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### Important Dates for Fall Semester 2015

Records and Registration Office (Registrar's Office)  
Hours 8:00 a.m. - 5:00 p.m. (open over the noon hour)  
Enrollment Services Center, Phone (605) 688-6195

www.sdstate.edu/campus/records

**These dates are subject to change.**  
**Note:** All drop/add dates apply only to courses that meet the full semester.  
Contact the Registrar's Office for drop/add dates for courses that do not meet August 24, 2015 to December 16, 2015.

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>March 23 – April 10</td>
<td>Early Registration by WebAdvisor for students enrolled Spring 2015</td>
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<tr>
<td>April 11 – Sept. 3</td>
<td>Continuing Registration and Adjustments on WebAdvisor</td>
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<tr>
<td>June 9 – June 26</td>
<td>Early Registration by WebAdvisor for New, Transfers, and Readmits (Summer Orientation)</td>
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<tr>
<td>July 21 Tuesday</td>
<td>Registration Statement of Account, includes the student's course schedule, available on SDePay for students who have registered by July 16, 2015</td>
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<td>Aug. 21 Friday</td>
<td>Residence Halls Open at 8:00 a.m.</td>
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<td>Aug. 21 Friday</td>
<td>Orientation/Registration for New, Transfer and Readmitted Students</td>
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<td>Aug. 24 Monday</td>
<td>Classes start</td>
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<td>Aug. 24 – Nov. 6</td>
<td>Drop classes via WebAdvisor or in the Registrar’s Office</td>
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<td>Sept. 7 Monday</td>
<td>Labor Day Holiday</td>
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<td>Sept. 3 Thursday</td>
<td>Last day to add a course or to drop a course without charge (Census Day)</td>
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<td>Sept. 3 Thursday</td>
<td>Last day to submit a change of residency application</td>
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<td>Sept. 3 Thursday</td>
<td>Last day to submit an application for Air or Army ROTC 1/2 Tuition</td>
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<td>Sept. 3 Thursday</td>
<td>Last day to submit an application for Reduced Teacher Certification Tuition (Senate Bill 250)</td>
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<td>Sept. 3 Thursday</td>
<td>Last day for Faculty &amp; Staff to submit Educational Benefit Requests</td>
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<td>Sept. 4 Friday</td>
<td>Full Payment due</td>
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<td>Sept. 4 – Nov. 6</td>
<td>&quot;W&quot; Grade when dropping or withdrawing.</td>
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<td>Sept. 7 Monday</td>
<td>Late Fee applied to unpaid balance</td>
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<td>Sept. 11 Friday</td>
<td>Last day for Fall 2015 candidates to submit a graduation application to their College Dean</td>
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<td>Oct. 12 Monday</td>
<td>Native American Day Holiday</td>
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<td>Oct. 16 Friday</td>
<td>First Half Fall Semester Ends</td>
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<td>Oct. 21 Wednesday</td>
<td>Deficiency reports due on WebAdvisor by midnight</td>
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<td>TBD</td>
<td>Early Registration for Spring 2016, Summer 2016 and Fall 2016 by WebAdvisor for students enrolled Fall 2015</td>
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<td>Oct. 24 Saturday</td>
<td>Hobo Day</td>
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<td>Nov. 6 Friday</td>
<td>Last day to drop a course or to withdraw from the University</td>
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<td>Nov. 11 Wednesday</td>
<td>Veteran's Day Holiday</td>
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<td>Nov. 25 – 27 Wed - Fri</td>
<td>Thanksgiving Recess</td>
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<td>Dec. 8 Tuesday</td>
<td>Last Day of Classes, Fall 2015</td>
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<td>Dec. 9 Wednesday</td>
<td>No classes; Final Exam Preparation</td>
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<td>Dec. 10 – 16</td>
<td>Final Examinations</td>
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<td>Dec. 21 Monday</td>
<td>Grades Due</td>
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Early Registration for Fall 2015

1. What is the timeframe for early registration for Fall 2015 classes?
   Early registration priority for Fall 2015 has been scheduled to begin on March 23 and end on April 10.

2. How do I know when I can begin to register for classes?
   A. WebAdvisor (http://webadvisor.sdstate.edu)
      - Log in
      - Click on the Student button
      - Click on My Registration Time
      - Select Term 2015FA – Your registration information will display
   B. MyStateOnline (https://mystateonline.sdstate.edu)
      - Log in (change your password if it is still $ and your ID number)
      - Click on SDSU Early Registration on the My Classes tab – You will be able to view your priority registration date, along with other important information that will help you prepare for early registration.
   C. Undergraduate students can get their registration priority date when they meet with their academic advisor.

3. Once my registration priority date begins, can I register for classes on WebAdvisor anytime?
   Yes. Once your registration time arrives, you can register or adjust your schedule through September 3, 2015.

4. How can I get access to the most current course schedule?
   To view the most current course schedule for Fall 2015, go to WebAdvisor:
   - http://webadvisor.sdstate.edu
   - Click on the Students button
   - Click on Search for Classes

5. Do I need to see my academic advisor before I can register?
   Undergraduate students in a degree program need to meet with their academic advisor before they can register. This does not apply to graduate or non-degree seeking students. You will want to make an appointment with your academic advisor before you are scheduled to register. An advising restriction is placed on your registration that will be released once you meet with your advisor.

6. What happens if I have some type of administrative registration restriction?
   In many instances, an administrative hold will prohibit you from being able to register for classes. If you have a restriction, you can view it on WebAdvisor (My Restrictions) or MyState (My Classes). You will need to work with the appropriate administrative office to have the hold removed. For students, information on restrictions can be found on the My Classes tab of MyStateOnline. SDSU faculty and staff can find restriction information on the Records & Registration page of InsideState. Holds that have been entered by other South Dakota state institutions could also keep you from registering.

