

RE-ENROLLMENT PROCEDURES

Same Program

Individuals who did not complete a program of study but want to re-enroll in the same program need to contact the Student Services and Admissions Office for details. In some instances, when the curriculum has changed significantly, an individual must re-enroll for the entire program. **If students are dismissed for the remainder of a semester due to misconduct, they will not be permitted to re-enroll the following semester.** To re-enroll after the required time lapse, students must contact the Student Services and Admissions Office and submit a new online application at applytech.washburn.edu (<https://applytech.washburn.edu>).

Program Change

Students who want to withdraw from one program and enroll in another program at Washburn Tech the following semester must meet with their Program Navigator & Advisor. Students must complete a new online application at applytech.washburn.edu (<https://applytech.washburn.edu>) and meet the Admissions requirements for the program in which they want to enroll.

Changes to Class Schedules

Any individual who enrolls in a program of study for consecutive semesters will be expected to meet the Graduation Plan in place at the time they enrolled. All programs of study consist of courses that are taught in a sequential manner; some courses are offered only once during the school year. Because of this, changes regarding part-day or full-day schedules need to be discussed with a Program Navigator & Advisor.

Institutional refunds are calculated, according to the published schedule for **all** students who attend Washburn Tech and reduce the number of hours enrolled. The refund schedule applies to each course from which a student withdraws. Refunds for short-term classes will be prorated based on the full-semester course refund schedule. Withdrawal from a course and enrollment in another course are treated as two separate transactions.

Continuing Student Enrollment

Typically, program requirements established at the time of admission do not change for students. For programs containing multiple semesters to complete, students must complete the re-enrollment form indicating their intentions to return to Washburn University Institute of Technology (WIT). Students graduating from their high school prior to completing their WIT program must also complete a new online application reflecting their status as a post-secondary student.

- Re-enrollment for the Spring semester
 - Re-enrollment forms and/or a new online application (if applicable) must be completed by close of business on the last day of classes for the preceding Fall semester.
- Re-enrollment for the Summer semester
 - Re-enrollment forms and/or a new online application (if applicable) must be completed by close of business on the last day of classes for the preceding Spring semester
- Re-enrollment for the Fall semester

- Re-enrollment forms and/or a new online application (if applicable) must be completed by close of business one month prior to the first date of classes for the Fall semester.

If a student has a hold(s) on their account preventing registration, the hold(s) must be addressed and removed at least five business days prior to the start of classes. Failure to address holds on accounts may result in administrative withdrawal from the program.

Failure to complete a re-enrollment form and/or a new online application (if applicable) by the deadlines outlined above, or addressing account holds, may result in withdrawal from the program.

After deadlines have passed, a student's ability to return to the program will be determined on a first come, first served basis alongside all other new and returning students.