

A Student's Guide to Re-enrollment










South Dakota Public Universities & Research Center
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Checklist for Re-enrollment

When you are ready, you will find this packet of materials necessary to get you started in the re-enrollment process as well as other useful information that may be helpful in the continuation and/or pursuit of your academic goals. If there are any questions or concerns throughout the process, please feel free to contact us at the information listed above.

The following items **MUST** be submitted prior to re-enrolling:

-  Undergraduate Student Readmission Form (included in this packet). **IMPORTANT NOTE:** If you were registered as a Special Student (Spec.Spec) and have never made full application to any SDBOR University, you will need to complete a full application instead of the Readmission form.
-  If you did not take classes as a degree-seeking student at one of the schools listed below in the previous 3 semesters (including summer) to the term in which you are planning on applying, **you will need to include a \$20.00 re-admission fee for processing.**
-  *IF YOU PLAN TO AND/OR HAVE ATTENDED ANOTHER INSTITUTION SINCE YOUR WITHDRAWAL*, an official copy of each college or university transcript **MUST** be sent to University Center. Transcripts are **NOT** considered official if they are not delivered via mail directly to University Center.
-  If you are planning on utilizing financial aid to cover tuition expenses, you will need to complete the FAFSA (Free Application for Federal Student Aid). This form is available online at www.fafsa.ed.gov. If you cannot recall your PIN (Personal Identification Number), you can request a duplicate at www.pin.ed.gov. If you need assistance completing the FAFSA or have general financial aid questions, please feel free to contact the Financial Aid advisor by calling 605-367-5640.
-  Once accepted, schedule an appointment with an academic advisor to evaluate your academic record and to get registered for classes by calling 605-367-5640.

NOTE: Transcripts are only considered "OFFICIAL" if they are mailed directly from the high school or post-secondary institutions directly to University Center. Hand delivered, faxed or emailed transcripts are not considered official.

					
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