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## **WELCOME!**

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The University of South Dakota (USD), South Dakota State University (SDSU), Dakota State University (DSU), Northern State University (NSU), and Black Hills State University (BHSU) deliver programs and classes in Sioux Falls. Each of the five universities has a long tradition of providing high quality educational experiences and opportunities to the state of South Dakota and surrounding states.

It is our sincere wish that you enjoy a wonderful college experience in our facilities and a successful year.

## **OUR FACILITIES**

University Center is located just off I-29, at the intersection of 60th Street North and Career Avenue. We opened our first building in January of 2009. These are UC Main and the Graduate Education and Applied Research (GEAR) Center. In August 2011 our third facility on the new campus opened – The Science and Technology Classroom Building. Most classes are held either in UC Main or the Science and Technology Classroom building. However, some nursing classes meet in The Health Science Center (HSC), which is located at 2300 Career Avenue, two miles south on the Southeast Tech campus.

Please be aware that your classes may meet in different buildings. Refer to the Meeting Information section of the course listing in WebAdvisor or one of the bulletin boards by each main entrance to determine where your classes are located. Faculty offices are located in both UC Main and the Science and Technology Classroom Building. Your instructors will list their office number and location on their syllabi, or you may call our main office (located in UC Main) at 367-5640 to inquire about the location of faculty offices.

Most student services are centered in the UC Main building. Their locations are as follows:

- Advising:** UC Main Office
- Bookstore:** UC Main 168
- Business Office:** UC Main 133
- Career Services:** UC Main Office & HSC 200
- Disability Services:** UC Main Office
- Resource and Testing Center:** UC Main 205
- Tutoring Services:** UC Main 205 (Resource Center)

Additional information regarding each of these services can be found throughout this handbook.

## **ABOUT THIS GUIDE**

This guide is designed as a reference book or resource to be consulted and used as needed for information on *policies*, *procedures*, and *services* at University Center. This resource supplements the policies established by each of the campuses.

We hope you find this resource to be helpful. If you are unable to find the information you need in this guide, remember that University Center faculty and staff and our website ([www.SDUniversityCenter.org](http://www.SDUniversityCenter.org)) are other valuable resources.

## **UNIVERSITY CENTER MISSION STATEMENT**

University Center provides the greater Sioux Falls community convenient local access to quality public higher education programs from the partner universities – The University of South Dakota, South Dakota State University, Dakota State University, Northern State University and Black Hills State University.

To accomplish this mission, University Center will work with the partner universities to –

- Deliver complete university degree programs, courses and services in Sioux Falls at a level of quality commensurate with on-campus programs and beyond what any one university could provide.
- Develop a learning course delivery and student service environment to meet the needs of non-traditional students and adult learners.
- Focus academic programs and courses to foster and support the economic development of the Sioux Falls area.
- Develop partnerships with local employers to provide academic programming for their employees.
- Serve as a delivery point and developer of non-credit personal and professional development programs to encourage individual life-long learning

# **ACADEMIC CALENDAR 2011**

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August 29	Fall 2011 Semester Begins <i>All Monday classes will meet regardless of time. The only exceptions will be that the Science Labs will not meet unless otherwise posted; and DDN classes scheduled <b>between</b> 8:00 AM – 4:00 PM will not meet. DDN classes will begin at 4:00 PM</i>
August 29-31	Tuition Payment
August 31	Deadline for payment or payment arrangements to avoid cancellation of registration and having a late fee assessed
September 5	Labor Day Holiday – <b>NO CLASSES / OFFICES CLOSED</b>
September 7	Last day to add a full semester course. <b>Courses dropped AFTER this date will receive a grade of "W" and NO REFUND.</b> Last day to drop a full semester course and receive a full tuition refund
October 10	Native American Holiday – <b>NO CLASSES / OFFICES CLOSED</b>
October 17-21	Mid-term Week
October 26	Mid-term Deficient Grades Due
October 31- November 18	Pre-registration for current students by priority date for Spring 2012
October 28	Last day to withdraw from the University (ALL FULL SEMESTER CLASSES) and be eligible for a prorated refund of University charges based on federal regulations and Board of Regents policy
November 11	Veteran's Day Holiday— <b>NO CLASSES / OFFICES CLOSED</b>
November 10	Last day to drop a full semester class or withdraw from <b>ALL</b> full semester classes/University and receive a grade of "W" – <b>NO REFUND</b>
November 21	Open registration for Spring 2012
November 23- 27	Thanksgiving Recess Wednesday before Thanksgiving—NO CLASSES/OFFICES OPEN  Thanksgiving Day Holiday— <b>NO CLASSES / OFFICES CLOSED</b>  Friday after Thanksgiving— <b>NO CLASSES / OFFICES CLOSED</b> (if granted by the Governor and BOR)

Saturday and Sunday after Thanksgiving—**NO CLASSES / OFFICES CLOSED**—including Open Lab and Resource Center

November 28 Thanksgiving Recess Ends, Classes Resume at 8:00 AM

December 12-16 Final Exams Week--Final Exams Week

\*University Center classes do not follow the on-campus block scheduling of final exam week.  
Final exams are to be given during the finals week (December 12-16) of the semester at the regularly scheduled class time

December 16 Fall 2011 Semester Ends

December 18-January 7 Break between Fall and Spring Terms

UC Offices-----8:00 AM-7:00 PM Monday-Thursday  
8:00 AM-5:00 PM Friday  
Open Computer Lab-----8:00 AM-8:30 PM Monday-Thursday  
& Resource Center

Note: Christmas Eve/Day—**OFFICES CLOSED**

Note: New Year's Eve/Day—**OFFICES CLOSED**

December 21 Fall 2011 Final Grades Due

December 26 Christmas Holiday---**OFFICES CLOSED**

## ***Disability Policy Statement (ADA)***

All benefits, services, and education opportunities are offered without regard for ancestry, age, race, citizenship, color, creed, religion, gender, disability, national origin, sexual orientation, or Vietnam Era veteran status. Persons of disability desiring to request reasonable accommodations must register with the Disability Services Officer from their home university. In order to make sure requests are received and acted upon in a timely manner, the student should contact Jennifer Schelske, *Coordinator of Student Services*, at the Sioux Falls location (UC Main) as soon as possible upon admission.

## ***Privacy of Student Records***

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

University Center accords all the rights under the law to any person enrolled as a student. No individual or group outside the organization shall have access to nor will the organization disclose any information (except directory information) from students' educational records without the written consent of students except to the following personnel: employees of University Center as designated by the Executive Dean; officials of other institutions in which students seek to enroll; organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; persons or organizations providing student financial aid; accrediting agencies carrying out their accreditation function; persons in compliance with a judicial order; and persons in an emergency in order to protect the health or safety of students or other persons.

Within University Center, only those members, individually or collectively, acting in the students' educational interest are allowed access to student records.

At its discretion, University Center may provide the following directory information in accordance with the provisions of the act: student name, hometown, major field of study, enrollment status, dates of attendance, degrees and awards received, the most recent school(s) attended by the student. Students may withhold directory information by notifying the Student Services Office at their home institution. Authorization to withhold directory information may need to be filed each semester.

This also means that students will not be able to get information such as grades by calling in to University Center.

