SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY **SPRING ~ 2014**

Registrar and Academic Services (605) 394-2400 or 1-800-544-8162, ext. 2400

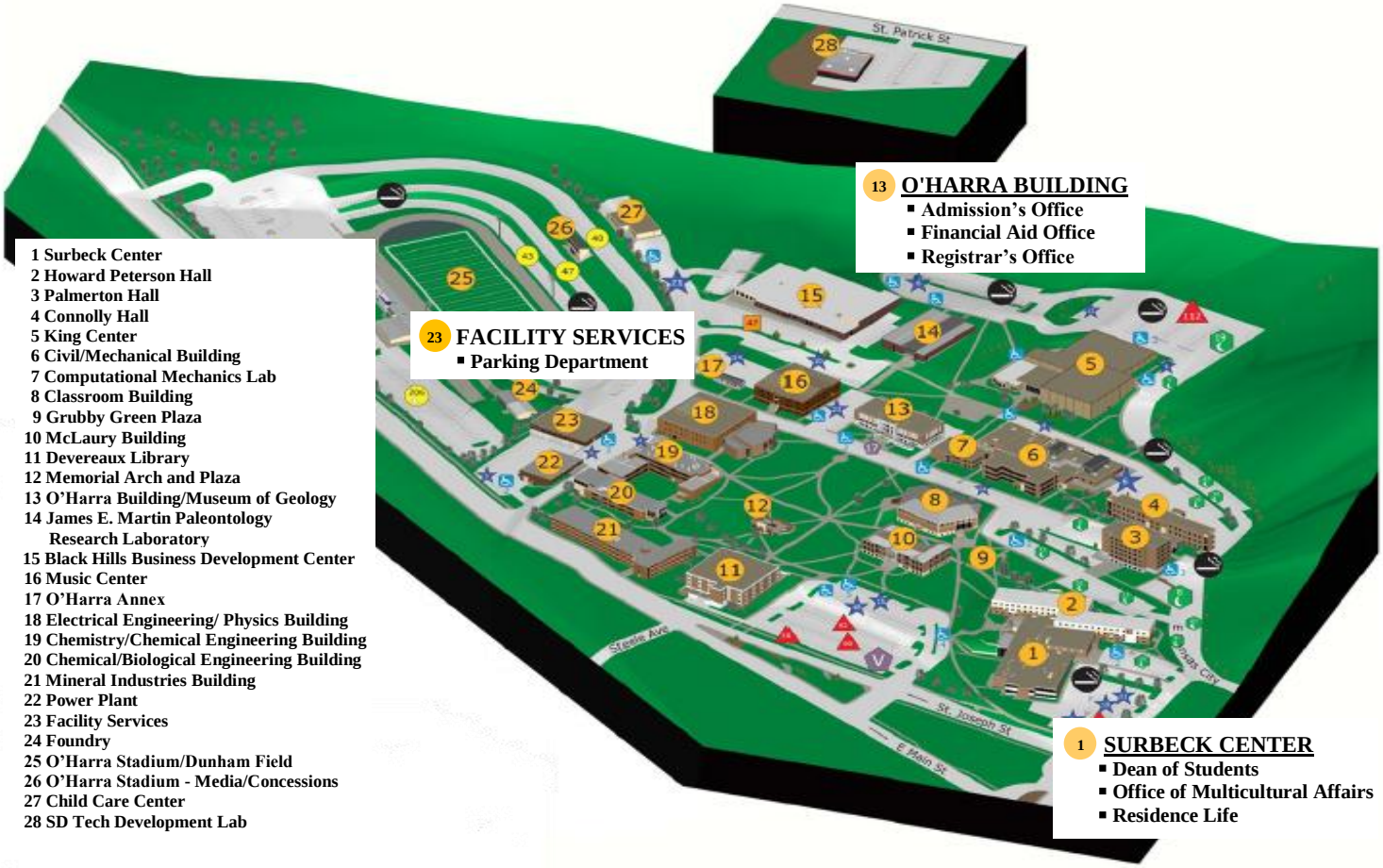
MONDAY, JANUARY 13, 2014 ~ ALL CLASSES BEGIN ~ Lab start dates vary check with the department.

~ ORIENTATION INFORMATION ~

SURBECK CENTER (SC)	
THURSDAY JANUARY 9	**Veterans Orientation** ~ ***10:00 am to 12:00 noon*** ~ **Veterans Resource Center ~ SC lower level** **Contacts**: Cathy Payne, (VRC Director): (605) 394-2560 or Toni Schauer, (SCO): (605) 394-2553 **International Student Orientation** ~ ***9:00 am to 3:00 pm*** in the **McKeel room ~ SC upper level**
FRIDAY JANUARY 10	**New Graduate Student Orientation** ~ ***1:00 pm to 4:00 pm*** ~ **Bump lounge ~ SC upper level** **International Student Orientation** ~ ***9:00 am to 12:00 noon*** ~ **McKeel room ~ SC upper level**
SATURDAY JANUARY 11	**Dorms Open/New Student Check-in** for residence halls ~ ***12:00 noon to 5:00 pm*** ~ **SC upper level**

O'HARRA BUILDING (OH)	
SATURDAY JANUARY 11	**COMPASS TESTING ~ BY APPOINTMENT ONLY ~ (**Math and/or English placement testing) ***9:00 am to 2:00 pm*** ~ **Registrar's Office, OH - second office on the right. ~ Call:** (605) 394-2400.

