

Section One: Services to Students

CAMPUS STORE

The WDTC Campus Store, located in Dakota Hall, offers a wide variety of school supplies, snacks, beverages, and WDTC apparel in addition to being a resource for help in ordering textbooks.

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/campus-store/> 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 Campus Store.

Textbook Purchasing

The WDTC Campus Store has contracted with eCampus which is an online college textbook store. You are able to log into the eCampus online store using your WDTC Student ID # and your MyWDT password and it will auto populate your required textbooks. If you have any student loans, scholarships, or Third-Party financial aid it will be uploaded onto your eCampus student account for you to use to purchase your textbooks.

Textbook Return Policy through eCampus

To be eligible for a refund, the item must be received in the eCampus warehouse within 30 days from the ship date or course start date, whichever allows more time. Books must be returned in the condition that they were received to obtain a refund. You will need a Return Merchandise Authorization number which is automatically generated when you complete a return and print your return label via your My Account (<https://wdt.ecampus.com/sign-in?type=m&timeout=1&rp=/myaccount/Default%3F>). Please note, all returns must have a Return Merchandise Authorization number to ensure the returns process is completed successfully.

Textbook Rental Returns and Buy-Back Policy through eCampus

You may return your rentals through your online account at any time or return them at the WDTC Campus Store during the scheduled book buyback dates. Only eCampus rentals through the WDTC Online Bookstore are accepted.

You may sell your books at the WDTC Campus Store during select times of finals week, or you can sell online 24/7 at wdt.ecampus.com.

eCampus buy backs must be in a condition that they can be offered to another students:

- Books may contain some highlighting, writing or margin notes throughout, but not to excess.
- Books must be generally clean in appearance with no torn pages and with the cover and spine intact. Normal wear is acceptable but not excessive wear.
- Books with any water damage cannot be accepted
- Teacher's editions, instructor's editions, international editions, and other like editions cannot be accepted; these will be recycled if received.

The price offered by eCampus for a used book is based on several different factors:

- Is the book being used again for the next term at WDTC?
- Is there a demand for the book at other schools for the next term?
- Can the book be offered in used condition or for rent? For example, if it's a looseleaf book or a workbook, they can only be sold new so used copies will not be accepted.

The best time to sell your books back is at the end of each term. When you sell back your books during finals week, or shortly after, you will get the best price offered. If you try to sell a book back in the middle of a

semester and eCampus isn't buying it or offering a price you want to accept, try back at the end of the term. Additional information about upcoming needs for the book may make a difference.

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 Director of Industry Relations and Grant Management in the Career Services/Corporate Education office 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 Handshake platform.

WDTC 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 WDTC 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. WDTC 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).

Students in higher education are required to self-identify to and be registered with the Disability Services Office before accommodations are implemented. Notification to a faculty or a staff member does not qualify as self-identification, and accommodations are not retroactive. Detailed information regarding Disability Services processes including registration requirements can be found in the Disability's Services Handbook at <https://www.wdt.edu/current-students/section-504ada-process>.

Disability Services Office can be contacted at disabilityservices@wdt.edu for any questions or concerns regarding Disability Services at WDTC.

The Director of Human Resources serves as the ADA/504 Coordinator, can be reached at 605-718-2407, or office D203 in Administration.

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 Disability Services.

Section 504/ADA Grievance Procedure

See WDTC Policy 4015 – Student Resolution and 4015.Procedure.003.

<https://www.wdt.edu/assets/docs/uploads/about/policies/4015.pdf>

<https://www.wdt.edu/assets/docs/uploads/about/policies/4015procedure003.pdf>

DINING SERVICES

Dining Services is located next to the Commons in Wanbli Hall. The Grill offers breakfast and lunch options while classes are in session, as well as Grab-n-go microwave meals, snacks, and beverages. A limited selection of food choices are also available for purchase in the WDC Campus Store and at the Grab-n-go area in the Badlands Building. Microwaves are located in the Commons, Campus Store, and Badlands Hall for student use, and beverage vending machines are in several locations on campus.

HOUSING

WDC offers limited off-campus housing to full-time students. WDC does not provide family housing, and students are not required to live in student housing. Visit the WDC housing website at <https://www.wdc.edu/student-life/student-housing/> for more information to apply. Housing may be contacted at housing@wdc.edu or 605-718-1100.

LIBRARY RESOURCES

Library resources are located in the Student Success Center.

Student Success staff or Writing Lab faculty are available to assist students in conducting research tasks, helping with proper citations, scanning documents, and printing materials. Materials, features, and services available to students include:

- Computer stations
- Non-fiction print materials aligned with WDC 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 for students with testing accommodations approved through Disability Services
- Study tables with power outlets and multimedia collaboration stations
- Copier/printer

The WDC Library does not charge fines for items returned after their due dates. Any book(s)/equipment not returned within 30 days of being overdue will have the replacement cost billed via Student Accounts.

PRINTING/FAXING

WDC 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 WDC Campus Store 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 – WDC Policy 4013

WDC complies with federal, state, and local laws which allow a service animal to accompany any person with a disability on the WDC campus, except where noted in the policy. Prior to full campus access, students with a service animal must meet with Disability Services for approval. The complete policy is located on the WDC website's policy page at <https://www.wdc.edu/assets/docs/uploads/about/policies/4013.pdf>.

STUDENT SUCCESS CENTER

The Student Success Center is the "go to" place for students that are looking to get involved, have questions, are struggling to connect, or need additional academic, community, or campus resources. The Center and Student Success Coaches are there to help WDC students succeed. Your Student Success Coach may contact you to assist you in your academic journey as they receive notice of academic concerns and attendance concerns or to help you celebrate in your success. The Coach's goal is to help you reach your goals and to navigate your time at WDC. Some of the Student Success Center services include:

- Access to Tutoring and Academic Support
- Resources for Student Success (Time Management, Study and Test-taking Skills, etc.)
- Community Resource Referrals (Housing, Childcare, Transportation, Food Insecurity, Mental Health, etc.)
- Professionals Program

- Clubs and Organizations
- Veteran's Resources including Veteran's Upward Bound
- Campus Events
- Student ID Cards
- Study Spaces & Collaborations Stations

The Center may be reached via email at StudentSuccessCenter@wdt.edu 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 in most general education courses through the Student Success Center. There is no cost to students for tutoring services. Tutoring Services are also available virtually by contacting studentsuccesscenter@wdt.edu.

Wi-Fi ACCESS

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