## **HOURS OF OPERATION**

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- *Main Office (UC Main)*
  - Monday-Thursday: 8:00am-7:00pm
  - Friday: 8:00am-5:00pm
- *Resource Center (UC Main Room 205)*
  - Monday -Thursday 9:00am-10:00pm
  - Friday 8:00am-5:00pm
  - Saturday 9:00am-4:00pm
- *Open Computer Lab (UC Main Room 152)*
  - Monday-Thursday 8:00am-10:00pm
  - Friday 8:00am-5:00pm
  - Saturday 9:00am-4:00pm
  
- *Office Phone Number* (605) 367-5640 or Toll Free 866-220-7085
- *Office Fax Number* (605) 367-5643
- *Website* <http://www.SDUniversityCenter.org>

## **FACULTY AND STAFF**

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### **Dean's Office (605) 367-5640**

- Mark Lee, Executive Dean
- Jennie Doyen, Marketing Director
- Barb Wagley, Program Assistant II
- Lora Fejfar, Senior Secretary

### **Osher Life Long Learning (605) 367-5226 (605) 782-3209**

- Lori Bonderson, Director
- Eileen Butcher, Sr. Secretary
- Ernie Ortega, Secretary

### **Business/Cashier Office (605) 367-8418**

- Laura McCluskey, Business Service Manager
- Julie Rajdl, Accounting Assistant
- Sheena Westphal, Secretary / Cashier

### **Academic and Student Services Coordination (605) 367-5640**

- Sharon Sopko, Director
- Sarah Rasmussen, Assistant Director
- Jennifer Schelske, Student Services Coordinator
- Chris Assmus, Program Assistant I
- Megan Sternquist, Senior Secretary
- Jill Toland, Senior Secretary
- Linda Roehrich, Secretary
- Abbie Gruseth, Sr. Secretary
- Susan Berger, Secretary
- Aaron Anthony, Academic Advisor
- Jason Madsen, Academic Advisor
- Ben Weins, Academic Advisor
- Hillary Westerhuis, Academic Advisor
- Vikki Van Hull, Financial Aid Advisor
- Alan Fischer, Admissions/Retention Coordinator
- Kari Krpan, Peer Advisor
- Staci Rosenbrook, Peer Advisor

**SDSU Nursing (605) 782-3086 Toll Free 1-866-661-6230**

- Cynthia Elverson, SDSU Accelerated Nursing Director
- Sandra Bunkers, SDSU Graduate Department Head, Director of Ph.D. Program
- Marge Hegge, SDSU Nursing
- Linda Kropenske, SDSU Nursing
- Carla Dieter, SDSU Nursing Graduate Program
- Nancy Kertz, SDSU Nursing Graduate Program
- Nicole Gibson, SDSU Nursing Graduate Program
- Julie Hansen, SDSU Nursing
- Mary Kennedy, SDSU Nursing
- Anna Atteberry, SDSU Nursing Academic Advisor
- Jolene Ledwell, SDSU Senior Secretary
- Janet Malone, SDSU/USD Laboratory Coordinator

**USD Nursing (605) 357-1570**

- Linda Benedict, USD Director of Nursing
- Jennie Holland, USD Nursing Student Services Coordinator
- Connie Parker, USD Nursing Office Manager
- Carol Dreke, USD Assistant Professor
- Connie Evenson, USD Associate Professor
- Michelle Gierach, USD Associate Professor
- Tracee Hofer, USD Assistant Professor
- (To Be Named), USD Assistant Professor
- Anne Kleinhesselink, USD Assistant Professor
- Bridget Nichols, USD Assistant Professor
- Cindy Mulder, USD Associate Professor
- Chris Tesch, USD Assistant Professor
- Janet Fleck, USD Lab Coordinator

**Faculty**

- Steve Bambas, 367-8380
- Lois Campbell, Math Faculty, 367-8405
- Martin Dennis, Psychology Faculty, 782-8410
- Nicole Graves, Family and Consumer Sciences Faculty
- Richard Hennies, Math Faculty, 782-3207
- John Hollingsworth, Math Faculty, 367-8413
- Melody Jewell, Chemistry Faculty, 367-3089
- Jamie Ladonski, Biology Faculty, 367-8384
- Kristin Lenertz, Biology Faculty, 782-3239
- April Lovrien, Speech Faculty, 367-8425
- Sara Madsen, Chemistry Faculty, 367-8390
- Kevin Magee, English Faculty, 782-3235
- Rebecca Martin, Psychology Faculty, 782-3240
- Barb Myers, Computer Faculty, 782-3215
- Brian Nowell, Psychology Faculty, 367-7597
- Doug O'Neill, Sociology Faculty, 367-8461
- Melinda Obach, English Faculty, 367-8381
- Michael Roach, Economics Faculty, 367-8489
- Tony Slieman, Anatomy/Physiology, 782-3237
- Ann Tryon, History Faculty, 367-8382
- Randall Warren, Biology Faculty, 367-8383

**University Center Bookstore (605) 782-3211**

- Mickey Kukuk, Manager
- Judy Woodard, Assistant Manager

**Testing/Resource Center (605) 367-5989**

- Randi Unverzagt, Library Assistant

**Computing Services – Help Desk (605) 201-4887**

- Ryan Johnson, Computer Support Team Leader
- Michael Davis, Sr. Computer Support Specialist
- Tom Petersen, Sr. Computer Support Specialist
- Joe Lewellen, Computer Support Specialist

**Tutors/Student Success Center (605) 367-5640**

**Career Services**

- Denise Heidebrink- South Dakota Career Center Representative-(605) 367-4819
  - Employment opportunity
  - Resume Writing
  - Interview Skills
- CHOICES Planner/Career Counseling – 367-5640
  - Interest Inventory
  - Career Planner

## ADMISSIONS

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Students are not actually admitted to University Center, but to one of the universities (USD, SDSU, DSU, NSU or BHSU). A student who wants to earn an undergraduate degree will be required to complete a South Dakota Public Higher Education Undergraduate Application for admission and submit the required documents. If you have been admitted as a degree-seeking student and did not attend the university the previous semester, you will be asked to resubmit an application for admission. Applications are available through University Center at (605) 367-5640, or on our website: [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org)

### ***Non-Degree Seeking Students***

Non-degree seeking students (“special students”) need to complete the information on a University Center registration form as well as have on file immunization requirements. Please stop in the front office to pick up a form.

### ***Application Fee***

Undergraduate degree-seeking students who have not previously attended a South Dakota public university within the last three semesters must submit a \$20.00 application fee with the application for admission. The graduate application fee is \$35.00 per university.

### ***Undergraduate Admission Requirements***

For admission to baccalaureate degree programs, high school graduates under age 21 must have the following credentials:

Graduate in the top 60% of their high school graduating class

OR

Achieve an ACT composite score of 18 or above

OR

Earn a GPA of at least a 2.6 on a 4.0 scale.

AND

Complete required high school courses with a cumulative grade point average of “C” or higher (2.0 on a 4.0 scale). Please visit our website ([www.SDUniversityCenter.org](http://www.SDUniversityCenter.org)) for a complete listing of courses.

Applications from students with deficiencies are reviewed on an individual basis. The application process for freshmen requires the completion of the admission application and the submission of an official high school transcript and ACT or SAT results.

### ***Non-Traditional Students***

Applicants who are at least 24 years of age or older must have graduated from high school, completed the General Equivalency Diploma (GED) with a combined score of at least 2250 and a minimum of 410 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.

### ***Transfer Students***

Official transcripts of **all** previous college work must be sent to the Admission Office of the university where the student is seeking admission regardless if credit was earned.

### ***International Students***

All international students must make an appointment with an institutional International Student Advisor before admission to a university or registration is possible. Contact the office of International Admission at USD, SDSU, DSU, NSU or BHSU for more information.

### ***Preadmission Immunization Policy***

Due to regulations mandated by the Board of Regents, all students, whatever their classification or status, must document their immune status for measles, mumps and rubella. Proof of two doses of MMR vaccine or of the presence of an immune antibody titer against measles and mumps shall be required. Immunization forms are available at University Center or online at

<http://www.SDUniversityCenter.org/prospectivestudents/immunization.pdf>. Students who fail to provide the required, signed proof of immunization shall not be permitted to register or attend classes at any state institution until in compliance.

### ***Health Insurance***

Students admitted and enrolled in a degree program at USD, SDSU, DSU, NSU or BHSU and carrying at least five (5) credits are eligible to purchase health insurance offered through a plan endorsed by the South Dakota Board of Regents. The basic student plan is available. Insurance may also be purchased for a non-student spouse and/or unmarried dependent children under age 19, or 29 years if they are a full-time student at an accredited institution. Information about health insurance is available online at <https://myhealth.sdbor.edu>

## **REGISTRATION**

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To attend a class offered at University Center you must be officially registered for that particular class. In order to register for classes, students must complete the appropriate forms, meet the admission requirements (if degree-seeking) and have submitted proof of MMR Immunizations (see “Preadmission Immunization Policy”). New, non-degree seeking students must complete the information on the University Center registration form (available at University Center main office) and submit proof of immunizations. If there are prerequisite course requirements for the course the student is attempting to register for as non-degree seeking, they must submit an unofficial transcript of the prerequisite course before they will be allowed to register for that course.

