Get Started.

High School Dual Credit

South Dakota State University
Reaching your dream requires the ultimate SDSU education.

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Dual credit is an opportunity for high school students to enroll in college courses at South Dakota State University and earn credits toward their high school diploma while starting on their requirements for a degree from SDSU.

Students are able to choose from a number of on-campus and online general education courses.

Dual credit courses are offered by South Dakota State University’s world renowned faculty members and follow SDSU’s processes for admissions, registration, billing and grade reporting.

Dual credit coursework is available to qualified high school students in grades 11-12 at the rate of $48.33 per credit, plus any required textbooks or related course materials. That compares to about $300 per credit for non-high school students currently attending SDSU.
BENEFITS.

Accelerate your SDSU education.

Lower tuition cost.

Simplify the transition from high school.

Students bringing in substantial credits may complete their degree in a condensed timeframe or may benefit in other ways as well. Students may find that with college credits already completed, their schedules will allow them to explore a variety of opportunities to enhance their college experience and academic career.

Dual credit students can more easily:
• add a second major
• add minors
• participate in a study abroad program
• complete undergraduate research
• complete an internship
• serve in a leadership role in student clubs/organizations
• complete an Experiential Learning Certificate

These options can provide students with a well-rounded educational experience and a valuable advantage in succeeding in their future career.

**A large number of incoming credits does not in itself guarantee a shorter path to a degree!**
Do I Qualify?

High school juniors and seniors within South Dakota are eligible to participate in the dual credit program if they meet any of the following requirements:

1. **HIGH SCHOOL JUNIOR ELIGIBLE TO ENROLL IN A HIGH SCHOOL IN SOUTH DAKOTA WHO MEETS ONE OF THE FOLLOWING REQUIREMENTS:**
   a. earn an ACT composite score of 24 reflective of the 70% percentile; or
   b. rank in upper one-third of their graduating class; or
   c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;

OR

2. **HIGH SCHOOL SENIOR ELIGIBLE TO ENROLL IN A HIGH SCHOOL IN SOUTH DAKOTA WHO MEETS ONE OF THE FOLLOWING REQUIREMENTS:**
   a. earn an ACT composite score of 21 reflective of the 50% percentile; or
   b. rank in the upper one-half of their graduating class; or
   c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;

OR

3. **HIGH SCHOOL JUNIOR OR SENIOR ELIGIBLE TO ENROLL IN A HIGH SCHOOL IN SOUTH DAKOTA MEETING UNDERGRADUATE ADMISSIONS REQUIREMENTS:**
   a. ACT score of 18 (or 21 for USD & SDSM&T); and
   b. Successful completion of coursework Requirements
      - Four Years of English
      - Three years of advanced mathematics
      - Three years of laboratory science
      - Three years of social studies
      - One year of fine arts

OR

4. **TAKE ONE OF THE ASSESSMENTS BELOW AND MEET THE REQUIRED SCORE(S):**
   a. 10th Grade ACT Aspire Summative Assessment – (Score 434 or higher)
   b. Accuplacer (Sentence Skills – Score 86 or higher AND Elementary Algebra – Score 76 or higher)

** Home-schooled students must meet ACT requirements or #4 requirements
Definitions.

Types of college credit

*Elective Credits* are college credits applied to graduation and account for any courses 100-level and above that do not meet a specific (general education, major, college, etc.) graduation requirement.

*Institutional Graduation Requirements (IGRs)* are graduation requirements established by the degree-granting institution. These requirements will vary by the institution or college the student attends.

*Major or Program Credits* are the college courses that are required of the particular major or program the student intends to complete. These courses typically fall within the major or field of study, with the number of credits required determined by that major or program.

*System General Education Requirements (SGRs)* are courses approved by the South Dakota Board of Regents (SD BOR) to impart common knowledge and intellectual concepts to students and to develop in them the skills and attitudes that an organization’s faculty believe every educated person should possess. All students completing an undergraduate degree through a SD BOR institution must successfully complete coursework to fulfill the identified general education goals in written communication, oral communication, social sciences, humanities and arts/diversity, mathematics, natural sciences, and information literacy.
What typically fulfills the requirements for an undergraduate degree at South Dakota State University?

