South Dakota School of Mines and Technology
Alumni Recruitment Team

SMART
Operations Manual
PURPOSE
The School of Mines Alumni Recruitment Team (SMART) was established in 2001 to assist the Office of Admissions with student recruitment. Our Organization consists of alumni volunteers who provide a “Hometown” contact for prospective students and extend the coverage of the South Dakota School of Mines & Technology (here forth referred to as SDSM&T) by reaching out to area high schools.

ORGANIZATIONAL GOALS
1. To increase public awareness in local communities with the help of Alumni volunteers.

2. To increase the number of prospects who have applied, and enrolled at SDSM&T.

3. To increase the support and enthusiasm among alumni volunteers who will see their efforts benefit their Alma Mater.

SELECTING SMART VOLUNTEERS
SMART members will be selected in the following ways:

1. Letters to alumni in targeted areas inviting them to join SMART.

2. Telephone calls or emails to alumni in targeted areas extending an invitation to join SMART.

3. SMART member referrals.

4. Alumni, Admissions, Foundation and other administrative personnel referrals.

5. Announcement in the Hardrock Magazine and Foundation newsletter with membership information.

6. Alumni requesting information on ways to become involved in the recruitment process.

7. Alumni may sign up on our website at http://sdmines.sdsmt.edu/smart and receive current information on the program.
COMMUNICATIONS
Communications will come directly from either the SDSM&T Alumni Association or Admissions Office to SMART members (here forth referred to as members). Members are encouraged to call, email or write the Admissions Office or Alumni Office when assistance or problem solving is needed. Each member should also feel free to call or send an email with their questions or concerns to:

Admissions Office: 1-800-544-8162 extension 2414 or 605-394-2414
admissions@sdsmt.edu
Alumni Office: 1-800-544-8162 extension 2347 or 605-394-2347
alumni@sdsmt.edu
SMART Coordinator: Pete Roberts – 605-941-2294 – pete.roberts@sdsmt.edu

For General Information:
SDSM&T Websites: www.sdsmt.edu and www.gotomines.com (tailored to incoming undergrads)
SMART Website: http://sdmines.sdsmt.edu/smart

GENERAL SMART ADMISSIONS CYCLE
During the academic year, members will participate in the three phases of the admissions process to provide the necessary support for admissions in recruiting students for SDSM&T.

August – December
The first phase of recruitment will be to generate inquiries by identifying potential SDSM&T students through college fairs, high school visits, and other social contacts. After a potential student has been identified, the student’s name and information will need to be submitted to the Admissions Office. Admissions will need help from members in attending in-state and out-of-state college fairs.

January - April
The second phase of recruitment will involve alumni who will personally encourage students to apply to SDSM&T. They will contact prospective students by email, telephone, or letter to see if the students have questions and to encourage them to come to a campus visit and/or to attend a Mines Info Night. This will be a prime time to contact the counselors at the high schools in their area to schedule High School Visits. Mines Info Nights are also scheduled during this time. Members will want to Check the calendar and see if Admissions is in their area.

May – August
The third phase and probably the easiest, is to sustain the student’s enthusiasm so that it carries through with plans to enroll in the fall. This can be achieved through send-off parties, picnics, receptions or informal luncheons.
**ACTIVITIES TO ACHIEVE OUR GOALS**

Members may set their own responsibilities, choosing from the program’s list of needs. Many members fulfill several tasks, assisting year round with the various admissions efforts required. The subsequent pages of the manual provide further details and forms relating to each topic (page numbers follow the descriptions).

Members may:

**ACTIVITY 1**
Attend College Day/Night programs with or without a School of Mines admissions representative at area high schools or convention centers.

**ACTIVITY 2**
Contact and follow-up on individual prospective students throughout the year by telephone, email or letter as requested by the Admissions office.

**ACTIVITY 3**
Submit names of students who would like to become prospective students at SDSM&T. Members may know of students or have acquaintances that have children interested in Engineering and Science.

**ACTIVITY 4**
Visit area high schools to speak with counselors and prospective students about attending SDSM&T, engineering and science careers, or make presentations about scientific and/or technical content. While there, hand out admission’s informational packets.

**ACTIVITY 5**
Have an informal exchange of information with students who request a personal meeting or conversation with members. Allow students to shadow the member at work.

**ACTIVITY 6**
Send the Admissions Office the names of high schools and community colleges that should be contacted and the names of counselors and teachers (math, science and computer science) that should be cultivated in local areas. Keep the Admissions Office informed of changes of personnel and schools that open, close or merge in local areas.

**ACTIVITY 7**
Present scholarships awarded to future SDSM&T students at graduations and other high school events.
FREQUENTLY ASKED QUESTIONS

- What are the average ACT scores? 25
- What are the average SAT scores? 1180 combined
- What is the average high school grade point average entering SDSM&T? 3.53
- What is the average high school class rank entering SDSM&T? Top 1/3
- What is the percentage of students receiving Financial Aid? 83%

- What is the average financial aid to freshman? $7,200
  (the actual award may be much different based on the aid awarded by SDSM&T, whether
  Scholarships and/or Federal Aid, and aid the student is receiving from organizations outside the
  University, such as scholarships, Voc-Rehab, Veterans Benefits, BIA, etc.)

- What is the geographical distribution of a typical entering class?
  Students come from 39 states and 32 foreign countries.

- What is the total undergraduate enrollment? 2,070
- How large is the freshman class? 446 First-time Freshman, 731 Total Freshman
- How large is the campus? 120 acres
- What is the student/faculty ratio? 14 to 1
- What is the average class size? 15
- Are personal meetings or campus visits required for admission to SDSM&T?
  No, but strongly recommended

- What is the application deadline?
  SDSM&T operates on a rolling admissions plan and does not have an application deadline. Students are
  encouraged to apply as soon as possible after the first quarter high school grades are available in their
  senior year.
  There is a registration cut off after the 1st 10% of the term.

- What year was the school founded? 1885

- What undergraduate degrees are offered?

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COLLEGE DAY/NIGHT PROGRAMS – ACTIVITY 1

1. Review SDSM&T’s information prior to attending the College Day/Night program in order to be familiar with today’s SDSM&T. Feel free to refer to the Catalog or the SDSM&T web site to check for answers to specific questions. Members will want to complete the online training course for this activity.

2. Arrive at the high school fair or convention center location early enough to park, register, and prepare the table with SDSM&T information before the students arrive.

3. Have students that speak with members fill out information cards. This information will be entered into our database, and communication management will follow.

4. Answer questions about SDSM&T. Questions that members are unable to answer should be written on the information card and the Admissions Office will contact the student or parent with the information requested. Remember, it is better to say “I do not know the answer and will check on it,” than to give the student incorrect information.