Use one of the following methods to complete registration:

### ***Current and New Students***

- After being advised, new and current students can access our website at [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org) and register instantly using Web Advisor. Instructions for logging in and using WebAdvisor are found online.

### ***Academic Advising***

Assistance with program planning and course selection is available at University Center. University Center Advisors are on site to assist students with career planning, program selection and class scheduling. Students are responsible for seeking assistance from their advisor regarding academic progress and planning.

There are several opportunities for students to visit with an advisor:

- Make an appointment to meet with a University Center Advisor by calling (605) 367-5640. Nursing students should call USD Nursing at (605) 782-3213, SDSU Nursing at (605) 782-3086.
- Check with the University Center website or office for times when advisors for individual programs from each of the five universities will be at University Center and make an appointment. (Program advisors will only be available if appointments have been scheduled at least two days in advance.)
- Students may also email their advisors. Email for student’s assigned advisor(s) is found under “my profile” in WebAdvisor.
- Advisors are also available via Online Chat accessible through the website at [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org)

### ***Registering for Subsequent Semester***

Students register for subsequent semesters according to their priority registration date. This date is assigned according to the number of credit hours completed by the student. Continuing students can find their priority registration date by accessing their account on WebAdvisor at [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org). New students will be allowed to register after priority registration has ended once they have been advised by an academic advisor.

### ***Student Holds***

Students may be unable to register for classes due to holds placed on their accounts by various departments. Some holds include advising holds, pre-general education holds, business office holds, etc. To remove these holds you must contact the appropriate department. Students can find out if they have a hold by checking in WebAdvisor under "My Restrictions".

\*\*Advising holds- contact your advisor (you may find out who this is on Web Advisor under "my profile")

### ***Class Cancellations***

The universities reserve the right to cancel a course due to insufficient enrollments, or to close a class if further enrollments reduce class/faculty effectiveness. If a class is cancelled, the students will receive a full refund if they have prepaid tuition and fees.

### ***Changing Class Schedules***

Schedule changes through the drop/add period can be done on WebAdvisor. If the student is taking only one course and drops that course, it is not considered a drop; this constitutes a withdrawal. Adjusting schedules by dropping classes or withdrawing from courses after this period requires a contact with the university office for the appropriate procedures, forms and time lines. Financial Aid recipients should contact their Financial Aid office (at their home university) immediately to determine the effects of their action on their financial aid as a refund/or repayment may be needed.

**Failure to attend class, once registered, does not cancel enrollment in any class or classes.** Failure to change enrollment status except according to university procedure will result in a grade "F" recorded on the permanent record.

Changing class sections also requires a student to contact the university office for the appropriate procedures, forms and time lines.

To withdraw for a specific term is to cancel **ALL** current enrollments at all public regental universities. Forms for withdrawal are available at University Center. If you are enrolled in one course and you drop that course, you are withdrawn for that term.

**Unofficial withdrawal from courses will result in a failing grade, and you will be responsible for the payment of tuition and fees.**

### ***Transfer Equivalency***

Students intending to transfer course credit towards a degree at another institution should verify acceptance of the course with that institution. Students looking to take courses at another university and intending to transfer them to University Center need to check with their home institution (USD, SDSU, DSU, NSU or BHSU Registrar) to see if it will be acceptable.

### ***Transcripts***

Students may request an official transcript by completing a form and sending a \$5.00 fee to the Registrar's Office at their home university. Forms are available at the University Center Main Office. Official transcripts are **not** available at the University Center campus.

### ***Minimum Progression Standards***

The following are the standards established by the Board of Regents for students to maintain enrollment in good standing:

<b>Class</b>	<b>Credit hour range</b>	<b>GPA Standard</b>
<b>Freshman</b>	<b>0-31.99</b>	<b>2.0</b>
<b>Sophomore</b>	<b>32-63.99</b>	<b>2.0</b>
<b>Junior</b>	<b>64-95.99</b>	<b>2.0</b>
<b>Senior</b>	<b>96+</b>	<b>2.0</b>

Students with cumulative grade point averages (GPAs) below the GPA standard are placed on academic probation. Students on academic probation earning a term GPA below the standard or not raising the cumulative GPA to the level of the minimum progression standard within two additional academic terms would be suspended for two academic terms. Contingent upon the student appeals process outcomes and administrative action by the university, a student may be readmitted.\*\*

All students are required to obtain a cumulative GPA of at least 2.0 to qualify for graduation.

\*\*To reapply after suspension, please see your home school's advisor at University Center.

## **TUITION AND FEES**

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Tuition and fees are charged according to the policies of the South Dakota Board of Regents and are subject to change without prior notice.

	<b>University Center Self Support Rates</b>		
	Summer 2011, Fall 2011 and Spring 2012		
	1 credit	2 credits	3 credits
UNDERGRADUATE	\$277.00	\$554.00	\$ 831.00
GRADUATE	\$368.00	\$736.00	\$1104.00

- Most classes at University Center, with the exception of classes in Nursing and Pharmacy and select graduate programs, are self-support. Resident and non-resident students pay the same self-support rate. Special rates for senior citizens, teachers, and state employees are not applicable to self-support rates.
- Audit costs are the same as credit costs. Students are required to request audit on their registration form at the time of registration.
- Payment deadlines vary. Check with the University Center Business Office at (605) 367-8418 for payment information.
- Students who register for classes after the semester has started will be expected to pay at the time of registration.
- Third-party billings (i.e. Vocational Rehabilitation) will be accepted with appropriate authorization or written *prior arrangement*.
- Payment plans are available. Please visit with the business office about these arrangements *prior* to start of classes.

### ***Financial Aid***

Students interested in applying for financial aid need to meet specific conditions and process the appropriate forms before financial aid eligibility can be determined. If you are applying for financial aid, it is necessary for you to be admitted to a degree program at one of the universities. Questions can be directed to the *University Center Financial Aid Advisor*, or your *home university financial aid office*.

- A student's home university coordinates financial aid for students enrolled with more than one university.
- Financial Aid is **not** available to non-degree seeking students.
- It is necessary to apply for financial aid each year. Delay in filing your application for financial aid may result in a delay in receiving funds prior to classes beginning. If this occurs, students are responsible to have alternative funds available in order to make payment.
- Because the financial aid process involves several steps, it is important to allow six (6) to eight (8) weeks to complete the process. Students may complete the FAFSA form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

\*\*\*\*Remember, Financial Aid is processed at the student's home university (USD, SDSU, DSU, NSU, or BHSU).

## **BUSINESS OFFICE**

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Account balances are usually due the third day of the term. University Center Business Office is available for students to pay their tuition or get a University Center Student ID. The Business Office can process tuition payments in the form of cash or checks only. Students wishing to pay by credit card should use *SDePay*, which is accessible through Web Advisor. Electronic check payments can also be processed through *SDePay*. Students may also submit payment by check directly to their home institution.

University Center Business Office is located in Room 133 of University Center Main and can be reached by phone at 605-367-8418 or by e-mail at [ucbusinessoffice@SDUniversityCenter.org](mailto:ucbusinessoffice@SDUniversityCenter.org). Office hours are Monday through Thursday 9am to 7pm and Friday 9am to 5pm.

### ***SDePay***

#### **South Dakota Public University System's E-Commerce Process**

- Students can view and pay their student charges on-line. No paper tuition statements will be mailed from the University Center Business Office.
- Students can pay on-line 7 days a week with e-Check, which is free to the students.
- Students can authorize parents, guardians, etc. to view and pay student charges on-line.
- Students and Authorized Payers can pay on-line 7 days a week with a credit or debit card (American Express, Discover, or MasterCard only) A service fee of 2.75% will be charged by Nelnet for this service.  
*Please note that credit or debit card payments can no longer be processed at the University Center Business Office*
- Students may still pay their tuition with cash or check at the University Center Business Office. Tuition payments in the form of checks may be mailed to the University Center Business Office.

#### **Follow these steps to access SDePay**

1. Go to [www.sduniversitycenter.org](http://www.sduniversitycenter.org)
2. Click on Current Students
3. Click on WebAdvisor & e-mail on left side of screen
4. Click on WebAdvisor under you home university
5. Click on Students
6. Enter your WebAdvisor ID and password
7. Under Financial Information, Click on SDePay/View account

The QuickPAY message board will be displayed and from here students and authorized payers can access billing statements, view current activity and make payments.

