



## South Dakota School of Mines and Technology Exchange/Visitor Student Information Sheet

Name of Student	
Field of Study	
Semester Attending SD Mines	
Home University	
City, Country	
International Student Advisor at Home Institution (name and email)	

An academic transcript and syllabi of courses taken are **required**. It may be submitted electronically by the home university, **NOT** by the student. The transcript is used to determine the student's eligibility to take the requested courses at the South Dakota School of Mines and Technology. The transcript will be evaluated to determine if pre-requisites for the requested courses have been met. Please note that admission to SDSM&T carries no guarantee pertaining to the availability of courses in any given semester.

### HOME UNIVERSITY CURRENT COURSES

Course Code	Course Title	# of Credits
	TOTAL	

List courses in order of preference the student wants to take. SD Mines cannot guarantee the availability of courses. Additional information on how to search for courses follows this page. Additional information may be required to determine the student's preparation for specific courses.

### COURSES IN ORDER OF PREFERENCE AT SD MINES

Course Code (CRN number)	Subject/Course Number	Course Section	Course Title	# of Credits
TOTAL				

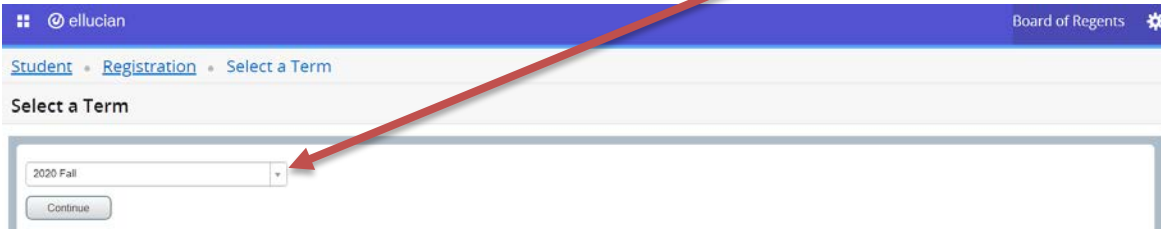
<b>Student Signature</b>	<b>Date</b>
<b>Home Institution Advisor signature</b>	<b>Date</b>
<b>SD Mines International Student Advisor signature</b>	<b>Date</b>

## Searching for Classes

Go to: <https://registration.sdbor.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search&mepCode=BOR>

### Select the Term

You will select either Fall or Spring of the year you wish to attend, then click 'Continue'.

