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.

APPLICATION PROCEDURE
PRE-ENROLLMENT ASSESSMENT
HOME-SCHOOLED STUDENTS
SPECIAL PROGRAM APPLICATION PROCESSES
ACCEPTANCE
ACADEMIC ADVISING
ADVISEMENT
TRANSFER CREDITS
CREDIT BY EXAM
REGISTRATION
WITHDRAWAL REFUNDS
TEXTBOOKS & TOOLS
LAPTOP COMPUTERS
ACADEMIC RECORDS
GRADUATION
GRADING SYSTEM
APPLICATION PROCEDURE

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

1. Submit a completed application for admissions online at www.wdt.edu.
2. Schedule to take the ACCUPLACER test. The ACCUPLACER test is a placement exam over Math, English, and Reading. There is a $15.00 testing fee. The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be no more than five years old.
3. Request an official High School transcript or GED scores be sent to the Admissions office. An official transcript from a postsecondary institution must be submitted if students want transfer credits to be considered.
4. Submit a certification from a licensed 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, schedule a time to register for classes.

PRE-ENROLLMENT ASSESSMENT

A pre-enrollment assessment is required of all individuals seeking admission into a program at WDT. The ACCUPLACER is administered during the initial stages of the application process. The ACCUPLACER test will be waived if you have an ACT sub score of 18 or better in English, Math, and Reading, or a SAT sub score of at least 440 in Verbal and Math. The scores must be no more than five years old.

The information from this assessment is used as a counseling tool to determine 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 ACCUPLACER test may require the individual to complete remedial coursework.

HOME-SCHOOLED STUDENTS

Western Dakota Tech welcomes applications from home-schooled students wishing to pursue a technical education. Home-schooled students must submit one of the following items:

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 coursework.

Additionally, applicants must satisfactorily complete the standard admissions steps.

SPECIAL PROGRAM REQUIREMENTS

The following programs have special requirements. Please see Enrollment Services for this information.

- Fire Science
- Healthcare Technician
- Law Enforcement Technology
- Medical Assisting
- Paramedic
- Pharmacy Technician
- Phlebotomy/Laboratory Assistant
- Practical Nursing
- Surgical Technology

ACCEPTANCE

Students who successfully complete the admissions process will receive a letter of acceptance. 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 ADVISING

Academic 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.

ADVISEMENT

Advising and counseling are shared commitments of faculty advisors and the Enrollment 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.

WDT - 10
**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**

Students wishing to challenge coursework for credit are required to successfully complete an examination with a grade of B or higher. Approval must be requested through the Dean of Enrollment Services Office. A fee of $20 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.

**Registration**

Registration is the process of enrolling in classes. If a student is registering for online classes, the student must acquire software, have access to a computer system capable of running the software, and adequate connectivity to the Internet. See the WDT Helpdesk 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 Accounts Office and are published in the Financial Aid Handbook.

**Textbooks & Tools**

Students are required to purchase their own textbooks, tools, software, 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. WDT 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**

All students are required to have a wireless laptop computer. Please refer to the spec sheets on the WDT website.

**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. 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 Dean of Enrollment 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. Students must complete at least 50% of the coursework at WDT in order to receive a diploma or degree.

**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

WDT - 11
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>No points</td>
<td></td>
</tr>
<tr>
<td>I -</td>
<td>Incomplete</td>
<td>No points</td>
</tr>
<tr>
<td>IP -</td>
<td>In Progress</td>
<td>No points</td>
</tr>
<tr>
<td>CE -</td>
<td>Credit by Exam</td>
<td>No points</td>
</tr>
<tr>
<td>W -</td>
<td>Withdraw</td>
<td>No points</td>
</tr>
<tr>
<td>AU -</td>
<td>Audit</td>
<td>No points</td>
</tr>
<tr>
<td>TC -</td>
<td>Transfer Credit</td>
<td>No points</td>
</tr>
<tr>
<td>AC -</td>
<td>Articulated Credit</td>
<td>No points</td>
</tr>
</tbody>
</table>