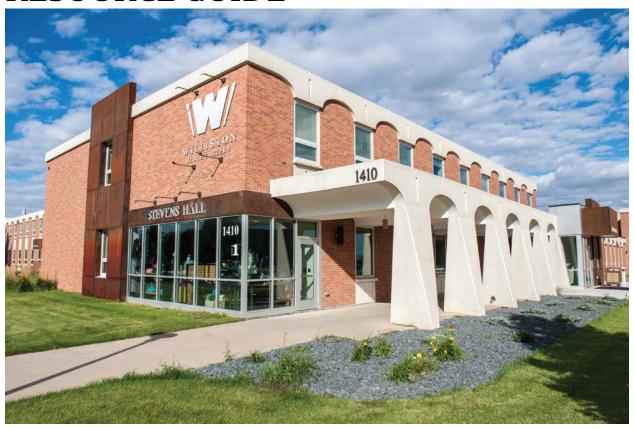
WILLISTON STATE COLLEGE

STUDENT COMMUNITY RESOURCE GUIDE





WILLISTON STATE COLLEGE

STUDENT COMMUNITY RESOURCE GUIDE

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Disclaimer: The information contained herein includes links to outside websites. Williston State College is not responsible for the accuracy of the information found on these websites. In addition, the information contained herein does not constitute legal advice nor is it intended to constitute legal advice. It is not a substitute for consulting an attorney.

Introduction

The WSC Student Affairs Division has compiled a list of community resources which are available to assist students. This list includes campus resources, as well as, local, state and national agency information. If something in this document is not clear or if a resource should be added to the list, please contact Student Affairs.

Emergency Services - Emergency Dial 911 (From campus phones, dial 9-911)

Williston Police Department

223 East Broadway, Suite 201 Williston, ND 58801 701-577-1212 – Dispatch/Non-Emergency Williston Fire Department 317 11th St W

Williston, ND 58801 701-572-3400 - Non-Emergency

In case of emergency, where ambulance, police or fire personnel are required, **call 911 immediately!** In other cases where assistance is needed, please call the following, starting with Security/Facilities:

Campus Security

WSC Campus Security

701-774-4578 701-570-6699 – After hours

The WSC Security Department provides for the safety and well-being of WSC students, faculty, staff and property through development, maintenance, and enforcement of college policies and procedures. It preserves peace through conspicuous patrol, responds to calls for assistance including emergency and crisis situations, and provides other safety-related services. The Security Department provides a full range of public safety services including crime prevention, crime and incident reports and assistance in investigation.

Other Important Campus Contacts

WSC Counseling

Leah Hoffman – Counselor 701-774-4212

WSC Student Affairs

Kaylyn Bondy – Vice President 701-774-4585

WSC Residence Life/Housing

Kit Hernandez – Director

701.774.4528

WSC Title IX

Heather Fink – Title IX Coordinator 701.774.4281

Victim Advocacy and Crisis Outreach

Contact	Services
WSC Student Services WSC Title IX Heather Fink – Title IX Coordinator 701.774.4281	 Referral to the Campus Counselor On-campus escort services Assistance in filing a protection order Withdrawal from college On-campus investigations On-campus disciplinary procedures
WSC Counseling Leah Hoffman 701.774.4212	Personal counseling servicesShort term interventionOutside referrals
National Sexual Assault Hotline 800-656-4673	 Online Hotline Victim Services Education North Dakota Laws
US National Domestic Violence Hotline 800-799-7233	 Online Hotline Legal Help Resources
CAWS North Dakota 521 E. Main Avenue Suite 250 Bismarck, ND 58501 701-255-6240	 Victim Rights Education Resources
Family Crisis Shelter Williams County 723 Main St Williston, ND 58801 701-572-0757 800-231-7724 – Hotline Online Hotline	 Local help Referrals Education Advocacy Housing assistance Safety plans and protection order assistance Emergency shelter
Williams County Victim Witness Assistance Program 701-577-4577	 Restitution, crime victims compensation, and witness fees Transportation and accompaniment to court Employer intercession Protection order information Referrals

Victim Advocacy and Crisis Outreach FAQ

- **0:** What is Title IX?
- A: Title IX of the Educational Amendments of 1972 states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX.
- **Q:** Who do I report a Title IX violation to?
- **A:** Reports can be submitted to Heather Fink via email, phone, letter, or in person. Her contact information is:

Heather Fink
Title IX Coordinator
Stevens Hall Room 105F
701.774.428
heather.fink@willistonstate.edu

For more information about <u>Title IX</u>, please visit the Williston State College website or contact Heather.

