

Section One: Services to Students

ADA SERVICES

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.

Transitioning

Transition to higher education is a big step. As a student entering post-secondary education, you have new rights and responsibilities as 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.

- <http://www2.ed.gov/about/offices/list/ocr/transitionguide.html>
- <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 or designee to submit the required documentation and to complete the ADA Accommodation Request form which the student is responsible for taking to each class/instructor in which accommodations are requested. 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 Student Success Center.

Academic Accommodations

The Director of Student Success or designee will review the documentation and meet individually with the student to determine which accommodations will be allowable. 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 takers
- Readers
- Digital texts
- Recording devices
- Preferential seating
- Graphic organizers

Section 504/ADA Grievance Procedure

See Section Six of this handbook for the Section 504/ADA Grievance Procedure.

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 <http://bookstore.wdt.edu>, at <http://www.wdt.edu/degree-programs/wdt-master-syllabi/>, and through their course instructors.

Book Return Policy

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

- During the official add period of the semester, students may return books, with a receipt, for a full refund.
- After the official add period and before the end of the official drop period of the semester, students must present a drop slip or withdrawal paperwork, along with a receipt, in order to receive a full refund. No other refunds will be given.
- Books 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.

Book Buy-Back Policy

The WDT Bookstore offers a book buy-back at the end of the fall and spring semesters. The bookstore buys back books in the amount and the quantity shown on the current buy-back list.

- Prices are quoted for relatively clean books with sound bindings.
- Books with poor bindings 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.
- Books 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 book buy-back eligibility.

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 Career Services Office.

Maintaining a full academic schedule is a full-time job in itself 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. Part-time employment opportunities for WDT students will be posted on campus and online at www.wdt.edu.

Western Dakota Tech does not guarantee placement to any student.

COUNSELING SERVICES

Counseling services are available to students through a third party. Please see the Student Success Center for more information.

FOOD SERVICES

The Commons is located in Wanbli Hall and is a gathering spot for WDT students. Food service is available to students and staff with a daily menu including breakfast and lunch. Vending machines and microwaves are available for student use.

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.

LIBRARY SERVICES

The WDT library is located in Dakota Hall.

Materials, features, and services available to students include:

- Non-fiction print materials aligned with WDT degree programs
- Credible, relevant, and current information from online databases of encyclopedias, magazines, journals, and e-books
- Leisure-reading collection in print and audiobook formats
- Reservable study rooms
- Self-checkout station
- Centralized printing from the library computers – cash required
black & white copy/print 15¢; color print 25¢

Library staff is available to assist students in conducting research tasks, transferring files, scanning, and printing along with providing basic technology troubleshooting. For student convenience, there are computers, study tables with power outlets, and multimedia collaboration stations in the library.

Whether online or in person, the library staff is available to help. In addition, students are encouraged to utilize the Ask Your Librarian chat box on the library's webpage at <http://library.wdt.edu/>.

STUDENT SUCCESS CENTER

The Student Success Center, located in the WDT library, houses Student Success Coaches who help WDT students succeed. The Center provides an array of services including tutoring, ADA accommodations, academic advising, and student success seminars to name a few. 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 or via phone at 605-718-2955.

TUTORING 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 or through the Student Success Center. There is no cost to the student for tutoring services. Students may be required to utilize tutoring services if deemed necessary.