



NEW STUDENT CHECKLIST

Complete your immunization form and send to student health

To obtain the form, please visit www.usd.edu/student-life/student-health/forms, select "Immunization Health History Form." Fax or mail your completed form to Student Health Services at the address provided on the form. You will not be able to register until you have submitted this completed form.

Contact your advisor and register for classes

New graduate students should contact an advisor by phone or email for guidance in determining your class selections for the first semester. Your advisor's name and contact information is listed at the bottom of your acceptance letter.

You may also contact Elyce Yelk, Graduate Enrollment Coordinator, at (605) 658-6123 or (800) 233-7937 for assistance with your first registration.

Set up your USD accounts

SET UP YOUR USD EMAIL ACCOUNT AND MYUSD PORTAL

1. Go to <https://apps.usd.edu/accounts/pickup/index.cfm> and follow the steps. In Step 1, choose "USD student."
2. Use your USD email username and password to log into myUSD Portal: <https://my.usd.edu/uPortal>.
The myUSD Portal is a centralized communication portal for USD news, announcements, and other information. As soon as you have completed these steps, you should have immediate access to your USD email account. All official USD communication will be sent to your USD email account and/or be available in the myUSD Portal.

SET UP YOUR WEBADVISOR USER ID AND PASSWORD

WebAdvisor is the system you will use to register for classes* as you progress through your program. You will also use it to check your class schedule and see your final grades each semester. Your username and password for your WebAdvisor account will be different from your USD username and password.

*First semester on-campus graduate students must register with your advisor or with the Graduate School Enrollment Coordinator via phone or email.

1. Log in to the myUSD Portal <https://my.usd.edu> using your USD username and password from Step 2 above.
2. Click on the Home tab.
3. Under the "Single Sign On" channel, click on the link "Forgot your username/password for these sites?".
4. Click on the WebAdvisor link.
5. Enter your last name and Student ID number.
6. Click "Retrieve My Information."
7. Write down your username. (Please take note of this username, as you will need it to log into Desire2Learn).
8. Click "Send me a link to reset my password."
9. You will retrieve your WebAdvisor password from the email account you select.
10. After completing the above steps correctly, you should have immediate access to WebAdvisor.

If you need assistance, contact the USD Help Desk at 877-225-0027 or helpdesk@usd.edu for additional support.

GRADUATE SCHOOL

Apply for financial aid

Please visit www.usd.edu/financial-aid/applying-for-aid/graduate-financial-aid. Review the instructions given regarding financial aid and how to apply for it. If you have already completed your FAFSA, you may simply add USD's school code if you have not yet done so. USD's code is **003474**.

For questions regarding the financial aid process, please contact the Office of Financial Aid at:

Office of Financial Aid - Belbas Center

University of South Dakota

414 E Clark Street

Vermillion, SD 57069

Phone: 605-658-6250 or toll-free at 877-269-6837 | Fax: 605-677-5238

Attendance confirmation and billing information

All tuition and fees are due by the third day of the term. (If any charges are added after the third day of the term, those charges are due by the final fee payment date later in the semester).

ATTENDANCE CONFIRMATION – Access WebAdvisor and click on the “Attendance Confirmation” link before the third day of classes each term to confirm you will be attending the University of South Dakota. If not completed, your registration is at risk of being canceled. The Business Office uses your Attendance Confirmation to keep track of status for payments, refunds, and financial aid. For questions about the Attendance Confirmation, please contact the Business Office at 877-269-6837, 605-677-5613, or businessoffice@usd.edu.

BILLING INVOICES – SDePay Electronic Bill and Payment System is the official means of delivering tuition bills to all students at USD. *Please note that paper invoices will NOT be mailed. Login into WebAdvisor and click on the “SDePay/View Account/Pay Here” link under the “Financial Information” section. All enrolled students will have an eBill posted to their SDePay account. You will receive a notice in your USD email account when your eBill is posted. The eBill details the amount due (tuition, fees, and other miscellaneous charges) and any electronically applied financial aid payments, scholarships, and personal payments.

HOW TO PAY YOUR BILL

1. Access WebAdvisor
2. Click on SDePay/View Account/Pay Here under the “Financial Information” section
3. Select “Payment Profiles” toward the top of the left-side dropdown box.
4. Add a credit/debit card or eCheck profile to set up a payment profile.
Payment via eCheck is a free service made using any United States bank checking or savings account.
Credit or debit cards (American Express, MasterCard and Discover cards are accepted) may be used, but are subject to a 2.75% service fee payable to the host provider of SDePay.
5. Click “Make Payment” and follow the directions.
6. If you are paying with a personal check or money order, please write your student ID number on the memo line and mail your payment (along with a copy of the eBill) to:

University of South Dakota – Business Office, 414 East Clark Street, Vermillion, SD 57069.

For billing questions, contact the Business Office at 877-269-6837, 605-677-5613, or businessoffice@usd.edu.

GRADUATE SCHOOL

414 East Clark Street • Vermillion, SD 57069 • 800-233-7937 • 605-658-6140 • www.usd.edu/grad • grad@usd.edu

ADDITIONAL INFORMATION

Ordering your books once you have registered for classes

There are many different ways to order books for your online courses. The quickest and easiest way to order books is through the myUSD Portal book order site. By using the portal, the required textbooks for all of your registered courses will automatically be placed into your shopping cart, thus eliminating the need to search for them.

1. In [myUSD Portal](#), click on the Academics tab.
2. Find the box entitled "Registrar" on the right side of the webpage and click on the "Registration & Resources" tab.
3. Scroll down to the Order Books Online-Barnes & Noble link under "Registration Resources."
2. Click on the link "Buy your USD books online from Barnes & Noble (B&N)."
3. Select the term for which you are purchasing your books.
4. Click the Continue button.
5. Click the Continue to B&N button.
6. The books you need for your courses should automatically be placed in your shopping cart.

Here is the contact information and the hours for the University of South Dakota Bookstore:

The University of South Dakota Bookstore
414 East Clark St
Muenster University Center
Vermillion, SD 57069
Phone: 605-677-6291

Store Hours
Monday - Thursday: 8 a.m. – 6 p.m.
Friday: 8 a.m. – 5 p.m.
Saturday: 10 a.m. – 4 p.m.
Sunday: 11:30 a.m. – 4 p.m.
Note: Summer hours may vary.

Get your Student ID / Coyote Card

You can get your Coyote Card at the Muenster University Center (MUC). The Coyote Card Office is located on the second floor of the MUC in the Student Services Wing.

Using the Library

Your USD username and password will give you access to the library catalog and electronic databases. You can check books out of the library using your Coyote Card.

Congratulations on your acceptance to USD!
Go Yotes!

GRADUATE SCHOOL