General Information

CHANGE OF NAME/ADDRESS/EMAIL/PHONE
All students must maintain current contact information in the event of an emergency. Current addresses, emails, and phone numbers are also important for job placement contacts. Update your information by logging on to MyWDT or stopping by Enrollment Services for a change of address form.

CHANGING PROGRAMS
Students must consult with their advisor and complete a new admissions application.

CHILDREN OF STUDENTS
Children of students may not accompany their parent(s) to class or wait without adult supervision in other areas of the building, including the library.

VISITORS
Visitors to WDT must check in at the Information Desk. Under no circumstances are visitors allowed to enter classroom areas without prior approval from the instructor and/or WDT administration. Any person not registered as a student found in hallway or classroom areas will be subject to removal from campus.

DRESS CODE
All students are required to dress in a manner consistent with their instructional area. Uniforms or garments needed for occupational areas are to be worn by all students when appropriate or as required by instructors. Apparel that displays foul or vulgar language or images will not be tolerated. Reasonable personal cleanliness and frequent laundering of uniforms is expected and is the responsibility of the student. WDT staff reserve the right to determine what appropriate attire is.

HOUSING
WDT does not provide housing. All students are expected to make their own arrangements. A list of rental units is available upon request.

PARKING REGULATIONS
WDT Students may park in areas designated as Student Parking. Improperly parked cars will be towed at owner’s expense.
The following areas are designated as student parking:
• Parking areas are on the west and north sides of the Mickelson building.
• Parking areas are to the south of the Rushmore building.
• NO PARKING in the visitor areas or other areas as designated.
• Handicapped parking is designated in both locations near each entrance.

REFUND POLICY
See the Financial Aid Bulletin for detailed refund and repayment information.

CAMPUS CLOSINGS
In the event of severe weather or road conditions, the following procedures will be followed:
1. In cases of class postponement or cancellation, local radio and TV stations will carry the announcement. In addition, a message will be posted on the WDT website on the WDT Facebook page. A message will also be sent via the WDT wireless emergency notification system.
2. The decision to close campus will be made as early as possible. An announcement will normally be made by 6 a.m. for daytime classes and by 3 p.m. for evening classes.
3. Students not in attendance because of bad weather will be counted absent. Exceptions will be made for individuals who live in and commute from another town in which the school has been closed by the local school administration. Exceptions will also be made if law enforcement agencies recommend no travel on local highways.
NOTE: Traveling conditions may vary considerably depending on the student's home location in relationship to the campus. This places considerable responsibility on the individual for making an independent decision.
No student is encouraged to travel when conditions make traveling dangerous.

**STUDENT ID CARDS**

WDT will issue every student a student ID card. This card is the property of WDT and is mandatory for use in the WDT Library. To ensure the safety of the WDT community, students are required to carry their Eagle Card with them at all times. This ID can be used for requesting student information, such as passwords, email, or student records.

**STUDENT INSURANCE**

WDT neither accepts nor recognizes any liability for injury to students on WDT property while participating in WDT activities, for travel to job sites, or other areas required as part of the program of study, or for travel to and from campus. Students injured while participating in a clinical or non-paid work experience must give written notice of injury within 24 hours. Should you find you need to report an injury while on a clinical or non-paid work experience, please contact your immediate supervisor, instructor, and Dean of Enrollment Services. If you are injured at WDT, please contact your instructor and the Dean of Enrollment Services who will assist you in completing an accident report.

**TELEPHONE USE/MESSAGES**

Office telephones are for business use only. Incoming messages to students are relayed immediately ONLY in case of emergency, in which case the caller will be required to release his/her identity and the nature of the emergency. Messages for staff and faculty may be left by calling (605) 394-4034.

**TRANSPORTATION**

Students must furnish their own transportation to and from school. This includes transportation to and from job sites or any other locations of course instruction. Students may keep vehicles on school grounds only as long as they observe all vehicle regulations. Carpooling and public transportation are encouraged.

**TUITION AND FEES**

Tuition and fees are payable on a semester basis prior to the first day of class. A late fee will be assessed if the student has an outstanding balance after the designated tuition and fees payment date and has not made payment arrangements before the first day of class. Students will not be allowed to attend classes in any term which they have not made payment or payment arrangements of their tuition and fees within five days after the beginning of the term.

**DEFERMENTS**

A financial aid deferment may be granted during the first three weeks of the semester for qualifying students. A fee will be charged for the deferment of payment. Other deferments may be granted in extreme emergencies and with the approval of the Student Accounts Coordinator. A fee will be charged for the deferment of payment. A payment plan must be signed by the student designating the amount being deferred and the date it will be paid.

**CHECK POLICY**

WDT will not accept personal checks from any student who has previously written a non-sufficient funds check. This includes checks written for tuition and fees or at the Bookstore or Parts Store.

**NON-PAYMENT**

Students will not be allowed to attend classes in any term in which they have not made payment of all prior delinquent balances.

**COLLECTIONS**

Balances on past due accounts may be turned over to an outside agency for collection. The student will be responsible for all additional collection fees.

_Students or alumni having delinquent accounts with WDT will not be allowed to register, have student records released, or be allowed to take advantage of any of the services offered by WDT until such accounts are paid._