Most undergraduate programs require a student to complete a minimum of 120 credits at the 100 course level or above. Some programs (i.e., Engineering) require a minimum of 130 credits. Students will complete approximately 35 credits in system general education and institutional graduation requirements. Many academic programs require at least 60 credits in major or program requirements. Please note that this number varies by academic program; careful understanding and planning of major or program requirements is necessary. Programs vary greatly in the amount of elective coursework with an average of about 25 credits; this provides students an opportunity to explore other fields of study and interests and to add a minor or even a second major. The chart illustrates how credits are typically distributed within an undergraduate degree.

A large number of incoming credits does not in itself guarantee a shorter path to a degree!

The curricular requirements of many programs are linked to the requirements and standards of professional accreditation. How (and whether) a student’s credits apply to degree requirements will determine the student’s time to degree. Although credits from this dual credit program will count at SDSU (transfer of credits outside the SDBOR; including Technical Institutes are subject to established transfer policies), those credits may not help to fulfill the particular requirements for a specific degree. For example, though a student may earn a substantial number of credits in a foreign language by satisfactory completion of the language placement test (and though satisfactory testing and the resulting credits in a foreign language certainly represent an admirable level of academic achievement), those credits will not significantly advance progress toward a degree if the student’s program does not require 1) foreign language proficiency and/or 2) elective course work.
Option 1: Agricultural & Natural Sciences

Majors in this option offer a wide range of degree programs aimed at preparing graduates to meet the many challenges of feeding and sustaining a rapidly growing global population.

Examples of careers in this option include:
- soil conservationist
- wildlife biologist
- dairy product development specialist
- biotechnologist
- livestock nutritionist
- forensic scientist
- applied research and product development
- drug discovery

The list of majors in this option can be viewed below. Find advising guidesheets here.

SUGGESTED GENERAL EDUCATION COURSES

If the student is considering a major in this option, the following general education courses are suggested. Note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.

1. Option 1: Agricultural & Natural Science
2. Option 2: Education, Social Sciences and Management
3. Option 3: Engineering, Technology & Math
4. Option 4: Health Sciences
5. Option 5: Humanities, Fine Arts & Design

As the student begins choosing courses that will satisfy SGR Goal 3 and 4, they must remember to take two courses in each of these goals and they must be in different disciplines unless they are taking a foreign language.

Example: HIST 121 and HIST 122 satisfy SGR Goal 4 but the course disciplines are the same (HIST); therefore, the student cannot use both of these courses to meet SGR Goal 4. However, if they choose to satisfy this requirement by taking SPAN 101, they would be able to take SPAN 102 because it is a foreign language.

Note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.
Option 2: Education, Social Sciences & Management

Graduates of the Education, Social Sciences and Management transform the lives of people around the world every day. They work in diverse work settings which span business, education, government, and non-profit or community agencies.

Examples of careers in this option include:
- an educator who provides leadership and instruction in our schools
- a wellness professional who works with adults to promote good health practices for people of all ages
- a professional counselor supporting the development of others
- a financial advisor rendering financial services to clients
- stock broker, commodities trader, ag banker, market researcher
- parole office, police officer
- corporate trainer, coach, social advocate working in a non-profit
- historic interpreter, lobbyist, park manager, human resource director

The list of majors in this option can be viewed below. Find advising guidesheets here.

Agricultural and Resource Economics
Agricultural Business
Agricultural Education, Communication and Leadership
Apparel Merchandising
Consumer Affairs
Early Childhood Education
Economics
Entrepreneurial Studies
Family and Consumer Sciences Education

SUGGESTED GENERAL EDUCATION COURSES
If the student is considering a major in this option, the following general education courses are suggested.

