Tuesday, January 16

- New students who have NOT registered, report to the Devereaux Library at 8:00 am. Staff will be available to answer your questions and guide you through the day.
- Immunization records – Please mail or fax your MMR (mumps, measles, and rubella) immunization records to the Dean of Students, 501 E. Saint Joseph St, Rapid City, SD 57701. Fax: 605/394-2914. All students must be in compliance before registering for classes and no later than January 16, 2007.
- Graduate students – Orientation for new graduate students from 10:00 – 11:30 am in MI 222.
- Online registration via WebAdvisor from home or from a campus computer lab. Please note, you will not be allowed to register for a course if you do not meet the pre-requisites for that course.
  - For assistance with registration, go to the Devereaux Library east computer lab, 8:00 am – 4:30 pm
  - Need your WebAdvisor ID and Password? Stop by the Registration Help Desk in the lower level of Devereaux Library or in AES Office in O’Harra, room 201. Picture identification is required.

- Testing
  - COMPASS Exam (Math and English Placement) – 8:00 am – 11:30 am and 1:00 pm – 3:00 pm in the Civil/Mechanical Building Computer Lab, room 310. You can take this exam at any time during the hours listed.

- Online payment of tuition/fees via WebAdvisor from home or from a campus computer lab. Student Accounts/Cashier’s Office will be located in the Surbeck Center Bump Lounge, 7:30 am – 4:30 pm for paper check payments or for answering online payment questions.
- Tablet PC Orientation – new Tablet users, 3:00 – 5:00 pm in Classroom Building 204E.
- Financial Aid checks in the Surbeck Center Bump Lounge, 7:30 am – 4:30 pm. Picture identification is required.
- ID/Debit card photos in the Student Accounts/Cashier’s Office across from the Surbeck Center front desk, 8:00 am – 2:00 pm.

- Parking Permits available in the Surbeck Center Dorr Room. Bring your license plate number.
- Residence Life – All first and second year students must either live on-campus OR be granted exemption from the SD BOR Housing Policy. If you are not living on-campus, be sure to complete an Exemption Request form – available on-line from the ResLife main page http://reslife.sdsmt.edu – Exemption Request is a link at the bottom of the page. The BOR Housing Policy is stated in full at http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-6.pdf.
- Dining service meal plans, plan changes or questions available in the Surbeck Center Bump Lounge.
- Classes begin – This is the first day of classes for Tuesday only classes with start time 4:00 pm or later for Spring 2007.
- Attend a mandatory Federal Work-Study Session - All new students who have been awarded Federal Work-Study for spring 2007 only must attend one of the Federal Work-Study Sessions that Kim Bold will hold in the O’Harra Admission conference room 201D, at the following times: 10:00 – 11:00 am or 2:00 – 3:00 pm. Bring your Drivers License and Social Security card and, if you want your checks deposited by direct deposit, a voided check.
- New international student orientation - Please check with the Ivanhoe International Student Center in Surbeck.

Wednesday, January 17

- Classes begin – This is the first day of classes for all other classes for the Spring 2007 semester.
- ID/Debit card photos in the Student Accounts/Cashier’s Office in Surbeck Center front desk, 8:00 am–2:00 pm.
- Parking Permits – Online registration at www.sdsmt.edu/services/facilities or in person at the Dorr Room in Surbeck. Bring your license plate number.

Wednesday, January 17 and Thursday, January 18

- Online registration via WebAdvisor from home or from a campus computer lab. For problems, contact the Academic and Enrollment Services Office, O’Harra Building, Room 201, 394-2400.
- Online payment of tuition/fees via WebAdvisor from home or from a campus computer lab. Student Accounts/Cashier’s Office will be located in the Surbeck Center Bump Lounge, 7:30 am – 4:30 pm for paper check payments or for answering online payment questions.
- Financial Aid checks in the Surbeck Center Bump Lounge, 7:30 am – 4:30 pm. Picture identification is required.
- Dining service meal plans, plan changes or questions available in the Surbeck Center Bump Lounge.
ATTENTION ALL STUDENTS! You must submit the online I AM HERE enrollment verification form between 8:00 am Tuesday, December 26, 2006 and 4:30 pm Thursday, January 18, 2007. Access the form from any computer connected to the internet using the following URL:

http://iamhere.sdsmt.edu

Failure to submit the form by 4:30 pm and to make payment by 4:30 pm on January 18, 2007 may result in the cancellation of your classes and/or late payment fee.