5. Do not pressure students or attempt the hard sell and never speak adversely of other institutions. If the student shows strong signs of committing to another college, members should retire gracefully. Avoid being lured into making comparisons between SDSM&T programs and those of other institutions (parents will ask sometimes). Example: how does SDSM&T compare to MIT or Illinois Institute of Technology, etc. Turn the table and simply indicate this is a comparison you must make as a family and suggest ways to make that comparison.

6. Be sure to remove all materials from the table after the program. Give the Catalog and other materials to the guidance counselors who want them for their resource center. Sometimes members will be told to leave the materials on the table.

7. Complete the College Day/Night Report Form (sample on page 9) and mail it along with the completed information cards to the Admissions Office within (3) three days so that we can send information to those prospects and enter their names into our database.

8. The leftover publications may be returned to the Admissions Office or members may hold on to them for future College Day/Night programs or contacts with individual students.

9. If you are aware of local College Day/Night programs in which SDSM&T should be represented, try to arrange to have SDSM&T included on the mailing list for the following year. We ask members to please send us information about these programs as soon as they are aware of them.
COLLEGE DAY/NIGHT MATERIALS

Members will receive the following information from the Admissions Office for College Day/Night programs.

1. A copy of the invitation with details about the College Day/Night program and directions to the program site, if available.

2. A package of SDSM&T’s Program publications to be used for display and distribution at the College Day/Night program. Usually, this package will be sent by United Parcel Service. The package will include the following:

   - SDSM&T search piece brochure
   - Prospect information cards
   - SDSM&T table banner
   - College Day/Night Report Form
   - Return self-addressed stamped envelope
   - SDSM&T pens or pencils
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY
COLLEGE DAY/NIGHT REPORT FORM

PLEASE complete and return this form to the Admissions Office along with completed prospect information cards.

Name of College Day/Night ____________________________________________________________

Location (City & State) ________________________________________________________________

Date of College Day/Night _____________________________________________________________

Approximate number of students/parents seen ________students ________ parents

How many colleges were represented? ________ List comparable institutions with similar programs:
                                                                                         
                                                                                         
Enclose program guide if available

Were there any questions that you could not answer? Please list (use back of form if needed):
                                                                                         
                                                                                         
Rate this program. Excellent Good Fair Poor (circle one)

Do you feel SDSM&T should be represented again in the future? __________________________

Why? _____________________________________________________________________________

__________________________________________________________________________________

Did your box of materials arrive in sufficient time? YES NO (circle one)

Did you have enough materials? YES NO (circle one)

Additional comments: ________________________________________________________________

__________________________________________________________________________________

Your Name: _________________________________________________________________________
CONTACT AND FOLLOW-UP – ACTIVITY 2

Following-up by telephone is an effective means of contacting students, and it provides a personal touch, which is essential. Questions can be answered and information provided immediately. In some cases, members may want to supplement a telephone call with an email message or written note to students who seem genuinely interested.

You can contact students throughout the year, but it will be necessary for us to contact students at the inquiry and applicant stages as we target new student recruiting areas. This effort will help generate enrolled students.

Your interest and enthusiasm in the student will generate another means of communication from SDSM&T and will solidify the “building of awareness,” which is needed to sustain interest. Some students that you are contacting will be visited by alumni from other institutions they are considering, and you will have to be effective in your approach.

INQUIRY/PROSPECT STAGE

At the inquiry stage, the student is just “shopping around” and may not be familiar with SDSM&T. The students will be at very different stages in the college-decision making process. Some already will have completed applications or narrowed the choice of schools to four or five. Others will be surprised by a member’s interest because they have given little or no serious thought to SDSM&T. Some students begin their search for a college by requesting literature from a number of schools before selecting three or four colleges for applications. SDSM&T purchases the names of juniors in high school from ACT and SAT and will send a letter informing students how we got their name and a brief description of SDSM&T.

Do not discount the role the parent plays in this process. Conversations with parents can be quite meaningful and can pave the way for a campus visit or further opportunities for contacts.

TELEPHONE OR EMAIL PROCEDURE

Members are encouraged to contact prospects and inquiries from September to December. Applicants should be contacted January to July. A list of prospects, inquiries, applicants, admitted students and contact forms will be sent to members from the Admissions Office. You should plan to contact the students within one week after receiving their names. Make sure to fill out the student’s contact form and return it to the Admissions Office as soon as possible. If you would like talking points and facts for these contacts, please contact the Admissions Office and we will forward that information to you.
STUDENT CONTACT FORM

Volunteer Name ________________________________ Date of Contact: ________________________

Address _________________________________ City ______________State ___ Zip Code _________

TYPE OF CONTACT

☐ Telephone     ☐ Email     ☐ Personal Meeting     ☐ Letter

Name of Student _______________________________________________________________________

Address ____________________________________________________________________________

City _________________________________ State ________ Zip Code __________

Phone Number _______________ Email address _______________________________

High School: Name _________________ City __________________ State __________

Major Area(s) of Study ________________________________________________________________

Student Still Interested in SDSM&T?   YES    NO    (circle one)

Comments, Questions and Brief Summary of visit: _______________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Check any materials needed by student:

_____ Viewbook

_____ Scholarship form

_____ Career Sheet(s) for academic major(s)

_____ Application

_____ Catalog

_____ Map

_____ CD

_____ Other _____________________________________________________________
SUBMIT NAMES OF STUDENTS – ACTIVITY 3

Members may know of students or have acquaintances whose children are interested in Science and Engineering and have yet to contact us. Let us know who these prospective students are. Remember that these students may also already be attending college somewhere and are interested in transferring to SDSM&T. When you forward information about these students to the Admissions office, we will assign them to a communications track so they can receive information about SDSM&T throughout the year. Simply fill out the following form and mail it to the Admissions office. You may also email or call in the information by using the form as a guide, or you can simply fill out the form online.

STUDENT REFERRAL FORM

Student’s Name: ______________________________________________________________________

Address: ____________________________________________________________________________

Phone Number: ________________________ Email Address: ________________________________

High School or College: ________________________________________________________________

Graduation Year: ____________ Area of Interest/Major: _____________________________________

Explanation of why you are referring this student. ___________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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VISIT AREA HIGH SCHOOLS – ACTIVITY 4

It is important to develop a mutually beneficial working relationship with local high school guidance counselors, teachers (math, science or computer science), and other school officials.

Members’ knowledge of local communities, school districts, academic programs and the student population, as well as personal contacts with school officials and teachers, will help to identify a number of schools for cultivation in local areas. All members will not be able to participate in high school visits, but they can share their knowledge of the schools that should be cultivated, counselors who may be interested in SDSM&T, and any other information they might have about local schools.

