

STUDENT AND PROSPECTIVE STUDENT LOCATION

I. Purpose

The purpose of this policy is to define how Western Dakota Technical College (WDTC) determines a prospective student's location, a student's location, and the responsibility of the prospective student and/or student to inform the College of their location.

II. General Statement of Policy

- A. The College determines a prospective student's location based upon the current address reflected in the College's student information system (SIS).
- B. The College determines a student's location based upon the current address reflected in the College's SIS.
- C. Prospective students are responsible to provide a permanent address and current address upon applying to WDTC and upon requesting a change of program.
- D. Students are responsible to keep their current and permanent addresses up-to-date in My.WDT.

III. Definitions

- A. Current Address – where the student will reside while attending WDTC.
- B. Permanent Address – legal or home address.
- C. Prospective Student – Prior to acceptance into an academic program, as dual enrollment, or as non-degree seeking.
- D. Student – Accepted into an academic program, as dual enrollment, or as non-degree seeking (e.g. a student could be a prospective student to Practical Nursing while a student in Surgical Technology.)

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A. This policy shall appear on the WDTC website on the policy page.

Pending Board Approval 9/11/2024