



The University of South Dakota

CONTINUING EDUCATION

Correspondence Student Handbook

revised Oct. 2010

**“Bringing the academic resources of the University
to the citizens of South Dakota, the region, and beyond”**

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Phone 800-233-7937 or 605-677-6240

Email cdecorrespondence@usd.edu

Fax 605-677-6118

Mail University of South Dakota
Division of Continuing & Distance Education
Correspondence Division
414 E Clark St
Vermillion SD 57069

Web <http://www.usd.edu/cde>

Campus Room 211, McKusick Tech Center

If you have a disability for which you are or may be requesting an accommodation, as early as possible in the semester you are encouraged to contact both your instructor and:

Office of Disability Services
Service Center 119
605-677-6389

Introduction

Correspondence Study

What is a correspondence course? Correspondence is defined as: communication by the exchange of letters. In the 21st century it means, taking a higher education course via communication methods including: the exchange of letters, emails, and faxes; rather than taking a course in a classroom or online.

Correspondence Study is one component within the Division of Continuing Education.

The Correspondence Study staff of the Division of Continuing & Distance Education acts as a liaison between you and your USD instructor. We coordinate correspondence course development, register students, coordinate proctoring of exams, receive assignments and examinations from students and forward them to instructors, email /mail assignments and exam results back to you after the instructor has assessed them, and do whatever we can to ensure that your experience with correspondence study and The University of South Dakota is helpful and productive.

Purchasing Course Materials

Books may be purchased from the Vermillion Barnes & Noble at 605-677-6291. Materials may also be purchased by clicking on the student services link at <http://usd.bkstore.com/bkstore/content>.

Course guides are required to complete a correspondence course. The Correspondence Course Guide serves as the syllabus and assignment instructions for your correspondence course. All course guides are provided through the University of South Dakota's Student Portal. You may access the course guides through the following link: <http://link.usd.edu/160> > Correspondence Course Guides.

Policies and Procedures

Degree Credit Restrictions

You may apply your correspondence study credits toward a degree program at the University of South Dakota, but some restrictions do apply, which are listed below.

It is not possible to earn an entire bachelor's degree through the correspondence study division.

Correspondence study courses do not carry graduate credit. You may be able to use correspondence study hours as prerequisite hours for graduate study. Be sure to get approval from the Dean of your particular college or school to ensure you are fulfilling the requirements of the college or university from which you expect to graduate.

Course Completion

Standard and 8 week courses follow the standard academic calendar. This means that students begin and end on the scheduled university semester dates. Students registering for standard correspondence courses may use WebAdvisor for registration.

Since correspondence courses are self-paced within a set of dates, it is important to set goals. Some correspondence courses provide a suggested outline. If you do not complete your course within the timeline and are not eligible for an Incomplete or an extension, a grade of F will be awarded.

Grading

The grading system used for correspondence courses as noted in the USD catalog:

- A-superior performance
- B-good performance
- C-average performance
- D-below average performance
- F-failing performance

Standards to meet each grade are set by the instructor of your course and are detailed in your course guide.

Please note: Grades for MATH 021 and MATH 101 are as follows:

MATH 021

- RI – Remedial incomplete
- RU – Remedial Unsatisfactory
- RS – Remedial Satisfactory

MATH 101

- I – Incomplete
- S – Satisfactory
- U – Unsatisfactory

Early Alerts

Instructors will submit early alerts during the fourth week of class if they have not received any assignments from you. The instructors can use whatever method they want to determine an Early Alert deficiency. Examples are: poor performance, lack of work, attendance.

Mid-terms

At the completion of the 8th week, mid-term grades are issued to students receiving a D or below. This is the same as Early Alert it is up to the instructor to set guidelines for who gets a deficiency.

Finals

Official grades are submitted to the Registrar's office. Once the Registrar's office has verified grades, the students can view grades on WebAdvisor.

Grade Disputes

A college student who disagrees with the grade assigned by an instructor on an individual assignment or exam or as a final grade may appeal the grade. The University of South Dakota has an Undergraduate Academic Appeals Policy to cover grade disputes. Please see the USD Student Handbook for information concerning this process.

Plagiarism

Plagiarism is defined as using the words and/or ideas of another and representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment.

