

*South Dakota School of Mines and Technology*

*Guidebook for Parents*

2011 -12



SOUTH DAKOTA



SCHOOL OF MINES  
& TECHNOLOGY

# Guidebook for Parents

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## **Message from the President of the South Dakota School of Mines and Technology**



Congratulations on a great choice for the start of your son or daughter's career in engineering and science. You may be confident that the South Dakota School of Mines and Technology will provide your student with the education and experience that prepares him or her for both professional and personal success after college.

Whether your student's goal is to pursue employment or to continue on to graduate school, an undergraduate degree from the School of Mines will position him or her to compete with peers at the national and international levels. Hardrockers have an excellent reputation with employers, and even in the current economic climate, first-year placement of our new graduates is 95 percent. Undergraduates who choose to continue their studies are accepted at prestigious graduate schools across the nation and around the world.

Hardrockers stand out among their peers because the School of Mines provides more than a world-class education, we also provide opportunities for undergraduate students to build character and gain practical experience in their fields of study. Through participation in extracurricular activities, research projects, and international studies programs, your student develops the cultural awareness, leadership, and teamwork skills that are necessary to compete in today's global marketplace.

And the School of Mines offers all of these benefits on a campus small enough that each student is a valued member of our community—no student gets lost in the crowd. Our courses are taught by professors and have an average class size of 26 (30 for freshman classes), so you may be assured that your son or

daughter will get both expert instruction and individualized attention. For additional help outside of class or for non-course related issues, students have on-campus access to professional counselors, student mentors, tutoring, and other support services free of charge.

Our greatest allies in providing the best possible environment for your son or daughter to begin their life as an independent adult are the School of Mines' students themselves. We attract the best and the brightest, and on our campus, your son or daughter will be immersed in the Hardrocker culture of scholarship, leadership, and camaraderie.

It's an exciting time for all of us as your student makes this important transition. We take our responsibility for the personal and professional development of your son or daughter seriously, and you can trust that their experience with the Hardrocker family at the School of Mines will be challenging, rewarding, and fun, and one that will not only prepare them for a great career in science and engineering, but also for a great life.

Please do not hesitate to contact me at any time with questions, thoughts, or concerns, and welcome to the Mines' family!

Sincerely,

A handwritten signature in black ink, appearing to read "R. Wharton". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert A. Wharton, Ph.D.  
President

# Academic Calendar

## Fall 2011

Registration	August 29
Classes that meet on Monday with a class start time of 4 p.m. or later begin	August 29
All other classes begin	August 30
Labor Day Holiday	September 5
Last day to add or drop a course and to adjust fees	September 7
Last day to submit a graduation application for fall 2011	September 7
Native Americans' Day Holiday	October 10
Midterm (first half of semester ends)	October 20
Early Registration Weeks (tentative)	October 31- November 18
Last day to drop classes with a W grade	November 10
Veterans Day Holiday	November 11
Thanksgiving Holiday begins at the end of class day	November 22
Classes resume	November 28
Final examinations	December 12-16
Semester ends	December 16

This calendar conforms to guidelines established by the Board of Regents but is subject to change at its discretion.

# Academic Calendar

## Spring 2012

Registration	January 11
Classes that meet on Monday with a class start time of 4 p.m. or later begin	January 11
All other classes begin	January 12
Martin Luther King Jr. Day Holiday	January 16
Last day to add or drop a course and to adjust fees	January 20
Last day to submit a graduation application for spring 2012	January 20
Presidents' Day Holiday	February 20
Spring vacation begins at end of class day	March 2
Classes resume	March 12
Midterm (first half of semester ends)	March 12
Early Registration Weeks (tentative)	March 22–April 16
Last day to drop classes with a W grade	April 2
Easter break begins at the end of class day	April 5
Classes resume	April 10
Final examinations	April 30–May 4
Semester ends	May 4

This calendar conforms to guidelines established by the Board of Regents but is subject to change at its discretion.

**Information update July 14, 2011: Early Registration Weeks (tentative)**

# **Message from the Student Association President and Vice President**



The School of Mines Student Association  
President Carlos Beatty and Vice President Brian Vogel.

Dear Parents,

We are excited that your son or daughter is embarking on their first step in their college career at one of the nation's outstanding engineering and science universities. The School of Mines has many great opportunities and resources to help provide for a fun and educational experience. With more than 85 diverse student groups, extensive undergraduate research, and many degree-specific project teams (such as those found at the Center of Excellence for Advanced Manufacturing and Production), our students can find many opportunities that will assist them in their transition from students to professionals in their fields. The Student Association (SA) is here to help. The SA is the voice of the students, and as such, has close ties to student groups and the administration. Our purpose is to ensure the success of the student body. We thank you and your student for your support. We look forward to seeing you during our annual Family Weekend October 28-29, 2011.

Carlos Beatty Jr.  
SA President

Brian Vogel  
SA Vice President

# Events of Special Interest to Parents and Families

Join us on campus for these  
traditional School of Mines' events.

## M-Week September 18-24, 2011

Visit the School of Mines during M-Week! School of Mines' students carry on many of the traditions that began more than 90 years ago, such as climbing M-Hill on Friday and whitewashing the gigantic concrete "M" at its crest. Students, faculty, staff, family, and friends picnic at the base of M-Hill and cheer on the first-time freshmen as they arrive, many in costume, at the day's events. Memories are made this week at the coronation and bonfire, and the climb up M-Hill. The week-long celebration ends on Saturday with a parade in the morning and afternoon football game.

### Thursday, September 22

**7 p.m.**  
**Coronation and  
Bonfire**  
Surbeck Ballroom and  
Parking Lot

### Friday, September 23

**Noon**  
**Walk to  
M-Hill, Picnic,  
and  
Traditional Hill  
Climb**

### Saturday, September 24

**11 a.m.**  
**M-Day Parade**  
Downtown  
Rapid City  
**1 p.m.**  
**Football Game**  
Hardrockers vs.  
Valley City State  
Vikings

# **51<sup>st</sup> Annual Family Weekend October 28–29, 2011**

Family Weekend is an excellent time to visit your student and meet faculty, staff, and other parents, and to see firsthand the many aspects of life on our campus. Receptions, a student variety show, and tours are some of the activities that will be offered. You are cordially invited to attend. And unless specified, there is no need to R.S.V.P.—just come! A schedule for an event will be posted on the School of Mines’ Website.

More important than the scheduled events, students enjoy visiting with family, touring the area, going out to eat, and shopping!



# Degrees Offered by the School of Mines

The South Dakota School of Mines and Technology specializes in science, technology, and engineering curricula. Our students enter with the highest ACT<sup>®</sup> score averages in the state, and more than half graduated in the top 25 percent of their high school classes. Of the School of Mines' 2009-10 graduates, 95 percent are working in their career fields or pursuing graduate or professional degrees. The table on page 14 lists the average starting salaries for our 2009-10 graduates (B.S. degrees) reported as of December 2010. We are proud of our reputation of being one of the finest universities in the country.

The university offers 10 engineering and six science undergraduate degrees along with one associate's degree. The School of Mines also offers 13 master's degrees and six doctor of philosophy degree programs.

The associate's degree curriculum requires 64 hours of credit for graduation. Each undergraduate engineering curriculum requires 136 hours of credit for graduation and each undergraduate science curriculum requires 128 hours of credit.

## **Associate of Arts Degrees**

General Studies

## **Bachelor Degrees**

Chemical Engineering  
Chemistry  
Civil Engineering  
Computer Engineering  
Computer Science  
Electrical Engineering  
Environmental Engineering  
Geological Engineering  
Geology  
Industrial Engineering and Engineering Management  
Interdisciplinary Sciences (areas of specialization)

- Atmospheric Sciences
- Pre-Professional Health Sciences
- Science, Technology, and Society

Mathematics (Applied and Computational)  
Mechanical Engineering  
Metallurgical Engineering  
Mining Engineering  
Physics

### **Masters Degrees**

Atmospheric Science  
Biomedical Engineering  
Chemical Engineering  
Civil and Environmental Engineering  
Construction Management  
Electrical Engineering  
Engineering Management  
Geology and Geological Engineering  
Materials Engineering and Science  
Mechanical Engineering  
Paleontology  
Physics  
Robotics and Intelligent Autonomous Systems

### **Doctor of Philosophy Degrees**

Atmospheric and Environmental Sciences  
Chemical and Biological Engineering  
Geology and Geological Engineering  
Materials Engineering and Science  
Mechanical Engineering  
Nanoscience and Nanoengineering

## Career Center

The Career Center assists students with career development and searches for full-time, summer internship, and co-operative education (co-op) employment opportunities. All students—from first-time freshmen to graduate students—are encouraged to participate in the professional development workshops offered by the Career Center and attend the School of Mines' Career Fairs held each fall and spring. For additional information, visit the Career Center's website at <<http://careers.sdsmt.edu/>>.

### **Our Graduates = Great Jobs + Great Salaries!**

95 percent = Placement Rate for 2009-10 graduates

\$56,614 = Average Salary Offer

75 percent = 2009-10 Graduates with  
Intern or Co-op Experience



Dr. Darrell Sawyer, director of the Career Center, works individually with students to maximize their career opportunities.

**AVERAGE SALARY OFFERS TO  
SCHOOL OF MINES' 2009-10 GRADUATES  
(B.S. Degrees)**

<b>MAJOR</b>	<b>AVERAGE SALARY OFFER</b>
Chemical Engineering	\$67,400
Chemistry	**
Civil Engineering	\$47,180
Computer Engineering	\$49,750*
Computer Science	\$57,000*
Electrical Engineering	\$56,203
Environmental Engineering	\$58,903*
Geology	\$46,000*
Geological Engineering	\$60,343*
Industrial Engineering	\$53,800
Interdisciplinary Science	\$38,790*
Mathematics	**
Mechanical Engineering	\$56,385
Metallurgical Engineering	\$59,750
Mining Engineering	\$63,867
Physics	**
<b>SDSM&amp;T Overall</b>	<b>\$56,614</b>

\*Average based on less than five offers

\*\*Pursuing graduate degrees or no salary offers reported

# Parent Primer on Academics

## The Multi-Institutional System

South Dakota Public Higher Education is a multi-institutional system with a student-centered focus. As more students took advantage of technological advances to further their education, the Board of Regents (BOR) saw a need for the state institutions to collaborate to advance higher education in South Dakota, and that high-quality, consistent, and accessible data was needed to manage the system. The result was **“an integrated statewide approach that provides quality and convenience of services to all students across the State, whether the student is single-campus, multi-campus, online, or off-campus. This also includes enabling faculty and staff with the information needed to serve students across the University System accurately and productively.”**

Source: South Dakota Board of Regents newsletter, July 1, 2002, Volume 1, Issue 2.

