Services to Students

Services to the students 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
Student Success Center/Study Skills
Disability Services
Special Services Program
Counseling Services
**LIBRARY**
The WDT Community Library is located in Dakota Hall. WDT, in partnership with Pennington County, and the Rapid City Public Library, strives to provide the materials, training, tools, and services that students require to be successful in the 21st century.

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

In addition to the spacious, modern library, the library staff encourages students to check out our robust online presence at [http://www.wdt.edu/library](http://www.wdt.edu/library), particularly our database offerings and program-specific research guides and tools. Whether online or in person, the WDT Community Library staff is available to help.

**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. 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**
WDT 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.

**FOOD SERVICE**
Food service is available to WDT students and staff with a daily menu including breakfast and lunch. Catering services will also be provided as requested and approved. Vending areas also are available.

**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**
WDT is dedicated to helping students succeed in their chosen academic field. Upon completion and review of the ACCUPLACER exam, students may be required to enroll in classes designed to upgrade skills in Math, Writing, and Reading. Academic preparation classes do not count toward the graduation requirements. Contact the Admissions Office for specific information.

**STUDENT SUCCESS CENTER/STUDY SKILLS**
The Student Success 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 SSC offers peer tutoring based upon area of study or program. Various study skill workshops and learning lunches are conducted on topics such as 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**
Counseling services are available as needed through a third party. Please see Enrollment Services for more information.