** note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.

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<tbody>
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<td>ENGL 101 Composition I**, and ENGL 201 Composition II</td>
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<td>SGR Goal 2 Oral Communication</td>
<td>SPCM 101 Fundamentals of Speech</td>
</tr>
<tr>
<td>SGR Goal 3 Social Sciences Economics/Business Focus</td>
<td>ECON 201 Principles of Microeconomics; or ECON 202 Principles of Macroeconomics</td>
</tr>
<tr>
<td>Teacher Education Focus</td>
<td>HDFS 210 Lifespan Development</td>
</tr>
<tr>
<td>Social Sciences Focus</td>
<td>PSYC 101 General Psychology; or SOC 100 Introduction to Sociology; or POLS 100 American Government; or GLST 201 Global Studies I</td>
</tr>
<tr>
<td>SGR Goal 4 Humanities and Arts/Diversity</td>
<td>Student choice</td>
</tr>
<tr>
<td>SGR Goal 5 Mathematics</td>
<td>MATH 102 College Algebra**</td>
</tr>
<tr>
<td>SGR Goal 6 Natural Sciences</td>
<td>Student Choice</td>
</tr>
</tbody>
</table>

** Enrollment based on placement, refer to page 4

DID YOU KNOW?
Access SDSU’s undergraduate catalog online at http://catalog.sdstate.edu.

Through the online catalog, students can explore SDSU’s academic programs, courses, policies and procedures. The catalog should be used as a guide in planning a course of study and in meeting requirements for graduation.
Option 3: Engineering, Technology & Math

Ready for a rewarding career in science, technology, engineering or mathematics (STEM)? We prepare our students for the future through a rigorous, practical education focused on problem-solving in one of many STEM majors.

Students can also enhance their degree with many options for real-life work experience right here in Brookings or nearby. Most of our students complete part-time work in their major before graduation at nearby engineering and manufacturing companies who are eager to hire our students and graduates.

Examples of careers in this option include:
- Agricultural Technician
- Civil Drafter
- Electrical Engineer
- Electronic Engineering Technician
- Industrial Engineer
- Mathematician
- Mechanical Engineer
- Statistician
- Surveyor
- Transportation Engineer

The list of majors in this option can be viewed below. Find advising guidesheets here.

Agricultural and Biosystems Engineering
Agricultural Systems Technology
Aviation
Biotechnology
Civil Engineering
Computer Science
Construction Management
Electrical Engineering
Electronics Engineering Technology
Mathematics
Mechanical Engineering
Operations Management

SUGGESTED GENERAL EDUCATION COURSES

If the student is considering a major in this option, the following general education courses are suggested.

Note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.

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<td>ENGL 101 Composition I**, and ENGL 201 Composition II; or ENGL 277 Technical Writing in Engineering</td>
</tr>
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<td>SGR Goal 2 Oral Communication</td>
<td>SPCM 101 Fundamentals of Speech</td>
</tr>
<tr>
<td>SGR Goal 3 Social Sciences</td>
<td>ECON 202 Principles of Macroeconomics</td>
</tr>
<tr>
<td>SGR Goal 4 Humanities and Arts/Diversity</td>
<td>Student Choice</td>
</tr>
<tr>
<td>SGR Goal 5 Mathematics</td>
<td>MATH**</td>
</tr>
<tr>
<td>SGR Goal 6 Natural Sciences</td>
<td>CHEM 106/106L Chemistry Survey and Lab; or CHEM 112/112L General Chemistry I and Lab; PHYS 111/111L Introduction to Physics I and Lab; or PHYS 211/211L University Physics I and Lab</td>
</tr>
</tbody>
</table>

** Enrollment based on placement, refer to page 4

Option 4: Health Sciences

The Health Science option provides undergraduate programs in Athletic Training, Nutrition & Dietetics, Exercise Science, Health Education, and Physical Education. The integration of academic programs, which focus on nutrition, health, recreation, exercise, and human performance, provides students and faculty with unique opportunities to collaborate and to promote interaction among students in different majors with a common focus on promoting health through proper nutrition and physical activity.

Examples of careers in this option include:
- Athletic Trainer
- Dietetic Technician
- Medical Lab Technician
- Nurse
- Pharmacist

The list of majors in this option can be viewed below. Find advising guidesheets here.

Agricultural and Biosystems Engineering
Agricultural Systems Technology
Aviation
Biotechnology
Civil Engineering
Computer Science
Construction Management
Electrical Engineering
Electronics Engineering Technology
Mathematics
Mechanical Engineering
Operations Management

SUGGESTED GENERAL EDUCATION COURSES

If the student is considering a major in this option, the following general education courses are suggested.