If you cannot visit a high school, you may want to contact the Director of Guidance at the local schools that may have potential students for SDSM&T to let them know that someone is available to talk with students who are interested in the South Dakota School of Mines & Technology. Offer to drop off information packets, recruiting CD’s, and recruiting posters if possible. Always leave your address, telephone number, and/or email address. Before you make a contact with an area high school, be sure to coordinate efforts with the Director of Admissions so that we will not have a duplication of efforts at some schools. The Admissions Office will keep all members up-to-date on our travel itineraries to maximize our time and resources.

A member may also visit a high school to present in a classroom setting on his/her career area, or other scientific or technical information that may enlighten students about areas of engineering and science that they may have little knowledge about.

GUIDELINES FOR HIGH SCHOOL VISITS

If you decide to undertake high school visits, please follow the guidelines listed below:

1. Start with local high schools.

2. Contact the Director of Admissions to discuss your plans.

3. Call the guidance office to introduce yourself as an area alumni representative of SDSM&T and discuss the school’s visitation policy; in some instances, you may be allowed to stop and leave materials.

4. Counselors like to schedule visits from September to December. You should follow-up your appointment with a letter/note to confirm the visit. Be sure to obtain the name of the guidance secretary.

5. Before the scheduled appointment at the high school, read through the SDSM&T materials and the handbook. Make sure to complete the online training for this activity.

6. You may or may not see students. If the Admissions Office gives you a list of names, you may want to call these students the night before to remind them of your visit, as this might ensure an audience. It is also possible that you might meet students, but no guidance counselor will be present, or vice versa. A secretary or volunteer may greet you instead. Do not be surprised if the counselor forgets the appointment. You might wish to re-confirm your visit the day before.
7. When you meet with students, introduce yourself and your relationship with SDSM&T and be prepared to make a brief presentation about SDSM&T. Have a FAQs session. Then, distribute the SDSM&T materials.
   - SDSM&T’s Search piece
   - Search card
   - Application
   - Admission requirements sheet
   - Tour SDSM&T brochure – if appropriate

8. If the high school keeps files on colleges/universities, check to see if SDSM&T has a file. If there isn’t a SDSM&T file, you may want to create one. If there is a file already, make sure the information is updated.

9. Remember to be positive. What you say to a student has an impact on the student’s decision. If someone asks a question that you do not know, tell them that you will refer the question to the Admissions Office and that they will contact him/her. Just write the question on the information card. If the student has an email address, include that on the card as well.

10. Complete a High School Visit Report Form and return it along with the information cards to the Admissions Office. Ask for a high school profile or obtain the counselor’s name and address and attach it to the form. A return envelope will be provided in your packet of materials.

**SUGGESTIONS FOR MEETING WITH A HIGH SCHOOL COUNSELOR**

1. Greeting and Introduction. It is wise to ask how much time is available for the visit.

2. Mention the names of students attending SDSM&T, if known.

3. Mention the names of prospective students from the high school who have indicated an interest in SDSM&T. The Admissions Office will try to provide you with a list.


5. Leave materials with the counselor and obtain information about the school, for example, size of senior class, number who attend 4-year colleges, suburban or rural high school, names of counselors, and email addresses if available.

**SUGGESTED QUESTIONS FOR THE COUNSELOR**

1. What type of colleges have students attended from their school? Public, private or community college?

2. Are Advanced Placement (AP) Courses offered?

3. How much does the counselor know about SDSM&T?
HIGH SCHOOL VISIT REPORT FORM

Type of High School: _____ Public  _____ Private     Number of Students ________________________

Date ________________  Time ____________  Day of the Week ______________________________

Name of High School __________________________________________________________________
Address ____________________________________________________________________________
Name of Counselor or Administrator Contacted _____________________________________________
Title _______________________________________________________________________________

1. Impression – type and length of meeting: ____________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

2. What was the counselor’s reaction to Alumni Admissions programs, in general?
   Favorable _____  Unfavorable _____
   Was the counselor familiar with SDSM&T? _____________________________________________

3. Number of students seen.  _____ Seniors  _____ Juniors  ________ Total

4. Names of nearby high schools which should be visited: ________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

5. What percent of students go on to college? ____________________________________________
   (Ask counselor for a school profile, if available, and attach it to this report.)

6. What percentage of students enters colleges outside of the state? _______________________

7. State your general impression of the school and students: ______________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

8. State the visiting policy of the high school: __________________________________________

9. Do you recommend visiting this school in the future? _________________________________

10. State any additional comments you may have: _________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________

WHAT COLLEGE FAIRS ARE IN YOUR AREA? ______________________________________________

____________________________________________________________________________________

NAME OF ALUMNI VOLUNTEER _________________________________________________________

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INFORMAL EXCHANGES – ACTIVITY 5

These meeting is designed to offer applicants who are unable to visit SDSM&T an opportunity to learn more about SDSM&T from a member, as well as the opportunity to exchange ideas about their educational objectives and how these goals might be fulfilled at SDSM&T. Allowing a student to shadow a member gives the prospective student a “day in the life” experience of the career of an SDSM&T grad.

The Director of Admissions will try to make arrangements with a member to talk personally with students or parents who request personal meetings or job shadowing. The informal exchange may take place over the telephone or at a mutually convenient location. A meeting should be considered optional on the applicant’s part.

While there is no specific format for these sessions, we try to keep them informal and friendly, allowing the student or parent to ask questions about the university or about admissions requirements.

Point to remember: Since personal meetings are not required, your responsibility will be to obtain additional information about the student’s involvement in school and the community and his/her academic background, as well as to provide as much detail as possible.

SUGGESTED AREAS TO EXPLORE DURING THE PERSONAL MEETING
1. Student’s assessment of his/her academic record and achievements. Courses enjoyed? Unusual educational experiences?

2. Major program of study and career and personal goals.

3. Why is the student interested in SDSM&T?

4. School and community experiences, special awards, leadership roles, club or athletics involvement.

5. Work experience, leisure time.

6. Have they taken their ACT/SAT tests, filled out an application for financial aid, applied for scholarships and applied for admission to SDSM&T?

Be prepared for some really direct questions. You should admit when you do not know the answers. You can get the answers easily from the Admissions Office, and this provides the opportunity for follow-up with the student.

Your conversation with the student may be the only contact the student may have with the university, so this meeting will be important.
Many times there are changes in schools. They may open a new school or close a school, and there are always changes in administrators. Members can help us keep up to date on this information by sending us names of High Schools and Community Colleges in your area. If you know of administrative changes, or names of teachers in subjects related to SDSM&T, sending this information will also help us, as it will help us with our communications and will ensure that we have not missed any schools that we could reach.

