

## **REGISTRATION DAY SCHEDULE & INFORMATION**

*Wednesday, January 13*

### **ORIENTATION**

- **ALL new undergraduate students** can obtain orientation material at the Devereaux Library, anytime from 8:00 am to 3:00 pm. If you have **NOT REGISTERED**, report to the 3<sup>rd</sup> floor of the Library anytime from 8:00 am to 4:00 pm for assistance.
- **Graduate students – Mandatory orientation** for all new graduate students from 8:00 am to 10:00 am in the Mineral Industries Building, (MI), Room 222.
- **Veterans Orientation** will be held at 10:00 am to 12 noon in the Surbeck Center Bump Lounge. Contact Cathy Payne, Coordinator, Veterans Resource Center at (605) 394-2560 or Toni Schauer, Veterans Services Officer at (605) 394-2553.
- **Orientation for international students** will be held at 10:00 am to 12:00 noon in the Surbeck Center McKeel Room.
- **Tablet PC Orientation** – new Tablet users, please attend an orientation session and pick up your tablet pc at either 11:00 am or 3:00 pm in the Electrical Engineering Physics Building, (EEP), Room 252.
- **Strategize for Success – Mandatory presentation for new undergraduate students** immediately following the 11:00 am AND 3:00 pm Tablet PC Orientations in the Electrical Engineering Physics Building, (EEP), Room 252, presented by Dr. Michael Gunn, Associate Provost and Dr. Pat A. Beu, Director of Retention and Testing.

### **REGISTRATION**

- **Current students who have registered** may make changes to their schedule in the Devereaux Library, 3<sup>rd</sup> floor or from a personal computer via web advisor.
- **Readmit and transfer students** report to your mentor/advisor to discuss your course schedule. Once you have done this, you may then register online via WebAdvisor from home or from one of the campus computer labs. Your mentor/advisor information is available on WebAdvisor for Students, under My Profile. If you need help registering on Registration Day, report to the 3<sup>rd</sup> Floor of the Devereaux Library.
- **Online registration** via WebAdvisor from home or from a campus computer lab. Please note, you will not be allowed to register for a course if you do not meet the pre-requisites for that course.
  - **Need your WebAdvisor ID and Password?** Stop by the Registration Help Desk on the third floor of the Devereaux Library or the AES Office in O’Harra, room 201. Picture identification is required.
  - **Testing - COMPASS Exam (Math and English Placement)** – 8:00 am to 11:30 am and 1:00 pm to 3:00 pm in the east computer lab, lower level, Devereaux Library. You may take this exam at any time during the hours listed.
- **If you have NOT registered** report to the 3<sup>rd</sup> floor of the Devereaux Library anytime from 8:00 am to 4:00 pm for assistance.

### **ADDITIONAL REGISTRATION DAY INFORMATION**

- **Classes begin** – This is the **first day of classes for Wednesday** classes with a start time of **4:00 pm or later** for spring 2010.
- **Immunization records** – Must be in compliance before attending classes. Mail or drop off your MMR (mumps, measles, and rubella) immunization records to the Dean of Students, Surbeck Center, 501 E. Saint Joseph St, Rapid City, SD 57701.
- **Online payment of tuition/fees via WebAdvisor from home or from a campus computer lab.** Student Accounts/Cashier’s Office, Surbeck Center, will be open 8:00 am – 4:00 pm for paper check payments or for answering online payment questions.
- **Financial Aid checks will NOT be available** at the Cashier’s Office. All refunds will be direct deposit or mailed checks.
- **ID/Debit card photos** available in the Student Accounts/Cashier’s Office located in the Surbeck Center across from the Information Desk, 8:00 am to 4:00 pm.
- **Parking Permits** available in the Surbeck Center Dorr Room, **bring your license plate number and student ID**, or register online at [www.sdsmt.edu/services/facilities](http://www.sdsmt.edu/services/facilities).
- **Residence Life** – All first and second year students must either live on-campus OR be granted exemption from the SD BOR Housing Policy. If you are not living on-campus, be sure to complete an Exemption Request form – available on-line from the ResLife main page <http://reslife.sdsmt.edu> – Exemption Request is a link at the bottom of the page. The BOR Housing Policy is stated in full at [http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-6.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-6.pdf) Exemption Requests will be reviewed individually to determine if they are granted or not.
- **Dining service meal plans, plan changes or questions** available in the Student Accounts/Cashier’s Office in the Surbeck Center, 8:00 am to 4:00 pm.
- **Attend a Federal Work-Study Session** – Students who were previously awarded Federal Work-Study (FWS) and did not attend the Fall 2009 FWS meeting but plan on working in the Spring 2010 semester, must attend one of the information sessions that Monica Darrow will hold in the **Classroom Building, Room 204E** at the following times: **10:00 am for incoming Freshman, or those new to the Federal Work-Study Program; 2:00 pm for students who have previously been employed at SDSMT under Federal Work Study.** *Bring your Driver’s License and Social Security card and, if you want your paycheck directly deposit to a checking or savings account, a voided check or savings deposit slip.*