The Business Office does offer an employer deferred tuition reimbursement program. Please contact the Business Office to make payment arrangements and for additional information.

**Student ID's** are available at University Center Business Office and are recommended for University Center students. Students will need their University Center ID card to print on the University Center campus. Students will receive 100 free printed pages per term and additional pages cost .05 cents each. Funds may be added to ID cards at the Business Office and the Resource Center.

Gift Cards are available for purchase at the Business Office in denominations of \$5 or more. These gift cards can be used for printing, copying or purchases at the UC Bookstore and Java City.

### **Parking Permits**

Students taking 5 or more credits at University Center facilities will be assessed \$13.50 (1/2 of the annual \$27 SD Board of Regents approved parking fee). This parking fee will be assessed each term including fall and spring, excluding summer. The parking fee will be billed to the student account at the beginning of each fall and spring term.

Please be advised that tickets will be issued to students parking in visitor parking for more than the posted time limit, or parking in areas designated for staff, faculty or handicapped (without appropriate permit).

## **VETERANS**

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Students eligible for veterans' benefits or National Guard/Reserve benefits should immediately begin their paperwork by registering for courses and contacting their Veterans' representative or National Guard representative to initiate the benefit application process.

### **Veterans' Representatives:**

USD	605-677-8884
DSU	605-256-5648
SDSU	605-688-4700
NSU	605-626-7692
BHSU	605-642-6113

### **Members of the South Dakota National Guard**

Students who are members of the South Dakota National Guard may qualify for reduced tuition at University Center. University Center self-support tuition will be reduced, for qualifying students, by an amount equal to one-half the resident, state-supported tuition rate. Applications for this special tuition must be submitted to the Registrar's Office of his or her home university by the first day of classes. This applies to both undergraduate and graduate tuition for qualifying students.

## **BOOKSTORE**

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All textbooks and class materials for University Center classes are available in the bookstore, located in Room 168 of University Center Main. Students taking classes in Sioux Falls from USD, SDSU, DSU, BHSU and NSU should purchase books at the bookstore at University Center Main. If you are taking alternative courses such as online or correspondence, those books cannot be purchased at the University Center bookstore, but must be purchased from the school the class is offered through.

Bookstore hours:

Monday – Thursday            8am to 6pm

Friday                            8am to 5pm

Web address: [www.sduniversitycenterbookstore.com](http://www.sduniversitycenterbookstore.com)

## **RESOURCE CENTER SERVICES**

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### ***Placement Testing***

To determine if students are prepared to take any English or math course, the universities will use the student's ACT scores in English and math (if taken within 5 yrs) or require students to take the COMPASS placement test. The COMPASS test measures proficiencies in writing skills, mathematics and reading and is administered at the Resource Center, located in UC Main Room 205. Students should call (605) 367-5989 and schedule a time to take COMPASS (allow two hours to complete the tests).

### ***College Level Examination Testing (CLEP)***

CLEP is a test through which a student may earn college credit and is available at University Center. For CLEP information, check out our website [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org) or contact the University Center Resource Center at 367-5989.

### ***Tutorial Services***

Basic tutoring services for general education math, English, chemistry and anatomy/physiology are provided free of charge for University Center students in the Resource Center, located in UC Main Room 205. Tutor hours are posted and may vary. Please stop in Room 205 and sign up for an appointment and find information on walk-in tutoring. Additionally, our tutors are able to hold study groups. Please visit with our tutors on how to join.

Math tutorial software and various resources are also available for checkout.

### **Career Services**

Denise Heidebrink from South Dakota Career Services is available by appointment at 605-367-4819 or 605-367-5300 and will have regular hours at the UC Main Campus in the Career Center.

### **Career Counseling**

Students can participate in the CHOICES Interest Inventory. This assessment can help decide on a major or career path. To schedule an appointment contact Jennifer Schelske at 367-8465 or [jennifer.schelske@sduniversitycenter.org](mailto:jennifer.schelske@sduniversitycenter.org)

### **Testing Services**

Make-up exams may be given to those students who, for extenuating reasons, cannot take an exam at the appointed time. Extenuating circumstances would cover illness, child's illness, weather, and other emergencies. Appointments and other outside activities that can reasonably be scheduled at another time are not considered emergencies and students should be expected to take the exam at the appointed time.

It is the students' responsibility to set up testing appointments by phoning 367-5989. Walk-ins will not be accommodated except for COMPASS testing. Photo ID's are also required for testing at the Testing Center.

The Resource Center hours are 9:00 a.m. to 10:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday and 9:00 a.m. to 4:00 p.m. Saturday. There is no testing available on Sunday.

The following guidelines must be followed:

- Students requiring special accommodations should contact Jennifer Schelske, Student Services Coordinator at 367-8465. The Resource Center staff does not accommodate students requiring exam reading or one-on-one testing or a guaranteed distraction-free environment.
- The Resource Center staff will assist with COMPASS, CLEP, exit and TekXam testing
- Pharmacy and Nursing are responsible for administering make-up exams to their students.

### **Library Services**

Library services at University Center include: on-line access to full text articles from over 500 magazines and journals, abstracts for 1500 journals, bibliographic database searches, delivery of books and articles, and on-line access to the (SDLN/PALS) catalog of 4.2 million volumes in the 40+ libraries across the state. Statewide Library Courier is available to students who attend University Center. Requested materials will be delivered to the Resource Center. Students are also invited to use the SDLN/PALS terminal located at the Siouxland Library, Main Branch.

In addition, the staffs of the libraries at USD, SDSU, DSU, NSU and BHSU are available to provide information about services that are available through the on-campus libraries.

These services include telephone access to reference librarians and the delivery of library materials by mail, fax, or courier service.

Delivery time for materials varies from 15 minutes for on-line full text materials to three days for items owned by your university library to 2-4 weeks for inter-library loan materials. Most materials are offered free of charge but some inter-library loan costs may be passed on to the student requesting the materials.

Library resources are available in the Resource Center in Room 205 at UC Main. Resources may be used 9:00am-10:00pm Monday through Thursday, 8:00am-5:00pm Friday and 9:00am-4:00 pm Saturday. Resource Center Assistants may be contacted at 605-367-5989. To access library databases, the computers in Room 152 (UC Main) may be used. All inter-library loans are completed at the student's home university website. An electronic form is filled out online to gain access to these resources.

For additional information regarding these or other library services, please contact:

**USD- I.D. Weeks Library**

Reference Librarian: Steve Johnsen  
Phone: 605-677-6089 [or](mailto:steve.johnsen@usd.edu)  
800-299-5448  
Fax: 605-677-5488  
Web page: [www.usd.edu/  
library/index.html#idweeks](http://www.usd.edu/library/index.html#idweeks)

**SDSU-H.M. Briggs Library**

Reference Librarian: Mary Kraljic  
Phone: 605-688-4049 [or](mailto:mary.kraljic@sdstate.edu)  
800-786-2038  
Fax: 605-688-6133  
Web page: [www.sdstate.edu/  
~whbl/http/homepage.html](http://www.sdstate.edu/~whbl/http/homepage.html)

**DSU- K.E. Mundt Library**

Reference Librarian: Rise Smith  
Phone: 605-256-5203  
Fax: 605-256-5208  
Web page: [www.dsu.edu/  
departments/library](http://www.dsu.edu/departments/library)

**NSU- Williams Library**

Phone: 605-626-3018 or  
800-678-8330  
Fax: 605-626-2473  
Webpage: [www.northern.edu/library/](http://www.northern.edu/library/)

**BHSU-E.Y. Berry Library-Learning Center**

Phone: 605-642-6250  
Fax: 605-642-6298  
Webpage: <http://lis.bhsu.edu/lis/index.cfm>

## **TECHNOLOGY AT UNIVERSITY CENTER**

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An open computer lab is located in Room 152 at University Center Main.

The UC Main open computer lab (*Room 152*) is available:

Monday-Thursday	8:00am-10:00pm
Friday	8:00am-5:00pm
Saturday	9:00am-4:00pm

No food or drink is allowed in any of the computer labs.