7. What immunization requirements do I need to meet before I can register?
   Due to regulations mandated by the Board of Regents, medically signed proof of TWO properly administered MMR immunizations OR medical proof of immunity for Measles (Rubella), Mumps and Rubella is required for all students. If you were born before January 1, 1957, you are exempt from this requirement. International students are required to also have a tuberculin (TB) test completed after arriving in the U.S. For more information and to get required forms, contact Student Health Clinic & Counseling Services at 605-688-4157 or www.sdstate.edu/wellness-center/shc/immunization-requirements.cfm.

8. What are Pre-General Education restrictions?
   These restrictions are identified as CPG1 and CPG2. Students who placed in Pre-General Education courses in MATH or ENGL and have not successfully completed the required pre-general education course within the first 30 attempted credit hours, will have a CPG1 restriction. If this happens, students should register for the required course within the next 12 credit hours attempted. If the student does not complete the course after 42 credit hours have been attempted, the student may be allowed to register in only the ENGL or MATH required course. Students will need to register in the Registrar’s Office, ESC, after meeting with their advisor.

   Note: Pre-General Education classes are not used in computing completed credits for graduation, deans’ lists, or graduation honors.

9. What are General Education restrictions?
   These restrictions are identified as CGE1, CGE15, CGE2, CGE25, CGET, CGET5.
   The following students will have these restrictions:
   • Students who have not completed 18 credits of General Education requirements within the first 48 credit hours. (CGE2, CGE25)
   • Students who transferred more than 18 credits to SDSU and have not completed 18 General Education credits within the first 30 credits at SDSU. (CGET, CGET5)
   Students will need to register in their Dean’s office after meeting with their advisor.

   Students who have not completed 30 credits of General Education requirements within the first 64 credit hours will have an informational restriction, but will be able to register using WebAdvisor. (CGE1, CGE15)

10. When can I register if I am a special student who has been accepted?
    You can register for classes from April 11 through September 3.
EMAIL

Each SDSU student is issued an SDSU Jacks email account. Email messages sent to Jacks email addresses constitute an official means of communication. It is the student's responsibility and obligation to access official University email messages in a timely manner.

To Activate your Jack's email address:
• Go to https://mystate.sdstate.edu.
• Click on “Activate your Jacks Email” and follow the prompts to retrieve your email address.
• Follow all of the instructions to retrieve your Jacks email address and activate your Jacks email account.

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

Please check your Jacks email account regularly because it is used for many administrative and financial notices.

WEBADVISOR

1. What services are available to students on WebAdvisor?
You will be able to perform the following registration services on WebAdvisor:

• Search for classes
• Place courses on your Preferred List
• Register for classes
• Add a class or classes
• Drop a class or classes
• Update Direct Deposit for student refunds
• Complete Attendance Confirmation (Required of all students; See page 7 for more information)

• Search for classes and register
• See your class schedule
• Check your address
• Access Enrollment Verification
• View Financial Aid by term
• Access SDePay: View account and pay your bill

2. What registration services can’t be done on WebAdvisor but are available in the Registrar’s Office (Enrollment Services Center)?

• Audit a course and/or register for a course to be graded Satisfactory/Unsatisfactory
• Register for an overload (19 credits for undergraduate/12 credits for graduate)
• Register for a course with a time conflict
• Register for a course requiring special instructor/department approval
• Withdraw from the University (drop all courses) after classes have begun

3. How do I use WebAdvisor?

http://webadvisor.sdstate.edu

Logging in for the first time:
Click on “What's My Username and Reset My Password” on the lower right corner of the main menu page of WebAdvisor. Follow the prompts to access your username and to reset your password.

What if I’ve forgotten my Username or password?
Select the Student button. Select “What's My Username and Reset My Password” and follow the prompts to access your username and reset your password.

Register for classes:
NOTE: WebAdvisor utilizes a Preferred Course List. Courses are added to the preferred list prior to registering for courses. Your registration is not complete until you Register for courses on your preferred list.
WebAdvisor Registration Instructions:
• Go to: http://webadvisor.sdstate.edu.
• Select Log In.
• Enter your username and Password.
• Select the Students button.
• Select Search and Register for Class Sections.
• Select Express Registration if you are prepared with the 5-digit course numbers.
• On the Express Registration screen enter the course synonym (5-digit course numbers), enter 2013FA from the “term” drop down box.
• Click on submit.
• Courses will be added to your Preferred List. The presence of a course on your Preferred List does not in any way guarantee registration in the course.
• Select Register from the drop down box for individual courses. Select ALL (register for all or nothing) or PART (register for available sections). PART is recommended. Click on Submit.
• Registration Results will appear as registered or unsuccessful registration. Comments at top of page will give the reason for unsuccessful registrations.
• Select My Class Schedule from the student menu to check your schedule.
• Add or drop courses by selecting “Register for previously selected sections” or “Drop Sections;” selecting Register from the drop down box for course you want to add or clicking on the Drop box next to the course you are dropping. Click Submit. You may add and drop courses during the same action.
• When you have completed your selection of courses, print your schedule by using the printer icon on your browser.

MyState

1. What services are available to me on MyState?

   University Announcements  Student Life News
   Student Organization Information  Collegian Headlines
   Campus Calendar  Scholarship Application
   Activities Calendar  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 class and final exam schedules
   Report your minor or specialization
   View Financial Announcements
   Access Student Account Information
   Access textbook information
   Access parking information
   Set up access for parent portal

2. How do I access MyState?

https://mystate.sdstate.edu

Logging in for the first time:
Your login name is the same as your WebAdvisor Username.
Your initial password is the $ followed by your 7 digit student ID number.

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

What if I’ve forgotten my password?
Click the “Reset Password” link on the login page. Follow the prompts to enter and answer your secret question. Your password will be reset to $ followed by your student ID number. Call the SDSU Support Desk if you need assistance – 605-688-6776.
### Course Requests

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### Alternate Courses

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### Dropped Courses

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### Time Chart

Fill in Department and Course No.