The main characteristics of the multi-institutional system are:

- Universities that have separate identities but function in a collaborative manner as a system;
- Universities that collectively provide quality higher education in South Dakota to qualified students anytime, anywhere;
- Each student is identified with a home institution but is considered a system student who may utilize courses and services on other campuses; and
- Efficient, flexible, and effective systems that serve a diverse student population with varying needs.

Students, faculty, and staff have single-source information available that reflects the total activity of a student in the higher education system.

The multi-institutional system is achieving its goal of outstanding student service to all students, no matter how they are engaged in a South Dakota university education. For more

information on the multi-institutional system, call the Office of the Registrar and Academic Services at (605) 394-2400.

## **Credit by Validation**

The South Dakota Board of Regents and its universities encourage students to take advantage of opportunities available to them to earn college credit. These opportunities include credit by validation, such as Advanced Placement (AP) Examinations, College-Level Examination Program (CLEP), Credit by University Examination, and International Baccalaureate Credit.

- Credit earned through validation methods other than nationally-recognized examinations is limited to a maximum of 32 hours of credit for baccalaureate degrees and 16 hours of credit for associate degrees.
- Validation of military credits is limited to an additional 32 hours of credit for baccalaureate degrees and an additional 16 hours of credit for associate degrees.
- Credit for college-level courses granted through nationally recognized examinations such as CLEP, AP, DANTES, and others will be evaluated and accepted for transfer if equivalent to Regental courses and the scores are consistent with Regental policies.
- When validation credits are accepted, equivalent courses are recorded on the transcript with a grade of “EX” but are not calculated into the grade point averages.
- The university-specific degree requirements determine if the validation credits accepted are applicable to the student’s degree program at that university.

Specific information about credit by validation opportunities may be obtained from the Office of the Registrar and Academic Services by e-mail at <aesinfo@sdsmt.edu> or by calling (605) 394-2400. Additional information about scheduling

an appointment to take the CLEP or AP exams may be obtained by contacting the Ivanhoe International Center at <Ivanhoe@sdsmt.edu> or by calling (605) 394-6884.

## **Placement Tests**

Before students are registered for their first semester courses, they may be required to take placement tests for math and English depending on their ACT scores. These placement tests are diagnostic exams designed to assess the readiness of students to enter certain levels of courses in these subjects. The exams place the students in the most appropriate courses according to their academic preparation for successful completion of the course. Students may only register for the appropriate level of courses as indicated by their ACT or placement scores.

English and math placement is first based on ACT subscores. If students are satisfied with their placement based on those scores, they do not have to take the COMPASS<sup>®</sup> exams that cover math and English skills. However, students whose ACT Math subscores are greater than 24 must take the COMPASS math exam to demonstrate they are ready for trigonometry or calculus. Also, students who have not taken the ACT exam within the past five years or have not provided their ACT or SAT<sup>®</sup> scores to the university are required to take the COMPASS exams before classes begin. These exams are administered at no charge. Students who are not satisfied with placement based on ACT scores may challenge the ACT scores by taking the COMPASS exams. The COMPASS scores may allow them to enroll in higher-level courses than their ACT scores indicate. In that case, placement is based on the COMPASS scores. Students who wish to challenge the ACT scores will be charged \$17.00 for the COMPASS placement exam.

The Office of the Registrar and Academic Services administers the COMPASS exams.

If students do not do well on one or more of the placement exams, they may study and review and take the exam again when they arrive for the fall semester or make an appointment to take the exam before the semester begins.

Experience has shown that without additional review, it is unlikely that the placement result will dramatically change.

### **First-Time Freshman Advisors**

Freshman advisors are department-designated faculty members who are assigned to work with first-time freshman students. They can be valuable support for first-time freshman students. Although, during the first week of school, advisors present opportunities for their advisees to become acquainted with them and avail themselves to discuss their fall courses, it is strongly recommended that first-time freshman students seek additional and regular individual contact with their advisors at the beginning of their first semester. By utilizing advisor support early in the semester, first-time freshman students are better ensured of avoiding potential mishaps that might impact their academic careers. Advisors can guide students in making decisions concerning their academic careers, and in avoiding wasting both time and money. Available to students during posted office hours, advisors make recommendations on course selections and provide advice and tips on how to succeed in academically challenging courses. These advisors help students with academic issues and referrals to additional services of which students might not be aware.

Whether an advisor remains with a student beyond the first academic year depends on the student's major (or department). In some departments, freshman advisors will suggest another advisor in the student's major as the student transitions to his or her sophomore year. These later advisors provide the student guidance regarding co-ops, internships, and career development. In other departments, students keep the same advisor throughout their undergraduate years.

Advisors are assisted in this advising process by assigned peer advisors who keep in contact with the students, get to know them personally, and help them be more comfortable at the School of Mines. If your student needs information on reaching their advisor, contact the Office of the Registrar and Academic Services by calling (605) 394-2400.

## **Academic Assistance**

For students having difficulty in courses, there are options for receiving additional help. All professors maintain office hours, which can be used by students for assistance with their coursework. In addition, the School of Mines has a tutoring center, the Tech Learning Center (TLC), which provides tutorial services free of charge to School of Mines' students. The main focus of TLC tutoring is on core subjects at the 100- and 200-levels. In addition to core subjects, tutors often have a variety of subjects and levels that they are qualified to tutor. Upper-level students provide tutoring in the TLC seven days a week during the academic year and on a limited schedule during summer sessions. TLC tutors will also be available in the residence halls in fall 2011 and spring 2012. This assistance is often all that is needed to help students adjust to their college-level curricula and to help persevere in achieving their educational goals.

Faculty advisors are excellent resources to help students select courses for possible majors that are being considered. Students are also encouraged to visit faculty in the departments offering a degree in their area of interest.

The Office of the Registrar and Academic Services (RAS) offers career advice to students who are undecided about their majors. The RAS staff also collaborates with the Counseling Center and the Career Center in offering career counseling services. Students who are interested in exploring career options should contact the Office of the Registrar and Academic Services at (605) 394-2400 or the Career Center at (605) 394-2667 for further details.

For students with documented learning and physical disabilities, the Assistive Technologies (ADA) Lab is available through the Counseling and ADA Services office at (605) 394-1924 or through the Student Affairs/Dean of Students office at (605) 394-2416.

## **Supplemental Instruction**

Supplemental Instruction (SI) is a nationally-recognized academic support program offering free, regularly-scheduled study sessions for selected difficult 100-200 level courses. SI

sessions are facilitated by SI Leaders—undergraduate students who have previously taken the course and demonstrated academic competency in the subject area. Two to three 50-minute sessions are held each week in Chemistry 112, Math 123, and Math 125 (Calculus I and Calculus II). The key elements of supplemental instruction are:

- Participation in SI is voluntary, free of charge, and open to all students in the course.
- SI Leaders attend all lectures for the targeted course.
- SI Leaders are trained in group facilitation methods and general learning techniques.
- The SI program is supervised by a trained professional staff-member.
- The program is only offered in courses in which the academic department supports SI.
- SI sessions begin the second week of each semester
- SI Leaders facilitate and encourage the group to process the material rather than act as authority figures who lecture to participants.

Students who would like to use supplemental instruction in Chemistry 112, Math 123, or Math 125 should contact Dr. Pat Beu, director of retention and testing, at (605) 394-1999 or (605) 394-2400, or stop by his office in the O’Harra Building, room 201.

## **Peer Advisors**

The Peer Advisor Program brings together upper-level students selected from various departments to assist first time freshmen with advising and registration of first-time freshmen. It is the goal of the program to make the adjustment to college life easier for new students by drawing upon the knowledge and experience of upper-level students. The expectation is to alleviate certain complications that incoming first-time freshmen may encounter. Peer advisors are trained to provide course-scheduling advice, advise new students on how to effectively utilize their faculty advisors, provide information on registration procedures, and give referrals to other university services available to students. New students can also rely on peer advisors to help become acquainted with life on campus.

## **Class Attendance**

Every student is expected to attend each lecture or laboratory session scheduled. No system of authorized class-cutting has been authorized by the faculty. A student who fails to attend classes regularly must satisfy such requirements as the instructor may prescribe.

## **Final Exams**

Final exams are required in most courses. It is highly recommended that students DO NOT make vacation/semester break travel plans or reservations until after they know their final exam schedule. Fall 2011 final exams are scheduled for December 12-16. Spring 2012 final exams will be April 30-May 4. Schedules are also available at <<http://sdmines.sdsmt.edu/finals>>.

## **Grades**

A student's cumulative grade point average (CGPA) is calculated using honor grade point values: A = 4.00, B = 3.00, C = 2.00, D = 1.00, and F = 0.00. These values are multiplied by the credit hours of the course. The resulting honor points for each course are added and the sum is divided by the total number of credit hours that the student is enrolled in for the semester. Neutral grades of I, IP, AU, W, and P are not calculated in the student's CGPA.

Undergraduate students may attempt a course up to three times. Only the most recent grade for a course is calculated into the CGPA. All grades for each attempt of a course remain on the transcript.

## **Dean's List**

Undergraduate students may be designated for the Dean's List at the end of the fall and spring terms. The Dean's List designation is determined by the home university and is based on a student's total course registration for academic credit

for the term from any Regental university. The Dean's List designation does not appear on the transcript.

To be awarded Dean's List designation, full-time undergraduate students must meet the following guidelines:

- a. Students must have earned a minimum of 12 credit hours in courses numbered 100-699 during the term.
- b. Students must achieve a system term GPA of at least 3.50.
- c. Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

To be awarded Dean's List designation, part-time undergraduate students must meet the following guidelines:

- a. Students must have completed at least 12 credit hours prior to the current semester at one or more Regental institutions.
- b. Students must have earned at least 3 and up to 11 credit hours of 100-699 level courses during the term.
- c. Students must achieve a system term GPA of at least 3.50.
- d. Students with F, I, U, RI, or RU grades are not eligible regardless of System Term GPA attained.

