

Section One: Services to Students

BOOKSTORE

The WDT Bookstore, located in Dakota Hall, offers a wide variety of school supplies and WDT apparel in addition to required textbooks. Students are encouraged to keep their bookstore receipt for a variety of purposes, including tax preparation. The bookstore cannot issue duplicate receipts.

Required Course Material

WDT complies with Section 133 of the Higher Education Opportunities Act (PLL110-315) by providing students with access to required course material. Students may obtain this information at <https://www.wdt.edu/student-life/bookstore>, at <https://www.wdt.edu/current-students/wdt-master-syllabi/>, and through their course instructors.

Textbook Return Policy

Students may return textbooks to the bookstore under the following guidelines:

- During the official add period for a course, students may return textbooks, with a receipt, for a full refund.
- After the official add period and before the end of the official drop period for a course, students may return textbooks required for the dropped course. Textbooks must be returned within one week of dropping said course. No other refunds will be given.
- Textbooks must be in salable condition and must be accompanied by any workbook originally sold with the textbook.
- Textbooks sold with software may not be returned if opened.

Textbook Buy-Back Policy

The WDT Bookstore offers a book buy-back period at the end of the fall and spring semesters. The bookstore buys back textbooks in the amount and the quantity shown on the current buy-back list. The WDT Bookstore buy-back is funded by Nebraska Book Company. Buy-backs and prices are determined by the Nebraska Book Company.

- Prices are quoted for relatively clean books with sound bindings.
- Textbooks with poor bindings or books that are worn or frayed may be purchased at lower prices.
- Paperback textbooks in poor condition have no value.
- Textbooks may be highlighted and underlined in the text. Very little ink pen writing is allowed. Pencil writing or marks must be erased.
- Textbooks previously purchased in new or used condition may qualify.
- Receipts are not required.
- Students funded by third-party funding agencies are responsible to know the policy of their funding agency in regard to textbook buy-back eligibility.

Laptops

The Bookstore offers reliable business grade refurbished laptops for student purchase. These laptops are professionally refurbished by a Microsoft-registered refurbisher. The laptops meet or exceed Western Dakota Tech specifications for most programs. Please see the Bookstore for more information.

CAREER SERVICES

The Career Services Office at WDT collaborates with academic and other support units to provide career development assistance to students seeking career and part-time employment opportunities. Prospective graduates seeking placement assistance can contact the Library & Disability Services Coordinator located in the Student Success Center for help with resumes, interview skills, application preparation, and job search tools.

Maintaining a full academic schedule is a full-time job and should be each student's first priority. The Career Services Office assists students as much as possible in finding part-time after-school employment while attending WDT when requested. Full-time and part-time employment opportunities for WDT students will be posted on

campus and online at www.wdt.edu/job-listings/.

Western Dakota Tech does not guarantee placement to any student.

COUNSELING SERVICES

Counseling services are available to students through a third party. Please contact the Student Success Center for more information at 718-2955 or by email at StudentSuccessCenter@wdt.edu.

DISABILITY SERVICES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), it is the policy of Western Dakota Tech to ensure that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the college. Western Dakota Tech works to ensure campus accessibility for persons with disabilities, which include, but is not limited to, admissions, services, educational opportunities, programs, activities, employment practices, and facilities use/maintenance (except those that would result in fundamental alteration of programs, place undue financial and administrative burdens upon the college, and that can be provided without lowering academic and other essential standards).

Transitioning

Transition to higher education is a big step. As a student entering post-secondary education, you have new rights and responsibilities related to your disability. It is important to inform yourself, so you can fully engage in the educational opportunities available. These pamphlets, published by the Office of Civil Rights of the Department of Education, provide guidance and suggestions for students entering post-secondary education.

- <https://www2.ed.gov/about/offices/list/osers/transition/products/postsecondary-transition-guide-may-2017.pdf>
- <http://www2.ed.gov/about/offices/list/ocr/letters/parent-20070316.pdf>

Student Responsibility

To be eligible for accommodation, the student must contact the Director of Student Success/Registrar, Library & Disability Services Coordinator, or designee to submit required documentation and to complete the ADA Student Request for Services form. This contact should be made as early as possible. It is the student's responsibility to provide medical or other diagnostic documentation of disability and limitations. If documentation is not available or is inadequate for determining academic needs, the student may be asked to participate in additional evaluation prior to receiving accommodations. The student will incur the cost of this testing. Once the need for ADA accommodations is verified, the student is responsible for talking with, and getting signatures from, instructors in classes where accommodations will be used.