## ***Thursday, January 14***

- **Classes begin** – This is the first day of classes for all **other** classes for the spring 2010 semester.
- **ID/Debit card photos** available in the Student Accounts/Cashier's Office, 8:00 am to 4:00 pm.
- **Financial Aid checks will NOT be available** in the Surbeck Center/Cashier's Office. All refunds will be direct deposited or mailed checks to the address specified in your registration confirmation.

## ***Thursday, January 14 and Friday, January 15***

- **Online registration** via WebAdvisor from home or from a campus computer lab. Please note, you will not be allowed to register for a course if you do not meet the pre-requisites for that course. For problems, contact the Registrar and Academic Services Office, O'Harra Building, Room 201, 394-2400.
- **Online payment of tuition/fees via WebAdvisor from home or from a campus computer lab**-Student Accounts/Cashier's Office, across from the Surbeck Center front desk will be open 8:00 am to 4:00 pm for paper check payments or for answering online payment questions.
- **Financial Aid checks will NOT be available** in the Surbeck Center Cashier's Office. All refund checks will be direct deposited or mailed to the address specified in your registration confirmation.
- **Dining service meal plans, plan changes or questions** available in the Student Accounts/Cashier's Office.

### **ATTENTION ALL STUDENTS!**

**You MUST submit the online REGISTRATION CONFIRMATION form to confirm or cancel your attendance for the spring 2010 semester.**

**The Confirmation form is available on WEBADVISOR**

**Monday, December 4, 2009 through Friday, January 15, 2010.**

**Failure to submit the form by 4:30 pm and to make payment by 4:00 pm on January 15, 2010, may result in the cancellation of your classes and/or late payment fee.**

### ***Important dates:***

- **Parking Permits** – On Registration Day, Wednesday, January 13<sup>th</sup>, parking permits are available in the Dorr Room in the Surbeck Center or online at [www.sdsmt.edu/services/facilities](http://www.sdsmt.edu/services/facilities). **After January 13<sup>th</sup>** parking permits are available online or in person in the Facilities Service Office at the Physical Plant. **Please bring your license number and student ID.**
- Last day to add classes or drop classes with a refund is January 22, 2010.
- No refund of tuition/fees for courses dropped after January 22, 2010 unless withdrawing from college i.e., dropping all courses at all South Dakota public universities. The last day to withdraw from the university and still receive a partial refund is March 25, 2010.
- Last day to make changes to meal plans is January 22, 2010.
- Last day to request, Audit or Pass/Fail Option is January 22, 2010.
- Last day to drop a class with "W" is April 7, 2010.

