Western Dakota Technical College Policy Number: 4000

ADMISSIONS PROTOCOLS AND PROCESSES MANUAL

I.   Purpose

To ensure compliance with all admissions-related laws and regulations the Western Dakota Technical College (WDTC) Admissions Office maintains an Admissions Protocols and Processes Manual.

II.   General Statement of Policy

A. The Admissions Office is responsible to produce an Admissions Protocols and Processes Manual and to keep the manual current to ensure compliance with all rules, regulations, and laws pertaining to college admissions. The Admissions Protocols and Process Manual must be reviewed at least annually for currency and compliance by the Director of Admissions in collaboration with other admissions personnel.

B. The Admissions Protocols and Processes Manual ensures that the College stays in compliance and provides the highest level of admissions services possible.

III.   Definitions – None

IV.   Reporting Procedures – None

V.   Dissemination of Policy and Training

A. This policy shall appear on the WDTC website on the policy webpage.

Legal References: None

Board Approved 5/13/2019; Committee Reviewed 8/1/2021; Committee Reviewed 7/9/2024