Students with disabilities are not exempt from following WDT policies and procedures such as program attendance requirements and assignment due dates.

Faculty and Staff Responsibility

If a student discloses a disability to a staff or faculty member, the staff/faculty has the responsibility to direct the student to the Library & Disability Services Coordinator.

More information about the student, faculty, and staff responsibilities can be found in the Disability Services Handbook found here: <https://www.wdt.edu/current-students/section-504ada-grievance-procedure>

Academic Accommodations

The Director of Student Success/Registrar, Library & Disability Services Coordinator, or other designee will review the documentation and conduct an interview with the student to determine appropriate accommodations.

Instructional/classroom accommodations may include, but are not limited to:

- Oral tests
- Enlarged material

- Extended time on exams (up to 1.5 times)*
- Reduced-distraction environment
- Note-taking assistance
- Digital textbooks, as available
- Recording devices
- Preferential seating
- Graphic organizers

*Speaking English as a second language or being an English Language Learner is not considered a disability. Students in this situation seeking extended time will not qualify for extended time unless they have a disability.

Section 504/ADA Grievance Procedure

See Section Six of this handbook for the Student Grievance Procedure.

FOOD SERVICES

The Commons is located in Wanbli Hall and is a gathering spot for WDT students. Food is available for purchase in the WDT Bookstore. Vending machines and microwaves are also available for student use. Students in need are encouraged to take items from the WDT Campus Food Pantry located just outside the Student Success Center.

HOUSING

WDT does not provide housing. All students are expected to make their own living arrangements. A list of rental units is available upon request through Enrollment Services or the Student Success Center. Student Success Coaches can offer assistance with finding housing to meet your needs.

LIBRARY SERVICES

The WDT library is located in Dakota Hall.

Library staff is available to assist students in conducting research tasks, transferring files, scanning documents, and printing materials along with providing basic technology troubleshooting. Materials, features, and services available to students include:

- Computer stations
- Non-fiction print materials aligned with WDT degree programs
- Leisure-reading collection in print and audiobook formats
- Online databases of encyclopedias, magazines, newspapers, journals, and e-books
- Testing rooms with HD cameras
- Study tables with power outlets and multimedia collaboration stations
- 24/7 outside return book drops
- Printing from the library computers is available.
 - More information on printing services from mobile devices can be found at: <https://www.wdt.edu/student-life/printing>.

The WDT Library charges fines for items returned after their due dates. The fine is 25 cents per day. Any book(s) not returned within 30 days of being overdue will have the replacement cost billed via Student Accounts.

Whether online or in person, the library staff is available to help. For more details, visit the Library webpage at <https://my.wdt.edu/ics.in.my.wdt.edu>.

PRINTING/FAXING

Western Dakota Tech Students have the ability to print from any compatible personal devices (phone, laptop, tablet) to any copier on campus. The cost of printing or making copies is \$.15 for black and white and \$.25 for color per each side of the paper. Students can purchase credit in the Western Dakota Tech Bookstore or Student Accounts office. Please be advised that this credit does not roll over from semester to semester. Faxing will be available in the Bookstore for students at a cost of \$.25 per page.

SERVICE ANIMALS – WDT Policy 4013

WDT complies with federal, state, and local laws which allow a service animal to accompany any person with a disability on the WDT campus, except where noted in the policy. Prior to full campus access, students with a service animal must meet with the Library & Disability Services Coordinator, and WDT employees with a service animal must meet with the Director of Human Resources.

The complete policy is located on the WDT website's policy page at <https://www.wdt.edu/about/policies-and-procedures>.

STUDENT SUCCESS CENTER

The Student Success Center houses Student Success Coaches who help Western Dakota Tech students succeed. The Center provides an array of services including, but not limited to, free tutoring, ADA accommodations, academic coaching, community resources, and student success seminars. Students are encouraged to reach out to their Coach with questions they may have. The Center may be reached via email at StudentSuccessCenter@wdt.edu, through the online chat button on the WDT website at <http://messenger.providesupport.com/messenger/westerndakota>, or by phone at 605-718-2955.

TUTORING SERVICES

Students often require on-going assistance in specific classes. As time permits, instructors will provide extra attention to students having difficulties with course content. Students also have access to peer tutors through the Student Success Center. There is no cost to students for tutoring services. Students on academic probation or returning from academic suspension may be required to utilize tutoring services, if deemed necessary by their instructor, advisor, or Student Success Coach.

WIRELESS ACCESS

WDT provides wireless access in all buildings. Students can access the wireless network using WDT-ACAD and their student ID number.