Source: Board of Regents Policy Manual (Policy 2:10: Grades and Use of Grade Point Averages – items: 6 and 7). (August 2009)

## Academic Progress

Minimum Progression Standards		
Class	Credit Hours	GPA Standard
Freshman	0-31.99	2.00
Sophomore	32.00-63.99	2.00
Junior	64.00-95.99	2.00
Senior	96.00+	2.00

Minimum progression standards and related actions are based on the student's cumulative grade point average (CGPA) and system term grade point average. A student with a CGPA of 2.00 or better is considered to be in **good academic standing**. If a student's CGPA falls below 2.00 in any academic term (i.e., fall, spring, summer), the student is placed on **academic probation**. When a student on academic probation achieves a CGPA of 2.00 or better, the student is returned to **good academic standing**. A student on academic probation who fails to maintain a system term grade point average of 2.00 or better is placed on **academic suspension** for a minimum period of two academic terms. Students on academic suspension will not be allowed to register for any course work at any Regental university, except when an appeal has been approved by the Regental university from which the student is pursuing a degree. An approved appeal granted by one Regental university will be honored by all Regental universities. Only academic suspension will be entered on the student's transcript. Academic probation will be noted in the internal academic record only. School of Mines' students with extenuating circumstances beyond their control may appeal the suspension to the Student Enrollment Appeals Committee.

In addition to the minimum progression standards mentioned above, in order to remain eligible for federal student aid (grants, loans, or work-study), students must also

successfully complete at least 67 percent of the course work they attempt. For example, a student who attempts 30 credit hours for the academic year, but successfully completes only 19 credit hours, would not meet the minimum successful completion standard ( $19/30 = 63$  percent). For further information, students should carefully review the School of Mines Satisfactory Academic Progress Standards at <http://sdmines.sdsmt.edu/finaid/SAP>.

## **Honors Designation at Graduation**

The institution granting the degree determines the honors designation for its graduates. To earn an honor designation from South Dakota School of Mines and Technology at graduation, the student must meet both the following cumulative and institutional GPAs.

Summa Cum Laude	equal to or greater than 3.90
Magna Cum Laude	equal to or greater than 3.70 and less than 3.90
Cum Laude	equal to or greater than 3.50 and less than 3.70

A baccalaureate-level graduate must have completed a minimum of 64 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree.

An associate-level graduate must have completed a minimum of 32 credit hours at the institution granting the degree. Courses that are part of a formal collaborative agreement among Regental universities are considered to be earned from the institution granting the degree.

## **Honor Scholarships**

For help with applying for external honor scholarships, contact Dr. Howard Peterson at [Howard.Peterson@sdsmt.edu](mailto:Howard.Peterson@sdsmt.edu) or visit the honor scholarship website at [http://interact.sdsmt.edu/scholarship/list/results\\_page.asp](http://interact.sdsmt.edu/scholarship/list/results_page.asp).

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

Final grades are available to students at the end of each semester via WebAdvisor, a web-based registration and information tool. The Family Educational Rights and Privacy Act of 1974, known as FERPA or the Buckley Amendment, prohibits the release of personally identifiable education information to anyone but the student, except under certain circumstances. The goal of FERPA is to protect the student's rights. Parents of students may have access to grades and other confidential academic information if the School of Mines has the written consent of the student, or if the latest tax return filed by a parent shows that the student is a dependent, as defined under Section 152 of the federal income tax code. For questions concerning the policy, please contact the Office of the Registrar and Academic Services at (605) 394-2400.

### **Important Web Links for Your Information**

Listed below and on the following page are important web links for your information. Many of these links are provided due to 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. **Please direct any questions to the Dean of Students office in the Surbeck Center at (605) 394-2416. All of the following web links are listed on the School of Mines' website.**

FERPA

[<http://sdmines.sdsmt.edu/ferpa>](http://sdmines.sdsmt.edu/ferpa)

Anti-Harassment Policy

[<http://sdmines.sdsmt.edu/policies/antiharassment>](http://sdmines.sdsmt.edu/policies/antiharassment)

Student Code of Conduct

[<http://studentconduct.sdsmt.edu/>](http://studentconduct.sdsmt.edu/)

Employee-Employee and Faculty-Student Consensual Relationships

[<http://www.sdbor.edu/policy/1-Governance/documents/1-23.pdf>](http://www.sdbor.edu/policy/1-Governance/documents/1-23.pdf)

South Dakota Board of Regents Policies  
<<http://www.sdbor.edu/policy/policy.htm>>

Registered Sex Offenders  
<<http://www.rcgov.org/community-information.html>>

South Dakota School of Mines and Technology Policies  
<<http://sdmines.sdsmt.edu/sdsmt/policies>>

Safety, includes the Campus Crime Report  
<<http://studentlife.sdsmt.edu/policies/safety/>>

Student Health Insurance Information and Application  
<<http://myhealth.sdbor.edu/>>



# Parent Primer on Campus Life



The multipurpose Mines Gold Card functions as your student's ID card, library card, meal card, door access card, and more. As a student ID, the Mines Gold Card provides access

to athletic events, the Wellness Center, Health Services, and student activities, such as plays, and concerts. As a library card, it allows your student to utilize the resources in the library and check out books and other materials. As a meal card, your student can present it at the Hardrocker Dining Hall, Miner's Shack, or Java City and deduct the purchases from their dining account. (In a meal plan, Dining Dollars can only be used at on-campus dining locations.) Finally, as a door access card, your student is provided entry into their assigned residence hall, Surbeck Center, and other campus buildings. The Mines Bookstore customer loyalty program, Rocker Rewards, is also a feature on the Mines Gold Card.

Your student's Mines Gold Card can also include a Grubby Gold account. This account is similar to a checking account or debit card. When your student presents the card to make a purchase at participating locations, on and off-campus, the amount will be immediately deducted from their account. Currently, Grubby Gold is accepted at select beverage and snack machines in Surbeck Center and in the dorms, at the Mines Bookstore, Hardrocker Dining Hall, Java City, washers and dryers in the dorms, and copy machines at Surbeck Center. For more information, visit

<<http://grubbygold.sdsmt.edu>>.



## Living on Campus

The South Dakota Board of Regents Housing Policy states

*“During the first two years from the time they were or would have been graduated from high school, all unmarried students who enroll in courses delivered on a main campus for six credit hours or more are required to enter into a housing agreement with the institution unless special permission to room elsewhere is received from the institution. Permission ordinarily shall be granted to students with dependent children or to students who reside full time during the academic year with parents or legal guardians. Students who have enrolled for 12 or more credits for four (4) semesters may be exempted from this agreement at the discretion of the institution.”*

All first- and second-year students must either live on campus or complete an exemption request form to ensure compliance with the BOR Housing Policy. Housing applications and the Exemption Request forms are both available online using the following link: <<http://reslife.sdsmt.edu>>.

The safety and security of the residents living on campus are of prime concern to the university. Several key strategies help with this endeavor:

- Professional staff who live on-campus
- Student staff (Resident Assistants or RAs) who live on each floor
- Residence hall entrances that are closed and locked at all times, and
- Educational programs that help residents understand the role they play in the safety and security of the building.

Residence Life (ResLife) staff work with residents to help build a support system for students to provide information, assistance, guidance, and facilitate healthy peer interactions. They are also familiar with campus policies and are able to assist with policy violations and emergencies. Each building has on-

site hall directors who live and work within the residence hall; the hall directors assist in solving problems that may occur and supervise the Resident Assistants (RAs).

RAs assist first-year students within the residence halls with social and academic needs as they transition into college life. ResLife provides tutoring and study-group help within the residence halls. RAs have conversations with first-year students on at least a monthly basis to discuss individual circumstances and assist as needed on a personal level.

Residents are held accountable by the institution for their actions. Residence hall policies are listed online in the Residence Life Handbook at <http://reslife.sdsmt.edu/handbook.html>.

## **FIRST**



FIRST is an excellent way for first-year students to feel connected to the School of Mines. With the help of RAs and other ResLife staff, FIRST students have access to in-hall tutoring throughout the week. Student staff also works individually with students to aid in successful transition to college life. During the summer, FIRST students have the opportunity to stay overnight on-campus, live in Peterson Hall, and interact with their new roommates. In 2011, during the weekend before classes begin, FIRST students embark on Adventures, a choice of various activities that take students hiking, camping, working with CAMP teams, and many other fun activities with faculty, upper-level students, and fellow first-year students. The adventure doesn't stop there—the RAs and other ResLife staff run a variety of programs during the year to assist students both socially and academically. For more information, visit the ResLife website at <http://reslife.sdsmt.edu>.

## STEPS Program

Employers and alumni tell us that in addition to excellent technical competence, our college graduates need to be proficient communicators and have leadership, teaming, and community service experiences. Additionally, employers are looking for people with high standards of integrity, including a respect of self and others, especially those from diverse cultures. Our graduates will work in South Dakota, across the nation, and around the world—valuing diversity and a global perspective are critical characteristics of successful employees. In and out of the classroom, School of Mines students participate in various professional development opportunities—CAMP, leadership training, professional societies, undergraduate research and more. Community service is performed by hundreds of our students. STudents Emerging as ProfessionalS (STEPS) take our efforts to the next level, allowing all of our students to make the choice to succeed, both personally and professionally.

South Dakota School of Mines and Technology



Through STEPS, our vision is that every School of Mines graduate will be recognized as a professional when entering the workforce and will be an exemplary employee.

## **Parking**

Everyone parking on campus is required to have a permit. Parking permit registration must be done online at <http://www.sdsmt.edu/services/facilities>. Once on the webpage, click “Campus Parking” and then “Online Registration.” Registration opens July 1, 2011.

Students should match the color of their permit with the color of the signs at designated lots on campus. Visitor parking is provided free of charge, but visitors must stop and get a visitor permit at the Physical Plant. Students are urged to read the parking information provided to them when they purchase their parking permits. A description of fees information can be found in the Primer on Finance section, and the paragraph under Parking Fees and the Miscellaneous Fees table.

## **Tablet PC Program Overview**

The Tablet PC Program will continue this fall with incoming first-time freshmen, transfer and re-admitted students.

