Checklist – first time freshmen

You’ve been accepted! Now what?

First thing is to go to the accepted students page and start working on the checklist.

If you are a first time freshman, you will have a different checklist than a transfer student.

First, look for your student ID number at the top of your admission letter and/or I-20. This will be your user name. If you don’t know your student ID number, please contact the Ivanhoe International Center.

Let’s look at the first time freshman check list. First go to SD Mines main page at www.sdsmt.edu

Now, if you hover over the Admissions tab at the top of the page, you will see a blue box appear. The last link will be the ‘Accepted Students’ link. Click on that.
You will click on the New Student (interactive) checklist. Now, click on Lookup Your Password. It will take you to the Who Am I? page and there is a prompt for your student ID and birth date. In the U.S., we write our dates by the two digit birth month, two digit birth day, and four digit birth year.

Once you enter this information, you will come to the page about network accounts, Mines email account, and WebAdvisor information. You will see passwords for the SDSMT network and your Mines email. WebAdvisor is our online course registration database. We will cover more information about in a different video.
You, as a registered student, are automatically assigned three (3) different computer accounts to aid you in your classes and overall education at SDSMT. These accounts will remain active until you have left the school, graduated or you violate the ITS terms and conditions agreement (guidelines).

**SDSMT Network Accounts**

Your **Username** (login ID) for your SDSMT Network Account is

0010110

Your **initial Password** for each account is your birth date followed by your student ID number

062319120010110

For more information on Student Network Accounts select the Student Services tab on ITS - Information Technology Services.

**@Mines Email Accounts...**

SDSMT has moved to a new email system fall of 2007 to give more options to our students. Your new @Mines account will give you the ability to forward your email, connect from MS Outlook or other email clients, 2GB of space among a host of other improvements. If you currently have a Hardrocker account, that account will remain active, but no correspondence will be sent to that email address. It is possible to forward your Hardrocker account to your @Mines account if you choose to do that.

ALL official SDSMT email will be sent to your @Mines account - so please check this account regularly. Faculty members will also use this account for distributing classwork, etc.

Your email address will be:

Alan.Turing@mines.sdsmt.edu

To login to your email, follow this procedure:

Go to [http://mail.mines.sdsmt.edu](http://mail.mines.sdsmt.edu)

Your **Username** is:

Alan.Turing@mines.sdsmt.edu

Your **initial password** is your birthday + 7 digit ID number

062319120010110

For detailed instructions on how to setup your email account, visit ITS - Information Technology Services.

**WebAdvisor**

The most commonly asked question asked about WebAdvisor is how a student can obtain their WebAdvisor password.

- Go to the SDSMT website at [http://www.sdsmt.edu](http://www.sdsmt.edu).
- Click on the WebAdvisor link under the Academics heading in the dark blue section at the bottom of the page.
- Click on "What’s My Username and Reset My Password" in the lower right corner.
- Provide your last name and your Student (Colleague) ID and click on "Retrieve My Information".
- **Important:** Note your username to the left of the e-mail options before you go any further.
- Choose the e-mail address you would like the password sent to and click on "Send me a temporary password".
- You should immediately receive an e-mail that contains a link that "acts" as the temporary password. Click on the link.
- Fill in your username, (see "Important" bullet point above), and choose a permanent password.
- Your password must be between 6 and 15 characters and contain letters and numbers.
- A new page will pop up. Click on SDSMT on the left-hand side of the screen and re-enter your user name and password.
- Click on the gold bar entitled "Students". This will bring you to the "WebAdvisor for Students Menu".
- Make note of your WebAdvisor username and password, as you will use it frequently for registration, printing your class schedules or clearinghouse verifications, viewing your grades, and making payments, etc.
- We also have a WebAdvisor Info sheet at: [http://registrar.sdsmt.edu/docs/131564.pdf](http://registrar.sdsmt.edu/docs/131564.pdf)

Your initial password for the network and your Mines email is the same as your date of birth plus your student ID number. You will also see your email address and your username for your Mines email account.

Now that you have your password, you will go back to the New Student Interactive Checklist page and click on the Interactive Checklist. Put in your username which is your student ID and your password.
Required forms on the checklist are your Housing Application, COMPASS Test registration, Course Registration, Orientation registration and student survey.

Make sure you do these as soon as possible. The other important information would be your immunization records and final high school transcripts or exams.

In your I-20 packet, you received information about immunizations and a form. Please fill out the form and take this to your doctor for signatures. Your immunizations can be sent by email to international@sdsmt.edu or bring them with you when you arrive.

You will also need your official and final grades sent in sealed and stamped envelopes by the issuing institution. Please visit the International Undergraduate Admissions page for a full description on how these official documents need to be sent.
Application Requirements

The following items are necessary before a request for admission: the form I-20 is usually necessary for admission to the United States. The REQUIRED items for admission are listed below.

1. **Completed online application** and the State of South Dakota resident status (Your application will not be processed until the $20.00 fee is paid).
2. **Academic credentials (translated into English).** This includes transcripts from ALL post-secondary institutions attended.
   - **OFFICIAL TRANSCRIPTS**
     - For a transcript to be considered official, it must be sent directly to our university.
     - All copied documents must be certified by an official of the institution.
     - All documents must be in a sealed envelope with the institution’s official stamping across the seal.
     - If you are attending an institution in the US and they require official certification, they may send certified copies of these documents.
     - All documents become the property of the South Dakota School of Mines and Technology.

3. **English proficiency** - This is usually the TOEFL or IELTS; however, some programs may require specific English requirements.

Once you have finished the required items on your checklist, continue with the other items.

Make sure to complete your checklist before you arrive in the U.S. If you have any questions, contact our office at international@sdsmt.edu

We look forward to seeing you soon!