South Dakota Mines Dual Credit Handbook

Welcome!

We are excited to have you to join us as a student at South Dakota Mines! As a Mines student you are held at the same standards as the rest of the students. This means that it's your responsibility to talk with your professors about grades, absences, and anything else related to your courses. Dual Credit is a great way to learn about college responsibilities while still in high school.

Current Student Page

- The Current Student page found here: https://www.sdsmt.edu/i-am-a/current-student/index.html. It is a landing page for all account logins and student resources, including the Experience Portal, D2L, and Self-Service Banner.

HSDC Info

- Find all state requirements and details regarding HSDC at https://ourdakotadreams.com/
- Check out frequently asked questions on HSDC at South Dakota Mines at https://ourdakotadreams.com/high-school/dual-credit/
- Students are responsible to pay $80.37 per credit hour, which is one-half of the reduced rate of the course as established by the Board of Regents in its **Tuition and Fee Schedule,** plus any required textbooks and materials.

SDM Dual Enrollment

- The university's Dual Enrollment page is found here: https://www.sdsmt.edu/admissions-aid/undergraduate-admissions/dual-enrollment-applicants.html
  It has the course catalog, links to the required dual credit forms, and instructions on how to prepare for classes.

Important Deadlines

- **Application deadline: August 17, 2026** *(1 week prior to start of classes is preferred)*
- **Classes begin: August 24, 2026**
- **Last day to drop with full refund: September 3, 2026**
- **Tuition Due: September 4, 2026**
- **Last day to withdraw and receive a WD grade: November 6, 2026**

Full Academic Calendar: https://ecatalog.sdsmt.edu/content.php?catoid=36&navoid=14294

To add or drop a course after initial enrollment, you **must** complete the Add/Drop/Withdraw form found on OurDakotaDreams.com

****Note:** Dropping a course after September 3 and before November 6 could result in a "WD" grade reported on your transcript. Students are allowed six "WD" grades throughout their college career at an SDBOR school (not just during HSDC). Dual credit students that earn a "WD" or "F" grade must complete

the **Eligibility Exemption Form prior** to taking any additional dual credit classes. The form is found on this page: https://tdx.sdbor.edu/TDClient/33/Portal/Home/?ID=ac0a8592-e19f-4c4e-8f43-f0ad1e18eebe. If you need help or have questions before dropping a course, please reach out to the Dual Credit Specialist.

Student Email and Web Accounts

SINGLE SIGN-ON

Your password for all accounts will be birthday + student ID number (mmddyyyy+ID#) and your username is your student email which is firstname.lastname@mines.sdsmt.edu

You will need Gmail to access your student email initially and some high schools may not allow access to that. Try to log in right away to see if you need to speak with the high school to allow access to Gmail or any site needed early on so you're not too far behind due to technical issues.

To access your email for the first time, go here to this website: https://www.sdsmt.edu/i-am-a/current-student/index.html Then click on "Experience Portal". Sign in there and that will show a lot of the things that are needed for being a Dual Credit student. The webpage itself will have all the quick links needed for D2L (Classroom Manager), SDePay (Paying bills), and most other resources.

STUDENT EMAIL ACCOUNT

All official school emails will be sent to your student email account, so be sure you are checking this account daily. Faculty members will use this account for distributing classwork, class announcements, etc. You will also receive all campus-wide email messages.

SELF-SERVICE BANNER

Self-Service Banner is a resource where you can see your current registrations/class schedule and complete your *Attendance Confirmation*. https://portal.sdbor.edu.

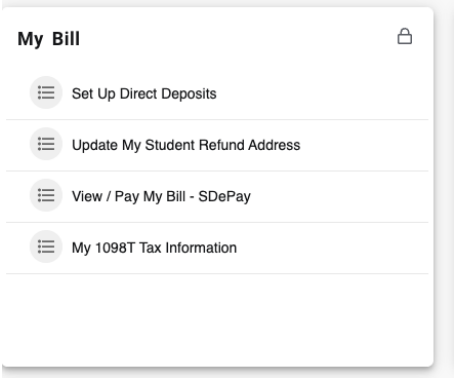
Need Help?