Note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.

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<td>SPCM 101 Fundamentals of Speech</td>
</tr>
<tr>
<td>SGR Goal 3 Social Sciences</td>
<td>HDFS 210 Lifespan Development; or PSYC 101 General Psychology</td>
</tr>
<tr>
<td>SGR Goal 4 Humanities and Arts/Diversity</td>
<td>Student Choice</td>
</tr>
<tr>
<td>SGR Goal 5 Mathematics</td>
<td>MATH 102 College Algebra</td>
</tr>
<tr>
<td>SGR Goal 6 Natural Sciences</td>
<td>BIOL 151/151L General Biology I and Lab; CHEM 106/106L Chemistry Survey and Lab; or CHEM 112/112L General Chemistry I and Lab</td>
</tr>
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</table>

** Enrollment based on placement, refer to page 4
**Option 5: Humanities, Fine Arts & Design**

Students in the majors in this option will be provided the intellectual fabric and foundation for transforming student passion and creativity into a lifetime of discovery and opportunities for success. Students thrive in an atmosphere of engaged teaching and learning, interdisciplinary research, and partnerships in meaningful service.

Examples of careers in this option include:
- Photographer
- Interior designer
- Publisher
- Graphic designer
- Architect
- Translator
- Broadcast journalist
- Museum curator
- Musician
- Stage Manager

The list of majors in this option can be viewed below. Find advising guidesheets [here](#).

**Advertising**
**American Indian Studies**
**Architecture**
**English**
**French Studies**
**German**
**Graphic Design**
**History & History Education**
**Interdisciplinary Studies**

**SUGGESTED GENERAL EDUCATION COURSES**

If the student is considering a major in this option, the following general education courses are suggested. Note that general education courses vary by academic program. Consult the advising guide regarding the program of interest, talk with a high school guidance counselor, or contact Tracia Hogue at (605) 688-4154 or tracia.hogue@sdstate.edu to determine which courses would be the best fit.

**SYSTEM GENERAL EDUCATION**
**SGR Goal 1 Written Communication**
ENGL 101 Composition I; and
ENGL 201 Composition II; or
ENGL 283 Introduction to Creative Writing

**SGR Goal 2 Oral Communication**
SPCM 101 Fundamentals of Speech

**SGR Goal 3 Social Sciences**
Student Choice

**SGR Goal 4 Humanities and Arts/Diversity**
ART 111 Drawing I; or
ARTH 100 Art Appreciation; or
HIST 111 World Civilizations I; or
HIST 121 Western Civilization I; or
MCOM 151 Introduction to Mass Communication; or
MUS 100 Music Appreciation; or
THEA 100 Introduction to Theatre

**SGR Goal 5 Mathematics**
MATH 102 College Algebra; or
MATH 103 Quantitative Literacy

**SGR Goal 6 Natural Sciences**
Student Choice

**DID YOU KNOW?**

**SDSU offers a DUAL CREDIT ACADEMIC ACHIEVEMENT AWARD?**

The Dual Credit Academic Achievement Award is an academic award valued between $600 - $1,025 that will be awarded to 10 students throughout the state during their spring semester of their freshman and sophomore years.

To learn more about the Award’s eligibility requirements, [click here](#).
How Do I APPLY?

- To apply at South Dakota State University, the following items should be submitted by email, fax or mail to Tracia Hogue, SBL Box 2115, Brookings, SD 57007, Tracia.Hogue@sdstate.edu, fax: 605-688-6540:
  - Application Form
  - High School Transcript
  - ACT/SAT Score Report (if taken)*

- For the fall and spring terms, students may enroll in available courses until the close of business on the first day of each term.

- Multiple terms are offered during the summer session at each Regental institution, and students may enroll in available courses until the close of business on the first day of each respective term.

*Registration in English and math courses will require placement via ACT/SAT and/or Accuplacer.
SYSTEM SPECIFICATIONS.

Below are the suggested minimum specifications for student laptop systems and netbooks, as well as a list of approved mobile devices, as determined by the Office of Information Technology. Please note that while SDSU strongly encourages students to meet these minimum specifications, there is not a requirement per se.