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Name: [Last Name], [First Name], [Middle Initial]

WebAdvisor Registration: [http://webadvisor.sstate.edu](http://webadvisor.sstate.edu)
CLASSES START – AUGUST 24, 2015

DEADLINE FOR ATTENDANCE CONFIRMATION – SEPTEMBER 3, 2015

DEADLINE FOR TUITION AND FEE PAYMENT – SEPTEMBER 4, 2015

Payment Options:

Online Payment: Online payments are made through SDePay. Students access SDePay through WebAdvisor. Authorized payers access SDePay through http://studentbill.sdstate.edu.

In Person: Cashier’s Office, SAD 136
9:00 am to 5:00 pm, Monday - Friday

Mail: Cashiers Office, SDSU, SAD 136, Box 2201, Brookings, SD 57007

Payments must be received by September 4 to avoid late fees.

Attendance Confirmation:

All students are required to complete attendance confirmation on WebAdvisor by September 3.

What is attendance confirmation?
This is an electronic process that is completed by all students on WebAdvisor to:
- Confirm attendance for upcoming term
- Select payment options and responsibilities
- Select refund preferences – mail out service or Direct Deposit
- Refunds will not be generated unless attendance confirmation is completed
- Review and update address and contact information while attending school
- Designate a Refund address – valid only if you select mail out service and you wish the refund to be mailed to an address other than the address while you are attending school

Attendance Confirmation will be available through September 3.

Academic Freedom and Responsibility

Freedom in learning. 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 first contact the instructor of the course to initiate a review of the evaluation. If the student remains unsatisfied, the student may contact the department head and/or dean of the college which offers the class to initiate a review of the evaluation.
The SDePay electronic billing and payment system is the official means of delivering tuition bills to all students of South Dakota State University. All enrolled students will have an eBill posted to their SDePay account.

**Paper bills will not be mailed.**

Students will receive a notice in their University assigned “Jacks” email account when their SDePay bill is ready to be viewed online. The online statement will detail the amount due (tuition, fees, housing, meal plans and other miscellaneous charges) as well as any applied Financial Aid payments and previously posted payments.

Students can access SDePay by logging onto the secure WebAdvisor Web site: [http://webadvisor.sdstate.edu](http://webadvisor.sdstate.edu)

Students can:
- View current billing statement
- View billing payment history
- Check current account balance
- View account transactions for the past 45 days

Students can pay their account balances with eCheck, debit cards or credit cards through the SDePay.
- eChecks are electronic transfer of funds from a checking or savings account of a US bank. Payment by eCheck is a **free service**.
- Debit and credit cards are subject to a **2.75% service fee assessed by and payable to Nelnet Business Solutions**, host provider of SDePay.
  - American Express, MasterCard, Visa and Discover cards are accepted.

Students can authorize parents, a spouse or other individuals to view their eBill and make an ePayment on their student account.

SDePay is available 24/7 except for regularly scheduled maintenance on most Thursday evenings.

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**Direct Deposit – Student Refunds**

For your convenience, SDSU offers direct deposit for student refunds. Students can sign up for direct deposit on WebAdvisor. For more information, contact the Cashier’s office at 605-688-6116.
1. **When should I expect to receive my initial bill?**
   If you registered for classes by July 17, 2015, your Billing statement will be posted on SDePay around July 21. You will be notified by email when the statement is posted.

2. **When should I expect to receive my initial bill if I registered for classes after July 17?**
   If you have completed the initial class registration from July 18 through August 14, your Billing statement will be posted on SDePay around August 19. You will be notified by email when the statement is posted.

3. **What happens to my initial bill if I change my class schedule after July 17?**
   If you adjust your class schedule after July 17, a revised Billing statement will be posted to your student account on SDePay around August 19. If you adjust your class schedule after August 14, you can view current account transactions and student account balances on SDePay.

4. **What happens to my bill if I do not change my class schedule?**
   An email notice will be sent advising you that an updated Billing statement will be posted to your student account on SDePay around August 19.

5. **When is my bill due?**
   Payments are due September 4, 2015.

6. **How can I pay my bill?**
   Payments can be made electronically, in person, or by mail. See page 7 for more detail on payment options.

7. **Can I set up my payments on an installment plan?**
   The Cashiers Office has an agreement with Nelnet Business Solutions in providing installment plan services through FACTS. To enroll in the FACTS payment plan, click on the eCashier logo on SDePay. For more information, contact Cashiers Office at 605-688-6116.

8. **Can I just take care of my bill through the mail?**
   You are welcome to mail your payment in full to the Cashiers Office, Administration Building, SAD 136, Box 2201, Brookings, SD 57007. Please allow up to one week of mailing time. Payments received after September 4 will be subject to a late payment charge.

9. **Can I still make my payment in person?**
   You can make payment at the Cashiers Office, Administration Building SAD 136. Payments received after September 4 may be subject to a late payment charge.

10. **What happens if I don’t make payment or arrangements to pay by September 4?**
    A late payment charge will be assessed on all accounts with a balance due of more than $100 at the end of day on September 4. Payment arrangements shall be on file with the Cashiers Office.

11. **When should I submit my tuition requests (ROTC, Residency, Teacher Certification) in order for this to appear on my billing statement?**
    The Registrar’s Office should have them prior to July 13. If not received by August 14, 2015, you will need to pay for full tuition and fees and be refunded after it is approved. Deadline for submitting the application for the 2015 Fall term is September 3.
12. If my financial aid pays for all school costs, where can I get my refund?
When electronic payable financial aid (federal grants, loans, SDSU Scholarships, and other aid) exceeds school costs on the
student’s account, students may receive a refund. Students can sign up for direct deposit on WebAdvisor. Students not using
direct deposit will have a refund check mailed to the current address on record with SDSU. A notice sent to the student’s SDSU
Jacks email account will state whether the refund was processed by direct deposit or by check.