- **Q:** I need a protection/restraining order. What do I do?
- A: There are many resources available to you when it comes to protection orders. Initially, you can contact any of the above resources for help. Locally, the Family Crisis Shelter can assist you with safety plans and protection orders and the Williams County Victim Witness Assistance Program can help with court hearings, restitution, and protection orders. Additionally, the North Dakota Supreme Court Legal Self Help Center provides information on the different types of protection orders with instructions for filing.
- **Q:** Does the college offer counseling services?
- **A:** Williston State College offers mental health counseling services for free to students currently enrolled. Personal counseling services provide confidential consultation, brief short term intervention, and referrals. The goal of <u>Counseling Services</u> is to help students return to their normal functioning as soon as possible. Contact Leah Hoffman 701.774.4212 or <u>leah.hoffman@willistonstate.edu</u> for more information.

Social Services and Human Rights

Social Services and Human Righ Contact	Services
North Dakota Department of Human Services Northwest Human Service Center P.O. Box 1266 316 2nd Avenue West Williston, ND 58802 701-774-4600 701-572-9111 – Crisis Hotline 24/7 dhsnwhsc@nd.gov	 Autism support Children and Family services Child Care Assistance Food Assistance Healthcare Coverage Behavioral Health (Mental Health and Substance Abuse) Services for Individuals with Disabilities
Williams County Social Services 110 W Broadway Suite 202 Williston, ND 58801 701-774-6300	Child WelfareFinancial Assistance
North Dakota Department of Labor and Human Rights 600 East Boulevard Avenue, Dept. 406 Bismarck ND 58505 701-328-2660 800-582-8032 - In-state toll-free labor@nd.gov	 Wage and Hour Division Human Rights Division Rules and Law
North Dakota Department of Veterans Affairs 4201 38th Street South, Suite 104 Fargo, ND 58104 701-239-7165 866-634-8387 toll-free Williams County Veteran's Service Office PO Box 2047 302 E Broadway Williston, ND 58802-2047 701-577-4550	 Healthcare Education Employment Financial Housing Outreach Programs Women and Minorities
WSC VA Certifying Official Andrea Carver 701.774.4242	 Application/admission counseling Academic program and course advising Certificate of Eligibility financial advising
American Civil Liberties Union (ACLU) North Dakota Affiliate PO Box 1190 Fargo, ND 58107 701-478-9924	 Criminal Justice Free Speech LGBT Rights Privacy and Technology Women's Issues

Food Assistance

Food Assistance	
Contact	Services
North Dakota Department of Human Services Northwest Human Service Center P.O. Box 1266 316 2nd Avenue West Williston, ND 58802 701-774-4600 701-572-9111 - Crisis Hotline 24/7 dhsnwhsc@nd.gov	 Supplemental Nutrition Assistance Program (SNAP) Program Overview Qualification Calculator SNAP Retailer Locator
North Dakota Department of Health 600 East Boulevard Avenue, Department 301 Bismarck, ND 58505-0200 Colleen Pearce, WIC Director Toll Free: 1-800-472-2286 VOC Contact: 701-328-2496 cpearce@nd.gov	Women, Infants and Children (WIC)
USDA Food and Nutrition Service Mountain Plains Regional Office (MT, ND, SD, WY, CO, UT, NB, KS, IA, MO) 1244 Speer Blvd Suite 903 Denver, CO 80204-3581 303-844-0300	 Additional SNAP Resources Additional WIC Resources
Great Plains Food Bank 721 Memorial Highway Bismarck, ND 52504 701-751-6188 info@greatplainsfoodbank.org	 Pantries and Soup Kitchens Mobile Food Pantry and Pop-up Perishable sites SNAP Outreach
SNAP Outreach Coordinators Joe Elsberry (western North Dakota) jelsberry@greatplainsfoodbank.org 855-405-0000	
Angelique McDonald (eastern North Dakota) amcdonald@greatplainsfoodbank.org 855-405-0000	