**NAMES OF HIGH SCHOOLS & COMMUNITY COLLEGES**

Name of School: _____________________________________________________________

Address: __________________________________________________________________________

City: _____________________________________   State: ________   Zip Code: _________________

Phone #: _________________________________   Website: __________________________________

High School or Community College (circle one)   Enrollment: ____________________________

Principal/President: ___________________________________________________________________

Counselors: _________________________________________________________________________

Teachers (in departments related to SDSM&T): _____________________________________________

___________________________________________________________________________________

____________________________________________________________________________________

__________________________________________________Department:________________________

Teachers (in departments related to SDSM&T): _____________________________________________

___________________________________________________________________________________

____________________________________________________________________________________

__________________________________________________Department:________________________

Teachers (in departments related to SDSM&T): _____________________________________________

___________________________________________________________________________________

____________________________________________________________________________________

__________________________________________________Department:________________________
PRESENTING SCHOLARSHIPS

Presenting scholarships (and other awards) earned by future SDSM&T students allows for a continued connection between students and alumni, as well as honoring students for their accomplishments.

The Admissions Office, Alumni Office and SMART coordinator will be in touch with members who signed up for this option about those students who have earned scholarships at area high schools. At that time, details will be discussed about the event and information on how to present the awards.
SMART ONGOING PROJECTS AND POINTS TO REMEMBER

1. Keep in touch with the SDSM&T Alumni Association and Admissions Offices. Check the weekly *Hardrock E-News* on a routine basis. Members should direct their questions or problems to either Mr. Tim Vottero or Mr. Tex Claymore.

2. Plan to visit the campus at least once every five years.

3. Attend admissions and other area programs about SDSM&T sponsored by the Admissions and/or Alumni Offices.

4. Become familiar with SDSM&T’s website ([www.sdsmt.edu](http://www.sdsmt.edu)) and visit it frequently to remain current with changes.

5. Get to know local students who are currently attending SDSM&T.

6. Respect the CONFIDENTIALITY of information given to you.

7. Do not dissuade students from considering other colleges/universities. This violates the ethical code of the admissions profession. Point out the strengths of SDSM&T and our affordability.

8. Do not pressure a student to make a decision.

9. You can’t know everything. When you run up against a question that you are not sure about, use the many resources available to you: the Admissions Office, Academic and Enrollment Services personnel, printed materials in your possession, and the SDSM&T web site.
APPENDIX

APPLICANT STAGE
There are several steps in the application stage. The student applies and orders official transcripts to be sent to the SDSM&T Office of Admissions with his/her ACT/SAT scores. Some student will only have a 7th semester transcript, and this is okay for students to be initially accepted into SDSM&T. Some students will need to order their GED instead of transcripts. Also, students will need to send transcripts from all institutions that they have previously attended.

In most cases, the student who has applied to SDSM&T will have applied to several other colleges or universities. Your contact by phone to answer questions may help to keep the student interested in SDSM&T. If the student has not visited the campus, encourage a campus visit. Try to determine the degree of interest the student has in SDSM&T. Customer service can make a difference at this stage.

ACCEPTED STAGE
Beginning in late fall (October), the first admissions decisions will become available and a list of admitted applicants will be sent to members in early January. This will be an enjoyable time.

You can play a vital role during the applicant’s decision-making process by offering additional information about the university, as well as showing interest and providing support. At the very least, congratulations are in order, and we hope that members will take time to telephone, email, or write admitted students for this purpose.

During your conversation with admitted students, please make it clear that even though they may inform you of their intentions to enroll or not to enroll, they must, in addition, complete all necessary documents requested by SDSM&T (housing, meal plan, orientation and immunization records). Orientation dates will be published on the web site and these dates are in June and August for the Fall Semester.

STUDENTS MUST SUBMIT FINAL HIGH SCHOOL TRANSCRIPTS TO THE SDSM&T OFFICE OF ADMISSIONS, 501 E ST JOSEPH STREET, RAPID CITY, SD  57701. IF THE STUDENTS HAVE TAKEN COLLEGE COURSES WHILE IN HIGH SCHOOL, TRANSCRIPTS FROM EACH COLLEGE OR UNIVERSITY MUST ALSO BE SENT TO SDSM&T.

TELEPHONE OR EMAIL TALKING POINTS
You may wish to refer to the following procedures, which can be used as a general guideline for telephoning or emailing, as you establish contacts with prospective students.

1. Prepare for the call or email message by having available any information a member may use as a reference: the contact form, brochures about SDSM&T, and this handbook.

2. Give your name and identify yourself as a member and a graduate of SDSM&T, who lives in the local area. Try to establish rapport by commenting on shared interests. If you contact a parent, seize the opportunity to discuss their son/daughters college plans.
3. Tell the student that you learned from the Admissions Office that he/she had inquired about SDSM&T and that you are contacting him/her to see if you could be of any assistance in helping him/her learn more about SDSM&T’s programs or the admission process.

4. Ask if the student has received the SDSM&T search piece, viewbook with application, or other information from SDSM&T. Then find out if the student has any questions. Ask about the student’s academic area of interest. Discuss any aspects of SDSM&T that may seem appropriate at this time, for instance, talk about SDSM&T’s affordability (America’s 100 best college buys), co-op or internship experience, faculty, the campus, etc.

5. You may ask if the student is considering applying to SDSM&T or if he/she has already applied. You may also want to find out what other colleges the student is considering and how the student is coming along with his/her college plans in general. If the student is reluctant to answer the questions, move on to another subject.

6. Encourage a campus visit so that the student can find out if SDSM&T is the right choice. This will provide the opportunity to meet with a member of the faculty and take a tour of the campus facilities.

   Visitation is by appointment Monday – Friday at 9:30 a.m. and 1:30 p.m. The student or parent should make the appointment with the Admissions Office at 1-877-877-6044 ex. 1 or go to the admissions web page and fill out the on-line request form, which will be sent by email to admissions@sdsmt.edu. We ask that the student try to schedule appointments at least a week in advance.

   While the student is at SDSM&T, he/she will be hosted by a member of the admissions staff, will have a campus tour with a student ambassador, and will visit with a faculty member in the area of his/her academic interest. If requested, a visit with a special interest group, such as music or athletics, can also be arranged.

7. In closing, tell the student that you will be available if any questions or concerns come up about SDSM&T.

8. If the student is not interested in SDSM&T – simply wish him/her the best in his/her educational search. You should indicate that you are available if the student should have questions in the future. Remember to leave a positive impression of SDSM&T with the student.

9. If the parent answers the phone and the student is unavailable, we encourage a conversation with the parent. Many times this visit becomes more productive than with the student. Ask for the best time to call back and leave your number or email address for the student’s reference.