Refunds will not be generated unless attendance confirmation has been completed. (See page 7)

REMINDER TO STUDENTS: By setting up your parents, a spouse or other individuals as authorized payers on SDePay, they can
receive notices of statement availability, view account statements and make online payments.

Financial Aid

Financial aid (grants, loans, SDSU scholarships, and most other aid) accepted and processed will be paid by Electronic Funds
Transfer (EFT) on the student’s Registration Statement of Account. The financial aid payment is credited only when the student has
early-registered for a minimum of 6 credits. Also, payment is subject to the federal financial aid eligibility requirements.

The Federal Pell Grant is based on early registration enrollment status and may be adjusted after Census Date (last date to add or
drop with no assessment) if enrollment status changes (full-time, 3/4 time, 1/2 time).

Students requesting a Federal Direct Loan for the first time must complete the Master Promissory Note at www.studentloans.gov.
First-time borrowers must complete Entrance Loan Counseling at www.studentloans.gov.

Students who have not early-registered may have their financial aid award credited after September 11, 2015.

Please contact the Financial Aid Office if you have any student financial aid questions by visiting the office in Enrollment Services
Center or by calling 605-688-4695.

Tuition and Fees

A. Tuition and Fees
Tuition and fee information is available at www.sdstate.edu/cashiers/billing.

B. CHANGE IN RESIDENCY
Change of residency policies and applications may be obtained from the Admissions Office, ESC. Non-resident students
who have met the requirements to qualify for resident status may apply to have their residency changed from non-resident
to resident. Application must be made to Michelle Kuebler, Assistant Director of Admissions, ESC. Minnesota students
attending SDSU on reciprocity are subject to the terms of the reciprocity agreement. The deadline for submitting change of
residency applications for the Fall Semester is September 3, 2015. Any applications received after that date will be
processed effective for the next academic semester.

C. RECIPROCITY TUITION FOR MINNESOTA STUDENTS
Minnesota residents will automatically be eligible for reciprocity tuition rates at SDSU without needing to complete a formal
application. For further information on reciprocity, call (605) 688-4497.
ADJUSTMENT OF YOUR CLASS SCHEDULE

Drop or Add via WebAdvisor.
You should, however, consult with your academic advisor prior to changing your schedule.

These dates apply only to courses that meet the full semester.
Contact the Registrar’s Office for drop/add deadlines for courses that do not meet the full semester.

A. DROP/ADD PROCEDURES—DEADLINES AND REFUNDS

Adding a Course:
August 24 – September 3
Add using WebAdvisor
Last day to add a course is September 3, 2015.

Dropping a course:
August 24 – September 3
Drop using WebAdvisor.
Dropped courses qualify for a full refund of tuition and fees through September 3, 2015.
W grade is not assigned to courses dropped through September 3, 2015.

September 4 – November 6
Drop using WebAdvisor.
Dropped courses do not qualify for a refund.
Dropped courses receive a “W” grade.

• **Drop Deadline** – Last day to drop a course is November 6, 2015. Courses may NOT be dropped after November 6, except if extenuating circumstances prevent adequate class participation. In such cases, the assigned faculty advisor may advise the student to initiate the petition process at the Registrar’s Office, ESC.

• Cross-Listed Course Prefix Deadline – You may have a choice as to prefix for courses cross-listed between departments anytime during the semester before the final drop deadline for courses – November 6, 2015. Contact the Registrar’s office for assistance from September 4 – November 6.

• Students who need to drop their last or only class should contact the Registrar’s Office to complete the withdrawal process.

B. WITHDRAWAL PROCEDURES

• A student who discontinues attendance in all classes must go to the Registrar’s Office (ESC) to process the necessary withdrawal forms required for academic and financial reporting. Dropping all courses or dropping your last course constitutes a WITHDRAWAL.

  **NOTE:** When you are enrolled in only one course, and you drop that course, you are withdrawing from the University.

• Dropping all courses via WebAdvisor does NOT constitute an official WITHDRAWAL. You must contact the Office of Records and Registration to process an official withdrawal from the University. Withdrawals are recorded on the student’s transcript.
C. WITHDRAWAL REFUND INFORMATION

Students who withdraw, drop out, or are expelled from the University within the add period receive a 100% refund of tuition and course-related fees. Students who withdraw, drop out, or are expelled from the University after the add period for the enrollment period for which they are assessed, may be entitled to a refund of tuition and fees and institutional charges.

Financial Aid calculates the amount of federal financial aid a withdrawn student has earned for the enrollment period. Any unearned federal financial aid will be returned. Additional information can be found in the Tuition Refund/Withdrawal Policy and Return of Title IV Funds Policy in SDSU 2015-2016 Catalog or at www.sdstate.edu (search: withdrawal).

D. AUDITING COURSES

1. All students pay regular tuition and fees per credit to audit a course.

2. Students must apply for admission at the Undergraduate Admissions Office, ESC, or the Graduate School, SAD 130, if they were not enrolled in courses for credit or for audit Spring 2015.

3. Registration as an auditor must be accomplished by presenting an Audit/Satisfactory-Unsatisfactory Form to the Registrar’s Office, ESC, August 24 – September 3.

4. A student may change from credit to audit during the normal ADD period (September 3, 2015).
   A student may change from audit to credit during the normal ADD period (September 3, 2015).

5. Audit credits WILL NOT be counted as part of the student’s load for figuring full-time student status or for financial aid eligibility and athletic eligibility. Audit credits do not fulfill degree requirements.

6. A grade of AU will be designated by the instructor.

E. SATISFACTORY-UNSATISFACTORY

1. Students pursuing a Bachelor’s degree have the option of enrolling in up to 20 credits of satisfactory-unsatisfactory elective courses.
   (See University Catalog for specific regulations.)
   **NOTE:** Not all courses allow the satisfactory-unsatisfactory option — check with the department head.

