First semester checklist for on-campus students
Spring 2013

_____Contact your advisor to discuss your course selection
_____Register for classes through the WebAdvisor portal
_____Complete the attendance confirmation on WebAdvisor
_____Pay your tuition and fees through the Student Account/Cashier's Office
_____Establish your Mines email account (this is our sole source of communication from the Grad Office) http://its.sdsmt.edu/email/
_____Register for your parking permit with Facilities Services or online at: http://www.sdsmt.edu/services/facilities/PARKING%20INDEX.htm
_____Obtain your student ID through the Student Account/Cashier's Office
_____If you received an assistantship, contact your department secretary and the Human Resources Office for payroll paperwork. Submit the signed contract to the Graduate Office.
_____Submit the immunization form to the Dean of Students in the Surbeck Center
_____If not previously reported, arrange for an official transcript showing the B.S. degree awarded to you to be sent directly from the issuing institution to the Office of Graduate Education at SDSM&T
_____Sign up for the health insurance plan (required for international students, optional for U.S. citizens)
_____Attend the mandatory orientation session(s)
_____New International Student Orientation - Wednesday, January 9, 2013
From 9:30 am – 12:00 pm in the Surbeck Center, McKeel room
_____New Graduate Student Orientation - Wednesday, January 9, 2013
From 1:00 pm – 3:00 pm in the Surbeck Center, Bump room

Important dates to remember

- Last day to *add* or *drop* classes with a refund is January 18, 2013.
- No refund of tuition/fees for courses dropped after January 18, 2013 unless withdrawing from the university, 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 21, 2013.
- Last day to pay tuition and fees or make payment arrangements is January 22, 2013.
- Last day to withdraw from a class with a "W" grade is April 3, 2013.

Questions? Contact:

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