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 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?ltype=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 or return them at the WDTC Campus Store. 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.

The books eCampusbuys back 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 spin 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 eCampusisn'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 Assistant Director of Student Success 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 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).

Detailed information regarding Disability Services processes, expectations, and responsibilities 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 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.

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 Assistant Director of Student Success.

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 WDTC 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.

Students in need are encouraged to take items from the WDTC Campus Food Pantry located adjacent to the Student Success Center. Questions regarding the food pantry should be directed to the Student Success Center staff.

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

Additional housing resources are available through the Student Success Center. A list of rental units is available upon request through the Student Success Center, and 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 non-WDTC housing and roommates associated with WDTC. Visit Western Dakota Tech Housing, Rooms, Apartments, Sublets, Roommates Facebook page to join.

LIBRARY SERVICES
The WDTC library is located in Dakota Hall in the Student Success Center.

Library staff is 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 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 for students with testing accommodations approved through Disability Services
- Study tables with power outlets and multimedia collaboration stations
- 24/7 outside return book drops
- Printing from the library computers is available

The WDTC Library does not charge fines for items returned after their due dates. Any book(s)/equiptment 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
WDTC 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 WDTC 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 – 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 Assistant Director of Student Success.The complete policy is located on the WDTC website's policy page at https://www.wdt.edu/assets/docs/uploads/about/policies/4013.pdf.

WDTC Policy 4013 and Policy 4017 differentiate between service animals and emotional support animals. Emotional Support Animals are only allowed in College housing and must be approved by the Disability Services Office. The full emotional support animal campus policy is located at https://www.wdt.edu/assets/docs/uploads/about/policies/4017.pdf.

STUDENT SUCCESS CENTER
The Student Success Center houses Student Success Coaches who help WDTC 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 and navigate your time at WDTC. The Student Success Center also is the hub for student engagement on the WDTC campus and 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. Some of the Student Success Center services include:
- Access to Tutoring and Academic Support
- Peer Mentoring
- Community Resource Referrals (Mental Health, Housing, Childcare, Transportation, Food Insecurity, etc.)
- 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

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 in most general education courses 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.

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 difficultly connecting to Wi-Fi access should contact the WDTC IT-helpdesk at 605-394-5355 or, if accessible, helpdesk@wdt.edu.