- If you have any difficulties logging into Self-Service Banner, please contact:
  - South Dakota Mines ITS Support Desk at helpdesk@sdsmt.edu or (605) 394-1234
  - Office of the Registrar at registrar@sdsmt.edu or (605) 394-2400

EXPERIENCE PORTAL & SDePAY

You can pay your bill through the Experience Portal. To navigate to the page from the homepage, use the "I am a" drop down menu and select Current Student.
Direct link to Experience Portal: https://www.sdsmt.edu/i-am-a/current-student/index.html

- Log into the Experience Portal. In the My Bill card, select View/Pay My Bill-SDePay.



- Direct payment questions to:
  Student Accounts/Cashiering Services Office
  cashier@sdsmt.edu or (605)-394-2372

DESIRE 2 LEARN (D2L)

D2L is the online class management system used by South Dakota Mines and all South Dakota public universities. Faculty may use D2L to provide supplemental material, grades, discussions, etc. for online courses. **Fully online courses will be completed through D2L, and most in-person courses utilize D2L as well**. https://d2l.sdbor.edu/d2l/home

Textbooks and Supplies

It is the student's responsibility to get and pay for the required textbooks and supplies for their dual credit course(s).

- Access textbook requirements through the Rocker Shop Bookstore website: **www.hardrockershop.com**
- Order books online or buy them in person at the bookstore.

If your course textbooks/materials are listed as a **First Day Access (FDA) text**, your textbook is an e-text which you get direct access to online instead of as a traditional printed textbook. You will not need to order these texts and will receive access on the first day of class. **FDA book charges are added onto your tuition bill and will appear on your SDePay billing statement.** Information about accessing any FDA texts will be sent to your student email address.

For any inquiries on your textbooks, please contact the Rocker Shop located in the Surbeck Center:

- sdsmtuniversitybookstore@sdsmt.edu or (605)-394-2374

Laptop Program

Some classes (usually math) require a SDM issued tablet PC. Please contact ITS to set up a time to pick up your laptop by emailing helpdesk@sdsmt.edu. Let them know you are a Dual Credit Student. The cost is free. You will need to return the laptop at the end of the semester. It is recommended that you contact ITS at least a week before classes start.

Campus Parking Pass

Dual credit students can obtain a free parking pass from Facilities. These passes must be displayed in the front window of the vehicle when parked on campus. You will be issued a red parking pass. Please ensure

that you are parked in lots that are for this parking pass, or you may receive a citation from campus police. Never park in a reserved or handicap space when on campus.

Register for a parking pass: https://www.sdsmt.edu/student-life/health-and-safety/public-safety/parking.html

Keys to Success

College courses can be a rewarding transition for HSDC students, so it is important to reach out and utilize your resources to help you be successful. Everyone on campus, from your faculty to our student tutors, are here to help!

Ask for help immediately if you have issues or questions

- Your instructor is your main resource for any questions or concerns about your class. Be sure to reach out to them immediately for assistance – follow your syllabus for the best way to contact your instructor and to find their office hours.
- The Student Success Center in the Library can help you find a tutor session for your course.
- The Dual Credit Specialist can help you with campus referrals or other questions.

Communication

- HSDC students are expected to handle all communication with high school personnel, dual credit staff, professors, and any other university personnel.
- Professors and university personnel cannot share details pertaining to student's records to anyone besides the student (including parents) without student permission or a Release of Information form on file at the University.
- If a HSDC student has first attempted to solve an issue or communicate directly with a member of the University and is still having difficulty, they may contact the Dean of Students Office for further assistance and can include a parent/guardian in that communication if they wish.

Class Schedule

View your class schedule by navigating to the *Student Registration* link on your main Self-Service Banner homepage then click on *View Registration Information*.

Syllabus

Students taking a class on campus will receive a copy of the course syllabus from the instructor on the first day of class. Students taking an online class can access the course syllabus in D2L on the course's home page. The course syllabus is your guide for course requirements and your schedule for the entire semester. Information will include textbooks/supplies, the attendance and grading policies, and assignment due dates. Be sure to read your syllabus thoroughly and follow it closely throughout the semester.