- The program is mandatory for all incoming first-time freshmen in fall 2011. The Tablet PC can be utilized in general education courses. Financial aid can be used to pay for the program.
- The hardware is a convertible Tablet PC. These machines are laptops that are fully functional as a PC but also have a write-sensitive screen that allows students to write on the screen as if it was a piece of paper. This allows students to take notes in class in their own handwriting, to highlight lectures from their faculty, and provides many other test taking functions that are not available with a basic laptop. The Tablet PC has built-in wireless capabilities, making any classroom on campus a computer lab.
- The Tablet PC is available via a tax-exempt lease and is the property of the school until the lease expires. This gives the School of Mines the right to install any site-licensed departmental software. If the students owned the laptops or used other laptops, they would not be able

to install most of the School of Mines site-licensed software and would not be able to connect to the state network with ease.

- The cost of the program is \$381.30 per semester for the 2011-12 school year. Once a machine is three years old, it will be replaced by a new machine. Returned machines less than three years old and in good working order will continue to be used in the program. Such machines will be issued to transfer students and students returning after an absence to keep the program synchronized as much as possible. All incoming first-time freshmen will be issued a new Tablet PC.
- The student fee covers the cost of the Tablet PC, a laptop backpack, an extra battery the student will need to keep charged, three-year replacement upgrades, maintenance on the wireless access points, and a full-time computer support specialist to provide technical support for the program. It also covers the cost of basic software installed on each machine (Windows, Microsoft Office, anti-virus software, Maple mathematics software, DyKnow file sharing, and control software).
- All service on the machines is performed on campus. The tablets have a three-year no-fault warranty, which covers all maintenance costs. However, a small charge will be assessed to students that have misused or abused their machines.
- Students are responsible for backing up their own data. If there are any software issues with their machines that cannot be resolved in a short amount of time, their hard drive will be replaced with a newly imaged hard drive to solve any software issues.
- A limited loaner program was established, and tablets are available through Tablet Central in the basement of the library for two-hour increments at a cost of \$5.
- Information about the Tablet PC program can be found by visiting <http://its.sdsmt.edu/tablet/>.

## Alcohol and Other Drugs

The Campuses Community Wellness Coalition (CCWC) includes representatives from the community and four colleges: National American University, South Dakota School of Mines and Technology, Western Dakota Technical Institute, and the HeSapa Center of Oglala Lakota College. Its mission is to promote healthy choices by young adults (ages 18 to 24).

The CCWC works with others on campus and in the community to educate students about high-risk behavior. The campus provides a wide range of educational and counseling programs to help students make healthy choices.



## Alcoholic Beverage/Drug Policy

*The School of Mines and the South Dakota Board of Regents (BOR) 4:27 Drug Free Environment are committed to providing a drug-free workplace. With the exception of policy 4:27:E 1-11, policy strictly prohibits the manufacture, distribution, dispensing, sale, possession, procurement, contributing to a minor, and consumption or use of alcohol, marijuana, or controlled substances by students and employees on any property controlled by the School of Mines and in connection with any institutionally sponsored activity (e.g., possession by consumption for students under 21 years of age will be enforced). Furthermore, the School of Mines prohibits the possession of empty bottles, cans, wine boxes, or other containers that originally contained alcoholic beverages and being in the presence of alcohol or other drugs on campus proper or in the dormitories.*

*BOR alcohol and other drug policy violations are cumulative throughout a student's enrollment at South Dakota Board of Regents institutions (they stay on the student's*

*discipline record and are transferable). The School of Mines alcohol and other drug policy violations are not cumulative between academic years.*

*This policy does not replace nor restrict the student discipline code as established by the South Dakota Board of Regents (3.4.2.B.16).*

University faculty and staff encourage parents to talk about the use of alcohol with their students before school starts and during college. High-risk drinking affects the whole family.

### **Students with Disabilities**

The law protects any person with a “physical or mental impairment” that “substantially limits one or more major life activities.” This includes, but is not limited to: persons with mobility impairments; visual impairments; hearing impairments; or mental or psychological disabilities, including mental retardation, emotional, or mental illness, and learning disabilities. Students wanting to claim protection under the Americans with Disabilities Act (ADA) should contact the ADA Coordinator, Ms. Jolie McCoy, in the Counseling Center by calling (605) 394-1924 or Dean of Students Dr. Patricia Mahon at (605) 394-2416, and their instructors upon entry to the School of Mines or as soon as possible after a diagnosis has been made. The ADA coordinator works with students to coordinate necessary accommodations, works with faculty as requested, and refers students to outside resources for help. The School of Mines does not provide assessment of medical, neurological, or psychological disabilities, but can refer students to the appropriate qualified specialists or outside

At the School of Mines, students are asked to provide medical documentation from a qualified professional, which defines the student’s abilities and limitations and includes recommended accommodations. It is also helpful to provide records of any previous accommodations [e.g., Individualized Education Program (IEP) from high school]. Instructors must demonstrate flexibility and consider alternative forms of delivering instruction, testing, and carrying out class assignments to the extent that such alterations do not fundamentally alter the

program or course. Counseling Services and the Dean of Students offices can assist in providing some forms of accommodation, such as tape-recorded examinations, proctoring extended time on exams, getting digital texts, and referrals to outside resources.

South Dakota Vocational Rehabilitation can be a useful source of help for some disabled students. More information and ADA forms are available at <http://counseling.sdsmt.edu/>.

## **Counseling and ADA Services**

Professional, confidential counseling services and ADA services are available at no cost to all School of Mines students. Trained professionals are available in the Surbeck Center's Counseling Service office to assist students with personal, career, or relationship problems; test anxiety; study skills coaching; and other concerns. Short-term counseling and referrals for campus and community resources are available. The Counseling Service office in the Dean of Students suite in Surbeck Center is open during campus hours of operations with evening appointments by request. In addition, some campus ministries also provide counseling for students.

Most faculty and staff members have participated in suicide prevention training provided by the counseling staff. They often refer students with problems to Counseling Services. Many students have received wellness programming that is also provided by the counseling services office.

Signs that a student is experiencing distress that may warrant a counseling appointment include:

- Withdrawal from others, missing classes, or not leaving his/her room;
- Expressing feelings of sadness, hopelessness, guilt, worthlessness, anger, or rage;
- Losing interest in school, hobbies, and other activities;
- Trouble eating or sleeping;
- Exaggerated behavior, aggressiveness, outbursts, or crying;
- Increased use of alcohol or drugs;
- Disheveled or drastic change in appearance;
- Recent severe loss including break-ups;

- Poor concentration and motivation for school.

Parents should take seriously any talk of death or suicide or any hints that the student has been thinking that way (writing about death, making final arrangements, giving away prized possessions, making statements that refer to a desire to die, and more). Parents who are concerned about their student are encouraged to talk to him or her about their concerns, listen to what is going on, and encourage him or her to seek help at the Counseling Services office. Parents may also contact the office directly to visit with a counselor about their concerns. Contact the office at (605) 394-1924 or (605) 394-2416.

### **Campus Ministries**

Campus ministries at the School of Mines provide students with a variety of services geared toward meeting both material and spiritual needs. Ministries include Lutheran Campus Ministry, the Catholic Newman Community, InterVarsity Christian Fellowship, International Students Inc., Muslim Student Association, and United Campus Ministry. Each group provides spiritual teaching in a variety of ways and sponsors food pantry and other student-help programs. Although campus ministries represent a variety of theological and denominational backgrounds, they collaborate in order to better serve all students. Contact information for any campus ministry is available at <<http://sdmines.sdsmt.edu/sdsmt/pastoral>>.

### **Campus Involvement**

Although the curriculum at the School of Mines is challenging and academics should always take priority, it is important for students to be involved with campus activities. In fact, research has shown that students who are involved in campus life do better academically. This involvement can occur in a variety of arenas, such as student organizations, academic projects, or on-campus employment.

There are more than 85 student organizations at the School of Mines for students to join. These organizations range from social clubs and academic organizations to religious groups and athletic teams. A student organization list can be found at

<http://stu-orgs.sdsmt.edu/>. A student organization fair is held each semester so students can learn about clubs they might be interested in joining. They can also stop by the Student Activities and Leadership Center in the Surbeck Center for more information.

## **Non-Traditional Students**

Non-traditional students (older students and students with families) comprise one-fourth of the student body at the School of Mines and are a growing population here and nationally. Non-traditional students often have the added challenges of jobs, children, commitments, and loss of study skills, but they have maturity, motivation, and insight to contribute to their classes from their life experiences. The Counseling Services office offers assistance in developing personal and study skills to non-traditional students, and non-traditional students can utilize the Kids Kastle Little Miner's Clubhouse daycare, on-campus health services, student health insurance, short-term loans from the Tech Foundation, special scholarships, and tutoring at the Tech Learning Center (TLC).

## **Multicultural and International Student Services; Study Abroad**

**The Office of Multicultural Affairs (OMA)** is committed to building and promoting programs, services, and resources that serve to create and sustain a diverse community. A diverse community is one that is inclusive, welcoming, and respectful, in which each citizen values differences in race, ethnicity, gender, sexual orientation, national origin, economic background, ability, age, and religion. At the same time, this diverse community affirms the central importance of our common humanity. In support of the School of Mines' commitment to a pluralist and equitable community for learning, OMA works collaboratively with faculty, staff, and students to create an experience rich in perspectives and opportunities to learn from each other. The office encourages each person to engage in positive social change to transform and sustain the local and global communities in which we live.

The OMA provides prospective and current students with information on scholarships, housing, co-ops, internships, and employment placement; the sponsoring of social and cultural enrichment events and activities; and support for the School of Mines' student chapters of the American Indian Science and Engineering Society (AISES), the National Society of Black Engineers (NSBE), and the Society of Hispanic Professional Engineers (SHIE).

The OMA participates with various departments on campus to provide science, technology, engineering, and mathematics information to pre-college students. The American Indian Science and Engineering Program (AISEP), which provides outreach to students at Rapid City Central High School, was introduced during the 2008-09 academic year. This program will expand to include more schools in the future. It is located in the lower level of the Surbeck Center. Visit the OMA website at <http://multicultural.sdsmt.edu/>.

**The Ivanhoe International Center (IIC)** is located in the lower level of the Surbeck Center and is the center for international activities on campus, including services for international students and for students who may be planning to study abroad. A broad variety of programs and services is offered.

Students are strongly encouraged to participate in a study abroad experience and the IIC assists students with the logistics of Study Abroad programs. Engineering and science have become global enterprises, and education in these fields must prepare graduates to function professionally on multinational and multicultural teams and/or to work overseas at some point in their career. The School of Mines encourages departments and programs to develop innovative ways of incorporating experiences into the curriculum that develop these skills.

