ADMISSIONS

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APPLICATION PROCEDURE

**EARLY APPLICATION IS RECOMMENDED FOR ALL PROGRAMS.** All applicants seeking admission to WDT must complete the following steps:

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 Student Success Center 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 Admissions for this information.

- Electrical Trades
- 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.

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.
ACADEMIC PREPARATION

WDT is dedicated to helping students succeed in their chosen academic field. Upon completion and review of the ACCUPLACER exam, students may be required to enroll in classes designed to upgrade skills in Math, Writing, and Reading. Academic preparation classes do not count toward the graduation requirements. Contact the Admissions Office for specific information.

LAPTOP COMPUTERS

All students are required to have a wireless laptop computer. Please refer to the spec sheets on the WDT website. This can be accessed at http://www.wdt.edu/student-life/tech-support/.

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 Registrar’s Office. Students will be required to pay for subsequent transcripts. Transcripts will not be issued to anyone with outstanding student account charges. Transcripts can also be requested via https://www.wdt.edu/alumi-and-friends/request-transcripts.

ACADEMICS

Students need to refer to the WDT Student Handbook which details the policies and contains beneficial information that can help students achieve their educational goals. It is designed to serve as a ready reference for student rights and responsibilities, academic procedures, graduation requirements, and other useful information. The handbook is available online at http://www.wdt.edu/student-life/student-handbook/.

FINANCIAL AID

Please refer to the WDT Financial Aid Bulletin for all your financial aid questions or visit http://www.wdt.edu/financial-aid/.