Course Attendance

Review your course syllabus to see the class attendance and tardy policies. Work directly with your instructor for any class absences. **Note that your high school may have a different schedule than the university's schedule.*

There are occasions when South Dakota Mines must cancel classes due to inclement weather and road conditions. Weather related announcements will be made by 6:00 AM via the Campus Alert system and posted shortly thereafter on the SDM web page, social media, and with the local media. **Note that SDM does not always follow RCAS and other K-12 school system closings.*

Student Success Resources

- **Tutoring & Academic Support** Free tutoring and academic resources are available for students in the Student Success Center https://www.sdsmt.edu/academics/academic-support/tutoring.html

- **The Slide Rule Math Help Center** Free tutoring and resources are available for students enrolled in math classes. It is located on the third floor of the Devereaux Library. https://www.sdsmt.edu/academics/academic-support/slide-rule-math-help-center.html

- **Academic Skills:** Advice to cope with test anxiety, study skills, and time management https://www.sdsmt.edu/student-life/health-and-safety/counseling/index.html

- **Technology Support:** Dual Credit Student Tech Resources https://support.sdsmt.edu/TDClient/30/Portal/KB/?CategoryID=53

Campus Resources and Contact Information

South Dakota Mines Dual Credit Program

- Jack Foy, Dual Credit Specialist/Admissions Counselor
  - Jackson.Foy@sdsmt.edu
  - Call or text (605) 394-2432

Campus Security

- Public Safety is responsible for protecting the SDM campus and provides 24-7 support year-round.
- It provides the following services:
  - Vehicle unlocking
  - Jump starts
  - Safety rides
  - Safe keeping of personal property
  - Room/building unlocking
  - Investigations into vehicle accidents and criminal complaints
  - Aid in all emergency situations
- For emergencies, call 605-394-6100.

Counseling and ADA Services

- For students with documented learning and physical disabilities, support is available through ADA Services. Contact: Amanda Lopez, Title IX & Disability Coordinator:
  - Amanda.Lopez@sdsmt.edu or (605)-394-2533

Student Success Center & Testing Services

- Susan Satter, Student Success Coordinator
  - Susan.satter@sdsmt.edu or (605) 394-5261

Technical Support

- South Dakota Mines IT Support Desk
  - helpdesk@sdsmt.edu or (605) 394-1234
  - ITS Help Desk is in the main level of the library

DUAL CREDIT ORIENTATION CHECKLIST

Term: Fall 2026

Student Account Log-in Information

- Username: First.Last@mines.sdsmt.edu (capitalize the First and Last Names)
- Password: birthdate+ID# *(mmddyyyy1234567)*

*Google Chrome is recommended when logging into accounts

- ☐ Activate Mines Email Account: https://support.sdsmt.edu/TDClient/30/Portal/KB/?CategoryID=1
- ☐ Log in to Self-Service Banner: https://portal.sdbor.edu.
- ☐ Parking Pass (On Campus Only) online form: https://www.sdsmt.edu/experience/health-and-safety/parking.html
- ☐ Find your classes (On Campus Only)
- ☐ Immunization Records (On Campus Only): MMR 1 & 2 vaccines documentation (or the immunization exemption form)
  - Immunization forms: https://www.sdsmt.edu/student-life/health-and-safety/immunization-requirements.html
  - You may email your immunization records to the Dean of Students at DeanofStudents@sdsmt.edu.
  - Required by the first day of class.
- ☐ Laptop rental (if required for class-email Help.Desk@sdsmt.edu)
- ☐ Purchase all required textbooks and materials. Please check the course syllabus or www.hardrockershop.com for details. (Fall ***printed*** course materials are available August 6 and First Day Access materials are available August 19.)
- ☐ Complete your *Attendance Confirmation* for the Fall 2026 semester. This will be available in August in your Self-Service Banner.
- ☐ Pay your tuition bill in the Experience Portal by September 4th, 2026.