International students are required to be covered by a major hospital-surgical insurance plan while enrolled in college. The School of Mines recommends to all students that they be covered under their parents' or spouses' insurance program or obtain coverage on their own. Insurance coverage is mandatory for all international students and their dependents.

Information about the student insurance plan is mailed to students' home addresses each fall from Avera Health Plans, the South Dakota higher education negotiated provider. Information is also available at the Dean of Students office, the Student Health office, and online at <http://international.sdsmt.edu/new-students/admissions/health-insurance/> or <https://myhealth.sdbor.edu/>.

Additional information for international students and students interested in study abroad is available on the web site at <http://international.sdsmt.edu/>.

## Medical Issues

All new admitted first-time freshmen, graduate, transfer, and special students who reside on campus, and returning former students born after 1956 must provide documentation of measles and rubella immunity. **Proof of two doses of measles vaccine or of the presence of an immune antibody against measles is required. Meningitis vaccinations are not required, but are highly recommended.** Records are to be submitted to the dean of students office.

During the academic year, medical services are provided to enrolled students on campus at the student health services office in the Surbeck Center. The student health services office is closed on school holidays when classes are not held, and on occasions when classes have been canceled. In case of an emergency when the student health service office is closed, enrolled students may make appointments by calling the health care provider, EmergiClinic at (605) 348-4645 during regular clinic hours. Outside of regular clinic hours, students should call (605) 341-1208. An answering machine will provide instructions on how to contact the doctor on call. Students shall be billed for emergency services provided pursuant to this section. International students should also be covered by a major hospital-surgical insurance plan while enrolled in college.

The School of Mines recommends to all students that they be covered under their parents' or spouses' insurance program or obtain coverage on their own. Insurance coverage is mandatory for all international students and their dependents. Information about optional student health insurance plans is

mailed to the students' home address each fall by Avera Health Plans, available in the student health services office, and available online at <<http://sdmines.sdsmt.edu/insurance>>.

## **Campus Safety and Security**

The South Dakota School of Mines and Technology is committed to the safety and security of our students and employees. Safety personnel regularly monitor the campus and work closely with the Rapid City Police Department in enforcing community, state, and federal laws, and providing education and prevention programs.

Emergency telephones are located on the campus quad and in campus buildings. In addition, the campus escort service may be utilized 24 hours a day by calling campus safety at (605) 394-6100. More information is provided on campus safety at <<http://studentlife.sdsmt.edu/policies/safety/>>.

## **Campus Alert System/Everbridge**

This system helps us notify students, staff, and faculty of any emergencies that occur on or near campus locations. Emergencies may include, but are limited to: weather alerts, school closings, fire, or criminal activity.

All students are automatically a part of this system through their campus-assigned e-mail address. An e-mail is sent to the campus-assigned e-mail account with information about how to register for the alert system. During registration, students may opt to register their personal telephone numbers, personal e-mail addresses, or other personal electronic devices to receive these campus alerts.

### **IMPORTANT!**

In order to receive vital safety messages, students need to register all available contact information.

All staff and faculty are required to register and participate in this campus alert system.

The Campus Alert system/Everbridge helps keep our campuses safe and ensure that everyone is notified when an emergency does occur. For more information about the Regental campus alert system, please visit <http://www.sdbor.edu/campusalert/>. More information about the Everbridge Aware™ emergency system, formerly known as 3n/National Notification Network, can be found at <http://everbridge.com/education>.

Source: South Dakota Board of Regents website, “Campus Alert”, last modified 6/10/2009, <http://www.sdbor.edu/campusalert/> (July 17, 2009), (March 15, 2010), (April 4, 2011).

## **Veterans Resource Center**

Located in the student activities area on the lower level of the Surbeck Center, the Veterans Resource Center (VRC) provides School of Mines veterans a comfortable area in which to relax, study or simply connect with other campus veterans. It additionally provides them with the following:

- Tutoring in algebra and writing
- Assistance with job and scholarship searches/applications
- Résumé and cover letter writing
- Counseling and referral services regarding VA benefits, G.I. bills, and community veterans organizations
- Academic and life skills advising and instruction in areas such as learning styles, test preparation, note taking, time management, stress management, and wellness.

The VRC is sponsored by the School of Mines and TRiO Veterans Upward Bound, a program funded by the Department of Education. For additional information on the VRC, please contact Cathy Payne at (605) 394-2560 or e-mail [catherine.payne@sdsmt.edu](mailto:catherine.payne@sdsmt.edu).

# Parent Primer on Finances

For most parents, the major concern is the cost to attend the School of Mines. The cost of attending the School of Mines will vary depending on a number of factors: the number of enrolled credit hours, types of courses, residency status, and room/board options. To assist in addressing this question, an estimated cost of attendance (COA) budget has been developed for the 2011-12 academic year and is summarized on pages 48-49. These calculations assume 15 credit hours per semester or 30 credit hours for the year.

## Financial Arrangements and Financial Aid

**Payment in full or financial arrangements (deferred payments) must be made by the third day of classes each semester for all tuition, fees, room, and board. If financial arrangements are not made with the Office of Student Accounts/Cashiering Services, late charges will be assessed and/or classes may be dropped.**

All credit/debit card payments for tuition and fees are processed online through the contracted vendor, infiNet. The student accounts/cashiering services office no longer accepts credit cards or debit cards in person, through the mail, or over the phone.

1. The following payment options allow for payment of tuition and fees without incurring a service fee for the student, parent, or third-party payer.
  - a. Electronic check via online from an established bank (not through vendor)
  - b. Cash, paper personal check, cashier's check, or money order through student accounts/cashiering services on-campus
  - c. Paper personal check, cashier's check, or money order through the mail
2. Payment plans are offered through the South Dakota public university system. Students and authorized payers

(e.g., parents) may pay tuition, academic fees, and other service charges online with a MasterCard (credit or debit), American Express, or Discover via the contracted vendor, infiNET, which will assess a service fee to the payer for the convenience of using the credit/debit card.

Students and authorized payers will not be able to use a Visa credit/debit card to pay tuition, academic fees, and other charges due to current Visa credit card contractual regulations.

3. Credit and debit cards, including Visa, are accepted by the South Dakota university system for other on-campus units such as bookstore purchases, housing deposits, and past due collection balances for which the system incurs the fee. Students do not pay a service charge fee for those transactions.

If the student is applying for federal student aid, but did not file the Free Application for Federal Student Aid (FAFSA) until after August 1, there is a good chance their financial aid will not be available by the final day of fee payment (third official day of classes). If an award letter has been processed and the total aid awarded (not including the Work-Study Program) is sufficient to pay their account in full, but the aid will not be available during fee payment, the student must obtain a Financial Aid Deferment from the Financial Aid office. (Personnel from the Financial Aid office will be located in the Surbeck Center during fee payment; signs will be posted clearly showing their location.) If the aid is not sufficient to pay their account in full, the student must pay the balance of their account that aid will not cover prior to 4 p.m. on the third official day of classes. Failure to do so could result in a late charge and/or dropped course registration.

For students that have filed their FAFSA, have signed and returned their award letter to the financial aid office, and have followed the directions provided with their award letter to finalize their aid for disbursement, all of their federal student aid (grants and student loans), School of Mines scholarships/non-working fellowships, and most non-School of Mines scholarships are applied directly to the student's account. Some

non-School of Mines scholarships may be in the Student Accounts/Cashiering Services office awaiting the student's endorsement. If the student's financial aid exceeds the institutional charges for tuition/fees, room/board (if contracting with the university for room/board) and Tablet PC rental, a refund will be issued. Refund checks and Work-Study program paychecks will be mailed to the student's designated local address or may be direct deposited to the student's designated bank account. Students can sign up for direct deposit via WebAdvisor.

Students who have a credit balance on their account prior to the processing of their refund can request an authorization to charge books at the campus bookstore. The authorized bookstore charges will be deducted from their credit balance.

Students must file a new FAFSA each year at <http://www.fafsa.gov> as soon as possible after January 1, but preferably after filing their federal tax returns. The results of the FAFSA will be used to determine eligibility for the various federal grant, scholarship, student loan, and work-study opportunities. Depending on when the South Dakota Board of Regents meet to set tuition and fee rates for the coming school year, the School of Mines generally begins the awarding process for incoming first-time freshmen by mid-April, and for current and transfer students shortly after the end of the spring semester. After our initial awarding process begins, we continue to award aid on a rolling basis throughout the summer and into the school year.

As mentioned earlier, continuing students must meet the Satisfactory Academic Progress (SAP) standards as prescribed by the federal government in order to qualify for federal financial aid. Students must successfully complete at least 67 percent of the course work they attempt each year and meet the university's minimum 2.00 cumulative grade point average (CGPA) progression standard.

For students who must work to provide their own financial resources, the Career Center, located in the Surbeck Center posts local part-time opportunities for students seeking employment while in school on the bulletin board, in the hallway leading to the Bookstore. The Career Center also assists students

in their search for co-op and internship positions. Students interested in work-study opportunities on campus should contact the financial aid office.

## **Tuition, Fees, Room and Board**

The amount for tuition and fees is set each year by the South Dakota Board of Regents. The Board of Regents reserves the right to make changes to any fees when it deems necessary. Refer to tables one through five for detailed information on undergraduate tuition, fees, room, and board. If you have any questions regarding how these rates would be used to calculate the amount owed by your student, please contact student accounts/cashiering services office in the Surbeck Center at (605) 394-2372 or the financial aid office in the O’Harra Building at (605) 394-2274.

### **Description of Fees**

#### **University Support Fee: \$90.30 per credit hour**

This fee, assessed for each state-funded course, is used to purchase equipment, materials, and services in support of instructional programs. It is also used to provide necessary services such as financial aid, counseling, student testing, administrative operation and maintenance costs, and student information system software.

#### **General Activities Fee: \$33.20 per credit hour**

This fee is assessed for each state-funded course. Examples of activities funded by this fee are student organizations, cultural events, homecoming, student government, student newspapers, intramural athletics, wellness center, student health services, and the Surbeck Center operational and debt expenses. The allocation of general activity fees is recommended to the president by students on the General Activity Fee Committee, and the president is the approving authority of how these fees are spent.

**Engineering and Science Fee: \$62.40 per credit hour**

The Engineering and Science Fee is used for maintaining accredited professional programs in engineering and technology, state-of-the-art classrooms, laboratories and electronic library resources, operating the required senior capstone group design projects, and the embedded learning outcomes assessment programs now required for accreditation. The Engineering and Science Fee on course prefixes MATH as well as CSC105 and CSC100/150L will be \$20.40 rather than \$62.40.