**NOTEBOOK**

PROCESSOR: 2.5 GHZ DUAL-CORE  
MEMORY: 4 GB  
HARD DRIVE: 160 GB  
OPERATING SYSTEM: WINDOWS 7 FOR PCS, OS X 10.6.8 SNOW LEOPARD FOR MACS  
ETHERNET NETWORK CARD  
802.11 A/B/G/N WIRELESS  
DVD/CD-RW DRIVE  
MINIMUM OF 2 USB PORTS

**SOFTWARE**

SDSU WILL PROVIDE THE REQUIRED ANTIVIRUS SOFTWARE WHEN YOU COME IN THE FALL, SO THERE IS NO NEED TO PURCHASE ANY SEPARATELY.  

THE UNIVERSITY BOOKSTORE OFFERS TREMENDOUS DISCOUNTED PRICING FOR BOTH MICROSOFT OFFICE AND ADOBE PRODUCTS, SO STOP IN!

** NETBOOK **

PROCESSOR: INTEL ATOM N270 (1.60 GHZ)  
MEMORY: 2 GB  
OPERATING SYSTEM: WINDOWS 7

** SUPPORTED MOBILE DEVICES: **

IOS  
BLACKBERRY  
ANDROID  
WINDOWS

For a complete list of requirements, please click here.
WEBADVISOR SERVICES
Students will be able to perform the following registration services on WebAdvisor:
- Search and register for classes
- See your Class Schedule
- Check your address
- Add and drop a class or classes
- Access Enrollment Verification
- View Financial Aid by Term
- Update Direct Deposit for Student Refunds
- View Account and Pay your bill
- Complete Attendance Confirmation

HOW TO USE WEBADVISOR
Go to http://webadvisor.sdstate.edu.

FIRST TIME LOGGING IN
Click on “What’s My User ID and Reset My Password” on the lower right corner of the main menu page of WebAdvisor. Follow the prompts to access your user ID and to have a temporary password e-mailed to you.

FORGOT USER ID OR PASSWORD
Select the Student button. Select “What’s My User ID and Reset My Password” and follow the prompts to access your user ID and reset your password.

SDSU STUDENT ACCOUNTS
PLEASE TAKE TIME TO ESTABLISH YOUR SDSU ACCOUNTS (WEBADVISOR, DESIRE2LEARN (D2L), STARFISH, MYSTATE, AND JACKS E-MAIL) AS SOON AS POSSIBLE.

THESE ACCOUNTS SHOULD BE ESTABLISHED BY THE STUDENT AND STUDENT ONLY. DO NOT SHARE YOUR LOGIN CREDENTIALS WITH ANYONE AS UNAUTHORIZED USE OF ANOTHER INDIVIDUAL’S IDENTIFICATION OR ACCOUNT MAY LEAD TO CENSURE AND/OR EXPULSION (SDSU STUDENT CODE, 01:10:31:03, P. 39).
ONLINE COURSES: DESIRE2LEARN (D2L)

D2L is the course management system utilized by SDSU and all South Dakota Public Universities. All instructors have the ability to utilize D2L to provide supplemental material, grades, discussions, etc. for SDSU courses. Fully online courses will be completed through D2L.

HOW TO USE D2L

Go to http://d2l.sdbor.edu.

FIRST TIME LOGGING IN

Utilize your established WebAdvisor username and password or click “I’m new to D2L” and follow the prompts.

FORGOT USER ID OR PASSWORD

Select “What is my password?” and follow the prompts to access your user ID and reset your password.

ACCESS D2L TUTORIALS

Students enrolled in courses through SDSU have access to a number of video tutorials and student guides providing an overview of the D2L system. Login to D2L, locate “search for courses” and enter SDSU Student D2L 101. You now have access to SDSU Student D2L 101 from “My Home” within D2L. Take some time to view these tutorials prior to the first day of class. Knowing how to navigate and utilize the tools within D2L will get your online learning experience started on the right foot.
Starfish Early Alert is an online student success program that allows professors to send various performance updates to students and to those dedicated to supporting student success at SDSU. It is a collaborative effort between the faculty, advisors, staff, and students to ensure student success and perseverance. Our goals are to increase communication between professors and students, connect students with resources, and help students be successful in their courses. For that reason, professors may communicate with students through Starfish to reward positive behaviors and outcomes or to offer support when students demonstrate academic performance or behavioral problems that may interfere with their success.