2. Enrollment must be specified August 24 – September 3 by submitting an Audit/Satisfactory-Unsatisfactory Form to the Registrar’s Office, ESC.

3. A student may change from satisfactory-unsatisfactory to credit during the normal ADD period (September 3, 2015).
   A student may change from credit to satisfactory-unsatisfactory during the normal ADD period (September 3, 2015).

Veterans’ Information

Veterans currently receiving benefits should return the SDSU VA Information Form to the SDSU Veterans Service Office before July 17, 2015. New students should complete the VA and SDSU forms at least 45 days prior to the start of the term to ensure timely benefits. SDSU forms and VA information are available at www.sdstate.edu (Keyword – Veterans Services).

Applications for Air National Guard half-tuition are obtained through their Air Guard unit. Army National Guard members need to apply for Federal Tuition Assistance/half-tuition at www.goarmyed.com.
For students’ detailed information, the complete FERPA policy is available in each Dean’s Office.

A. STUDENT ADDRESSES

- Email messages sent to SDSU Jacks email addresses constitute an official means of communication. It is the student’s responsibility and obligation to access official university email messages in a timely manner.

- Check your mailing address(es) on http://mystate.sdstate.edu. Select the My Info tab. Please correct inaccurate information so that you may receive your SDSU correspondence.

- Registering your current local (school) address or post office box number (on or off campus), your permanent address, and your family (parent or spouse) address is an integral part of SDSU’s registration process. You are expected to keep the University informed of current local, permanent, and family addresses, email, and telephone numbers.

- The SDSU Jacks email address, along with the latest local, permanent, and family addresses recorded in the Registrar’s Office shall be considered the proper addresses to which official University communications are sent. The University will not accept accountability for non-receipt of mail when it is sent to any of these addresses.

- Submit address and phone number changes by:
  - Logging on to MyState. Go to the MyInfo tab and submit address changes.
  - Go to http://www.sdstate.edu/campus/records and select the address and name change link. Print the address change form, fill it out and send to the Registrar’s Office. Address and fax information are on the form.
  - Go to the Registrar’s Office (ESC) to fill out the Address Change form.

B. DIRECTORY INFORMATION

The Federal Privacy Act (FERPA) defines some information as Directory Information. SDSU allows the release of the following Directory Information concerning a student upon request, without the consent of the student:

- student’s name
- student class level
- major program of study
- minor program of study
- dates of attendance
- degrees and awards received
- full-time/part-time status
- photographic material (not including student ID photo)

C. WITHHOLDING DIRECTORY INFORMATION

A currently enrolled student may withhold directory information by completing a request form in the Registrar’s Office, on or before the census date of a term (September 3, 2015).

The request form is in effect until rescinded by the student.

D. FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

   Available for download at:
Final Examinations

Final Examination Policy is under review and subject to change.

A. EXAMINATION SCHEDULE

Table 3

Examination Schedule for Fall 2015

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 - 9:00</td>
<td>MATH 125, 115 STAT 281</td>
<td>CHEM 112</td>
<td>SPCM 101</td>
<td>Math 102, 121 123</td>
<td></td>
</tr>
<tr>
<td>9:15 - 11:15</td>
<td>X 8:00</td>
<td>X 9:00</td>
<td>X 10:00</td>
<td>X 11:00</td>
<td>X 7:00</td>
</tr>
<tr>
<td>11:30 - 1:30</td>
<td>Y 10:00</td>
<td>Y 9:00</td>
<td>Y 8:00</td>
<td>Y 7:00</td>
<td>Y 11:00</td>
</tr>
<tr>
<td>1:45 - 3:45</td>
<td>X 1:00</td>
<td>X 2:00</td>
<td>X 3:00</td>
<td>X 4:00</td>
<td>X 12:00</td>
</tr>
<tr>
<td>4:00 - 6:00</td>
<td>Y 3:00</td>
<td>Y 2:00</td>
<td>Y 1:00</td>
<td>Y 12:00</td>
<td>Y 4:00</td>
</tr>
</tbody>
</table>

* Authorized multiple section course examinations.
X indicates courses that have first class contact on Monday, Wednesday, Friday.
Y indicates courses that have first class contact on Tuesday, Thursday.

Courses that have first class contact at 8:30, 9:30, etc., will use the exam schedule of 8:00, 9:00, etc.

B. Additional Information

Among the tasks of instruction is that of evaluation of a student's performance. Each course has its own particular parameters, and the evaluation procedure in any one course is not necessarily the same as that in another course. However, the most commonly used evaluation technique is that of written examinations or papers periodically due during the course, and a final examination at the end of the course. The final examination procedure has become so universal and accepted that a final examination period is set aside at the end of the semester in most colleges and universities. The Carnegie credit hour is calculated by contact hours with 15 contacts hours equating to 1 credit hour. Finals week is considered an integral part of the 17-week academic semester and critical to the credit hour calculation.

It is the policy of South Dakota State University to adhere to the following:

1. The final examination schedule will be published in the fall or spring course schedules. Courses offered for 2 or more credits will have an examination time determined by the final examination schedule published in the schedule book.
2. Multiple section final examinations will be scheduled at 7:00 a.m. as published in the schedule book through a request process from the instructor to the Registrar's office.
3. Final exams for evening courses (any course that begins at 5:00 p.m. or later) must be scheduled at the regularly scheduled time (of the course) during finals week.
4. Courses of 1 credit or laboratory only will have the final examination or alternative learning experience during the last week of regular classes before final examination week.
5. Every course except as noted in #2, #3, and #4 above is required to follow the final examination schedule.
6. Five days are to be scheduled for final examinations at the end of each semester, fall and spring. Due to the variety of summer sessions and other accelerated course formats, the final day of the term will be reserved for the final examination.
7. A block of 2 hours will be available for administering individual final examinations. Within the final examination time period, instructors may reduce the time limit of an examination by prior announcement.
8. Final examinations are an integral part of the instructional program and should be given in all courses except in some cases such as laboratory, studio, capstone courses, seminars, colloquia and other independent learning credits, where a final examination may not be appropriate. Any instructor wishing to waive the right to a final examination must do so by submitting a request as outlined under Procedures. The right to waive the final examination does not, however, preclude the requirement to hold class during final examination week for an alternative learning experience. The discipline is
responsible for defining appropriate alternative learning experiences.

