

STUDENT SERVICES

The services of the Student Services Office occur prior to, during, and after a student attends WDT. These functions include a wide range of services including career development, diagnostic testing, prior learning evaluation for advanced standing, various types of educational placement assessments, orientation, housing assistance, counseling and ongoing support services, advisement, financial aid, the graduation process, job placement assistance, and records management.

LIBRARY

LEGAL RESOURCE CENTER

BOOKSTORE

FOOD SERVICE

CAREER SERVICES

ACADEMIC PREPARATION

ACADEMIC ASSISTANCE CENTER

DISABILITY SERVICES

SPECIAL SERVICES PROGRAM

COUNSELING SERVICES

LIBRARY

The library provides materials, informational resources, and services to support program and individual interest and provides Interlibrary Loans.

Library Literacy Classes are offered throughout the semester to help users understand how to find information for assignments, and how to evaluate and know you have credible information. Library barcode numbers are located on the backside of the WDT campus ID card. It will be 21560xxxxx. To gain access to the library catalog and electronic databases, log on to www.sdln.net, key in the barcode and use the last name as the password. For help: please contact the Circulation Desk 718-2427 or Reference 718-2904. Your library card will be active as long as you are a student at WDT.

Be sure to use the library's web page to guide you in finding more resources and how to use the library. Go to www.wdt.edu, go to Current Students, then a directory will appear, then find the Library.

LEGAL RESOURCE CENTER

The Legal Resource Center is a law library specifically designed for the Paralegal program. The LRC provides students with a convenient and quiet study area that is close to classes and legal research sources. The legal collection consists of regional, federal, and state laws, statutes, and cases which provide an excellent base of resources for paralegal students preparing for their profession.

BOOKSTORE

Western Dakota Tech operates a bookstore that provides students with textbooks (both new and used), supplies, clothing, and a variety of soft goods. All sales are cash, personal checks (for the amount of purchase only), or credit card unless funded by an authorized agency. The Bookstore hours are posted. Refunds are given for merchandise in original condition the first two weeks of each semester only and must be accompanied by a receipt. See the Student Handbook for the book buy back policy and information.

DAKOTA GRILL

WDT's Dakota Grill provides food service from with a daily menu including breakfast from 7:00 am to 10:30 am, lunch specials, and a variety of short orders from 10:30 am until 1:30 pm. The short order grill closes at 12:30 pm. catering services will also be provided as requested and approved. Vending machines, a microwave, and a refrigerator are available in the both the Mickelson and Rushmore commons areas.

CAREER SERVICES

Western Dakota Tech's Career Services office is committed to serving our students, alumni, and the employers who hire our graduates. WDT graduates enter the job market equipped with the most advanced technical skills available in their chosen profession. The role of the Career Services office is to facilitate a successful match between a graduate's employment interests and available career opportunities. In addition to informing students and alumni of employment opportunities, the Career Services office assists students with developing interview skills, resume writing, and networking. The staff compiles a yearly Graduate Placement Report that identifies wage trends and employers who hire WDT graduates.

ACADEMIC PREPARATION

Western Dakota Tech is dedicated to helping students succeed in their chosen academic field. Upon completion and review of the COMPASS exam, students may be required to enroll in classes designed to upgrade their skills in math, writing, and reading. Academic preparation classes do not count toward the program graduation requirements. Please contact the Admissions Office for specific information.

ACADEMIC ASSISTANCE CENTER/STUDY SKILLS

The Academic Assistance Skills Center offers course-specific tutoring for students enrolled in diploma or Associate in Applied Science degree courses. The service is free and designed to give individualized attention to students who want to improve their performance in specific curriculum areas. The Center employs peer tutors who are assigned based upon their area of expertise. Various study skill workshops are conducted. The topics include note taking, memory skills, listening skills, time management, and test taking.

DISABILITY SERVICES

Western Dakota Tech's training programs and facilities are accessible to persons with disabilities who satisfy the general admission requirements. Any applicant with a disability may be accepted, providing the program goals are appropriate and in accordance with established program and industry standards. Applicants with a documented disability are encouraged to contact the Student Services Office during the initial stages of the admissions process for accommodations.

SPECIAL SERVICES PROGRAM

This program provides support services to the minority, single parent, displaced homemaker, single pregnant women, first-generation, and non-traditional student populations. Services provided include financial assistance; resource and referral with local agencies; academic, career, and personal counseling; and social and cultural activities.

COUNSELING SERVICES

The counseling services' mission is to provide quality counseling and guidance to students at WDT, tailored to each unique individual's circumstances and needs, while maintaining a healthy perspective in their physical, mental, emotional, educational, and social well-being.