10. Complete the contact form and return the form to the Admissions Office at your earliest convenience.

**TOUR SDSM&T**

Each year we will schedule a Fall, Spring and Summer Visit Mines on campus for students interested in SDSM&T. All juniors and seniors in our database will receive Visit Mines invitations.
The program will begin with an organizational fair and a welcome session with keynote speakers. Prospective students and their families will tour the campus with Student Ambassadors and then will tour the departments. Lunch is provided to all participants. During lunch, all students and parents have the opportunity to visit with members of the faculty by department.

Attendance is limited to 400 students and parents. Students must make a reservation by calling 1-877-877-6044 ex. 1, by emailing admissions@sdsmt.edu, or by registering on-line at www.gotomines.com. The Admissions office has posters available advertising Visit Mines. If you would like a copy of the poster please contact the Admissions office.

Members are encouraged to inform prospective students about Visit Mines at high school visits. Admissions Office staff also attend numerous college fairs in South Dakota, Iowa, North Dakota, Nebraska, Illinois, Minnesota, Colorado, Wyoming, California, Oregon, Washington and Montana. Members are encouraged to come and help at these events.

MINES INFORMATION NIGHTS
Info nights are an important means of personalizing our contact with students and parents. They are informal programs, held at local hotels, and will include a presentation informing prospective students about the admissions process, financial aid, and career opportunities. We strongly encourage members to participate in information sessions. Some members may wish to host a reception in their local area as a group or individually.

The Admissions Office will try to host a series of these functions at selected areas around South Dakota, Nebraska, Wyoming, Colorado and Montana. Students can register on-line for information nights in their area.

The Director of Admissions will provide you with a travel schedule of the Admissions staff to coordinate joint efforts between the Admissions Office and members. These programs can take place in your home or a public facility, such as a local library.

PRESENTATION OUTLINE AND ADDITIONAL INFORMATION
1. INTRODUCTION
   The member introduces him-/herself, the year graduated, reasons for attendance at the program as a SDSM&T alumni representative.

2. SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY
   A. DESCRIPTION AND LOCATION: Located on a 120-acre campus, SDSM&T is a fully accredited, state, four year, co-ed institution. Accreditation is by the North Central Association of Colleges and Secondary Schools, the Accreditation Board for Engineering and Technology (ABET), and the Computer Sciences Accreditation Board (CSAB). The curriculum in Chemistry is also accredited by the American Chemical Society.

   SDSM&T is in Rapid City, in the foothills of the Black Hills. Interstate 90 runs north of the city. Rapid City Regional Airport is approximately 7 miles east of the city.

   B. PRESIDENT: The President of the University is Dr. Robert Wharton.
C. **SEMESTER PLAN:** SDSM&T operates on a fall and spring semester plan and has 2 sessions offered during the summer months.

D. **ENROLLMENT:** Undergraduate enrollment is approximately 2070 students representing 39 states and 32 countries.

**TUITION AND FEES:** The average annual cost (tuition, fees, room, board, books and tablet pc) for South Dakota residents is $13,170. The average annual cost for non-residents is $14,490.

E. **E-MAIL:** admissions@sdsmt.edu

F. **WORLD WIDE WEB:** www.sdsmt.edu and http://www.gotomines.com

3. **ACADEMIC PROGRAMS**
   All undergraduate students will obtain the Bachelor of Science Degree. For curriculum details on all degree programs, refer to the SDSM&T Catalog.

**COLLEGE OF ENGINEERING**
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Computer Science
- Electrical Engineering
- Environmental Engineering
- Geological Engineering
- Industrial Engineering
- Mechanical Engineering
- Metallurgical Engineering
- Mining Engineering & Management

**COLLEGE OF SCIENCE AND LETTERS**
- Chemistry
- Geology
- Applied and Computational Mathematics
- Physics
- Interdisciplinary Sciences
  - Atmospheric Sciences
  - Business Applications in Science & Technology
  - Pre-professional Health Services
  - Science, Technology & Society

4. **ADMISSIONS PROCESS**

**ADMISSIONS REQUIREMENTS**
A. Students must:
   Meet the minimum course requirements with an average grade of C (2.0 on a 4.0 scale) **OR**
Demonstrate appropriate competencies in discipline areas where course requirements have not been met.

AND

Rank in the top 60% of their high school graduating class OR
Achieve an ACT composite score of 21 or above OR
Obtain a high school GPA of at least 2.75 on a 4.0 scale.

B. Minimum course requirements include:

4 years of English or ACT English sub-test score of 18 or above or AP English score of 3 or above.

3 years of Advanced Mathematics (Algebra or above) or ACT Math sub-test score of 20 or above or AP Calculus score of 3 or above.

3 years of Laboratory Science (Biology, Chemistry, or Physics, or approved Physical Science or Earth Science) or ACT Science Reasoning sub-test score of 17 or above or AP Science score of 3 or above.

3 years of Social Studies or ACT Social Studies Reasoning sub-test score of 17 or above or AP Social Studies score of 3 or an AP Microeconomics, Macroeconomics, Comparative or US Government & Policies, European or US History, or Psychology or above.

Basic keyboarding skills and experience in using computer word-processing, database and spreadsheet packages and in using the Internet or other wide area networks.

1 year of Fine Arts or AP Fine Arts score of 3 or above.

5. FINANCIAL AID INFORMATION
SDSM&T awards three types of financial aid:

A. Gifts and/or scholarships:
Money is given outright and does not have to be repaid.

B. Loans:
Low interest loans ranging from 5% to 9% that the student pays back after graduating or when no longer attending at least ½ time.

C. Part-time employment:
Both on and off campus, profit and non-profit with emphasis on either career or non-career opportunities. Extensive community service opportunities are also available. Assistance in finding off-campus employment is available through a Job Location and Development service within the Financial Aid Office.

Federal aid programs include Pell Grants, Supplemental Educational Opportunity Grant (SEOG), Work-Study (FWS), Perkins and Stafford Student Loans and Parent Loan for Undergraduate Students (PLUS). We also have information regarding a number of private lender Alternative Student Loan programs for students who may need to pursue funding beyond the Federal Aid Programs.

Stafford Loan: Students may be awarded a Subsidized Stafford (the government pays the interest while in school), and Unsubsidized Stafford (the student pays the interest while in
school, or allows the lender to capitalize the interest, this increasing the size and cost of the loan), or a combination of the two. The interest rate is variable and is currently capped at 8.25%. According to the student’s grade level, which is based upon the number of credit hours they have successfully completed, dependent students can borrow up to $2,625 as a freshman, $3,500 as a sophomore and $5,500 as a junior or senior. Independent students may also borrow an Unsubsidized Stafford Loan in addition to the loan amounts mentioned above in the amounts of $4,000 as a freshman or sophomore and $5,000 as a junior or senior. Graduate students may borrow up to $18,500 each year ($8,500 Subsidized/Unsubsidized plus $10,000 in additional Unsubsidized).