Since it is impossible to evaluate a plagiarized paper, no credit can be given. At the discretion of the instructor, a student may be:

- Failed in the course
- Dropped from the course
- Assigned a reduced grade for the course
- Allowed to rewrite and resubmit the assignment for credit

For complete policy, see the student handbook on the following webpage:

<http://www.usd.edu/continuing-and-distance-education/fall-2010-correspondence-courses-semester-based.cfm>

Obtaining USD Transcripts

To request an official transcript from The University of South Dakota please include the following in a letter:

- Full name and any former names used while you attended USD
- Social Security Number or USD student ID number
- Date of Birth
- Campus attended: Vermillion or Springfield
- Approximate date of attendance
- Current address and daytime phone number
- Complete address to which the transcript is to be sent
- Your written signature (federal law prohibits acceptance of a computer generated signature)
- Five (\$5.00) U.S. Dollars for the first official copy and \$2.50 for each additional transcript request at the same time (payable at the time the request is made)

Send request to:

Office of the Registrar
The University of South Dakota
414 East Clark Street
Vermillion, SD 57069

You may also download a transcript order form from The University of South Dakota's website: www.usd.edu/registrar/transcripts.cfm

To ensure that your most recent correspondence study grade is included on your transcript, be sure to check WebAdvisor and make sure your grade is posted for the course.

Withdrawal/Drop/Refund (Important!)

See page 15.

USD Academic Policies and Procedures

The Division of Continuing Education adheres to the academic policies and procedures of The University of South Dakota as described in the USD Student Handbook. These include policies regarding all forms of student academic dishonesty (i.e. cheating, fabrication, facilitating academic dishonesty and plagiarism). For reference purposes, you may want to obtain a copy of that document from the Director of Undergraduate Admissions.

Tutors

If you find that you are having difficulties with a course and would like to have a tutor, you are encouraged to do so, at your own expense.

General Information

Components of Your Course Guide

The course guide included in your course materials serves as the study guide for the course. This is an electronic document produced by the Continuing & Distance Education Division and the author of the course.

First Assignment

The 'first assignment' is in the front part of the course guide. It needs to be filled out and uploaded to D2L (Desire to Learn) to show a student is engaged in their course. This first assignment helps the instructor learn your goals for the class and is also their way of taking attendance. *** If this form is not submitted in D2L by the add/drop (100 % refund) date, you are at risk of being dropped from the course for non-participation. This follows The University of South Dakota's attendance policy.**

D2L may be accessed through the myU student portal at the following web link: <http://link.usd.edu/17> or remotely through: <https://d2l.sdbor.edu/>

The course guide also includes an introductory section and individual lessons. An outline of the major components and the information included in each section is shown below. While each correspondence course will vary slightly based on different content areas, assignments, and instructor styles, these components are common to most courses.

You will want to familiarize yourself with each of the components of the course guide before you begin your first lesson:

I. General Course Information-Course Fact Sheet

II. Course Introduction

- A. Table of Contents
- B. "About the Author"
- C. Course Introduction
- D. Course Objectives
- E. Course Description
- F. Course Materials
- G. Course Schedule
- H. Guidelines for Completing Assignments
- I. Course Policies
- J. Study Suggestions

III. Individual Lessons

- A. Lesson Introduction
- B. Lesson Objectives
- C. Reading Assignment ("Viewing," "Listening" assignments)

Steps Involved in Correspondence Study Education

Before you begin your course, we would like to help you understand the overall process involved in correspondence study education. While exceptions to this process occasionally occur, the process is as follows:

1. Student registers for course. Confirmation email sent to student verifying registration. Tuition is billed via your USD WebAdvisor account.
2. Books may be purchased through Barnes & Noble at <http://usd.bkstore.com> or calling 605-677-6291. Course guides are available via the following link: <http://link.usd.edu/160>
3. Student submits the first assignment in D2L, [Desire to Learn](#), by the add/drop date. **If not received by the add/drop date, you are at risk of being dropped from the course according to the University policies.**
- 3.a. Please see web link <http://www.usd.edu/continuing-and-distance-education/student-resources.cfm> for the Online Orientation Guide for directions to access D2L and other valuable resource materials.
4. Student completes ongoing course assignments and submits via D2L dropbox feature.
5. Assignment(s) are graded by the instructor and recorded in D2L with applicable comments.
6. After all required assignments have been submitted, and graded, student sends in an exam request form. CDE staff approves proctor and if approved:
7. Continuing & Distance Education staff sends exam to student's proctor via email.
8. Student takes exam in professional setting.
9. Proctor returns completed exam to Continuing & Distance Education.
10. Continuing & Distance Education staff stamps the date and logs receipt of exam on record.
11. Continuing & Distance Education staff forwards exam to instructor for grading.
12. Instructor records graded exam in D2L.
13. Steps are repeated until the student has completed all course requirements, including the final exam.
14. Instructor submits final course grade in D2L and WebAdvisor.

