Registration Guidelines

AUDIT PROCEDURE
Students may audit a class instead of taking for credit. The students must pay 50% of current tuition and fees, plus all book, material, tool, and supply costs. Audits are allowed on a space-available basis. No financial aid is available.

ARTICULATION CREDIT
Local area high school graduates may be eligible for credit through established articulation agreements. If approved, this coursework will be noted on the transcript as AC (Articulated Credit.) Students should contact the Dean of Enrollment Services for details.

CANCELED COURSES
WDT reserves the right to cancel courses.

COURSE WITHDRAWAL
Courses dropped after the drop/add period but prior to completion of 75% of the semester will carry a “W” indicating withdrawal on the transcript. If the course is dropped during the final 25% of the semester, a failing grade will be issued. In either case, if the course is required, it must be repeated and will be designated as such with an “R” on the report card and transcript. Tuition/fee costs will be incurred for any repeated course. The last day to withdraw with a “W” is listed on the academic calendar and WDT website.

CREDIT BY EXAM
Credit by examination may be given for select courses that are part of a continuous program and are regularly taught for credit. A standard examination fee shall be charged to students who request and are granted the examination, which must be paid prior to the examination being given.

A student must earn a “B” or better to pass the exam. If a “B” or better is earned, the credit will be posted to the student’s transcript and noted as “CE” (credit by exam). If standards are not met, the student will be required to pay full tuition and take the course in its entirety. Students are encouraged to test out of courses during the posted test out dates. If the student passes the examination, they would be eligible for tuition reimbursement if full cost had already been paid.

CREDIT FOR PRIOR LEARNING
Prior learning credit may be granted to students who have certifications, licensures, or similar documentation that they meet required competencies for a particular course/program. The Registrar, along with the Program Lead Instructor, will determine if prior learning credit will be granted based on verification requested. If prior learning credit is awarded, the student must pay 50% of tuition and fees for the credits transcribed. Tuition and fees will be determined based on the current rates on the date of transcribing the prior learning credits. Prior learning credits may constitute no more than half of the credits required for a WDT diploma or degree.

DUAL ENROLLMENT
Dual Enrollment allows high school students to enroll in courses at Western Dakota Tech and earn credit for high school graduation as well as postsecondary credit from WDT. Contact WDT for details.

DROPPING/ADDING CLASSES
Students may add a class to their original course schedule within the first five days of the Fall/Spring semester based on space availability for full-semester courses. To add a class, the student must obtain the drop/add form from the Dean of Enrollment Services and complete it with all required signatures. In the event of late enrollment into a class, the student is responsible for all missed coursework and subject to any sanctions for late assignments or missed tests as stated on the course syllabus. An adjustment in tuition will be made, and payment must be made within five days.

Adding a class(es) after the first five days requires permission from the course instructor, academic advisor,
Dean of Enrollment Services, and Dean of Academics.

Students may drop a class from their original course schedule within the first ten days of the semester for full semester courses. To drop a class, the student must obtain the drop/add form from the Dean of Enrollment Services and complete it with all required signatures. An adjustment in tuition and fees will be made and any refund due, if applicable, will be made within two weeks after the drop period ends. These courses will not appear on the transcript.

The dates of drop/add period are published on the Academic Calendar found on the WDT website.

**FACULTY ADVISORS**

Students are assigned an academic advisor to discuss problems, answer questions, and assist in completing educational programs successfully. All students are encouraged to confer with their assigned advisor regularly throughout the school year. Advisors will meet with students at least once each semester to schedule classes, answer questions, and provide direction.

**GENERAL EDUCATION CLASSES**

General education courses constitute an essential part of the education of all students. These courses help students learn necessary skills for obtaining and keeping a job, to speak and write clearly, to understand human relations, and to use computational skills. All students are required to successfully complete the prescribed General Education courses to receive a Diploma or Associate of Applied Science Degree.

**INDEPENDENT STUDY**

Normally, coursework is not taken as an independent study unless there are extenuating circumstances. In all cases, approval must be provided by the respective instructor, academic advisor, and Dean of Academics. Students who have failed a course may not repeat it as an Independent Study.

**MAXIMUM CREDIT LOAD**

Students will not register for more than 18 credits without the permission of the advisor, Dean of Academics, and Dean of Enrollment Services.

**NON-CREDIT COURSES / CORPORATE EDUCATION CENTER**

The Corporate Education Center offers competency based non-credit courses for adults in need of training to obtain employment, upgrade an existing job, or retrain for other employment. These courses are open to current students and to the general public. Additional tuition is required for these courses.

**PROGRAM OF STUDY DECLARATION**

Students may accumulate twelve (12) credits before declaring a program. However, a student must declare a program to be eligible to receive Title IV Federal Student Aid or VA benefits.

**TRANSFER CREDIT**

Students requesting credit at WDT for post-secondary work completed at other schools must submit an official transcript from the school(s) previously attended. Transfer students must complete a minimum of 50% of the prescribed course work through WDT to be eligible for a Diploma or AAS Degree.

Post-secondary level credits from an accredited school in which the student has earned a grade of "C" or higher, or its equivalent, will be considered for transfer. The determination of acceptance is made by the Dean of Academics with the Dean of Enrollment Services for approval. Approved transfer credits are designated on the transcript as “TC.” Transfer credit will be granted for the CPR/First Responder course if the student can present a current CPR and First Responder/First Aid card.

**Special circumstances for Paralegal/Legal Assistant Students**

Transfer credit requests for general education courses and other non-legal specialty courses shall be handled by the Dean of Enrollment Services. With regard to legal specialty course transfer credit requests, full credit shall be given in connection with credits earned in legal specialty courses completed by ABA approved programs, providing, however, that no transfer credit shall be given in connection with any course in which
the student earned lower than a “C.” Where the legal specialty course credits have been completed by a non-ABA approved program, the program director shall make a case by case decision based on an examination of the textbook, course syllabus, and assignments completed in connection with the course for which the student is seeking transfer credit, again providing, however, that no transfer credit shall be given in connection with any course in which the student earned a grade lower than “C.”

Transfer credit is awarded pursuant to the general guidelines set forth in Western Dakota Tech’s general transfer policy (50% of a student’s coursework must be completed at WDT in order to receive a diploma/degree). The program does not allow the awarding of legal specialty credit by examination.