**Perkins Loan:** A Federal loan program administered by SDSM&T from a limited pool of funds that is awarded to graduate and undergraduate students with exceptional financial need as determined from the FAFSA. The interest rate is currently fixed at 5% and students do not have to make principal or interest payments on the loan until they have graduated or are no longer enrolled at least halftime. Students have 10 years to repay the loan.

**Parent Loan for Undergraduate Students (PLUS):** The PLUS loan program enables parents of dependent students to borrow loan funds to cover any costs not already covered by the student’s financial aid award, up to the Cost of Attendance, as determined by the Financial Aid Office. The interest rate is variable, capped at 9%. Repayment of both interest and principal begins within 60 days of the final disbursement for the loan period borrowed for.

Eligibility for the Federal Aid Programs is determined from the results of the Free Application for Federal Student Aid (FAFSA). Once Federal Tax Returns are completed, the Federal processor must receive the FAFSA no later than March 15\textsuperscript{th} for priority awarding consideration (this is relative to awarding FWS, Perkins and SEOG funds). However, the FAFSA is to be mailed to the processor no earlier than January 1\textsuperscript{st} of the year the student plans to attend SDSM&T (i.e. January 1, 2002 for the 2002-2003 academic year). Our code for the FAFSA is 003470.

The University offers an extensive scholarship program for both new and continuing students. Applications for new incoming freshman scholarships are made available each fall and must be submitted to the Financial Aid Office no later than February 1\textsuperscript{st} of the year that the student will attend SDSM&T. Realistically, students should have the following academic profile: ACT = 28+, GPA = 3.85, and Class Rank = top 10%. Continuing students are automatically considered for Departmental Scholarships.

SDSM&T is considered an eligible institution for military related educational benefits (Active Duty, National Guard/Reserve and Veterans Administration), SD Vocational Rehabilitation, BIA and Tribal Higher Education Office and others, to name a few.

The Financial Aid Office is located in room 216 of the O’Harra Administration Building and is open each weekday, except national holidays, from 7:30 a.m. to 4:30 p.m. during the academic year and from 7:30 a.m. to 4:00 p.m. during the summer. They can be reached at 1-800-544-8162 extension 2274 or locally at 605-394-2274. Students and families are encouraged to visit the Financial Aid Office website at [http://sdmis.sdsmt.edu/finaid](http://sdmis.sdsmt.edu/finaid).

6. **LIBRARY** – The Devereaux Library
This four-story building on the north side of campus provides a wide variety of resources and services for students, faculty, staff, and the community. During the academic year the library is open 95 hours each week.

The library houses a collection of 227,000 volumes and is an official Patent and Trademark Depository Library. It is a “library without walls,” providing electronic access to many of its resources. Devereaux is also a teaching library, offering classes that introduce patrons to the state’s on-line catalog and to the Internet.

The Instructional Technology Services (ITS) Help Desk and the Ivanhoe International Student Center are housed on the lower level. The Minority Student Study Center and the Devereaux Instruction Center are located on the upper level.

7. **COMPUTER FACILITIES**
   All of the PC’s on campus are linked to the campus network, providing access to file servers, applications software, electronic mail, and the Internet. About 205 PC’s are located in campus labs, accessible to all students.

   In these labs, and through in-room network connections in all residence halls, students have access to word processing, spreadsheet, and graphics software, as well as e-mail and Internet access. Many of the labs are also equipped with discipline-specific software packages. Audio-visual production facilities, such as audio and video recording and editing capability, scanners, digital cameras, slide projectors, computer projectors and projection panels, and TV/VCR’s are available for student presentations and projects.

8. **STUDENT AFFAIRS OFFICE**
   The following services are provided through the Dean of Students and Vice President of Student Affairs Office:

   A. **AMERICANS WITH DISABILITIES ACT (ADA):** Documentation, advocacy, and accommodations for students with disabilities.

   B. **CHILD CARE:** The Kids Kastle provides year-round quality licensed on-campus childcare for infants, toddlers, and pre-schoolers. Student scholarships are available.

   C. **COUNSELING SERVICES:** Professional, confidential counseling in all areas (e.g. personal, family, substance abuse, depression, and career). Individual and group sessions, educational presentations, and referrals are available.

   D. **IVANHOE INTERNATIONAL STUDENT CENTER:** Provides assistance with US Immigration and Naturalization processes and tax requirements. The Center provides orientation for international students and coordination of English as a Second Language Program, as well as advocacy, housing and cultural diversity programming.

   E. **MINORITY STUDENT STUDY CENTER/SKILL:** Academic support and enrichment for American Indian students in math and sciences at pre-college and college level, as well as tribal institution outreach and collaboration programs.

   F. **STUDENT HEALTH SERVICES:** On-campus assessment and treatment for routine illnesses and injuries, as well as referrals for specialized health records.
G. **STUDENT LEADERSHIP AND DEVELOPMENT:** Student organization development and leadership training program and new student orientation.

H. **UNITED CAMPUS MINISTRIES:** On-campus pastoral counseling, denominational and interdenominational services and prayer groups, and community service activities.

9. **CAREER PLANNING OFFICE**
The Career Planning Office provides information, guidance and support to help students with career development and searches for full-time, summer and co-op opportunities in their respective career fields. You can check out their website at [http://sdmines.sdsmt.edu/sdsmt/careerplanning](http://sdmines.sdsmt.edu/sdsmt/careerplanning). Services offered by the Career Planning Office include the following:

A. **JOB SEARCH PREPARATION:** The office assists students with developing resumes, cover letters and interviewing skills. The Career Information Library contains company literature, videos, and other resources that can help students in their job searches and also in their being better prepared for interviews.

B. **ON CAMPUS INTERVIEWS:** Interviews are scheduled through the Career Planning Office. All students registered with the office receive periodic Career Planning Bulletins that include company recruiting schedules and eligibility guidelines.

C. **CAREER FAIR:** Each September the Career Planning Office hosts an Engineering and Science Career Fair that is FREE to SDSM&T students, staff, faculty, and alumni.

D. **SUMMER EMPLOYMENT:** Many companies hire SDSM&T students for summer jobs and/or internships that can help students confirm their career choices. The office posts summer job opportunities on a specially designated bulletin board.

E. **ALUMNI PLACEMENT ASSISTANCE:** The Career Planning Office offers online job search and placement assistance to SDSM&T alumni.

F. **CAREER COUNSELING:** Career counseling is available for individuals interested in information on career development.