Social Services and Human Rights/Food Assistance FAQ:

- **Q:** I am a veteran. Who do I contact about VA benefits?
- A: The North Dakota Department of Veterans Affairs and the Williams County Veteran's Service Office can help with VA benefits, including education, employment, and housing.
- **Q:** What are my rights as an employee in North Dakota?
- **A:** For questions about the rules and laws pertaining to wage, labor and equal employment rights, visit North Dakota Department of Labor and Human Rights.
- **Q:** I need assistance with child care while I'm at school. Are there programs available?
- A: The North Dakota Department of Human Services, the Northwest Human Service Center and Williams County Social Services all offer information about child care assistance programs in the area. You will also find other helpful information, including access to Child Care Aware of North Dakota, statewide database of child care options (family and group child care providers, child care centers and school age programs).
- **Q:** Are there food pantries and soup kitchens in the area?
- **A:** Great Plains Food Bank publishes a list of statewide Pantries and Soup Kitchens.
- **Q:** How do I apply for food stamps?
- A: <u>Supplemental Nutrition Assistance Program (SNAP)</u>, formerly known as the food stamp program, is the nation's largest federal nutritional assistance program. It assists single people and families with little or no income to buy food. For information about SNAP, please contact The <u>North Dakota Department of Human Services</u>, the <u>Northwest Human Service Center</u> and <u>Williams County Social Services</u>.

You may also contact Great Plains Food Bank and speak to a **SNAP Outreach Coordinator**:

Joe Elsberry (western North Dakota) jelsberry@greatplainsfoodbank.org 855-405-0000

Angelique McDonald (eastern North Dakota) amcdonald@greatplainsfoodbank.org 855-405-0000 **Passports and Immigration**

Contact	Services
WSC Student Services International Students Amy Rassier 701.774.4258 Kaylyn Bondy 701.774.4585	 Admissions Placement Testing Health Insurance
US Department of State – Bureau of Consular Affairs National Passport Information Center 877-487-2778 Williston US Passport Acceptance Facility 721 East Highland Drive, Suite D Williston, ND 58801 701-774-4533	 Apply or Renew your US Passport Passport fees Track your application Report your Passport lost or stolen
US Citizenship and Immigration Services Minnesota Field Office (MN, ND, & SD) 250 Marquette Avenue, Suite 710, Minneapolis, MN 55401 612-876-3397	 <u>Green Card</u> help <u>Student Visa</u> <u>Employment Authorization</u> <u>Documentation</u> assistance <u>Adoptions</u> or <u>Citizenship</u> information <u>Check</u> your case status

Passports and Immigration FAQ:

- **Q:** I need a US Passport. How do I apply?
- **A:** For a US Passport, please start by visiting the <u>National Passport Information Center</u> online.
- **Q:** I'm an international student and need assistance with my student visa. Who do I call?
- **A:** The Minnesota Field Office of US Citizenship and Immigration Services can help with any immigration issues, including student visas. This is designated field office for Minnesota, North Dakota, and South Dakota.

Social Security, Taxes, Driver's License and Motor Vehicles

Contact	Services
Social Security Administration Williston Office 1137 2nd Ave West, Suite 102 Williston, ND 58801 701-572-0682	 Apply for new, replacement or corrected card Apply for benefits SSA FAQ
Internal Revenue Service (IRS) Minot Assistance Center 100 1st Street SW Minot, ND 58701 (701) 839-7741	 Tax info for <u>Students</u> Tax info for <u>Parents</u> Tax info <u>Military</u> IRS Tax <u>FAQ</u>
North Dakota Department of Transportation Williston Office – Driver's License 537 Dakota Parkway Williston, ND 58801 701-328-2600	 General NDDOT FAQ Learners Permit - New drivers Driver's License - New Replace a lost, stolen or damaged ND license Commercial Driver's License (CDL) ID card Drivers from other nations Driver records and suspensions Driving tests
Williston Office - Motor Vehicle 721 East Highland Drive, Suite D Williston, ND 58801 701-774-4530	 Vehicle <u>registrations</u> <u>Resident</u> and <u>Non-resident</u> temporary registration License <u>plates</u> Title Vehicle <u>recall</u> information