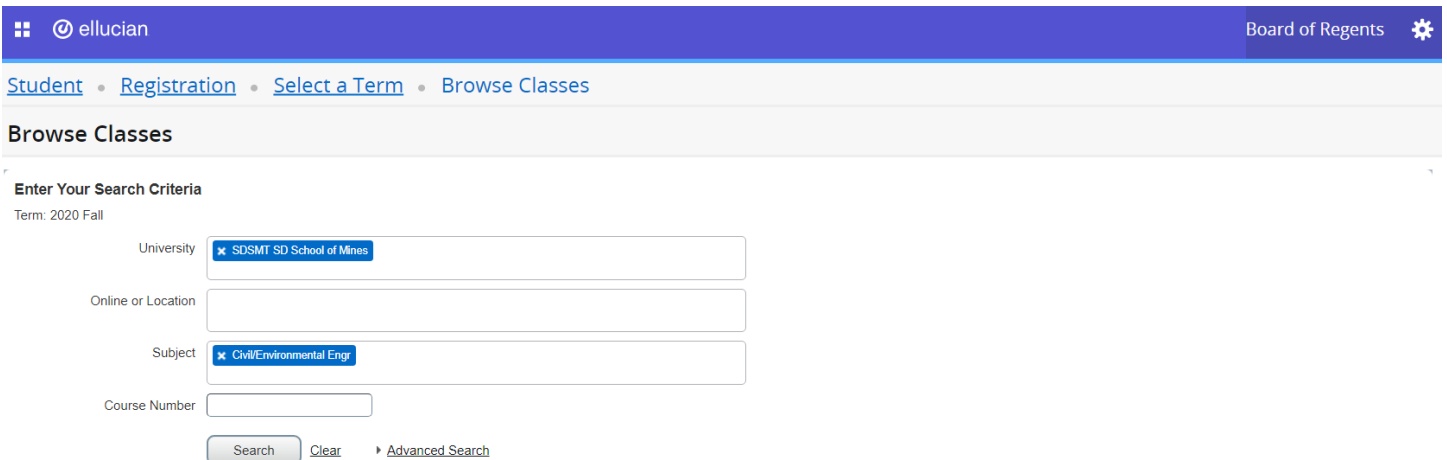


The screenshot shows the Banner system interface. At the top, there is a blue header with the ellucian logo and 'Board of Regents'. Below the header, there are navigation links: 'Student', 'Registration', and 'Select a Term'. The main content area is titled 'Select a Term' and contains a dropdown menu with '2020 Fall' selected and a 'Continue' button. A red arrow points to the dropdown menu.

### Enter your Search Criteria

Enter the following only:

- **University:** South Dakota School of Mines and Technology
- **Subject:** you must type in the full name
  - i.e. Mathematics, Chemical and Biological Engineering, etc.
  - You can search the Online Catalog first.
    - **REMEMBER:** Not all courses will be offered in a given semester.
    - Some classes are only offered in fall or in spring. Some courses are only offered once in a two year period.
    - You must check in Banner to see what is offered in the semester you are attending.
- **Course Number:** If you know a specific course you wish to request, you can add here.
  - If you want to see all courses within the subject, leave blank.
- Click **SEARCH**



The screenshot shows the Banner system interface for 'Browse Classes'. At the top, there is a blue header with the ellucian logo and 'Board of Regents'. Below the header, there are navigation links: 'Student', 'Registration', 'Select a Term', and 'Browse Classes'. The main content area is titled 'Browse Classes' and contains a section 'Enter Your Search Criteria'. Below this section, there are four input fields: 'University' (with 'SDSMT SD School of Mines' selected), 'Online or Location' (empty), 'Subject' (with 'Civil/Environmental Engr' selected), and 'Course Number' (empty). At the bottom, there are three buttons: 'Search', 'Clear', and 'Advanced Search'.

## Requesting Classes

Once you find a class you wish to take, fill out the bottom table on the first page. Please put classes in order of request. **Please note: some classes might be full or the department might reject because of pre-requisites.** If this happens and you feel you have the knowledge base to take this class, we can request again with documentation.

Search Results — 72 Classes

Term: 2020 Fall University: SDSMT SD School of Mines Subject: Civil/Environmental Engr

Search Again

Univer	Title	Subje	Cours	Sectio	CRN	Credits	Instructor	Meeting Times	Seat Availability	GenEd & Honors Indicator
SDS...	<a href="#">Introduction to CADD</a>	CEE	117	M01	85...	2	Kepler, Justin (Pri...	S   M   T   W   T   F   S 08:00 AM - 08:50 AM T	27 of 27 se... 20 of 20 wa...	Class Evaluations SDSMT UG OnCampus Engineering Fee Unique course
SDS...	<a href="#">Introduction to CADD...</a>	CEE	117L	M51	85...	0	Kepler, Justin (Pri...	S   M   T   W   T   F   S 09:00 AM - 11:50 AM T	27 of 27 se... 20 of 20 wa...	Class Evaluations SDSMT UG OnCampus Engineering Fee Unique course
SDS...	<a href="#">Introduction to Civil a...</a>	CEE	130	M01	85...	2	Hanley, Kathleen ...	S   M   T   W   T   F   S 12:30 PM - 01:20 PM T	40 of 40 se... 20 of 20 wa...	Class Evaluations SDSMT UG OnCampus Engineering Fee Unique course
SDS...	<a href="#">Intro to Civil and Envi...</a>	CEE	130L	M51	85...	0	Hanley, Kathleen ...	S   M   T   W   T   F   S 08:00 AM - 10:50 AM T	20 of 20 se... 20 of 20 wa...	Class Evaluations SDSMT UG OnCampus Engineering Fee

Once you have completed the form, please email to [international@sdsmt.edu](mailto:international@sdsmt.edu). Have questions? Contact us at same email