G. **VOCATIONAL INTEREST INVENTORY:** This is available upon request.

10. **STUDENT ACTIVITIES**

A. **VISUAL AND PERFORMING ARTS:** The APEX Gallery, established in 1989, offers challenging exhibitions of works by contemporary artists and scientists, many of whom are nationally and internationally recognized. Students can participate in various SDSM&T ensembles, such as Symphonic Band, Concert Choirs, Jazz Band, Master Chorale, and Pep Band as well as community music ensembles hosted by SDSM&T. Many music concerts and recitals are presented through organized music festivals. SDSM&T’s Music website is located at [http://music.sdsmt.edu](http://music.sdsmt.edu). Two full dramatic productions are offered each year with opportunities for students to be involved in all aspects of the dramatic art. In addition, student-directed one-act play productions are presented each spring semester.
B. **TONITE:** (SDSM&T’s Outrageous New Initiative for Total Entertainment) This is the campus-wide programming board with the mission of providing a comprehensive program for the cultural, educational, recreational, and social interests of the students, staff, faculty, alumni and guests of SDSM&T. TONITE consists of a diversity of programming committees, including M-Week (SDSM&T’s Homecoming), Major Events, Coffeehouse, Recreation, Lecture, Public Relations, and Publicity.

C. **STUDENT ASSOCIATION:** The Student Senate conducts the affairs of Student Association and is the central governing body that serves as a channel of communication amount the students, faculty, and the administration.

D. **STUDENT ORGANIZATIONS:** There are over 80 organizations at SDSM&T, with new ones being created throughout the year. These organizations include academic organizations, athletics, Greek organizations, honor societies, military organizations, multicultural organizations, music organizations, religious organizations, special interest organizations, student government organizations, and student media.

11. **ATHLETICS**

   A. **INTERCOLLEGIATE ATHLETICS:** SDSM&T is a member of the Dakota Athletic Conference (DAC 10) and is NAIA affiliated. The SDIC awards championships in all conference sports each season. The athletic program has always been considered a major extracurricular activity. The intercollegiate sports scheduled throughout the year include football, cross-country, golf, basketball, volleyball, and track. Athletics scholarships are available in all sports. NAIA requires that the students meet the following qualifications; 2.0 GPA, 18 ACT and ranked in the top 50% of their class.

   B. **INTRAMURAL SPORTS:** Approximately seventy percent of the student body has participated in the intramural program in the past several years. Among the activities are inner tube water polo, wallyball, indoor and outdoor soccer, golf, basketball, softball, volleyball, swimming, racquetball, and flag football.

12. **LIVING ON CAMPUS**

    Connolly Hall, completed in 1948 and remodeled in 1964, Palmerton Hall, completed in 1969, and the Peterson Hall, completed in 2004, provide comfortable living accommodations for approximately 540 students on campus. All residence halls are co-ed. Campus network connections are available in all residence hall rooms.

13. **FOUNDATION**

    The SDSM&T Foundation exists solely to assist the University in providing exceptional intellectual, professional and personal development opportunities. We seek the required resources to enhance these opportunities to enrich and empower the individual's attainment of outstanding educational experiences, professional accomplishments and lifetime learning experiences to address society's needs through technology.

    In 1954, the SDSM&T Endowment Association was chartered as a not-for-profit South Dakota corporation and was designated as a 501(c) (3) tax-exempt charitable organization by the Internal Revenue Service.
In 1980, the SDSM&T Foundation evolved from the SDSM&T Endowment Association. The Foundation Office opened and efforts were initiated to solicit funds for SDSM&T.

In 1994, the Arch was adopted as the official logo of the Foundation.

14. ALUMNI ASSOCIATION

The SDSM&T Alumni Association promotes communication and interaction among alumni, students, faculty and administrators of the South Dakota School of Mines and Technology with the objective of strengthening the school's academic, research and service roles. Formed in 1934, the Alumni Association also maintains an alumni network and support services for SDSM&T graduates and friends throughout the world.

Our Mission is accomplished through a variety of events and activities, to include maintaining the alumni database, weekly and quarterly newsletters, annual alumni awards programs, the biennial Alumni Directory, fifty-year graduates and five-year all-school reunions, annual area meetings & get-togethers, alumni volunteers for campus activities, e.g., School of Mines Alumni Recruitment Team (SMART), student support funds and mentoring, video and presentation media development, and the network of Area Vice Presidents and Board of Directors.

ADMISSIONS TERMS AND DEFINITIONS

1. **INQUIRIES:** Prospective students who are cultivated from College Fairs, High School Visits, personal meetings, advertising in magazines, purchase of search names through the American College Testing Program (ACT), Educational Opportunity Service (EOS), and numerous other programs.

2. **STUDENT SEARCH SERVICE:** A system for colleges and governmentally sponsored scholarship agencies to use in identifying college bound students with certain interests, achievements, aptitudes, and other characteristics they may be seeking. The search information is gathered with permission from the students involved, from the Student Descriptive Questionnaire and the Scholastic Assessment Test (SAT I), or from the Preliminary Scholastic Assessment Test (PSAT). The College Board supplies to participating colleges the names and addresses of students who have the characteristics designated by the college requesting the names.

3. **AMERICAN COLLEGE TESTING PROGRAM (ACT):** An achievement test like the better known SAT test. SDSM&T will accept the ACT or the SAT I.

4. **SCHOLASTIC ASSESSMENT TEST (SAT I):** An assessment like the ACT. A three-hour objective test, producing two main scores – verbal and mathematics – and sub scores in vocabulary and reading comprehension. These scores are used as one of a number of criteria in making admissions decisions.

5. **EDUCATIONAL OPPORTUNITY SERVICE (EOS):** Similar to the service listed in Item #2. SDSM&T purchases from 10,000 – 14,000 names annually and mails a letter and postcards to each student.
6. **ADVANCED PLACEMENT (AP):** Courses and exams at the secondary school level, which may give advanced standing at the college level. Usually a score of 3 or more is needed.

International Baccalaureate (IB): Courses and exams at the secondary school level, which may give advanced standing at the college level. A score of 5 or higher may receive credit in an appropriate course at SDSM&T.

The University will consider offering credit for a limited number of subject examinations through the College Level Examination Program (CLEP).

Physical Education and Free elective credit may be awarded for students who have successfully completed military service. Additional course credit may be offered for military schools, which qualify under a Guide to the Evaluation of Educational Experience in the Armed Service.

Students who have completed significant, relevant work experience may also satisfy certain course requirements through departmental testing programs.

7. **COLLEGE ENTRANCE EXAMINATION BOARD (CEEB):** A non-profit membership organization of more than 2,000 colleges and universities, secondary schools, and educational associations. The College Board offers a variety of measurement, evaluation, information, and advisory services to students of many ages and to different types of institutions.

8. **COLLEGE SCHOLARSHIP SERVICE (CSS):** A national service of the College Board provided to assist organizations and individuals involved in the financial aid process.

9. **TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL):** Test required of all applicants for whom English is a second language to assess their ability to comprehend and use the English language. A score of 530 (paper based) or 200 (computer based) is required for admissions to SDSM&T.