9. Take home final examinations are permissible but the course must still meet during final examination week for alternative learning experience.

10. Online and hybrid courses must be held to the same standard for final examinations and can only be administered during final examination week.

11. If a final examination is used, it should not be given early. The published final examination schedule must be followed and the final examination in a course should be given as scheduled and not at other times, even if the faculty member and all students in a course agree to such a change. This is true even if the final examination is an alternative learning experience. It is understood that some culminating learning assessment may be administered during the last week of classes. This does not preclude the requirement however, for these classes to meet during finals week.

12. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No final examinations are to be given during the seven days preceding the start of the examination period (excluding 1 credit courses). However, laboratory practicums, seminar presentations, etc. may be scheduled in that week.

13. Individual students may petition in writing for a variance from these policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course. Reasons for individual students missing a scheduled examination will be handled by the department. Each department will decide what will, or will not, be an acceptable excuse and deal with individual hardship cases. Note that the SDSU Attendance Policy should be consulted for excused absences. In the event of a department approved excuse, the instructor will decide the procedure necessary to complete the course requirement. Instructors must have the consent of the department head in excusing the student.

14. When students have more than three final examinations on the same day, they are entitled to arrange an alternative examination time for an examination or examinations scheduled on that day. Such arrangements must be made no later than the end of the 12th week of the semester. Students are expected to provide evidence to the Registrar’s Office that they have more than three examinations to qualify for exceptions.

15. This policy applies to all undergraduate and graduate students, including seniors. Graduating seniors are not exempted from final examinations.

Procedures

Each instructor, Department Head and Dean is responsible for enforcing the above policies. The SDSU Attendance Policy will be used to establish acceptable excuses for missing and retaking a final examination.

Any instructor wishing to request a waiver from administering a final examination must do so by submitting a request to the department head for approval. The department head will then forward such requests to the college dean. A course need only be approved once; however, if substantive modifications are made to a course, it should be resubmitted for approval.
**NOTE:** Use this procedure only to register for off-campus courses.

**By Mail:** Use the appropriate registration form on either page 19 or pages 21-22.

**In Person:** Brookings, Registrar’s Office, ESC; or at the Center offering the class:
University Center, Sioux Falls
Capital University Center, Pierre
University Center, Rapid City

**By Phone:** Pierre, Capital University Center, (605) 773-2160
University Center, Rapid City, SDSU (605) 718-4145
University Center, Sioux Falls, SDSU, (605) 367-5640
Miscellaneous Sites should call the Registrar’s Office at SDSU, (605) 688-6397 or 1-800-952-3541
Nursing Off-Campus Online RN Upward Mobility Students, call (605) 688-6186
Technology Classes (Internet or DDN), call SDSU, Brookings, (605) 688-4154

**By Internet:**
- **New Students:** Internet Courses Only – go to [http://distance.sdstate.edu](http://distance.sdstate.edu) and select “Getting Started.” Follow the steps provided to apply for admission and register for courses.
- **New Students:** Other Course Offerings – go to [www.sdstate.edu/admissions](http://www.sdstate.edu/admissions) and click on “Apply Now.”
- **High School Concurrent Students:** Go to [http://distance.sdstate.edu](http://distance.sdstate.edu) and select “Getting Started.” Complete the High School Concurrent Student Admission Application available in Step 2.

**By FAX:** Brookings, SDSU, (605) 688-6540
Pierre, (605) 773-3020
Sioux Falls, (605) 367-5643

**WebAdvisor:** See pages 4 and 5.

**Payment:** An email will be sent to your Jacks account when a bill is available to view. Full payment may be made online at SDePay through your WebAdvisor account (see page 7). If you are enrolled and have a program of study at another SD Regental Institution; the email will be sent to your primary email address as displayed on WebAdvisor.

**Textbooks:** Available at the SDSU Bookstore ([www.sdstatebookstore.com](http://www.sdstatebookstore.com)) or at any off-campus site. Students should check with the appropriate Center for purchasing books locally. For non-SDSU courses you must obtain textbook information from the university offering the course.

**Immunization Requirements:** All students, on-campus and off-campus are required to meet the immunization requirement. Contact Student Health and Counseling Services if you have questions, 605-688-4157.

**Library Services:** Search dozens of research databases and find thousands of journals, magazines, newspapers and other documents online through your SDSU homepage www.sdstate.edu/library. Request books, videos and other loans delivered to your home or office. Receive scanned articles through your SDSU ILLiad account. Get research assistance and more. For mobile access go to www.sdstate.edu/mobile/index.cfm. For more information about Library Services at SDSU, please contact the Library Services Desk.

Phone: 1-800-786-2038 or (605) 688-5107  Fax: (605) 688-6133  Email: BLRef@sdstate.edu
Recommended Application Deadline: Two weeks prior to earliest course.

Instructions – Admission to Graduate School

Non-Degree Seeking Students
Non-Degree seeking students are those who take classes for purposes other than pursuing a graduate degree. They are not eligible for financial aid.

1. Complete the Graduate Registration – Special Student form on page 19.
2. The $35.00 application fee is not required of non-degree seeking applicants. However, if you later apply to a degree program, the $35.00 fee must accompany that application.
3. Be sure you have had the required immunizations. Call 605-688-4157 for additional information.
4. Return the form to the Graduate School at the address shown on the Graduate Registration – Special Student form.
5. Refer to the Registration and Payment section below for payment options.