Social Security, Taxes, Driver's License and Motor Vehicles FAQ:

- **Q:** I lost my social security card. Can I get a replacement?
- **A:** You may <u>apply</u> online with the <u>Social Security Administration</u> or visit the Williston office at the address above.
- **Q:** I need to get a North Dakota driver's license and get North Dakota plates on my vehicle. Is there an office in Williston?
- **A:** Please see the information above for the NDDOT. There are two offices in Williston, one for driver's licenses and one for motor vehicle titles and license plates. Please note that these are **separate** locations.

Legal Resources

Legal Resources	<u>, </u>
Contact	Services
North Dakota Supreme Court	Rules and Law
<u>Legal Self Help Center</u>	Guide to Civil Action
N.D. Supreme Court Law Library	Small claims
600 E. Boulevard Ave.	Name change
Bismarck, ND 58505	Protection orders
701-328-1852	• Eviction
ndselfhelp@ndcourts.gov	• Lawyer Directory
	Lawyer Directory
North Dakota Attorney General's Office	<u>Criminal records</u> requests
600 E. Boulevard Ave Dept. 125	• <u>Victim's Rights</u>
Bismarck ND 58505	Human Trafficking
701-328-2210	<u>Sex Offender</u> information
	Consumer Protection
North Dakota Commission on Legal Counsel	Legal representation for low income
Williston Public Defender	individuals
309 Washington, Suite 404	Qualification <u>FAQ</u>
Williston, ND 58801	
701-774-0510	
<u>Legal Services of North Dakota</u>	 Legal aid program for low income
Administration Office	individuals
418 E Broadway, Suite 7	Educational <u>Materials</u>
Bismarck, ND 58501	<u>Self Help</u> Forms
800-634-5263	General legal information
	0
State Bar Association of North Dakota	Lawyer Referral Service
1661 Capitol Way, Suite 104LL,	Public Services, including education, client
Bismarck, ND 58501	protection, judicial evaluations, etc
701-255-1404	
AVVO	National Lawyer <u>Directory</u>
www.avvo.com	Legal <u>Topics</u> & FAQ
Online legal help	Legal Services
omme regar nerp	Legal <u>Services</u> Legal <u>Forms</u>
	Legal <u>Forms</u>
10-Minute Bail Bonds	Bail Bonds
3 4th St E,	Bail Bond FAQ
Williston, ND 58801	Process Serving
701- 577-7770	Public Notary
	- Table Houry
Bakken Bail Bonds	Bail Bonds
301 58th Street West, Suite 518	Online <u>application</u>
Williston, ND 58801	
701-214-4420	

Legal Resources FAQ:

- **Q:** Is there a Legal Aid program in North Dakota?
- A: Several of the resources in this section can help with legal advice, including <u>Legal Services of North Dakota</u>, <u>North Dakota Supreme Court Legal Self Help Center</u>, and <u>AVVO</u>.
- **Q:** Where can I find a lawyer?
- A: The North Dakota Supreme Court has a searchable <u>lawyer directory</u> for consumers. <u>AVVO</u> also provides a nationwide lawyer <u>directory</u>. <u>Legal Services of North Dakota</u> and <u>Williston Public Defender</u> can help low income individuals. The <u>State Bar Association of North Dakota</u> also has a referral program.
- **Q:** Where can I find information on the current laws of North Dakota?
- **A:** The North Dakota Century and Administrative Codes can be found on the North Dakota Supreme Court website.
- **Q:** I think my identity was stolen. What do I do?
- **A:** The <u>North Dakota Attorney General's Office</u> has several resources online for consumers, including consumer rights, identity theft, and scams. The NDAG website provides a step by step guide for reporting <u>identity theft</u>.
- **Q:** Where can I request North Dakota criminal records?
- **A:** <u>Criminal records</u> can be requested through the <u>North Dakota Attorney General's Office</u>. The NDAG website includes step by step directions, guidelines, and information about what is included in the results.
- **Q:** Are there bail bond agents in Williston?
- A: There are two bail bond agents located in Williston, <u>10-Minute Bail Bonds</u> and <u>Bakken Bail Bonds</u>. The contact information for both agents are listed above.