Assistance is available for those experiencing difficulties with the computers in the labs. Computer Help Desk staff are located at the IT Desk on the first floor.

Technology resources are provided by University Center for use by students, faculty and staff. All members of the institutional community who use technology resources are responsible for the integrity of the resources. The following policy relates to the use of technology resources. Each individual is responsible to abide by this policy. Violation of this policy may result in suspension of computer privileges, disciplinary review, or suspension or expulsion from the college.

Computer Violations, theft of computer time or other abuse of computer access, including, but not limited to:

- Unauthorized entry into a file to use, copy, read, delete or change the contents, or for any other purpose;
- Unauthorized transfer of a file;
- Unauthorized use of another individual's identification or account;
- Use of computing facilities to interfere with the work of another student, faculty member or institutional official;
- Use of computing facilities to send obscene or abusive messages;
- Use of computing facilities to interfere with normal operation of the institutional computing system;
- Making, acquiring or using unauthorized copies of computer software, or violating terms of applicable software license agreements;
- Attempting to circumvent data protection schemes or tampering with security.

### **WebAdvisor**

WebAdvisor is an online student account through which students can gain access to their grades, course listings, GPA, and advisor contact information. Current students use WebAdvisor to register for classes, drop classes, perform program evaluations, access test records (ACT, COMPASS, etc.), make tuition payments, and print enrollment verification. Students can access WebAdvisor by going to [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org) and clicking on "WebAdvisor".

### **Desire 2 Learn**

D2L is the online course management tool used for course delivery. Students can access D2L from the URL listed below.

<https://d2l.sdbor.edu/>

### **University Email**

Access your university email by going to [www.sduniversitycenter.org](http://www.sduniversitycenter.org) and clicking on your respective home school's logo located at the top of the webpage.

## **DISTANCE EDUCATION**

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Students who are self-motivated, self-disciplined and assertive, may choose the freedom of distance courses. Students interested in taking distance courses such as online, correspondence or telecourses can view all state-wide offerings at the Electronic University Consortium website – [www.sdbor.edu/euc](http://www.sdbor.edu/euc)

### **Links**

USD – <http://www.usd.edu/ce/>

SDSU – <http://distance.sdstate.edu/>

DSU – <http://www.departments.dsu.edu/disted/>

NSU – <http://www.northern.edu/extension/index.htm>

BHSU – <http://www.bhsu.edu/Academics/DistanceLearning/>

### **Advising**

University Center offers general education advising to students taking distance courses. To contact an advisor or set up an appointment call the Main Office at 367-5640 or 1-866-220-7085.

### **Support**

Library Services – UC Student Resource Center (UC Main 205), 367-5989  
Proctor/Testing – UC Student Resource Center (UC Main 205), 367-5989  
Disability Services – Jennifer Schelske, Student Services Coordinator, UC Main, 367-5640

## **WEBSITE**

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On the University Center website, [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org), Students can check course schedules each semester and review program offerings. The site can also be used to find helpful information on financial aid, tutoring options, academic advising and employment opportunities. Community members and future students visiting the site can take a virtual tour and learn more about programs offered at University Center by each of the five partner Universities. Also, students should check the UC website for any class cancellations due to weather or instructor illness. Cancellations will be listed on the front page of the website as soon as any information is received.

## **STUDENT CONDUCT**

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The integrity of the University Center community is contingent upon fulfillment of a trust - that the members of the student body will engage in reasonable behaviors to promote and protect the educational environment. Members of the institutional community reasonably expect that they shall be able to study, work, and relax in a safe and orderly environment that is conducive to achievement of the educational, scholarly, and public service mission of the institution. The rights and privileges that are afforded to all students are subject to their assuming the responsibility of reasonable behavior. Any student, group of students, or student organization found to have committed the following misconduct is subject to disciplinary sanction.

The following regulations, while not all-inclusive, identify forms of conduct that infringe upon those expectations, disrupt the orderly progress of institutional activities, and so, expose the actors to discipline:

- **Academic Dishonesty.** Acts of dishonesty, including, but not limited to the following:
  - Cheating, which is defined as, but not limited to the following:
    - Use or giving of any unauthorized assistance in taking quizzes, tests, or examination;
    - Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments, or

- Acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.
  - Plagiarism, which is defined as, but is not limited to, the following:
    - The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment consistent with accepted practices of the discipline;
    - The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - Other forms of dishonesty relating to academic achievement, research results or academically related public service.
  - Furnishing information known or believed to be false to any institutional official, faculty member or officer;
  - Forgery, fabrication, alteration, misrepresentation or misuse of any document, record or instrument of identification, including misrepresentations of degrees awarded or honors received;
  - Claiming to represent or act in behalf of the institution when not authorized to represent or to act.
- **Disruption of Educational Process.** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other institutional activities, including its public-service functions on or off campus, or other authorized non-institutional activities.
  - Children are **not** allowed in classrooms, testing areas, laboratories or other instructional areas.
- **Disruption of Others' Education or Activities.** Disruption of or interference with the activities of persons who are studying, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities.
- **Acts of Aggression** including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person.
- **Sexual Conduct.** Subjection of another person to any sexual act against that person's will or without consent, including any conduct that would constitute a sex offense, whether forcible or non-forcible, under SDCL 22-22-1- through 22-22-7.2.
- **Harassment.** Discriminatory conduct including sexual harassment, racial harassment, or harassment on any other grounds, directed against individuals.
- **Theft.**
- **Damage to Property.**
- **Possession of Stolen Property.**
- **Hazing.** No student organization or person shall conduct nor condone hazing activities.
- **Failure to Comply.** Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.
- **Unauthorized Access** to any institutional premises, institutional equipment, data processing systems or information management or storage materials, facilities or systems.
- **Violation of Other Policies.** Violation of published South Dakota Board of Regents policies.
- **Violation of Federal, State or Local Law on Institutional Premises.**
- **Bomb Threats.**

- **Alcohol or Drug Violations.** No possession, use or distribution of alcohol, marijuana or controlled substances is permitted on the campuses or Regental institutions except where specifically authorized by South Dakota Board of Regents policy.
- **Possession of Dangerous Weapons.** Illegal or unauthorized possession of firearms, other items defined as dangerous weapons (including firearms, knives, fireworks, explosives, or dangerous chemicals) on institutional premises.
- **Disturbing the Peace.** Conduct classified under state law or local ordinance as disorderly, lewd, and indecent or a breach of the peace.

## REPORTING CONCERNS/GRIEVANCE PROCEDURE

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Students should report concerns regarding sexual harassment and other forms of harassment to the University Center Executive Dean. Confidentiality will be maintained to the maximum extent possible in resolving the problem. If a complainant chooses to exercise his/her right to file a formal complaint, the South Dakota Board of Regents Human Rights Complaint Procedure will be used in the investigation and resolution.

Complainants, witnesses, and other persons who have assisted, testified, or participated in any manner in any phase of an investigation will be protected. This policy and applicable Board of Regents, State, and Federal regulations prohibit retaliation, coercion, interference and/or intimidation, or any other adverse act. Persons committing such adverse actions will be subject to disciplinary actions.

## DISCIPLINARY ACTION

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The following sanctions may be imposed upon any student found to have violated the institutional Student Code:

- Warning – A disciplinary notice in writing to the student that the student is violating or has violated institutional regulations.
- Censure – A written censure for violation of specified regulations.
- Probation – Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- Loss of Privileges – Denial of specified privileges for a designated period of time.
- Fines – Previously established and published fines may be imposed.
- Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.
- Discretionary Sanction – work assignments, service to the institution or other related discretionary assignments.
- Suspension – Separation of the student from the institution for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. **A student who has been suspended from one Board institution may not be enrolled at another.**
- Expulsion – Mandatory separation of the student from the institution for a period of no less than six years. **A student who has been expelled from one Board institution may not be enrolled at another until the period of expulsion has expired.**

## **APPEAL OF ADMINISTRATIVE DECISIONS**

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Administrative officers of each University participating in University Center have the responsibility and authority to make decisions within their respective areas of jurisdiction. As in the case of a concern or complaint regarding a grade in a course or other academic issues, a student should first discuss the concern with the official directly responsible for the area involved (i.e. the course professor). If the matter cannot be resolved at that level, a student should contact the Director of Academic and Student Services Coordination or the Assistant Director of Academic and Student Services Coordination at University Center. This review process, wherein an official at a given level reviews the decisions of a subordinate, extends to the level of the President of the University. In reviewing a decision, an official will examine the relevant information and the rationale upon which the decision was based. The decision of a subordinate may be reversed (or a re-examination by that official be directed) wherein the review discloses a significant error.