ELECTRICAL ENGINEERING AND PHYSICS BUILDING (EEP)	
SUNDAY JANUARY 12	**New Student and Tablet PC Orientation** ~ ***1:00 pm*** ~ **EEP rooms 252 and 253.** Tablet PC distribution a basics to succeeding at Mines. **Questions?** Contact: Brad O'Brien: (605) 394-2215, Bradley.Obrien@sdsmt.edu



~ WHERE TO FIND HELP ~

O'HARRA BUILDING – MAIN FLOOR (13)

Registration help including on-line registration via WebAdvisor, tuition classification: Registrar and Academic Services, room 201. ***You will not be allowed to register for a course if you do not meet the pre-requisite(s) for that course.***
Compass Testing: By appointment only. Please call (605) 394-2400. Monday ~ Friday, *7:30 am to 4:30 pm.*

Financial Aid deferments, Federal Aid AND scholarship questions/issues: Financial Aid Office, rooms 201D, 216C or 216E. ***All refund checks will be direct deposited or mailed to the address specified in your Attendance Confirmation.***
Varsity Athletes with questions regarding their financial aid: See Val Solano, Financial Aid Office, room 201D.

Admission/readmission/acceptance – If you have not yet been accepted for admission/readmission, report to the **Admissions Office, room 200**. ***Please bring your immunization records with you.***

SURBECK CENTER – UPPER LEVEL (1)

Immunization records: Submit proof of, (two), immunizations for mumps, measles and rubella, (MMR), to the **Dean of Students Office,** (605) 394-2416, Coral.Selken@sdsmt.edu. ***Compliance must be met before attending classes.***

Information Desk: Located immediately to the left of the main doors. Personnel available to answer your questions.

Payment of tuition/fees, on-line payment support, Photo ID's, Dining Service meal plan changes or questions: Student Accounts/Cashier's Office, *8:00 am to 4:00 pm*.

To change or add a residence hall room, go to the **Residence Life Office**. **All** first and second year students must live on campus **OR** be granted exemption from the SD BOR Housing Policy. If you are not living on-campus, you must submit an **Exemption Request** - available on-line at http://reslife.sdsmt.edu/. Exemption requests will be reviewed individually for approval or denial. Full BOR policy can be found at: http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-6.pdf.

SURBECK CENTER – LOWER LEVEL (1)

Office of Multicultural Affairs: Participate in the Multicultural Welcome Activities, Contact the Office of Multicultural Affairs, (605) 394-1828, Jesse.Herrera@sdsmt.edu or Abena Songbird, abena.songbird@sdsmt.edu.

FACILITY SERVICES BUILDING (23)

Parking permits: Available at the Facilities Services Building, ***(Also available in the Surbeck Center – upper level on Monday, January 13th, watch for location.)*** **•Cash or check only •You must bring your student ID and license plate number,** or you can register online: http://www.sdsmt.edu/Campus-Services/Facilities/Campus-Paring/.

~ IMPORTANT DATES ~

- **Last day to add or drop classes with a refund is January 22, 2014.**
- **Last day to submit a Graduation Application for spring 2014 is January 22, 2014.**
- **Last day to request, an Audit or Pass/Fail Option is January 22, 2014.**
- **No refund of tuition/fees for courses dropped after January 22, 2014 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 26, 2014.**
- **Last day to make changes to meal plans is January 22, 2014.**
- **Last day to pay tuition and fees or make payment arrangements January 23, 2014.**
- **Last day to drop a class with "W" is April 7, 2014.**

MANDATORY ATTENDANCE CONFIRMATION

ALL STUDENTS MUST COMPLETE THE MANDATORY ATTENDANCE CONFIRMATION

IMPORTANT: PLEASE NOTE SDSMT STUDENTS HAVE FROM DECEMBER 2, 2013 TO JANUARY 15, 2014 TO SUBMIT THE ATTENDANCE CONFIRMATION

To avoid delays in your financial aid disbursement you will need to complete the Attendance Confirmation by midnight Monday, January 6, 2014; otherwise potential refunds may not be available until after January 31, 2014.

Accessible through the Student Menu on WebAdvisor Attendance Confirmation

The attendance confirmation process consists of **five steps**. **ALL FIVE STEPS MUST BE COMPLETED:**

Step 1: ***Attendance Confirmation*** ~ This form asks you to confirm or cancel your attendance. *If you cancel your attendance, you are given a second chance to confirm that you really intended to cancel your attendance.*
If you confirm your attendance, you must go to Step 2.

Step 2: ***Arrangements for Payment of Your Bill*** ~ This step requests your primary method of payment.

Step 3: ***Refund Preferences*** **~** You may choose direct deposit or a refund check mailed to you.

Step 4: ***Address Verification*** ~ This step consists of several forms. The first form displays the address we have on file for you. Subsequent forms allow you to add/update your address and phone information.

Step 5: ***Final Confirmation Page*** ~ Allows you to review your responses and/or update your banking information.

When you complete this process, you are certifying your acceptance of financial responsibility for charges on your student account and confirming your attendance.

THE ATTENDANCE CONFIRMATION IS MANDATORY
IF NOT COMPLETED BY THE 15TH COURSES MAY BE DROPPED.

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 or by phone at: (605) 394-2416.**

All of these URL's 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 & Faculty-Student Consensual Relationships
http://www.sdbor.edu/policy/1-Governance/documents/1-23.pdf

Student Health Insurance Information/Application
https://myhealth.sdbor.edu/index.cfm?

Student Code of Conduct
http://sdmines.sdsmt.edu/sdsmt/student_code_conduct

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/policymanual.htm

FERPA – Family Educational Rights and Privacy Act http://registrar.sdsmt.edu/103463/

Registered Sex Offenders
http://sor.sd.gov/

Environmental Health/Safety (Incident reporting, emergency preparedness, chemical hygiene plan, etc.)
http://sdmines.sdsmt.edu/ehs