**HOW TO ACCESS STARFISH**

To access Starfish, students can click [here](#) or on the link located in D2L in the top left corner of their homepage. Login credentials are the same as D2L and WebAdvisor. If students receive a notification in Starfish, they should contact their professor or seek assistance from their advisor, the Student Success Center, or other campus resources.

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**DID YOU KNOW?**

SDSU offers the [Jackrabbit Guarantee](#).

The Jackrabbit Guarantee is a scholarship program promising at least $1,000 per year for four years to every first-time freshman who scores a 24 or higher on the ACT (or 1090 on the SAT) and attends the Brookings campus.
SERVICES

• University Announcements
• Student Organization Information
• Campus Calendar
• Activities Calendar
• Student Life News
• Collegian Headlines
• Scholarship Application
• Career Information

After you have changed your password and created a secret question and answer, you can:
• View your Early Registration Information
• Check and Change Your Addresses and Phone Numbers
• View Your Final Exam Schedule
• View textbooks required for your classes
• View Financial Announcements
• Access Student Account Information

HOW TO ACCESS MYSTATE

Go to http://mystate.sdstate.edu.

FIRST TIME LOGGING IN

Your login name is the same as your WebAdvisor User ID. Your initial password is the $ followed by your 7 digit student ID number.

ACCESS YOUR INFORMATION

After logging in, click the “Change your password and create a secret Q & A” link. Follow the prompts. After your password has been changed, you will be able to access confidential information relating to your academic record.

FORGOT USER ID OR PASSWORD

Click the “Reset Password” link on the login page. On the next page, click “Reset Password” under Reset My SDSU Password. You will be asked to input your MyState username and your Student ID number. Once you click “Proceed”, a link will be emailed to you to reset your password. Contact the SDSU Support Desk for assistance at 605-688-6776 or sdsu.supportdesk@sdstate.edu.

HAVE QUESTIONS?

Do you have questions that only a current Dual Credit student could answer?

Keep up-to-date on your course syllabi, schedules and deadlines?

Learn about new courses being offered?

If so, join SDSU’s High School Dual Credit Facebook group!

CLICK HERE TO JOIN
Each SDSU student is issued an SDSU Jacks e-mail account. E-mail messages sent to Jacks e-mail addresses constitute an official means of communication. It is the student’s responsibility and obligation to access official University e-mail messages in a timely manner.

TO ACTIVATE YOUR JACK’S E-MAIL ACCOUNT:

• Go to https://mystate.sdstate.edu
• Click on “Activate Jacks Email”
• Follow all of the instructions to retrieve your Jacks e-mail address and activate your Jacks e-mail.

NOTE: Your Jacks e-mail account will not be activated until you complete all of the instructions.

Please check your Jacks e-mail account (http://jacksemail.sdstate.edu) regularly because it is used for many administrative and financial notices.

FORWARDING EMAILS

To forward your email to another account, go to Settings and choose Options. Under Accounts, click on Forwarding, type in the email address you would like your mail forwarded to and click Save.
Payment Information.

Payment can be made through WebAdvisor. Students can log into their account and select students; under financial information, select SDePay/view account/pay here. Full payment must be paid by the first day of class for fall and spring semester. Summer payments are due on June 10th. Bills will not be mailed. SDePay Information can provide additional information about course payment options. The billing may not reflect the reduced tuition rate immediately; students should submit payment for $48.33 per credit hour only.

Questions regarding the bill and payment options can be directed to the Cashier’s Office at 605-688-6116.
These valuable services are available to all SDSU faculty, staff and currently enrolled students who cannot make regular (at least weekly) trips to the Brookings area:

- Search dozens of research databases
- Off-campus Access
- Library ID Card
- Article Delivery Service
- Book/Video Delivery Service

Go to http://www.sdstate.edu/library.

Logging in for the first time: Utilize your established MyState username and password.