**Laboratory Course Fee: \$53.75 per lab**

This fee is charged for each laboratory course and supports the added costs associated with maintaining the laboratories.

**Parking Fees:**

Students must register online for campus parking and may do so beginning July 1, 2011. The parking fees listed on page 50 are for the 2011-12 academic school year. For online parking registration, go to <http://sdmines.sdsmt.edu/sdsmt/parking>. Prices and a map are available on the website. For more information, or to receive help with parking registration, e-mail [Mike.Frederiksen@sdsmt.edu](mailto:Mike.Frederiksen@sdsmt.edu) or call (605) 394-5316.

**Late Payment of Tuition and Fees:**

If a student does not make financial arrangements for payment of tuition and fees with the student accounts/cashiering services office by the end of the third day of classes, a late charge will be assessed. A student who fails to satisfy financial obligations when due may be withdrawn from the university, and tuition and fee charges will still be owed.

**Student Health Insurance:**

An insurance package is available to students at an additional cost. This plan covers a 12-month period and does provide dependent coverage. For more information, go to <https://myhealth.sdbor.edu/apply/>.

### **International Student Fee: \$120.95**

The International Student Fee is a one-time service fee for international students and is assessed at registration. This fee is used to cover the additional expenses associated with corresponding, reviewing, processing and updating the necessary information and paperwork associated with international students.

**TABLE 1: UNDERGRADUATE TUITION AND FEE RATES PER CREDIT HOUR**

<i>Tuition Type</i>	<i>Tuition</i>	<i>Fees</i>	<i>Total</i>
<b>South Dakota Resident</b>	<b>\$114.30</b>	<b>\$185.90</b>	<b>\$300.20</b>
<b>South Dakota Non-Resident*</b>	<b>\$171.45</b>	<b>\$185.90</b>	<b>\$357.35</b>
<b>Minnesota Reciprocity*** (estimated only)</b>	<b>\$146.56</b>	<b>\$185.90</b>	<b>\$332.46</b>
<b>Western Undergraduate Exchange</b>	<b>\$171.45</b>	<b>\$185.90</b>	<b>\$357.35</b>
<b>Self Support Classes**</b>	<b>\$277.00</b>	<b>-</b>	<b>\$277.00</b>
<b>Audit</b>	<b>Same as course for credit</b>		
<b>Examination for Credit</b>	<b>\$90.75 per course</b>		
<b>Tablet PC Rental</b>	<b>\$381.30 per semester</b>		

### **TABLE 1 notes:**

Fees include University Support Fee, General Activity Fee, and Engineering & Science Fee. This figure does not include the Laboratory Course Fee, which is \$53.75 per lab. See more detailed description of fees on pages 45-47.

\*New students and transfer students enrolled for academic year 2007 and thereafter.

\*\*This rate is for courses with a section level below 100. An example is Math 021.

\*\*\*This rate changes in August 2011.

**TABLE 2: FINANCIAL AID ESTIMATED COST OF ATTENDANCE (COA) PER YEAR--ON-CAMPUS**

Classification	Tuition Rate Per Credit Hour	Tuition (estimate based on 30 credits)	Fees (estimate based on 30 credits)	Books, Supplies + Tablet PC (approximate)	Room	Board	Estimated Transportation Cost Per Academic Year	Estimated Personal Expense Per Academic Year	Total
SD Residents	\$114.30	\$3430.00	\$5390.00	\$1960.00	\$3030.00	\$2670.00	\$2200.00	\$1750.00	\$20,430.00
MIN Reciprocity*	\$146.56	\$4400.00	\$5390.00	\$1960.00	\$3030.00	\$2670.00	\$2200.00	\$1750.00	\$21,400.00
New Non-Resident**	\$171.45	\$5140.00	\$5390.00	\$1960.00	\$3030.00	\$2670.00	\$2200.00	\$1750.00	\$22,140.00

**TABLE 3: FINANCIAL AID ESTIMATED COST OF ATTENDANCE (COA) PER YEAR--OFF-CAMPUS**

Classification	Tuition Rate Per Credit Hour	Tuition (estimate based on 30 credits)	Fees (estimate based on 30 credits)	Books, Supplies + Tablet PC (approximate)	Room	Board	Estimated Transportation Cost Per Academic Year	Estimated Personal Expense Per Academic Year	Total
SD Residents	\$114.30	\$3430.00	\$5390.00	\$1960.00	\$5350.00	\$2670.00	\$2400.00	\$1750.00	\$22,950.00
MIN Reciprocity*	\$146.56	\$4400.00	\$5390.00	\$1960.00	\$5350.00	\$2670.00	\$2400.00	\$1750.00	\$23,920.00
New Non-Resident**	\$171.45	\$5140.00	\$5390.00	\$1960.00	\$5350.00	\$2670.00	\$2400.00	\$1750.00	\$24,660.00

## Table 2 and 3 notes:

Rounding for actual Tuition/Fees and campus Room/Board is to the nearest \$10.

On-campus room estimate of \$1512.15 per semester assumes standard double occupancy room. Dorm rooms on-campus range from \$1512.15 to \$1858.40 per semester.

Rental for the Tablet PC is approximately \$760 for the 2011-12 school year. This is figured into the amounts for Books/Supplies and Tablet PC Rental noted in Table 2, and Table 3.

Estimated fees based on 30 (\$33.20 General Activity Fee + \$90.30 University Support Fee) + 24 (\$62.40 Engineering & Science Fee) + 4 (\$20.40 Engineering & Science Fee) + 2 (\$53.75 LAB). Actual fees will vary based on number of credit hours enrolled and the classes the student is taking.

\*The official rate for Minnesota Reciprocity is generally not known until mid-to-late summer.; the rate quoted is only an estimate.

\*\*NEW NON-RESIDENT Tuition Rate applies to all students from states other than South Dakota and Minnesota.

## Table 4: Residence Hall Charges – Semester

<b>Accommodations</b>	<b>Per Person</b>
Double Occupancy	\$1512.15 per semester
Single Occupancy	\$1692.35 per semester
Quad	\$1720.15 per semester
Deluxe Quad	\$1858.40 per semester
Apartments	See Residence Life
Advance Housing Deposit	\$100 per resident

**Table 5: Miscellaneous Fees**

Vehicle Registration (see Parking Fees on page 46)	Red Permit (Commuter/living off campus): \$75.00 Green Permit (students living on-campus): \$75.00 Yellow Permit (any student): \$20
ID Replacement Card	\$25 per card
Late Payment Charge	\$30 – past due amount greater than \$100 but less than or equal to \$1000 \$50 – past due amount greater than \$1000 \$10 – may be assessed on accounts with balances less than \$100
International Student Fee (see page 47)	\$120.95 (one-time fee at registration)



# Food Service Fees

All students living in the School of Mines residence halls are required to purchase a meal contract plan. First-year students must choose among the Platinum, Zinc, Nickel, or Silver Meal Plans. Upperclassmen can choose any of the meal plans available.

## Entitlement Meals

Each meal plan has a set number of meals that students are guaranteed each week or semester. These meals do not transfer from one week to the next or from semester to semester. The meal-plan week runs from Sunday breakfast through Saturday supper. Students can use only one meal per meal period if they are on a plan that has a specific number of meals allowed per week. If students want to treat friends to a meal, then Meal Plan Flex Dollars (Flex) would be used to pay for the friends' meals.

## Meal Plan Flex Dollars (FLEX)

Flex can be used in the Miner's Shack, the Hardrocker Café or Java City coffee house. Flex works like a debit card. When using Flex, the cashier totals the order, scans the card, and the amount is subtracted from the balance on the card. Any Flex left over at the end of the fall semester will be transferred to the spring semester. Any Flex left at the end of the spring semester will be lost. Learn more at <http://www.minesdining.com>.

**Meal Plan Choices**  
**(per semester)**

**Platinum Plan**

17 all-you-care-to-eat meals per week  
\$110.00 Flex per semester  
\$1335.15 per semester  
(\$4.50 per meal)

**Zinc Plan**

10 all-you-care-to-eat meals per week  
\$160.00 Flex per semester  
\$1335.15 per semester  
(\$7.34 per meal)

**Silver Plan**

130 all-you-care-to-eat meals per semester  
\$220.00 Flex per semester  
\$1335.15 per semester  
(\$8.58 per meal)

**Nickel Plan**

14 all-you-care-to-eat meals per week  
\$130.00 Flex per semester  
\$1335.15 per semester  
(\$5.38 per meal)

**Gold Plan**

\$1335.15 Meal Plan Flex Dollars per semester  
This plan can be used at any location.

**Copper Plan**

7 all-you-care-to-eat meals per week  
\$110.00 Flex per semester  
\$959.75 per semester  
(\$7.59 per meal)

### **Bronze Plan**

\$754.35 Meal Plan Flex Dollars per semester

This plan can be used at any location.

### **Aluminum Plan**

80 all-you-care-to-eat meals per semester

\$110.00 Flex per semester

\$754.35 per semester

(\$8.05 per meal)

### **Commuter Plans**

#### **Diamond Plan**

30 all-you-care-to-eat meals

\$176.49 plus tax

(\$5.74 plus tax per meal)

#### **Emerald Plan**

20 all-you-care-to-eat meals

\$123.04 plus tax

(\$6.01 plus tax per meal)

#### **Ruby Plan**

Meal Plan Flex Dollars

Pay \$100.00, receive \$110.00 to spend.

Pay \$150.00, receive \$165.00 to spend.

Pay \$200.00, receive \$220.00 to spend.

These can be used at any of our locations.

### **Casual Meal Rates**

	<u>Rate + Tax = Total</u>
Breakfast	\$5.00 + .35 = \$5.35
Brunch	\$7.10 + .50 = \$7.60
Lunch	\$7.60 + .53 = \$8.13
Dinner	\$8.25 + .58 = \$8.83
Premium Dinner	\$8.50 + .60 = \$9.10

## **Dining Hours** **Hardrocker Café**

### **Monday - Friday**

Breakfast	7–9:30 a.m.
Lunch	11 a.m.–1:30 p.m.
Dinner	5–7 p.m.
Friday dinner	5–6:30 p.m.