**FAQS ABOUT THE ADMISSIONS PROCESS**

1. **How do I apply for admission to SDSM&T?**
   The applicant needs to complete an official application from SDSM&T or apply on-line at www.sdsmt.edu. The completed application should be mailed to SDSM&T, Office of Admissions, 501 East Saint Joseph Street, Rapid City, SD 57701 with a $20 non-refundable processing fee.

   The student needs to request a copy of the OFFICIAL high school record be sent to the address above. If a high school student has received college credit then the student needs to have that institution send an OFFICIAL transcript to ESC. If you encounter a transfer student, an OFFICIAL copy of a transcript from ALL colleges or universities attended AND an OFFICIAL copy of their high school transcripts needs to be sent to ESC.

   The applicant must also have the results of the American College Testing Program (ACT) or the Scholastic Assessment Test (SAT I) of the College Entrance Examination Board sent to SDSM&T. ACT code #3922 SAT code #6652

2. **When should I apply?**
Students should apply as early in the senior year as possible, and as soon after the first quarter grades are available. When all the student’s academic credentials have been received, the application is considered by SDSM&T who will inform the student of his/her acceptance.

3. **When will I hear of the Admissions’ decision?**
SDSM&T will begin notifying students in late October or early November. SDSM&T operates on a rolling admissions basis which means decisions are made weekly throughout the year.

4. **When will I have to give my decision to the Admissions Office?**
There is no deadline to make a final decision. Students will receive in their admitted letter information about housing, meal plans and immunization documentation. Receipt of these completed documents and the $100 housing deposit will confirm attendance at SDSM&T. If applying for financial aid, notification will begin in late March or early April. Students will need to submit the FAFSA (Free Application for Federal Student Aid) after January 1st.

5. **How can I apply as a transfer student?**
The student desiring to transfer to SDSM&T must submit an application for admission to SDSM&T along with an OFFICIAL copy of a transcript from ALL colleges and universities attended along with a copy of their final high school transcript.

6. **Are Achievement Tests required?**
No, but if the student has taken them they can be used to provide additional information.

7. **Are placement tests required?**
Depending on what your scores are on your ACT or SAT, you will have to take placement exams for Math, English, Chemistry and Physics.

8. **Do you have an early admission program?**
No.

9. **What other special admissions programs do you have?**
Deferred admissions for students who wish to delay entry into SDSM&T for one year and midyear admission for students who wish to enter in January.

10. **May I have a personal meeting?**
Personal meetings are not required, but are highly recommended as an opportunity to see the campus, speak with a member of the faculty in the student’s major field of interest, and to have questions answered by a member of the admissions staff. Office hours are Monday – Friday, 7:30 a.m. – 4:30 p.m. during the school year and Monday – Friday, 7:30 a.m. – 4:00 p.m. in the summer. Campus tours are available at 9:30 a.m. and 1:30 p.m.

11. **Is it possible to take a tour without having an meeting**
Yes. Tours are available at 9:30 a.m. and 1:30 p.m. Monday – Friday. Tours consist of a brief information session given by admissions staff, a tour of campus and the student can meet with a professor in their area interest.

**FAQS ABOUT FINANCIAL AID**

1. **What is FAFSA?**
AFSFA stands for Free Application for Federal Student Aid, the common form used in determining the financial need of students applying for Federal Student Aid.

2. **What percentage of students receives financial aid at SDSM&T?**
   Approximately 83% of our students receive some type of financial aid.

3. **What are the different types of loans?**

4. **What do you do if you don’t receive enough Federal, institutional, or other outside aid assistance to cover the cost of attending SDSM&T?**
   The Financial Aid Office has information from a number of private lenders who offer Alternative Loan programs at competitive interest rates. We also maintain a bulletin board of off-campus job opportunities. Contact the Financial Aid Office for more information.

5. **What is the financial aid priority date?**
   For the purpose of awarding the Federal Aid Programs known as Campus-Based Aid (Perkins Loan, Supplemental Educational Opportunity Grant, and Work Study), the FAFSA priority processing date is March 15\(^{th}\) prior to the fall the student plans to attend SDSM&T. Meeting this priority date does not guarantee awards from these programs. Students must still meet eligibility requirements (see items 9 and 10 for further information). Awarding of Pell Grant, Stafford or PLUS Loans are not dependent upon meeting the March 15\(^{th}\) priority date.

6. **When can I file my FAFSA?**
   After your Federal Income Tax returns are completed, but no earlier that January 1\(^{st}\) prior to the year you plan to attend.

7. **When will I receive my financial aid award letter?**
   Generally award letters go out any time after April 1\(^{st}\).

8. **What are the basic eligibility factors for financial aid?**
   a. You must file a FAFSA each year.
   b. You must be a citizen of the United States, a permanent resident or eligible non-citizen.
   c. You must be degree seeking at SDSM&T.
   d. You must make satisfactory progress toward the completion of your degree.
   e. You cannot be in default on any federal loans or owe a repayment of a federal grant.
   f. Male students ages 18 to 26 must have registered with Selective Service.
   g. You cannot be in default on a Federal Student Loan or owe a repayment of a Federal Grant.

9. **Where can I get detailed information about the Federal Aid Programs?**
   Students and their families are encouraged to review the information provided by the U.S. Department of Education at

10. **Is there a single place I can go for a wide range of information on Financial Aid?**
By going to our Financial Aid website at http://sdmines.sdsmt.edu/finaid, you will discover a wealth of information to help you before, during, and after you attend SDSM&T.

FAQS ABOUT RESIDENTIAL, SOCIAL & CAMPUS LIFE

1. **Can freshmen have cars on campus?**
   Yes

2. **May I choose my resident hall?**
   Residence students list their housing preference and the Residence Life Office will make every effort to honor a student’s preference, but cannot guarantee a particular assignment.

3. **Will I be guaranteed housing?**
   Yes

4. **If I receive housing as a freshman, will I be guaranteed housing until my senior year?**
   Only on a space available basis, as long as you pay your deposit for housing on time and do not give up housing to live off campus and later change your mind.

5. **Do you have fraternities and sororities?**
   Yes, there are 4 national fraternities and 2 national sororities. All are located off-campus. Approximately 12% of undergraduates belong to the Greek organizations.

6. **How do I become involved in religious activities at SDSM&T?**
   The Rev. Phillip Hernandez is campus minister at the United Campus Ministry. Also, students may get involved in Baptist Campus Ministry, Fellowship of Christian Athletes, International Christian Fellowship, Inter-Varsity Christian Fellowship, Latter Day Saints Association, Lutheran Campus Ministry, Muslim Student Association, Newman Club, and SDSM&T Free Though Society.