For more information regarding the Appeals Process, contact the Director of Academic and Student Services Coordination or the Assistant Director of Academic and Student Services Coordination at (605) 367-5640.

## **GENERAL INFORMATION**

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### ***Communicable Disease Policy***

University Center is committed to keeping its students and its employees informed regarding the current state of medical knowledge regarding communicable diseases, including AIDS, AIDS-related complex (ARC) and HIV positive antibody.

No otherwise qualified individual, because of the presence of any communicable disease, will be denied admission or access to services or programs. However, the institution may impose restrictions from specific areas if such activities would jeopardize student health and safety. Special precautions to prevent contagious diseases from spreading may be necessary.

Safety guidelines consistent with public health recommendations will be adopted for handling blood and body fluids in the classroom setting as well as outside of the classroom. Individuals and organizations that attempt to impose restrictions other than those authorized by the Board of Regents, on HIV carriers, will be subject to disciplinary action.

### ***Tobacco Usage***

Smoking or use of any tobacco products in any area of the University Center facility is prohibited at all times by students, faculty or staff members. Smoking areas may also be found at UC Main Facility in following locations: North entrance and North East entrance of the facility. Any and all other areas are prohibited. If you have any questions regarding tobacco usage at any UC Facilities please inquire on our website or via both institution.

## **EMERGENCY POLICIES- FOR UC**

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### ***Medical Emergency/Death***

1. Call 911 – stay with the dispatcher until told to hang-up
2. Stay with ill/injured person
3. Contact administrator
4. Send someone to flag down emergency vehicle

### ***Fire/Explosion***

1. Activate Alarm
2. Leave the building immediately (best EXIT noted above classroom doorway)
3. Instructor – Last one out
  - a. All students are out
  - b. Windows/doors closed
  - c. Lights off
4. Remain Outside until the ALL CLEAR is given by authorized person

#### **Instructors:**

- If you are teaching a class – take roll
- If you are not teaching a class – leave the building and wait for instruction via Campus Alert.

### ***Tornado/Hazardous Weather***

1. Alarm sounds
2. Move into interior hallway or windowless classroom – lowest level possible
3. Turn away from windows or other expanses of glass
4. Cover head (with clothing if possible)

If evacuation is not possible, take shelter under desks or tables. Wait for the ALL CLEAR.

#### **Instructors:**

- If you are teaching a class – take roll, if there is damage STAY with students.
- If you are not teaching a class and there is damage – wait for instructions via intercom or Campus Alert.

### ***Hazardous Material Spill***

#### **Outdoors**

1. Stay indoors
2. Close windows – no air leaks
3. Secure all doors – nobody in or out ( except authorized person)

4. Wait for the ALL CLEAR/OTHER INSTRUCTIONS

### **Indoors**

1. Leave building as ordered (or same as fire)
2. Wait for the ALL CLEAR before reentering/ other instructions.

#### **Instructors:**

- If you are teaching a class – take roll

### ***Armed Intruder/Hostage/Lock Down***

1. Leave building immediately – if possible
2. If a cell phone is available, DIAL 911 – Report Location of Intruder
3. If you are in a room at UC North you can lock the door from the inside of the room by either using your office key/room key or the dead bolt on the room door. (Doors at UC North are equipped with intruder locks.)
- 4.

### ***Lock Down – Procedure***

1. Place colored card (contained in folder identified as “security measures” located in each classroom) where it can be seen.
  - a. Red – injury/need assistance
  - b. Green – OK
2. Lock Door (UC North doors can be locked from the inside.)
3. Lights off
4. Keep quiet
5. Wait for room to be cleared – By authorized person

If intruder gains access to your room, you should follow orders from the subject. If while in your room, the intruder begins assaulting people – LEAVE the building if at all possible.

#### **Instructors:**

- If you are teaching a class – take roll
- If you are not teaching a class – wait for instructions via intercom or Campus Alert.

## **GLOSSARY**

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**Audit:** Enrolled in a class but not receiving the course credit.

**Catalog Year:** The year a student first enrolled as a degree-seeking student determines the catalog year. This catalog year determines your general education, program and graduation requirements. (This catalog year will change if a student withdraws or discontinues enrollment.)

**Closed Class:** A limit is placed on the size of each class section. When that cap is reached, it is closed for enrollment. For this reason, students are encouraged to register for classes early.

**DEF:** A code students may receive at midterm on one or more of their classes listed in WebAdvisor. DEF means that the student is currently deficient in his/her progress of the class.

**Degree Seeking Student:** A student who enrolls in courses and is admitted to a program at a university with the intention of graduating with a degree from said institution.

**Desire 2 Learn:** D2L is the online course management tool used at University Center. You can access D2L from the University Center homepage. Click on the respective link corresponding to the university offering the course you are enrolled in.

**Drop/Add Period:** The period (generally about one week for Fall and Spring terms) at the beginning of the term when a student may drop and/or add courses. Approvals may be needed depending on the situation or the course.

**Dropped course:** A course is considered dropped if a student terminates enrollment in that course and continues to be actively enrolled in at least one other course with USD, SDSU, DSU, NSU, or BHSU or any public regental university. Not attending class does not constitute a drop; course must be dropped via WebAdvisor. If a student drops a course after the 100% refund date (last day to drop/add a class), there is **no** refund.

**Home Institution:** The university at University Center from which a student is earning his/her degree: either The University of South Dakota, South Dakota State University, Dakota State University, Northern State University, or Black Hills State University.

**Multi-Institution Student:** A multi-institution student is one who is taking classes from more than one university in the System. One of the institutions is designated as the “home” institution. The student may then take classes from any of the other universities where the student is not earning a degree.

**Non-degree Seeking Student:** A student admitted to take classes at one of the four universities, but not pursuing an academic degree. Non-degree seeking students do not qualify for financial aid. Also referred to as a “special” student.

**Prerequisite:** A course/exam that needs to be completed before registering for a particular class. Contact your university or an advisor to determine your eligibility to take a course listed in the course schedule.

**Proficiency Exam:** (also known as the “Rising Junior Exam”) as defined by the South Dakota Board of Regents Policy Manual:

“Effective Spring semester 1998, satisfactory performance on the proficiency examination is required for all students seeking an associate or baccalaureate degree from the South Dakota Unified System of Higher Education.”

Criteria for Test Eligibility: Students seeking an associate degree must have completed 32 passed credit hours at or above the 100 level. Baccalaureate degree students must have completed 48 passed credit hours at or above the 100 level. Students will sit for the examination during the first semester in which they become eligible. Students are notified when they are eligible.

**“Special” Student:** (See Non-degree Seeking Student above)

**Transcript:** The official record of student’s courses and grades kept permanently on file at the main campus of the institution where they received their degree.

**Transfer Credit:** Academic credits earned at one institution that are transferred to another institution to apply to a program of study.