Important dates and information

- **Parking Permits** – Online Registration at, [http://sdmines.sdsmt.edu/sdsmt/parking](http://sdmines.sdsmt.edu/sdsmt/parking) or in person at the Facilities Service Office at the Physical Plant after January 17, 2007. Bring your license plate number.
- Last day to add classes or drop classes with refund is January 25, 2007.
- No refund of tuition/fees for courses dropped after January 25, 2007 unless withdrawing from college 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 29, 2007.
- Last day to make changes to meal plans is January 25, 2007.
- Last day to request Audit or Pass/Fail Option is January 25, 2007.
- Last day to drop a class with “W” is April 10, 2007.

**HOW TO**

⇒ **Obtain an ID card** –
ID cards are provided between 8:00 am – 2:00 pm on Tuesday, January 16 and Wednesday, January 17 in the Student Accounts/Cashier’s Office across from the Surbeck Center front desk.

⇒ **Obtain your network login information** -
Go to the ITS Help Desk in the lower level of the Library or go to the following URL: [http://its.sdsmt.edu](http://its.sdsmt.edu) and click on “Student Services” tab.

⇒ **Pay your tuition/fees** -
On-line payment for tuition and fees can be made via Web Advisor from your home computer or from a campus computer lab. Payment or financial arrangements for spring term must be made before 4:30 pm on Thursday, January 18, 2007. Cashiers will be available in the Surbeck Center Bump Lounge from 7:30 am to 4:30 pm on Tuesday, January 16 through Thursday, January 18 for paper check payments or for answering on-line payment questions. Financial Aid checks will be available starting, Tuesday January 16 at 7:30 am in Surbeck Center Bump Lounge (photo ID required). Failure to make financial arrangements by 4:30 pm on Thursday, January 18 may result in cancellation of your classes and/or late payment fee.

⇒ **Register for classes** –
- If you have not yet been accepted for admission/readmission, report to the Admissions Office in the O’Harra Building, Room 200. Please bring your immunization records with you.
- If you are a new or continuing student, report to your mentor/advisor to discuss your course schedule. Once you have done this, you may then register online via WebAdvisor from home or from one of the campus computer labs. Your mentor/advisor information is available on WebAdvisor for Students, under My Profile. If you need help registering on Registration Day, report to the east computer lab on the lower level of the Devereaux Library.

⇒ **Make a change on Registration Day** -
- To change your registration, consult with your mentor/advisor and make the necessary changes to your class schedule online via WebAdvisor.
- To change tuition classification, report directly to Toni Schauer in the TLC (Devereaux Library 108).
- To change or add a Dining Services contract, report to the Surbeck Center Bump Lounge.
- To change or add a Residence Hall room, report to Residence Life in Surbeck Center, next to the Information Desk.

⇒ **Complete Stafford and/or Perkins Entrance Loan Counseling** - All first time borrowers at SDSM&T must complete the online loan counseling. If you have borrowed a Stafford and/or a Perkins loan at another university, contact the Financial Aid Office in the O’Harra Administration Building, room 216 (go through Admissions Office entrance and down hallway) or by calling toll free 877/877-6044, locally call 394-2274 or by email at financialaid@sdsmt.edu for further instructions.

Online counseling is available at the SDSM&T Financial Aid web site: [http://sdmines.sdsmt.edu/finaid](http://sdmines.sdsmt.edu/finaid)
- Click on the link for Loan Counseling (Entrance & Exit)
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 in regard to 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, 605-394-2416.**

All of these URLs are listed on the SDSM&T Student Life web page at: [http://sdmines.sdsmt.edu/studentlife](http://sdmines.sdsmt.edu/studentlife)

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