Degree Seeking Students
Degree seeking students are those who take classes for the purpose of completing a master’s or doctorate degree. Please use the application located at: https://app.applyyourself.com/?id=sdstate-g.
You must be admitted BEFORE you can register for a course. Refer to the Registration and Payment section below for payment options.

Instructions for Registration and Payment

1. Registration of courses may be completed by one of the following methods:
   a. Complete the form on page 19 for graduate courses and fax the completed admission/registration form to (605) 688-6167 or mail the completed admission/registration form to the address shown on the application/registration form.
   b. Call the Graduate School at (605) 688-4181.
2. Payment may be made by one of the following methods:
   a. Online payments using SDePay (refer to SDePay section on page 8)
   b. Pay in person at the SDSU Cashiers Office, SAD 136, from 9:00 am – 5:00 pm.
   c. Mail payment to SDSU Cashiers Office, SAD 136, Box 2201, Brookings, SD 57007. Payment must be received by the Cashiers Office on or before September 4, 2015 to avoid Late Fees.

Note: Credit and debit card payments can only be made through SDePay (refer to SDePay section on page 8).
Graduate Registration – Special Student
South Dakota State University, Graduate School, Box 2201, Brookings SD 57007-1998

Legal Name

Last

First

Middle

Former Names(s)

Preferred First Name ____________________________________________ Social Security Number ______-____-____ Birth Date ____________

(optional)

PERMANENT MAILING ADDRESS

Street ____________________________________________ City __________________________ State ______ Zip ______

Home Phone (____) ______-____ Work Phone (____) ______-____ Email Address ____________________________

EMERGENCY CONTACT

Name ____________________________________________ Relationship to you __________________________

Street ____________________________________________ City __________________________ State ______ Zip ______

Telephone (____) ______-____

RESIDENCY

Have you lived in South Dakota for the past 12 months? ☐ Yes ☐ No

If you are a South Dakota Resident, but you have not lived in South Dakota for the past 12 months, please explain__________________________________________

What is the state or country of your legal residence? ____________________________ County: __________

The following information is optional. The information is used in compliance with Title VI of the Civil Rights Act of 1964. Your responses in no way affect your admission.

Gender ☐ Male ☐ Female

Ethnic Group ☐ Hispanic or Latino ☐ Non-Hispanic/Non-Latino

If you chose Non-Hispanic or Non-Latino, please check all that apply of the following:

☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black or African American ☐ White/non-Hispanic

☐ Other ☐ More than one race ☐ Do not wish to respond

Citizenship ☐ USA ☐ Resident Alien ☐ Other (Specify Citizenship) ____________________________ Country of Birth ____________________________

Semester you wish to enroll: Fall _____ Spring _____ Summer _____

Have you ever enrolled in graduate classes at SDSU? ☐ Yes ☐ No If so, when? ____________

COURSE INFORMATION Please enter the class(es) you are registering for in the appropriate box(es).

<table>
<thead>
<tr>
<th>Reference No. (5 digits)</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Campus Location</th>
</tr>
</thead>
</table>

| | | | | | | |

All answers I have given on this application are complete and accurate to the best of my knowledge. If admitted, I agree to observe the rules and regulations of South Dakota State University and to pay all fees and charges assessed thereunder.

Signature ____________________________ Date ____________________________

SDSU offers all educational programs, materials, and service to all people without regard to age, race, color, religion, sex, handicap, or national origin. SDSU is an Equal Opportunity/Affirmative Action Employer.

18
Recommended Application Deadline: Two weeks prior to earliest course.

Instructions — Admission to Undergraduate School

Non-Degree Seeking Students
Non-Degree seeking students are those who take classes for purposes other than pursuing an undergraduate degree. They are not eligible for financial aid.

1. Submit the online application at www.sdstate.edu/admissions and click on “Apply Now” or complete the admission/registration form on pages 21-22 (front and back).

2. Be sure you have had the required immunizations. Call 605-688-4157 for additional information.

3. Refer to the Registration and Payment section below for payment options.

Degree Seeking Students
Students who have not attended SDSU the previous semester, must be admitted to school before being able to register for courses.

1. Submit the online application at www.sdstate.edu/admissions and click on “Apply Now” or complete the admission/registration form on pages 21-22 (front and back).

2. The $20.00 application fee is required. (If you have attended SDSU or any other public university in South Dakota as a degree seeking student within the last year prior to the start term on your application, you are not required to pay this fee again.)

3. Please submit your high school transcript and your transcript(s) from any post-secondary institutions that you have attended.

4. Be sure you have had the required immunizations. Call (605) 688-4157 for additional information.

5. Refer to the Registration and Payment section below for payment options.

High School Students
Students who have not graduated from high school may participate in courses offered during the spring if they are high school juniors or seniors. Contact the Admissions Office for application details, ESC, (605) 688-4121 or 1-800-952-3541. Approval from the student’s high school and parent is required, as well as an official high school transcript. Immunizations policy compliance is required. See page 17.

Instructions for Registration and Payment

1. Registration of courses may be completed by one of the following methods:
   a. Complete the form on pages 21-22 for undergraduate courses and fax the completed admission/registration form to 605-688-6891.
   b. Call the SDSU Admissions Office at 1-800-952-3541.

2. Payment may be made by one of the following methods:
   a. Online payments using SDePay (refer to SDePay section on page 8)
   b. Pay in person at the SDSU Cashiers Office, SAD 136, from 9:00 am – 5:00 pm.
   c. Mail payment to SDSU Cashiers Office, SAD 136, Box 2201, Brookings, SD 57007. Payment must be received by the Cashiers Office on or before September 4, 2015 to avoid Late Fees.

