

# Undergraduate Admission Application Instructions

## Questions?

If you have any questions about our universities or academic programs, please call us or check out our home pages.

	Local	Toll Free	Home Page
BHSU . . . . .	(605) 642-6343 . . . .	1-800-255-BHSU . . . . .	www.bhsu.edu
DSU . . . . .	(605) 256-5139 . . . .	1-888-DSU-9988 . . . . .	www.dsu.edu
NSU . . . . .	(605) 626-2544 . . . .	1-800-NSU-5330 . . . . .	www.northern.edu
SDSM&T . . . . .	(605) 394-2414 . . . .	1-800-544-8162 x 2414 . . . . .	www.sdsmt.edu
SDSU . . . . .	(605) 688-4121 . . . .	1-800-952-3541 . . . . .	www.sdstate.edu
USD . . . . .	(605) 677-5434 . . . .	1-877-COYOTES . . . . .	www.usd.edu

## Application Requirements

### Instructions

Send all application materials to our processing center at the address listed below:

**Enrollment Service Center**  
414 East Clark Street, SDU 317  
Vermillion, SD 57069 USA  
Fax (605) 677-6828

The Enrollment Service Center processes all undergraduate admission applications for the six universities in the South Dakota Board of Regents system.

### Admission Application

Please complete the attached application form in **black ink**. Be sure the information is complete. Be sure to sign the form.

### Application Fee

All applicants are required to submit a nonrefundable application fee with your application. The application fee is **\$20 per university**. An exception is made for students who have previously applied, paid the fee, *and* attended a university in the South Dakota Board of Regents system. Make check or money order payable to "Enrollment Service Center."

*Note:* If you plan to take classes in Sioux Falls at the USDSU Center and have never attended a South Dakota public university, you are required to pay **just one \$20 application fee**.

### High School Transcript

If you are applying to a degree program, you must arrange for an **official** high school transcript to be sent to the Enrollment Service Center. If you are still attending high school, the transcript must include courses completed and courses in progress, or the high school counselor may use the "High School Courses in Progress" section of this application to certify courses in progress. You must also arrange for a final **official** transcript to be sent after you graduate from high school.

### Official College Transcript

If you are applying to a degree program, you must request **official** transcripts from all institutions you previously attended. Transcripts are considered **official** only if they are sent directly to the Enrollment Service Center by the institution. If you are currently enrolled at another institution, you may send a partial **official** transcript(s) and be considered for provisional admission until the final **official** transcript(s) arrives.

### Official Report of ACT or SAT Scores

If you are applying to a degree program and are under 24\* years of age, you must complete a college entrance examination (ACT or SAT) and have the results sent to the universities to which you are applying or to the Enrollment Service Center. If ACT or SAT scores are listed on your high school transcript, it is not necessary to request the scores from the testing agency.

### Use of Social Security Number

We are requesting your SSN for administrative record accuracy and reporting. Disclosure of your SSN is voluntary and if you decline to provide it to us this action will not affect your admissions eligibility. However, we request this information from you in order to meet our federal obligation to report student employment, Hope and Lifetime scholarship tax information, and federal financial aid. The SSN number is confidential information under the Federal Educational Rights to Privacy Act and we will not release it without your consent. Having your SSN on record will enable the university to keep accurate information and to report it promptly.

### Readmitted Students

Former students who want to reapply for admission must submit another admission application and **official** transcripts directly to the Enrollment Service Center for all colleges attended since leaving the university to which you are reapplying. If you interrupt your attendance by a semester or more, you must reapply for admissions to that university.

## Admission Requirements for Baccalaureate Degree Programs

Admission criteria are subject to change by the Board of Regents of South Dakota and by the six universities in the Board of Regents system.

### Freshman Admission (Applicants under 24\* years old)

To be a candidate for admission to a baccalaureate degree program, the applicant must meet the general requirements in "A" **AND** the subject matter requirements in "B."

### Rank in the top 60% of their high school graduating class;

- A**
- OR** Achieve an ACT composite score of 18 or above or SAT I score of 870 or above;
  - OR** Earn a GPA of at least 2.6 on a 4.0 scale in all high school courses.

### Complete the following required courses with a cumulative grade point average of a "C" or higher (2.0 on a 4.0 scale):

#### 4 years of English

- OR** ACT English sub-test score of 18 or above
- OR** AP English score of 3 or above

#### 3 years of Advanced Mathematics\*

- OR** ACT Math sub-test score of 20 or above
- OR** AP Calculus score of 3 or above

### B

#### 3 years of Laboratory Science\*\*

- OR** ACT Science Reasoning sub-test score of 17 or above
- OR** AP Science score of 3 or above

#### 3 years of Social Science

- OR** ACT Social Studies/Reading sub-test score of 17 or above
- OR** AP Social Studies score of 3 or above

#### 1/2 year of Fine Arts (Will increase to 1 year for Fall 2005 admissions)

- OR** AP Fine Arts score of 3 or above

\* Advanced mathematics includes algebra or any higher level of math.

\*\* Laboratory science includes biology, chemistry, physics, or other approved science courses in which there is a weekly lab period scheduled.

At the time of admission, it is expected that students will have basic keyboarding skills and have had experience in using computer word processing, database and spreadsheet packages and in using the Internet or other wide area networks. These expectations may be met by high school course work or demonstrated by some other means. Incoming students assessed and found deficient in this area may be required to complete specific computer skills courses.

*Applications from students with deficiencies are reviewed on an individual basis by each university to which they apply.*

### Transfer Admission

The requirements listed below are the minimum requirements to all six universities in the Board of Regents system. Individual universities and individual programs within the universities may have higher requirements.

- Transfer students with 24 or more semester credits are eligible to be candidates for admission if they meet both standards below:
  - Have a cumulative college grade point average of 2.0 or higher.
  - Are in good standing with their most recently attended school.
- Students with less than a 2.0 GPA may be admitted on probation, but each applicant is considered on an individual basis.
- Transfer students under the age of 24\* who have earned fewer than 24 semester credits must also meet the freshman admission requirements above.

### Non-Traditional Admission

The requirements listed below are the minimum requirements to all six universities in the Board of Regents system. Each university has established its own admission requirements for students age 24\* or over and for those who did not graduate from high school.

- Applicants under 24\* years of age who did not graduate from high school must obtain an ACT composite score of 18 or above, ACT English sub-test score of 18 or above, Mathematics sub-test score of 20 or above, Social Studies/Reading, and Science Reasoning sub-test scores of 17 or above, meet state requirements for the high school equivalency certificate, and meet any university-determined requirements for admission to baccalaureate programs. Students must be at least 18 years of age, or the class of which the student was a member must have graduated from high school.
- Applicants who are at least 24\* years of age must have graduated from high school, completed the General Equivalency Diploma (GED) with a combined score of at least 225 and a minimum of 40 on each test, or met state requirements for the high school equivalency certificate, and must meet any university-determined requirements for admission to baccalaureate programs.

\* Board policy changes the required age from 21 to 24 beginning with the Spring 2003 semester.

### Admission Requirements for Associate Degree Programs

To be a candidate for admission to an associate degree program the applicant must meet the following requirements (individual degree programs may have additional admission requirements):

Meet the baccalaureate admission requirements

- OR** Rank in the top 60% of their high school graduating class
- OR** Achieve an ACT composite score of 18 or above or SAT I score of 870 or above
- OR** Earn a cumulative GPA of at least 2.6 on a 4.0 scale in high school courses
- OR** Complete the General Equivalency Diploma (GED) with a combined score of at least 225 and a minimum score of 40 on each test.