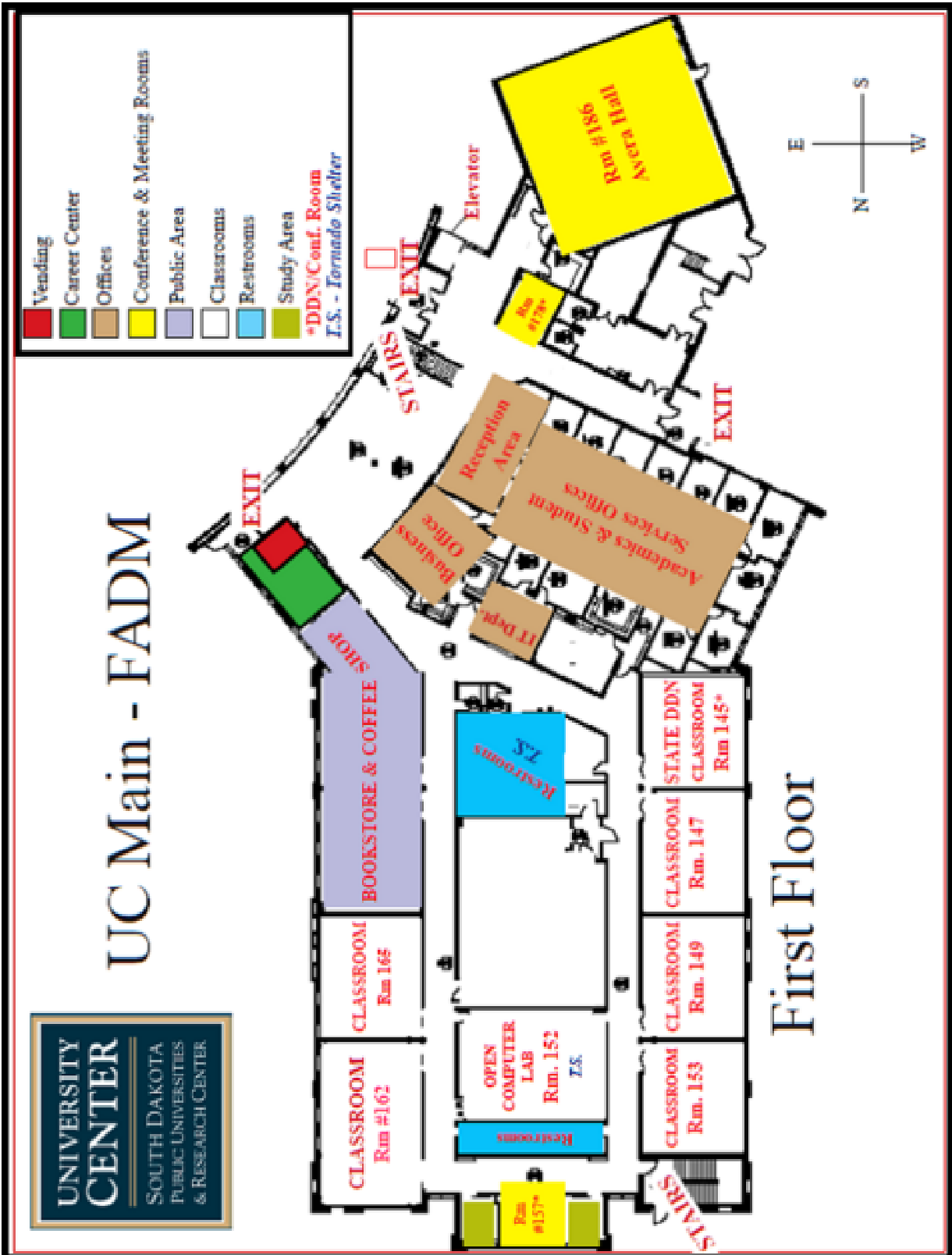
**Transfer Student:** A student who has previously taken courses at another institution before enrolling at one of the universities at University Center.

**Waitlist:**

Students can use this option in WebAdvisor to put themselves on a list for a closed class. Students are then notified via their university email address and have 24 hours to register for the course via WebAdvisor.

**WebAdvisor:** Student account accessed from University Center’s homepage. This account is where students access their grades, tuition bill and register for classes.

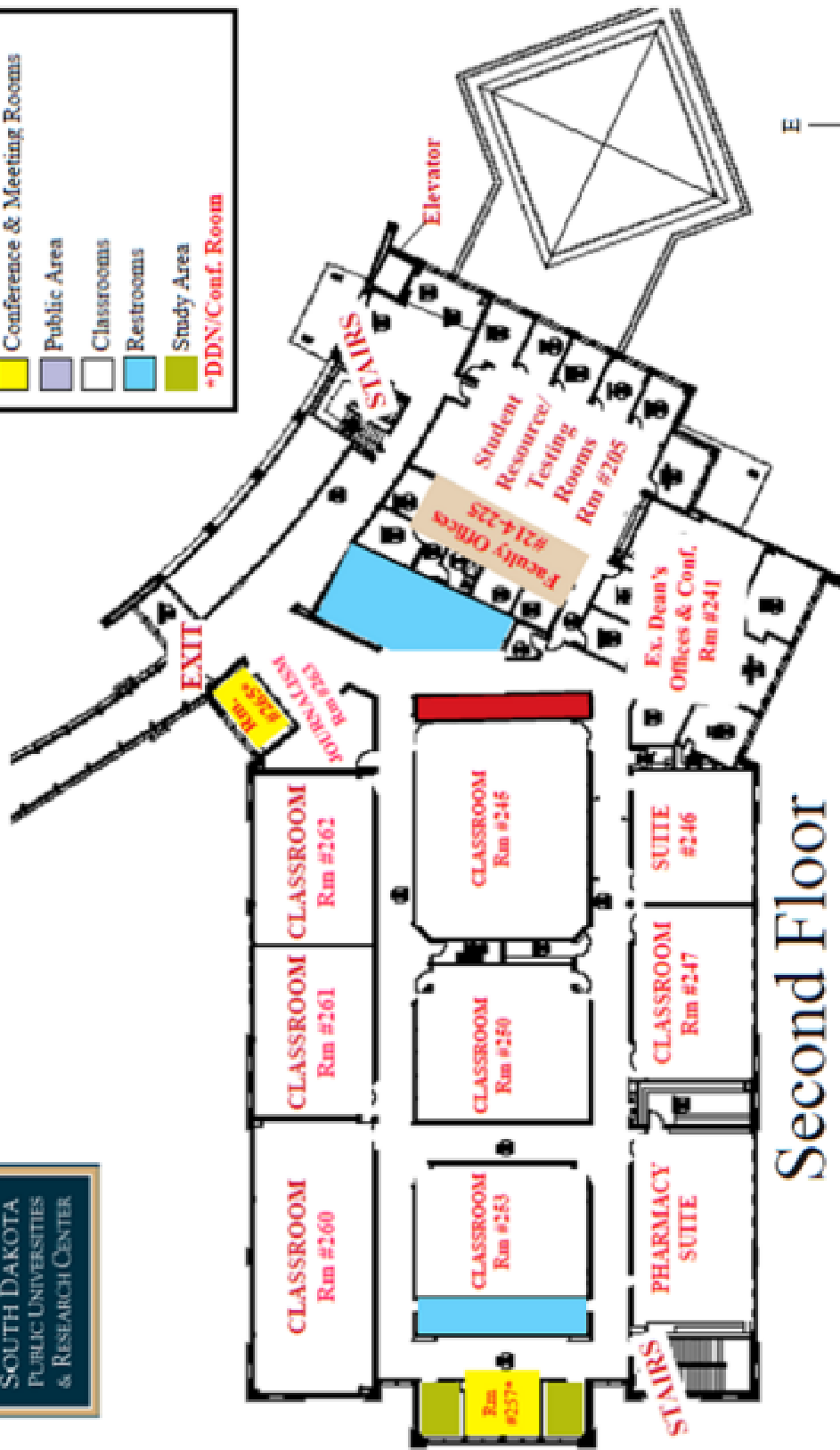
**Withdrawal from University Center:** A student is considered withdrawn from all regental universities including University Center if all courses in which a student is enrolled are terminated. If the student is taking only one course and drops that course, it is not considered a drop; this constitutes a withdrawal. Students may be eligible for a refund depending on the timing of the withdrawal and the applicable refund policy. Students who withdraw from the System will be required to submit a readmission form prior to registering for any subsequent term.