Note: Credit and debit card payments can only be made through SDePay (refer to SDePay section on page 8).
Undergraduate Admission/Registration Form

South Dakota State University, Admissions Office, Box 2201, Brookings SD 57007-0649

Legal Name ____________________________________________________________ Social Security Number ________-____-______

Last First Middle (optional)

Former Name(s) ___________________________________________ Preferred First Name ___________________________ Birth Date ________________

PERMANENT MAILING ADDRESS

Street ____________________________________________________________ City, State, Zip ______________________________

Telephone (____) ______ - ______ Email Address ________________________________________________________________

EMERGENCY CONTACT

Name ___________________________________________________________ Relationship to you ______________________________

Street __________________________________________________________ City, State, Zip ______________________________

Telephone (____) ______ - ______

RESIDENCY

Have you lived in South Dakota for the past 12 months? ☐ Yes ☐ No

If you are a South Dakota Resident, but you have not lived in South Dakota for the past 12 months, please explain __________________________________________

________________________________________________________________________________________________________________________________

The following information is optional. The information is used in compliance with Title VI of the Civil Rights Act of 1964. Your responses in no way affect your admission.

Gender ☐ Male ☐ Female

Ethnic Group ☐ American Indian or Alaskan Native ☐ Asian or Pacific Islander ☐ Black, not of Hispanic Origin ☐ Hispanic

☐ White, not of Hispanic origin ☐ Other ☐ Do not wish to respond

Citizenship ☐ USA ☐ Resident Alien ☐ Other (Specify Citizenship) __________________________ Country of Birth __________________________

EDUCATIONAL DATA

High School Attended ____________________________________________

School __________ City __________ State ______

Date of High School Graduation (MM/YY) __________ / ________ If not a high school graduate, date of GED (MM/YY) __________ / ________

Have you taken the ACT test? ☐ Yes ☐ No Date Tested (MM/YY) __________ / ________ Composite Score __________

Have you taken the SAT test? ☐ Yes ☐ No Date Tested (MM/YY) __________ / ________ Composite Score __________

Were your scores sent to SDSU? ☐ Yes ☐ No

Have you ever enrolled in classes at another South Dakota public university? ☐ Yes ☐ No If yes, where? __________________________

Semester you wish to enroll: Fall ____ Spring ____ Summer ____

Will you be pursuing a degree? ☐ Yes ☐ No, I am applying as a non-degree student.

If yes, what degree? __________________________

Have you ever enrolled in classes at SDSU? ☐ Yes ☐ No If so, when? __________________________

If you are pursuing a degree, please fill out the back of this form.

For Office Use Only:

______ Admissions ______ Records

Total Money Rec’d: $ __________________________

☐ Check ☐ Credit Card (application fee only)

COURSE INFORMATION

<table>
<thead>
<tr>
<th>5 Digit Course Number</th>
<th>Dept. Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Campus Location</th>
</tr>
</thead>
<tbody>
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</table>

All answers I have given on this application are complete and accurate to the best of my knowledge. If admitted, I agree to observe the rules and regulations of South Dakota State University and to pay all fees and charges assessed thereunder.

Signature ______________________ Date ____________
## Post-Secondary Education

List in chronological order all post-secondary institutions you have attended regardless of length of attendance and even if no work was completed. Failure to list all institutions previously attended may result in loss of credit and/or dismissal.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location (City/State)</th>
<th>From Month/Year</th>
<th>To Month/Year</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Are you eligible to return to the institution(s) from which you are transferring?

- [ ] Yes  - [ ] No  If no, attach a letter of explanation.

---

## SDSU Degree Seeking Checklist

These are the items you need to submit to the SDSU Admissions Office in order to apply to a degree program.

- [ ] SDSU Admission/Registration Form
- [ ] $20 Application Fee* (unless you have previously attended SDSU or any other SD public university as a degree seeking student within the last year prior to the start term on your application)
- [ ] Official High School Transcript
- [ ] Official Post-Secondary Transcript(s), if applicable
- [ ] ACT scores

*NOTE: You can make the check payable to South Dakota State University.

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### Please Send Admission Materials To:

South Dakota State University
Admissions Office
Box 511
Brookings SD 57007-0649
The SDSU catalog can be found at http://catalog.sdstate.edu. General Education core requirements are available in the section named Graduation Requirements and University Core Curriculum.

Textbook Information

ISBN numbers and cost of all recommended and supplemental textbooks can be found at the SDSU bookstore Web site: www.sdstatebookstore.com as soon as it becomes available. Please check the Web site for updated listings.

Example of Course Listing

Sections that are held at a location other than the SDSU Brookings campus are identified with a letter as the last character of the section number. The following chart identifies the location of each code.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Section Description</th>
<th>Example of Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>DDN (not campus section)</td>
<td>S01A</td>
</tr>
<tr>
<td>C</td>
<td>Internet – Nursing</td>
<td>S01C</td>
</tr>
<tr>
<td>D</td>
<td>Internet</td>
<td>S01D</td>
</tr>
<tr>
<td>E</td>
<td>Early Access (High School)</td>
<td>S01E</td>
</tr>
<tr>
<td>F</td>
<td>Sioux Falls (not UC)</td>
<td>S01F</td>
</tr>
<tr>
<td>G</td>
<td>GPidea Program</td>
<td>S01G</td>
</tr>
<tr>
<td>M</td>
<td>Other locations (ex. Gillette)</td>
<td>S01M</td>
</tr>
<tr>
<td>P</td>
<td>Pierre (CUC)</td>
<td>S01P</td>
</tr>
<tr>
<td>R</td>
<td>Rapid City</td>
<td>S01R</td>
</tr>
<tr>
<td>S</td>
<td>Off-Campus Nursing Instate</td>
<td>S01S</td>
</tr>
<tr>
<td>U</td>
<td>University Center, Sioux Falls</td>
<td>S01U</td>
</tr>
<tr>
<td>W</td>
<td>Lake Area Technical Institute, Watertown</td>
<td>S01W</td>
</tr>
<tr>
<td>X</td>
<td>Off-Campus Nursing Out of State</td>
<td>S01X</td>
</tr>
</tbody>
</table>