City and County Services

City of Williston

PO Box 1306 22 E Broadway Williston, ND 58802 701-577-8100

The City of Williston and Williston Municipal Court has jurisdiction over criminal and non-criminal violations of the Williston <u>city ordinances</u>. These include B misdemeanors, infractions, code, and traffic violations that take place within the City of Williston limits. These are typically interactions with the Williston Police Department (blue uniforms).

Contact	Services
Williston Police Department 223 E Broadway, Suite 201 Williston, ND 58801 701-577-1212	 Emergency Services Patrol <u>Investigations</u> <u>Community Awareness</u> <u>Police reports/records</u> requests <u>Animal control</u>
	 <u>Code Compliance</u> and <u>Parking Enforcement</u> <u>Fingerprinting</u> <u>Citizens Academy</u>
<u>Municipal Court</u>	Violations/Infractions
Mailing Address: 223 E Broadway, Suite 201	• Traffic
Williston, ND 58801	Parking Tickets Municipal Court FAO
701-577-9900	Municipal Court <u>FAQ</u>
Physical Address:	
205 E Broadway	
Williston, ND 58801	

City and County Services (cont.)

Williams County

205 East Broadway Williston, ND 58801 701-577-4500

Williams County District Court handles any cases outside of Williston city limits, and any cases above a B misdemeanor outside or inside the city limits. These are typically interactions with the Williams County Sheriff's Office or the North Dakota Highway Patrol (the brown uniforms).

Contact	Services
Sheriff's Office	Emergency Services
701-577-7700	Service of Civil Process
Correctional Center 701-577-4585	Inmate RosterCommissaryPhone cards
Veteran's Service Office PO Box 2047	Military HealthMilitary Compensation
302 E Broadway	Military Pension
Williston, ND 58802-2047	Discharge Papers
701-577-4550	Death Benefits
	Surviving Spouse Benefits
Victim Witness Assistance Program 701-577-4577	 Restitution, crime victims compensation, and witness fees Transportation and accompaniment to court Employer intercession Protection order information Referrals to assistance
<u>Juvenile Court</u> 701-774-4371	Juvenile Cases
Clerk of the Court Child Support - 701-774-4376 Civil/Jury - 701-774-4374 Criminal - 701-774-4377	 Jury Duty Criminal Cases Civil Cases Divorces Collections Child Support Small Claims Mental Health Court Appointed Attorney Protection Orders

City and County Services FAQ:

- **Q:** How do I know if I am in Municipal (city) or District (county) court?
- **A:** <u>MUNICIPAL COURT:</u> Handles all misdemeanor B, infractions, code and traffic violations that are handled by the Williston Police Department (blue uniforms). Also, the court system is listed on the top middle of your ticket.



<u>DISTRICT COURT:</u> Handles all misdemeanor B, infractions, code and traffic violations that are handled by the Williams County Sheriff's Office, or the North Dakota Highway Patrol (brown uniforms). District court also handles any cases that are of a more serious than a misdemeanor B, such as a misdemeanor A or any felonies. Also, the court system is listed on the top middle of your ticket.



- **Q:** I got a ticket. Where do I pay it?
- **A:** <u>CITY PARKING TICKETS:</u> Parking tickets are paid at the <u>Williston Police Department</u>. These tickets only have 5 digits.

<u>MUNICIPAL COURT TICKETS:</u> Depending on the type of ticket these can be paid at the <u>Williston Municipal Court Clerk's</u> office during business hours. After operating hours, tickets can be paid at the <u>Williston Police Department</u>. These tickets say MUNICIPAL in the middle of the top of the ticket and a white envelope is handed out.

<u>DISTRICT COURT TICKETS:</u> These tickets are handled by the <u>District Court Clerk's</u> <u>Office</u> located on the 2nd floor of the Williams County Courthouse. Any questions in regards to these tickets can be directed to them at 701-774-4733. These tickets say DISTRICT in the middle of the top of the ticket and a brown envelope is handed out.

<u>WSC PARKING TICKETS:</u> These tickets are handled by the Finance Office on the 2nd floor of Stevens Hall.