Services to Students

BOOKSTORE
The Bookstore, located in Dakota Hall, is open during the academic year and has 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 through the WDT website at http://bookstore.wdt.edu or at www.wdt.edu. In addition, after registering for classes, students may obtain their required material list through their WDT account.

Book Return
During the drop/add period of the semester, students may return books to the Bookstore under the following guidelines:

- During the first 5 days of the semester, students may return books, with a receipt, for a full refund.
- During the second week of the semester (days 6 – 10), students must present a drop slip or withdraw paperwork, along with a receipt, for a full refund.
- Books must be in salable condition and must be accompanied by any workbook or software originally sold with the textbook.

Book Buy-Back Policy
The WDT Bookstore offers a book buy-back at the end of each semester. The Bookstore buys back books in the amount and the quantity shown on the buy-back list.

- Prices are quoted for relatively clean books with sound bindings.
- Books with poor binding or books that are worn or frayed may be purchased at lower prices.
- Paperback books in poor condition have no value.
- Books may be highlighted and underlined in the text. Very little ink pen writing is allowed. Pencil writing or marks must be erased.
- It does not matter if you bought the books new or used.
- No receipts are needed.
- Students funded by third-party funding agencies are responsible to know the policy of their funding agency in regard to book buy-back.

THE COMMONS
The Commons is located in Wanbli Hall, and is a gathering spot for WDT students. Vending machines and microwaves are available for student use.

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.

Placement of WDT graduates is administered by the Career Services Coordinator in cooperation with the various departmental personnel. Prospective graduates seeking placement assistance must register with the Career Services Coordinator prior to graduation to be guaranteed notification as job possibilities are listed.

Maintaining a full academic schedule is a full-time job in itself and should be each student’s first priority. Most students will get much more out of their educational experience if they do not attempt full-time employment during the school term. However, the Career Services Office assists students as much as possible in finding after-school employment while attending WDT when requested. Part-time employment opportunities for WDT students will be posted on campus and online.

Western Dakota Tech does not guarantee placement to any student.
**LIBRARY SERVICES**
Welcome to the campus library at WDT, located in Dakota Hall on the main WDT campus. Our spacious, modern library is the result of a partnership of Western Dakota Tech, Pennington County, and Rapid City Public Library.

Materials, features, and services available to students:
- Non-fiction print materials aligned with WDT degree programs
- Credible, relevant, and current information from our online databases of encyclopedias, magazines, journals, and e-books
- Leisure-reading collection in print and audiobook formats
- Self-checkout stations
- Coin-operated central printing
- Various programming events hosted by Rapid City Public Library

Library staff is available to assist students in research tasks, transferring files, scanning, and printing in the library along with providing basic technology troubleshooting. For our students’ convenience, there are computers in the library, study tables with power outlets, multimedia collaboration stations, study rooms, and an academic conference room for small groups to study or work together on projects.

In addition, students are encouraged to utilize the Ask Your Librarian chat box on the library’s webpage at [http://library.wdt.edu/](http://library.wdt.edu/) and from there may also use their student ID numbers to remotely access our online databases. Whether online or in person, the library staff is here to help!

**SPECIAL SERVICES PROGRAM**
Special programs are available to all non-traditional students enrolled at WDT. Non-traditional students are defined as single-parents/single pregnant women, homemakers/displaced homemakers, minority students, first generation college students, and students enrolled in non-traditional programs (i.e. a male in Nursing or a female in Welding.) WDT recognizes the fact that non-traditional students have very different circumstances and barriers than traditional students. Therefore, WDT has appointed an office to help this population of students in their pursuit for higher education.

Services available include resource information and referrals, textbook assistance programs, life skills workshops, mentoring, support groups, and limited financial resources. For more information, please contact Enrollment Services.

**FINANCIAL AID & SCHOLARSHIPS**
The WDT Financial Aid Office is dedicated to administering the U.S. Department of Education’s Title IV Financial Assistance Program in a fair, consistent, and efficient manner, and assisting students in seeking funding opportunities in order to fulfill their post-secondary educational goals by providing personalized assistance, accurate and meaningful interpretation of federal eligibility regulations, and guidance regarding long-term financial considerations and default management.

The Financial Aid Office at Western Dakota Tech provides financial assistance to students who, without such aid, would be unable to attend school. Financial Aid policies and procedures are found in the Financial Aid Bulletin. If you have questions or would like a bulletin, please see the Financial Aid Office.

**FEDERAL WORK STUDY**
Students may be eligible to participate in the Federal Work Study (FWS) Program while attending WDT. FWS is an opportunity to work in the community or on campus in a variety of service positions. For more information, contact Financial Aid to determine eligibility for program participation and Career Services to learn about current FWS opportunities. WDT reserves the right to perform background checks on students participating in the Work Study Program.

**VETERANS EDUCATION BENEFITS**
Veterans and dependents of deceased or disabled veterans, as well as active duty service members and their
TUTORED SERVICES
As time permits, all instructors will provide extra attention to students having difficulties. Often, students need on-going assistance. If this is the case, the student may request a peer tutor through the instructor of the class where problems are encountered. The instructor will make a referral to the Academic Success Center. **There is no cost to the student for tutoring services.** Students may be required to utilize tutoring services if deemed necessary.

ADA POLICY
It is the policy of Western Dakota Tech, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), 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 institute. Western Dakota Tech works to ensure campus accessibility for persons with disabilities, which would include, but not be limited to admissions, services, educational opportunities, programs, activities, employment practices, and facilities use/maintenance, except where to do so would result in a fundamental alteration of the program or place undue financial and administrative burdens upon the Institute and that can be provided without lowering academic and other essential standards.

Student Responsibility
To be eligible for accommodation, the student must contact the ADA Coordinator. 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 adequate, the student may be asked to participate in additional evaluation prior to receiving accommodations. The student will incur the cost of this testing.

Students with disabilities are not exempt from following WDT policies and procedures.

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 ADA Coordinator. As noted above, students with disabilities have the responsibility to follow institutional policies and procedures.

Academic Accommodations
Students who request academic accommodations will be required to provide the appropriate documentation to the ADA Coordinator. The ADA Coordinator will review the documentation and meet individually with the student to determine which accommodations will be allowable. The student will be given an “ADA Accommodation Request” form, and the student is responsible for taking this form to each class/instructor in which accommodations are requested.

Instructional/classroom accommodations may include, but are not limited to:
- Oral tests
- Enlarged material
- Extended time on exams (up to twice the time)
- Distraction-free environment
- Note takers
- Readers
- Taped texts (must be registered through the State Library)
- Tape recorders
- Preferential seating
- Graphic organizers