### **Saturday - Sunday**

Brunch	11 a.m.–1 p.m.
--------	----------------

## **Miner's Shack**

Monday-Thursday	7:30 a.m.–11 p.m.
Friday	7:30 a.m.–10 p.m.
Saturday	Noon–10 p.m.
Sunday	Noon–11 p.m.

## **Java City**

Monday – Thursday	7:30 a.m.–7 p.m.
Friday	7:30 a.m.–2:30 p.m.
Saturday	Closed
Sunday	Closed





# Mines Bookstore

501 East Saint Joseph Street

Rapid City, SD 57701-3995

Phone: (605) 495-2374 Fax: (605) 348-9094

E-mail: <sdsmtuniversitybookstore@sdsmt.edu>

<<http://www.minesbookstore.com>>

The Mines Bookstore is owned and operated by the School of Mines. The staff is excited about assisting all students and their families during their time at the School of Mines! Do not hesitate to call, fax, or e-mail with any questions you have.

## Bookstore Services

- User-friendly website
- Extensive course material choices
- Loyalty program with special discounts and offers
- Personal check cashing
- Fax service and postage stamps
- Acceptance of all major credit cards
- Special ordering of books, software, and supplies
- Acceptance of Grubby Gold on Mines ID Card

## Merchandise Selection

- New and used textbooks and study guides
- Digital books
- Textbook rentals
- Large variety of academic/office supplies
- Reference books
- Calculators
- Greeting cards
- Collegiate apparel from Jansport, Gear, CI Sport, Under Armour, and J-America
- Academically-priced software
- Gift items
- Snacks and beverages
- Tablet PC accessories

## **Show Them You Care!**

- School of Mines' apparel and gifts
- Gift cards
- FREE on-campus delivery of gifts ordered online

## **Textbook Information**

The Mines Bookstore strives to offer School of Mines students the best combination of pricing, selection, service, and value for their course material needs. Every effort is made to provide as many used textbooks as possible. A money-saving textbook rental program is offered for numerous titles. As technology advances, digital course material options are being offered as well. Textbook buybacks are held during finals week of each semester. Buyback prices are determined by supply and demand for the individual titles.

## **Student Textbook Reservation Services**

Do you want to have your students' course materials ready and waiting for them when they arrive at school? No problem! All you need to do is pre-order your course materials online at <[www.minesbookstore.com](http://www.minesbookstore.com)>. It's a great service that the bookstore offers to students! Not only are students' course materials available upon arrival to the School of Mines, but they also get first choice of the bookstore's inventory of used books and rental books. Detailed information about this service will be available during orientation. Do not hesitate to phone or e-mail the bookstore for more information.

## Bookstore Staff



Jennifer Bauer  
Bookstore  
Operations Officer

Micheal Halter  
Bookstore Buyer

Marlin Kinzer  
Director,  
Certified Collegiate  
Retailer (CCR)

Carla Heavlin  
Bookstore Buyer

# **Services/Divisions/Departments**

## **Office Hours for Departments:**

**Fall and Spring**

**7:30 a.m.–4:30 p.m. MT**

**Summer**

**7:30 a.m.–4 p.m. MT**

## **Academic Affairs (Enrollment Management)**

### **Admissions**

**O’Harra Building—Room 200**

**(605) 394-2414 or**

**Toll free (877) 877-6044**

**Fax: (605) 394-1979**

**E-mail: <admissions@sdsmt.edu>**

**<<http://www.gotomines.com/>>**

**<<http://www.gotomines.com/admissions/>>**

The Admissions office is responsible for the recruitment of students to the School of Mines. Additionally, the admissions staff provides support to potential School of Mines students by assisting them in coordinating campus visits, answering questions, and guiding them through the admission process. The admissions staff is available to answer students’ questions about application to the School of Mines.

## Admissions Staff



Front row left to right:

Ben Krush, Admissions Counselor  
Angela Rintelman, Admissions Counselor  
Debra MacDonald, Secretary

Back row left to right:

Ann Fischer, EMAS Administrator  
Geneene Sigler, Senior Secretary/Applications Processor  
Kelsey Freidel, Assistant Director for Admissions  
Molly Frankl, Director of Admissions

## Financial Aid

O’Harra Building—Rooms 216 C, D and E  
(605) 394-2274

Toll free (877) 877-6044

Fax: (605) 394-1979

<<http://sdmines.sdsmt.edu/finaid>>

<<http://www.gotomines.com/>>

Students and parents are invited to review all of the information on financial aid on the financial aid website at <<http://sdmines.sdsmt.edu/finaid>>. The Financial Aid office assists families in the process of applying for various types of financial aid programs, whether federal, state, local, or institutional, including grants, loans, scholarships and work-study. Information is available in the department office or via the website regarding the Pell Grant, Supplemental Educational Opportunity Grant (SEOG) for Pell-Eligible students, Perkins Loans, Subsidized and Unsubsidized Direct

Loans, Grad PLUS, Parent PLUS Loans, and Federal Work-Study programs. In addition, this office provides information for the South Dakota Opportunity Scholarship program, the Dakota Corps Scholarship program, private alternative student loans, and scholarships that are awarded outside of the university. The office also assists students in filing paperwork for third-party organizations that will be paying all or a portion of the student's educational costs.

### **Financial Aid Staff**



Left to right:

David Martin, Director of Financial Aid  
Erin Richards, Assistant Financial Aid Director  
Monica Darrow, Financial Aid Assistant

# Registrar and Academic Services

O'Harra Building—Room 201  
(605) 394-2400 or  
Toll free (800) 544-8162, ext. 2400  
Fax: (605) 394-1268  
E-mail: <aesinfo@sdsmt.edu>  
<<http://registrar.sdsmt.edu/>>

The Office of the Registrar and Academic Services (RAS) provides assistance with course enrollment and other academic services, such as student records, registration, veteran benefits, student computer information systems, institutional research, tutoring, placement, and proficiency testing. RAS is comprised of four different areas: registration and records; retention and testing; academic and student success services; and student information systems/institutional research. Stop in or phone the RAS office for any of these services.

## Registrar and Academic Services Staff



Left to right:

Dr. Pat Beu, Director of Retention and Testing  
Linn Miller, Assistant Coordinator of  
Academic Support  
Sarah Steiner, Senior Programmer Analyst  
Barbara Dolan, Registrar and Director  
of Academic Services  
Kathryn (Kathy) Crawford, Associate Registrar  
Tonette (Toni) Schauer, Associate Registrar and  
Veterans Services  
Debra Renken, Agency Integration Specialist  
Diana O'Toole, Secretary  
Tamara (Tammy) Moore, Program Assistant I

Not pictured:

# Finance and Administration

## Administrative Services

Accounting  
O’Harra Building—Room 112  
(605) 394-1204

Student Accounts/Cashiering Services  
Surbeck Center  
(605) 394-2372  
Fax: (605) 394-2810  
<<http://business.sdsmt.edu/>>

The Office of Finance and Administration, located in the O’Harra Building, prepares promissory notes for School of Mines students in the Federal Perkins Loan program. Support is provided to students by answering any questions related to their Perkins loans, such as repayment terms, interest rates, grace periods, deferment/cancellation requests, exit interviews, and more.

The student accounts/cashiering services office is located in the Surbeck Center and transacts all tuition, fee, and room and board assessments and payments, and assists students with billing questions. This office also disburses financial aid refunds and student payroll checks. Students obtain their ID cards through this office and can cash personal checks.

### Accounting Staff

### Student Accounts/Cashiering Services



Anita Brenneman,  
Accountant



Sandra (Sandee) Meier,  
Program Assistant I



Angela (Angie)  
Mattoon  
Senior Claims Clerk

# **Student Affairs/Dean of Students**

Surbeck Center  
(605) 394-2416 or  
Toll-free (877) 877-6044  
Fax: (605) 394-2914

## **Student Affairs Divisions**

Offices and programs include:

Career Center  
Childcare  
Counseling and Student ADA Services  
Health Services  
Ivanhoe International Center (IIC)  
Office of Multicultural Affairs (OMA)  
Residence Life  
Student Activities and Leadership Center (SALC)  
Student Conduct  
Campus Ministries  
Veterans Resource Center (VRC)

The vice president for student affairs and dean of students provides leadership for the Division of Student Affairs and develops, manages, and directs student services programs at the School of Mines. These programs are designed to assist students in fulfilling their academic, educational and career objectives by developing their optimum potential intellectually, socially, and emotionally. These efforts are instrumental in the Students Emerging as Professionals (STEPS) initiatives. The Dean of Student's office is located on the main floor of the Surbeck Center, room 201.

## Student Affairs Staff



### Front row—left to right:

Stephanie Lindsley, Assistant Director  
Surbeck Center  
Susan (Suzi) Aadland, Director, Ivanhoe  
International Center (IIC)  
Dr. Patricia (Pat) Mahon, VP for Student  
Affairs and Dean of Students  
Abena Songbird, Program Assistant I  
(SALC, OMA, ICC)  
Maureen (Reeny) Wilson, Director,  
Residence Life/Surbeck Center/  
Scheduling and Student Conduct  
Administrator

### Middle row—left to right:

Patricia (Pat) Casey, Senior Secretary for  
Surbeck Center  
Cheryl Dillion, Secretary and Recreation  
Supervisor (SALC, OMA, ICC)  
Mary Jo Farrington, Project Director,  
Campuses Community Wellness  
Coalition (CCWC)  
Rick Demarest, Intersarsity Christian  
Fellowship (IVCF)  
Mark Urban, Counselor, Counseling  
and ADA Services

### Back row—left to right:

Barbara (Barb) Mustard, Accounting/event  
Services  
Marie A. Romano, Administrative  
Assistant for Student Affairs and Dean  
of Students  
Jolie McCoy, Director, Counseling and  
ADA Services  
Scott Wiley, Coordinator, Multicultural  
Affairs/Counselor  
Michael (Mike) Keegan, Director,  
Student Activities and Leadership  
Catherine (Cathy) Payne, Veterans  
Resource Center Coordinator



### Photo Insert:

Dr. Darrell Sawyer, Director, Career  
Center

# Parent Primer on Empty Nest Syndrome

In adjusting to a student's departure from home to a new life at college, parents need to remember the Native American adage, "Parents owe their children two things...roots and wings." The freshman year in college is a time of major life changes for both students and parents. The following words of advice are specifically for parents who are adjusting to the experience of "empty nest syndrome."