Technical trouble? Having problems accessing your accounts? Questions regarding D2L? SDSU’s support desk is ready to help. Support desk staff is available Monday-Friday, 8:00 a.m.-5:00 p.m. at 605-688-6776. You can also reach support desk staff at SDSU. SupportDesk@sdstate.edu.

What if I’ve forget my User ID or password?

If you are not able to remember your account information, please refer to pages 13 - 17 and follow the specific instructions for that account.

Our writing center offers limited online tutor appointments. Please visit their website for more information or contact Nathan Serfling at Nathan.Serfling@sdstate.edu or 605-688-6559.

Did you know that 50 to 70 percent of college students change their majors at least once, and most will change majors at least 3 times before they graduate? Also, at least 50 percent of entering college students are undecided about their major? You are not alone! We’re here to help with FOCUS 2.

FOCUS 2 is a free online tool that will empower you to make informed decisions about your major, education and career. You may access it 24/7 and use it on an ongoing basis while at SDSU.

All information can be saved “as you go” for quick and easy retrieval, and all results can be printed and/or combined in a personal portfolio. We also invite you to meet with one of our trained career coaches to discuss your results and career planning.

Get Started
1. Go to: https://www.FocusCareer2.com/Portal/Login.cfm?SID=1246
2. When logging in for the first time, be sure to click New User? Click Here to Get Started
   *Returning users, enter username and password
3. ACCESS CODE: jacks
4. Begin with the Work Interest Assessment.
5. Be sure to save all occupations and majors that interest you

Are you Ready to be an Online Learner? Keys to Online Success
Time Management for Distance Learners
Stress Management for Distance Learners
How to Ace a Discussion Post
Mastering Online Group Work
Netiquette Guidelines for the Online Classroom
Overcoming Procrastination: Tips for Distance Learners
Students may take examinations off campus as long as security measures for administering the test are strictly maintained before, during and after testing. Off campus examinees should be tested under the same circumstances as their peers on campus to ensure the academic integrity of the examination. The student is responsible for selecting a qualified proctor, which must be approved by the course instructor. Not all online or off-campus courses require exams and quizzes to be proctored, this is determined by the course instructor.
Frequently Asked Questions.

Should I include payment with my application?
No, please do not send payment in with your application. Following registration, you will be able to make a payment through WebAdvisor, by eCheck or credit card, or by contacting the cashier’s office at 605-688-6116.

If my high school doesn’t start classes until after the University starts, do I need to participate, even if it’s an online course?
Yes, it’s important that you are ready to take the course on the first day of classes at the University. Even online courses have participation and assignment deadlines that you could potentially miss if you do not log into the course on the first day of class.

Are dual credit courses transferable to other institutions?
Students are encouraged to consult with their postsecondary institution of choice regarding the transferability of the credits they have earned. Courses available through the South Dakota Board of Regents (SDBOR) institutions and centers through this reduced cost program will transfer between each of the six SDBOR institutions, including:

- Black Hills State University
- Dakota State University
- Northern State University
- South Dakota School of Mines & Technology
- South Dakota State University
- University of South Dakota

Course available through South Dakota Technical Institutes may or may not transfer to other postsecondary institutions in South Dakota. Technical Institutes include:

- Lake Area Technical Institute
- Mitchell Technical Institute
- Southeast Technical Institute
- Western Dakota Technical Institute
If I don’t pay my bill, will I be dropped from my course?

No, you will not be dropped from your course unless you request it. You will be charged a late fee and will be unable to request a transcript from the University.

If I drop a class before the drop/add date, will I receive a refund?

Yes, but it could take up to 3 weeks to receive it by mail. If you have any questions about your refund, please contact the Cashier’s office at 605-688-6116.

If I withdraw from a class, will this affect my future financial aid?

This may depend on the college that you choose but there could be a potential delay in the payment of your financial aid. It’s important that you document your decision to withdraw and discuss it with your high school representative, the instructor of the course, or the point of the contact at the course’s institution.

Are dual credit courses calculated into my high school GPA?

Yes, dual credit courses are calculated into your high school GPA.

What is the difference between AP and HSDC?