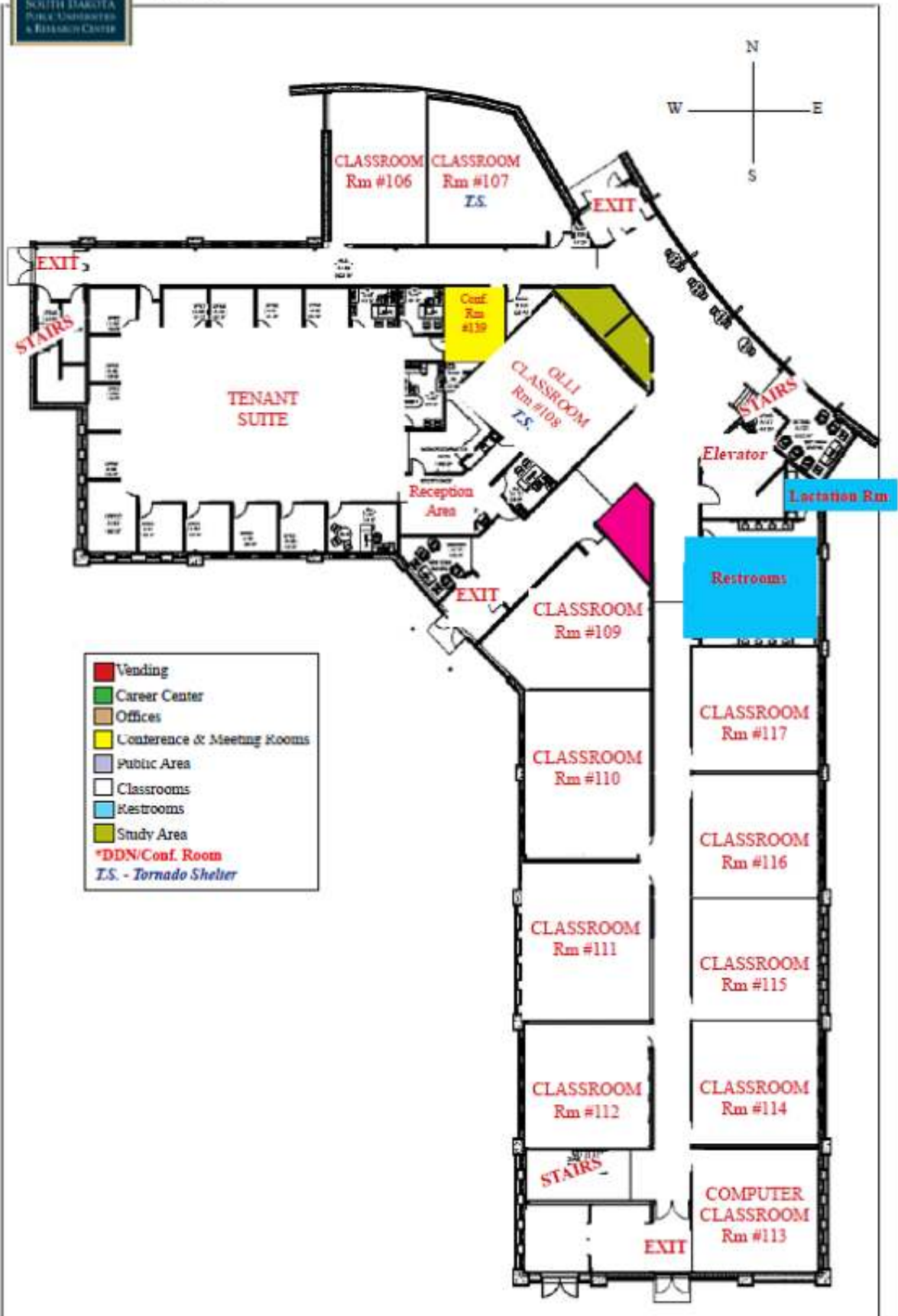
# UC Main - FADM

<span style="color: red;">■</span>	Vending
<span style="color: green;">■</span>	Career Center
<span style="color: brown;">■</span>	Offices
<span style="color: yellow;">■</span>	Conference & Meeting Rooms
<span style="color: purple;">■</span>	Public Area
<span style="color: white;">■</span>	Classrooms
<span style="color: lightblue;">■</span>	Restrooms
<span style="color: lightgreen;">■</span>	Study Area
<span style="color: red;">■</span>	*DDN/Conf. Room

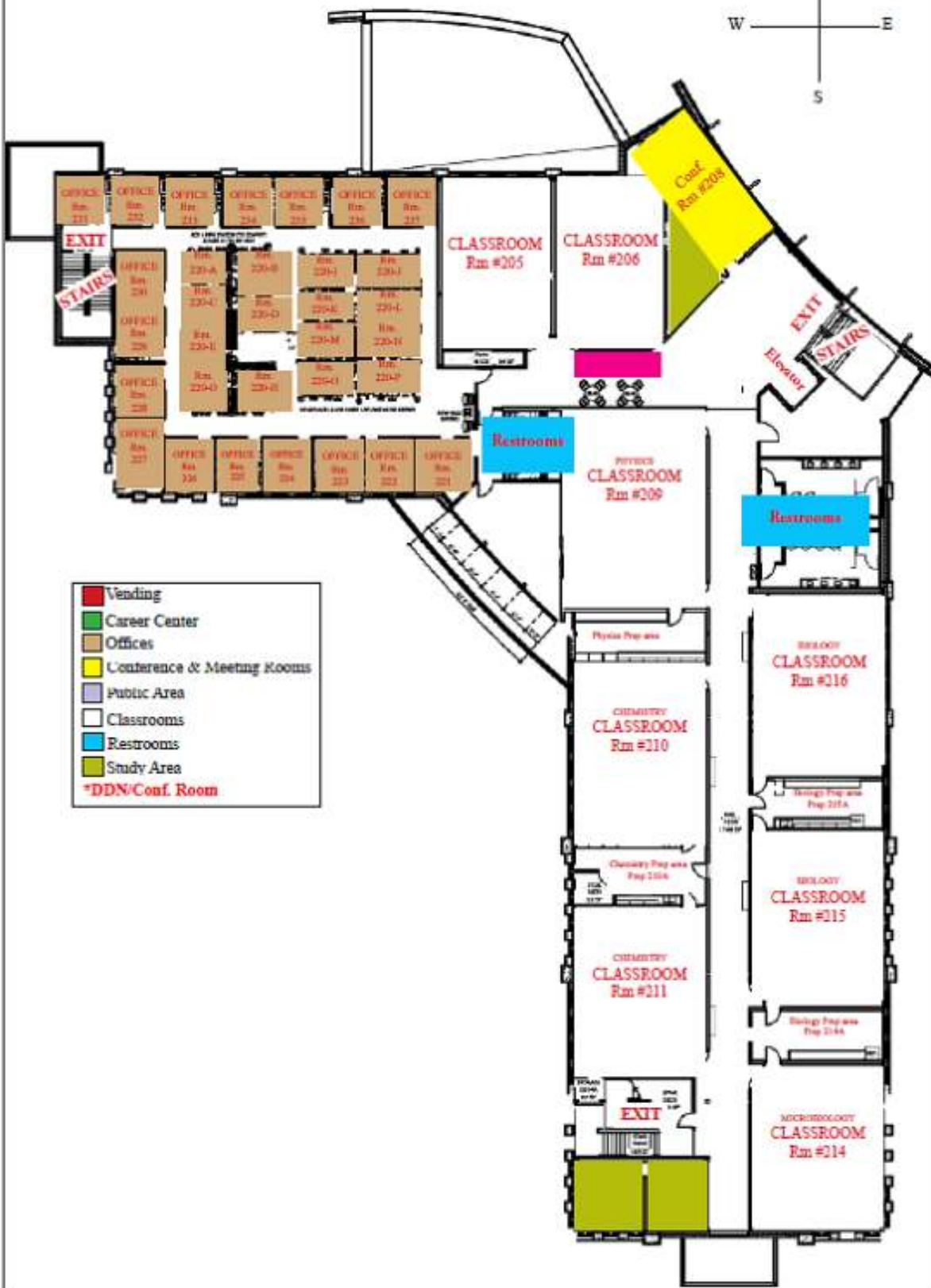
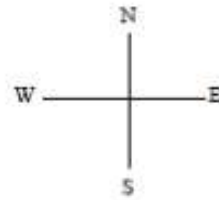


# Second Floor

Science and Technology Classroom Building (FSC1)  
1st Floor



- Vending
- Career Center
- Offices
- Conference & Meeting Rooms
- Public Area
- Classrooms
- Restrooms
- Study Area
- \*DDN/Conf. Room
- Z.S. - Tornado Shelter



- Vending
- Career Center
- Offices
- Conference & Meeting Rooms
- Public Area
- Classrooms
- Restrooms
- Study Area
- \*DDN/Conf. Room