- **Treat your student respectfully and with understanding.** Some mistakes will be made, but it is something everyone experiences at some point in time.
- **Encourage self-reliance and responsible behavior.** Students must learn how to budget time and money, keep up with academic responsibilities, and in general, be responsible for their own actions. A word of encouragement and praise from you can mean a lot.
- **Don't race to the rescue every time there seems to be a problem.** Let students work out their own difficulties. Chances are they will have resolved the issue long before you could get there anyway. Students may also contact the dean of students if there are questions, concerns, or grievances they feel are not being addressed.
- **Be a good listener.** Your student may be under a lot of stress and may need to just talk to someone. Offer advice only when asked for it.
- **Encourage your student to pursue his/her dreams.** Going to college is the first step in finding a lifetime career. If your student changes directions, support that decision. Do not expect your student to follow the ideas or dreams that you have for him or her.
- **Encourage your student to meet with professors and mentors/advisors often.** Networking with others is important during college and later in life.

- **Expect your student to be stressed during the first year.** Students may feel overwhelmed by the sudden independence and its multitude of responsibilities. Express confidence in your student’s ability to handle situations or problems he/she may encounter.
- **Encourage your student to explore new study skills and methods, form study groups, and seek help early when there is a problem.** There are tremendous differences between high school and college—courses are harder, expectations are higher, students are expected to find their own motivation to succeed, and grades may be lower than in high school.
- **Make sure your student still feels like part of the family.** Wait a few months before you turn your student’s room into a guest or hobby room or turn it over to a sibling. Send notes, e-mails, boxes of food, updates on old friends, or little reminders that he/she is loved and missed at home. Fix a favorite meal during home visits. Students need to know that there is a safety net out there for them.
- **Learn to let go.** You didn’t raise your student to stay home forever. Your student is trying to build his/her own life and will be working hard to do so.
- **Spread your own wings.** Find yourself rather depressed about this new phase of life? Remember that if your student were lying ambitionless on the couch watching soap operas all day, then you’d have reason to be depressed! Spend time on yourself, take up new hobbies and activities, and enjoy your new freedoms.

Source: “Developmental Tasks of Parents of College Students,” developed by Irene Hovey of the Office of Undergraduate Academic Affairs—University of Colorado at Boulder.

## Frequently Asked Questions

**Question:** Can my student repeat a course if he/she does not do well the first time?

**Answer:** Yes. Undergraduate students may attempt a course up to three times. Only the most recent grade for a course is calculated into the cumulative grade point average (CGPA), however, all attempts of a course remain on the transcript.

**Question:** I am paying for my child's education and want to see his grades. Can you send me a report?

**Answer:** No. Under the Family Educational Rights and Privacy Act of 1974 (FERPA), we are not allowed to release grade reports or records to anyone except the student. Educational institutions and agencies must obtain written consent from the student before releasing any information about a student. However, parents of dependent students who can document that the student is an exemption on their federal income tax return may have access to grades and other confidential information as provided by FERPA.

**Question:** How do students receive their financial aid?

**Answer:** Pell Grants, Perkins Student Loans, Supplemental Educational Opportunity Grants (SEOG), School of Mines' scholarships and fellowships, Subsidized and Unsubsidized Direct Student Loans, Graduate PLUS and Parent PLUS loans are applied directly to the student's account. If the student's financial aid exceeds their institutional charges for tuition/fees, room/board and Tablet PC rental, a refund will be issued.

**Questions:** Is there general information regarding financial aid programs available at the School of Mines?

**Answer:** Students and parents are invited to review the information available at <<http://sdmines.sdsmt.edu/finaid>>.

**Question:** If my student is sick or injured, where can he or she go for help?

**Answer:** Medical treatment at the student health services office, located in the Surbeck Center, or a referred service provider is available to all students each semester. All students are required to complete and return the Medical History/Physical Examination form with the required immunizations documented.

**Question:** What assurance do I as a parent have that my student will be safe on campus?

**Answer:** The School of Mines is committed to the safety and security of our students and employees. Safety personnel regularly monitor the campus and work closely with the Rapid City Police Department in law enforcement. There is also a campus escort service which may be utilized 24 hours a day by calling (605) 394-6100. Refer to pages 40-41 to learn more about Campus Safety and the Campus Alert system/Everbridge.

<b>CAMPUS EMERGENCY AND SAFETY PROCEDURES</b>	
<b>&lt;<a href="http://emergency.sdsmt.edu/">http://emergency.sdsmt.edu/</a>&gt;</b>	
<b>Visit the above website for procedure details about the following campus safety concerns:</b>	
1. Are you prepared?	11. Utility Emergency
2. General Emergency	12. Elevator Failure
3. Evacuation	13. Severe Weather Responses
4. Shelter-in-Place	14. Active Shooter Guide
5. Bomb/Anthrax Threat	15. Crime Prevention
6. Bomb Threat Checklist	16. Reporting a Crime
7. Medical Emergency	17. Safety Policies
8. Mental Health Crisis	18. Important Phone Numbers
9. Fire or Smoke	19. References
10. Chemical Spill	20. Campus Map

**Question:** Can we rent an apartment for our student or can he/she stay with relatives while attending the School of Mines?

**Answer:** For the first two years following their high school graduation, students are required by Board of Regents policy to live in on-campus housing. If they live with their parents or legal guardians (documentation of legal guardianship must be provided), students may live off campus. For further information about exemptions, please contact the residence life office.

**Question:** Where does my student find information on local part-time employment?

**Answer:** Job opportunities are posted on the display board near the Mines Bookstore in the Surbeck Center. There are usually local part-time jobs available both on and off-campus. The Career Center in the Surbeck Center uses an online job posting system to help students find summer internships, co-op opportunities and professional employment at <<http://career.sdsmt.edu/>>.

**Questions:** What if my student is absent from class or misses an exam because of a school-sponsored event?

**Answer:** Students are not penalized for absence from courses while participating in school-sponsored activities, provided arrangements are made with the instructor ahead of time. Students must also be given the opportunity to make up exams provided arrangements are made with the head or chair of the department.

**Question:** When will we get a bill and when is payment due?

**Answer:** The bills will be available online approximately August 1 for fall semester. Because billing is a paperless system, there will not be hardcopies of bills mailed to students. Payment can be made beginning August 1 and is due no later than August 31, 2011 at 4 p.m. MST.

**Question:** What is FIRST and how does one get registered for it?

**Answer:** FIRST is a great way for first-year students to connect with the university and each other. Programs associated with FIRST include an overnight summer orientation program (FIRST Connections); an experiential orientation the weekend before classes (FIRST Adventures); in-hall study groups; and tutoring assistance, as well as RAs, who regularly contact students to make sure they are making a good transition into college life. A subcomponent of FIRST is FIRST Residential, where 97 students are assigned to second floor Peterson Hall during their first two semesters at the School of Mines on a first-to-apply, first-to-be-assigned basis. There are programs throughout the year that give FIRST students the opportunity to develop academically as well as socially. Sign up for FIRST or FIRST Residential via the online housing application/housing exemption form. Concepts of the FIRST program serve as a guide for residence life staff interactions with all students. For more information, visit the residence life website at <http://reslife.sdsmt.edu/FIRST.html> or call (605) 394-2348.

**Question:** When are immunizations due?

**Answer:** Measles and rubella immunizations are required as soon as possible. Although not required, it is also highly recommended that the student get a meningitis vaccination. Future registration will be blocked after the 10<sup>th</sup> day of the initial semester registration, and holds will not be released until proper documentation is on file. PLEASE ENCOURAGE YOUR STUDENT TO SUBMIT IMMUNIZATIONS AS SOON AS

POSSIBLE. For more information, contact the dean of students office at (605) 394-2416 or visit the following website and then click the Required Immunization Form link at <<http://sdmines.sdsmt.edu/orientation/immunizations>>.

**Question:** Once the COMPASS placement exams are taken and the student is registered for their courses, how is the student notified about being registered and how to get on WebAdvisor to see their schedules?

**Answer:** Once the student completes the COMPASS exam or decides to accept the placement determined by his/her ACT scores, he/she next needs to complete the course registration form through the interactive checklist for accepted students. This form provides the School of Mines' associate registrars the information they need to build the student's first semester course schedule. Once an associate registrar has built the student's course schedule, an e-mail is sent to the student with instructions on how to access WebAdvisor to view the schedule. If the student is happy with his/her schedule, no additional actions are necessary. However, if the student has questions or concerns about the schedule, he/she needs to contact the associate registrar to discuss possible changes. Contact the Office of the Registrar and Academic Services at (605) 394-2400.

**Question:** What happens after the student gets an acceptance letter?

**Answer:** After being accepted, students will receive a "Next Steps" brochure which will direct them to the website that includes an interactive checklist with the next steps to take: housing application, COMPASS test, registration for orientation, and explanation of the Tablet PC Program. The website is <<http://www.gotomines.com/admissions/accepted/>>. If you have questions, contact admissions at (605) 394-2414.

# Important Campus Telephone Numbers

Student's Name \_\_\_\_\_

Student's Number \_\_\_\_\_

South Dakota School of Mines and Technology  
501 E. Saint Joseph Street  
Rapid City, South Dakota 57701-3995

Student's Phone Number \_\_\_\_\_

Student's E-mail Address \_\_\_\_\_

## Additional Campus Numbers

Toll-Free Number (800) 544-8162

All the offices listed below may be accessed through this number

**(Area Code 605)**

Admission	394-2414
Campus Switchboard	394-2511
Career Center	394-2667
Counseling Services	394-1924
Dean of Students	394-2416
Dining Services	394-1953
Enrollment Management	394-5127
Financial Aid	394-2274
Health Services	394-2354
Ivanhoe International Center	394-6884
Office of Multicultural Affairs	394-1828
Registrar and Academic Services	394-2400
Residence Life (Housing)	394-2348
Retention and Testing	394-2400
Security Office/Campus Safety	394-6100
Student Accounts/Cashier	394-2372
Student Activities/Orientation	394-2336
Surbeck Center	394-2335
Veteran Benefits	394-2553
Veterans Resource Center	394-2560

Visit the School of Mines website at <<http://www.sdsmt.edu>>.

## **Acknowledgments**

The Office of the Registrar and Academic Services gratefully acknowledges the support and encouragement of the School of Mines community in putting together this guide for parents. Many offices and individuals provided information or allowed us to reprint this material from other brochures, photos, handbooks, and web pages.

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