AP courses are college-level courses usually taught within the high school. It is an alternative option of earning college credit while in high school. Students must take the AP exam following completion of the course and meet the established scores to receive credit.

Is there a limit on the number of credits I can take?

Yes, students can only enroll in up to 9 credits per semester. However, students who have previously completed one or more SDBOR HSDC courses may request a waiver to enroll in 10 or more credit hours. Please contact Tracia Hogue at tracia.hogue@sdstate.edu for the waiver request form.

What if I register for a course and then change my mind?

You must complete the Add/Drop form to be dropped from the course. Please contact Tracia Hogue at tracia.hogue@sdstate.edu for this form.
ACADEMIC POLICIES.

**Academic Dishonesty**

South Dakota State University has taken a strong and clear stand regarding academic dishonesty. Academic integrity embodies ethical principles to act responsibly and take responsibility for one’s actions. Integrity and honor function as forms of a “social contract” where individuals have a duty to follow the rules and norms of academia as well as a duty to ensure their peers also follow such rules and norms. Undergraduate and graduate students at the University are expected to maintain the highest standards of academic conduct; if violated, the University takes a strong and clear stand regarding academic dishonesty. The consequence of academic dishonesty ranges from disciplinary probation to expulsion.

For additional information on the academic dishonesty and academic appeals process and procedure reference SDSU Policy 2:4, SDSU Policy 3:1 and BOR Policy 3:4.

**Withdrawal Policy**

A grade of Withdrawal (W) may be assigned only six times during a student’s undergraduate career. If the student drops additional classes, a failing grade will be assigned. This limit will begin with the fall semester of 2015. Withdrawal grades assigned to continuously enrolled students prior to this term will not count against the limit. This limit does not include W grades assigned if a student withdraws from all classes in a given term. The campus chief academic officer may make exceptions to this requirement in those cases where there are unique factors.

**Student Complaints**

To comply with federal regulations, the Higher Learning Commission expects SDSU and affiliated institutions to make available an account of the student complaints it has received, its processing of those complaints, and how that processing comports with the institution’s policies and procedures on the handling of grievances or complaints. (HLC Policy Number: FDCR.A.10.030) Records will be kept with Academic Affairs, Student Affairs, Human Resources and departments responsible for student support and accountability.

The complaint process is subject to the South Dakota Board of Regents policies, and will follow the institutional policies listed below:

- Policy 2:4 Student Academic Integrity and Academic Appeals
- Policy 3:1 Student Code of Conduct
- Policy 4:3 Equal Opportunity, Non-Discrimination, and Affirmative Action
- Policy 4:4 Harassment including Sexual Harassment
- Policy 4:5 Prevention of Sexual Assault, Domestic Violence, and Stalking
- Policy 4:6 Human Rights Complaints

These polices can be found at http://www.sdstate.edu/policies/.
**Students with Disabilities**

South Dakota State University (SDSU) reaffirms that it is committed to a policy of non-discrimination on the basis of physical or mental disability/impairment in the offering of all benefits, services, educational and employment opportunities. The Coordinator for Disability Services has been designated the SDSU “Responsible Employee” to coordinate institutional compliance with the non-discrimination requirements of the Americans with Disabilities Act (ADA) of 1990. In that capacity, the Coordinator is committed to ensuring that SDSU provides an inclusive learning environment.

The Coordinator will also be responsible for the effective integration of ADA procedures, and Section 504 of the Rehabilitation Act of 1973. The Coordinator serves as the personal contact for students seeking information concerning the provisions of the ADA and their respective duties and rights provided therein. The phone number for the Office of Disability Services is 605-688-4504; E-mail: sdsu.disability@sdstate.edu.

**Freedom of Learning Statement**

Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the department of the course in question to initiate a review of the evaluation.

**Confidentiality of Student Records**

The South Dakota Board of Regents and Universities take the protection of the student and their records seriously. To this end, the Regents have established a policy that requires all institutions to observe the federal regulations as specified in the Family Education Rights and Privacy Act as amended. Further, each institution is required to adopt and to publish annually procedures that enact this requirement. The procedures for SDSU can be found at https://www.sdstate.edu/campus/records/ferpa.cfm.
The future can’t wait to meet you.