Section One: Services to Students

BOOKSTORE
The WDTC Bookstore, located in Dakota Hall, offers a wide variety of school supplies and WDTC 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
WDTC 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.

Students are encouraged to review their syllabi through MyWDT for a full list of tools and/or additional software that may not be available for purchase through the WDTC bookstore.

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.
• Textbooks sold with access codes may only be returned if access code is not revealed.

Textbook Buy-Back Policy
The WDTC 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 WDTC 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.

CAREER SERVICES
The Career Services Office at WDTC 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 Student Resource Coordinator located in the Student Success Center or Director of Industry Relations and Grant Management in Corporate Education 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
WDTC when requested. Full-time and part-time employment opportunities for WDTC students will be posted online through the 12Twenty platform. Access 12Twenty from MyWDT.

Western Dakota Technical College does not guarantee placement to any student. WDTC Career Services collects placement data from graduates. Placement data can be found online here: https://www.wdt.edu/future-students/placement-report.

**COUNSELING SERVICES**

Counseling services are available to students through a third party. Please contact the Student Success Center for more information at 605-718-2955 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 Technical College 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 Technical College works to ensure campus accessibility for persons with disabilities, which include, but is not limited to, admission, 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](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](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, Student Resource Coordinator, or designee to submit required documentation and to complete the ADA Student Request for Services form located in MyWDT. This contact should be made as early as possible to set-up a meeting either in person, over the phone, or virtually. 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 WDTC 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 Student Resource 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-process](https://www.wdt.edu/current-students/section-504ada-process)
**Academic Accommodations**
The Director of Student Success, 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:

- Tests read aloud
- 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 through the ADA accommodation process unless they also have a disability.

The Director of Student Success, Whitney Bischoff, who serves as the ADA/504 Coordinator, can be reached at 605-718-2965, whitney.bischoff@wdt.edu, or office D160A in the Student Success Center.

**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 WDTC students. Food is available for purchase in the WDTC Bookstore. Vending machines and microwaves are also available for student use. Students in need are encouraged to take items from the WDTC Campus Food Pantry. Information regarding the food pantry should be directed to the Student Success Center.

**HOUSING**
WDTC does not provide housing. All students are expected to make their own living arrangements. A list of rental units is available upon request through the Student Success Center. Student Success Coaches can offer assistance with finding housing to meet your needs. All currently enrolled students have access to the roommates Facebook page designated to help students find other WDTC students that are looking for local housing and roommates associated with Western Dakota Technical College. Visit Western Dakota Tech Housing, Rooms, Apartments, Sublets, Roommates to join.

**LIBRARY SERVICES**
The WDTC 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 WDTC 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](https://www.wdt.edu/student-life/printing).

The WDTC Library does not charge fines for items returned after their due dates. 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 page in MyWDT.

PRINTING/FAXING
Western Dakota Technical College 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 Technical College Bookstore or Student Accounts office. Please be advised that this credit does not roll over from semester to semester. Fax services are not available for student use.

SERVICE ANIMALS – WDTC Policy 4013
WDTC complies with federal, state, and local laws which allow a service animal to accompany any person with a disability on the WDTC campus, except where noted in the policy. Prior to full campus access, students with a service animal must meet with the Student Resource Coordinator, and WDTC employees with a service animal must meet with the Director of Human Resources.

The complete policy is located on the WDTC 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 Technical College students succeed. Your Student Success Coach may contact you to assist in your academic journey as they receive notice of academic concerns, attendance concerns, or even help celebrate in your success. Their goal is to help you reach your goals! The Student Success Center also is the hub for student engagement on the Western Dakota Technical College campus and is the “go to” place for students that are looking to get involved, have questions, are struggling to connect, or are needing assistance navigating their higher education experience. Some of the Student Success Center services include:

- FREE Tutoring and Academic Support
- Community Resource Referrals (Mental Health, Housing, Childcare, Transportation, Food Insecurity, etc.)
- Federal Work Study
- ADA/Disability Services
- Career Education
- Professionals Program
- Clubs and Organizations
- Veteran’s Resources including Veteran’s Upward Bound
- Campus Events
- Awareness Series (Wellness and Diversity)
- Dual Enrollment Resources
- Student ID cards
- Study Spaces & Collaborations Stations
- And much more!

The Center may be reached via email at StudentSuccessCenter@wdt.edu, through the online chat button on the WDTC website, 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. Tutoring Services are also available virtually by contacting studentsuccesscenter@wdt.edu.

**WIRELESS ACCESS**

WDTC provides wireless access in all buildings. Students can access the wireless network using WDT-ACAD and their student ID number. Students having difficulty connecting to wireless access should contact the WDTC IT-helpdesk at 605-394-5355 or, if accessible, helpdesk@wdt.edu.