business, or Windows XP Pro.

ACADEMIC RECORDS

A transcript is a record of courses taken, credits received, grades earned, and the grade point average earned while attending WDT. Also listed on the transcript are credit hours transferred from other institutions or gained through advanced standing. Transcripts are usually required when students are applying for scholarships, employment, or admission to other schools. Students are encouraged to review their transcript and keep a record of courses, credit hours, and grades for work completed. Students may receive a copy of their transcript by completing a Transcript Request Form, paying a generation fee, and submitting it to the Student Services Office. Students will be required to pay for subsequent transcripts. Transcripts will not be issued to anyone with outstanding student account charges.

GRADUATION

All students enrolled in an Associate in Applied Science degree or a diploma program must maintain an overall "C" average (2.0 grade point average) or better, with no failing grades, for all required courses of the program. Students not maintaining a "C" average are urged to consult with their advisor and a Student Services counselor. Students must complete at least 50% of the course work at WDT in order to receive a diploma or degree. Advanced standing does not count as work completed. All requests for transfer of credit from a higher education institution must be received by midterm of the final semester of a student's enrollment to qualify for graduation at the end of that term.

GRADING SYSTEM

Students will be graded for each course. A grade report will be issued at the end of each semester and placed on the student's transcript. If an "incomplete" (I) is received for the reporting period, all work must be completed within two weeks of the end of the semester or the "I" will automatically become an "F" grade. No incomplete grade will be issued if the student does not enroll in the subsequent semester or summer session or if the student is not in good academic standing. All students must maintain a minimum 2.0 grade point average and meet all requirements of the "Satisfactory Progress Standards." Students not meeting the respective "Satisfactory Progress Standards" will be placed on academic probation. Definition of the letter and points assigned are as follows:

A	4.0 points
B	3.0 points
C	2.0 points
D	1.0 points
F	No points
I	No points
CE	No points
S	No points
SU	No points
W	No points
AU	No points
TC	No points
AC	No points

A student may elect to receive an Audit grade. To do this, a student must register, pay full fees for the course, and inform the instructor (by the end of the second week of class or earlier). Audit status is not available in courses involving clinical assignments or laboratories or where waiting lists are established. Transfer credit, credit by exam, and articulated credits are not used in determining a student's grade point average.

GENERAL EDUCATION REQUIREMENTS

The General Education program at Western Dakota Tech is designed to help students develop the knowledge and skills that will contribute to their intellectual, personal, and professional growth and place them on a path of lifelong learning. General Education provides the skills that employers demand in today's world and the core abilities needed to be *knowledge workers* in a global society. All students are required to successfully complete the prescribed courses in mathematics, behavioral science, computer literacy, social science, and communications. Additional general education courses are required for programs that grant Associate in Applied Science degrees. Credit may be allowed for previous postsecondary education in these areas. Documentation of previous education in these areas must be provided to the Student Services Office for approval prior to scheduling courses.

HOUSING

Off-campus housing is available in the Rapid City community. A housing referral list is maintained in the Student Services Office. When arranging for off-campus housing, students should have a definite understanding with landlords regarding provision of occupancy and services to be rendered. WDT is not responsible for off-campus housing.

WDT has a formal agreement with National American University (NAU) located in downtown Rapid City that allows WDT students to live in the NAU residence halls. Fees are established by NAU. Contact Student Services at WDT for more information.