## HOW TO

- ⇒ **Obtain an ID card** – ID cards are provided between 8:00 am and 4:00 pm on Wednesday, January 13 through Friday, January 15 in the Student Accounts/Cashier's Office across from the Surbeck Center Information Desk.
- ⇒ **Obtain your network login information** - Go to the ITS Help Desk in the lower level of the Library or go to the following URL: <http://its.sdsmt.edu> and click on "Student Services" tab.
- ⇒ **Pay your tuition/fees** - On-line payment for tuition and fees can be made via Web Advisor from your home computer or from a campus computer lab. Payment or financial arrangements for spring term must be made before 4:00 pm on Friday, January 15, 2010. Cashiers will be available in the Student Accounts/Cashiers Office, across from the Surbeck Center Information Desk, from 8:00 am to 4:00 pm on Wednesday, January 13 through Friday, January 15 for paper check payments or for answering on-line payment questions. (Photo ID required.) Failure to make financial arrangements by 4:00 pm on Friday, January 15 may result in cancellation of your classes and/or a late payment fee.
- ⇒ **Financial Aid checks will NOT be available** at the Cashier's Office. All refund checks will be direct deposited or mailed to the address specified in your registration confirmation.
- ⇒ **Admission/Readmission/Acceptance** – If you have not yet been accepted for admission/readmission, report to the Admissions Office in the O'Harra Building, Room 200. **Please bring your immunization records with you.**
- ⇒ **If you are a transfer or continuing student**, report to your mentor/advisor to discuss your course schedule. Once you have done this, you may then register online via WebAdvisor from home or from one of the campus computer labs. Your mentor/advisor information is available on WebAdvisor for Students, under My Profile. If you need help registering on Registration Day, report to the east computer lab on the lower level of the Devereaux Library.
- ⇒ To change **tuition classification**, report to Toni Schauer in the Registrar and Academic Services Office, O'Harra Building, Room 201.
- ⇒ To change or add a **Dining Services contract**, report to the Student Accounts/Cashiers Office in the Surbeck Center.
- ⇒ To change or add a **Residence Hall room**, report to Residence Life in Surbeck Center, next to the Information Desk.
- ⇒ **Complete Stafford and/or Perkins Entrance Loan Counseling** - All first time borrowers at SDSM&T must complete the **online loan counseling**.
  - If you have borrowed a Stafford and/or a Perkins loan at another university, contact the **Financial Aid Office** in the O'Harra Administration Building, room 216 (go through Admissions Office entrance and down hallway) or by calling toll free 877/877-6044, locally call 394-2274 or by email at [financialaid@sdsmt.edu](mailto:financialaid@sdsmt.edu) for further instructions.
  - **Online counseling is available at the SDSM&T Financial Aid** web site: <http://sdmines.sdsmt.edu/finaid> Click on the link for Loan Counseling (Entrance & Exit)

Listed below are important URL links for your information. Many of these links are provided due to the student right-to-know federal legislation. Others are listed because of their importance concerning the policies of the South Dakota School of Mines and Technology and the South Dakota Board of Regents. **If you have any questions, contact the Dean of Students Office located in the Surbeck Center, 605-394-2416.**

**All of these URLs are listed on the SDSM&T Student Life web page at: <http://sdmines.sdsmt.edu/studentlife>**

Academic Freedom and Responsibility, Board Policy No. 1:11

<http://www.sdbor.edu/policy/1-Governance/documents/1-11.pdf>

Anti-harassment Policy

<http://sdmines.sdsmt.edu/policies/antiharassment>

Employee-Employee and Faculty-Student Consensual Relationships

<http://www.sdbor.edu/policy/1-Governance/1-23.pdf>

Environmental Health and Safety (Incident reporting, emergency preparedness, chemical hygiene plan, etc)

<http://sdmines.sdsmt.edu/ehs>

Registered Sex Offenders

[http://www.rcgov.com/main\\_pages/registered\\_sex\\_offenders.htm](http://www.rcgov.com/main_pages/registered_sex_offenders.htm)

Safety, includes the campus crime report

<http://sdmines.sdsmt.edu/safety>

School of Mines & Technology Policies

<http://sdmines.sdsmt.edu/sdsmt/policies>

South Dakota Board of Regents Policies

<http://www.sdbor.edu/policy/policy.htm>

Student Code of Conduct

[http://sdmines.sdsmt.edu/sdsmt/student\\_code\\_conduct](http://sdmines.sdsmt.edu/sdsmt/student_code_conduct)

Student Health Insurance Information/Application

<http://www.sdbor.edu/student/health/Default.htm>