Where do I begin?

First, fill out and submit the first assignment located in your course guide and also posted in your D2L course shell. Next, you should begin reading the introductory material in your course guide. The information found in that section is roughly equivalent to the "first day of class" information you would be given in a classroom. You will find the introduction to your course guide extremely valuable as you progress through your course, so you will want to familiarize yourself with the information right away!

Once you have read the introduction to your course guide and have read this handbook, you are ready to begin the first lesson. The instructions in the course guide for progressing through the course should be fairly straightforward, but if you have any questions, please do not hesitate to contact the Division of Continuing Education at 605-677-6240 or 800-233-7937.

Correspondence with Your Instructor and the Division of Continuing & Distance Education

DO NOT send assignments or exams directly to your instructor except via D2L dropbox submission; all written correspondence (assignments, exams) between you and your USD instructor must be sent through The Division of Continuing & Distance Education.

Please send questions or concerns to:

Email: cdecorrespondence@usd.edu

Phone: 605-677-6240

-or-

Division of Continuing & Distance Education

Correspondence Study Program

The University of South Dakota

414 East Clark Street

Vermillion, SD 57069-2390

Submitting Your Assignments

You may begin work on your course immediately upon enrollment and receipt of all the course materials. Please bear in mind your completion date when completing the course work which is included in the email registration confirmation sent to you. Instructors have up to two weeks turnaround time for assignments. **Please do not wait until the last minute/date to complete your course work ! If you wait till the last month/weeks of the course to turn in assignments you risk losing those points and receiving no credit for those assignments if they cannot be graded in a timely manner before final grades are due.**

If you are registered in this course with financial aid, you must complete the course in the semester in which you registered.

In addition, the following policies govern correspondence study and assignments:

1. In order to allow adequate time for your instructor to give you feedback on your assignments, some restrictions apply as to the number of assignments that may be submitted per week. See your course guide for the assignment restrictions which must be adhered to for your course. In order to complete the work differently than what is indicated must receive a written request and permission from the student and then the instructor.

Submitting Your Assignments (continued)

2. Assignments must be submitted in the order they appear in the course guide.
3. The Division of Continuing Education discourages you from submitting additional assignments until all assignments previously submitted have been graded and returned.
4. Plan on a 2-week turnaround between the time you submit your assignment and when it is returned to you after being corrected by your instructor. For an 8 week course, turnaround time is reduced. If you have not received grading/feedback on submitted assignments within 15 days, call the Division of Continuing & Distance Education at 605-677-6240 or 800-233-7937.
5. When the proctor is mailing your proctored assignments/exams, always use the address provided. Also, please make sure that the proper amount of postage sufficient to cover the mailing is on the envelope.

Taking Exams

Examinations may not be taken until all prerequisite assignments have been submitted, graded and returned to you. Directions for when to take exams are included in your course guide. **Exams cannot be faxed.**

Students are **not** allowed to use textbooks or other course materials (such as your course guide or calculator) while taking exams. If your instructor does allow such materials while taking an exam, your course guide will alert you to that fact. If you have any questions regarding exam policies, please contact the Continuing & Distance Education staff at 1-800-233-7937. Check with your proctor to see if they have your exam before you schedule an appointment.

Graded exams are not returned to students.

Proctors

Request forms for examinations can be found in your course guide. After you have completed the prerequisite number of assignments for your particular course and they have been corrected and returned, you may submit the exam request form. Examinations may be taken at the Center for Continuing & Distance Education on the USD campus, at University Center in Sioux Falls, the Higher Education Center - West River in Rapid City, Capital University Center in Pierre or with an approved proctor. (Please see "Proctors" section for more information). **Exams taken at the Continuing & Distance Education office must be scheduled at least two days in advance.** Your proctor will be responsible for administering your exams and returning the completed exams to our office; students are responsible for postage. In order to maintain academic integrity and quality in the correspondence study program, do not submit the name of a relative, close friend, or neighbor. All proctors must be approved by the Correspondence Program Manager. All exams must be taken in a professional setting. You must notify the Division of Continuing & Distance Education of your choice of proctor, using the exam request form in your course guide. After approving your choice of proctor, the Continuing Education staff will mail that person your examination. Examinations must be mailed to proctors at a business address, unless otherwise approved by the Division of Continuing & Distance Education. It is your responsibility to check with your proctor to see if your examination has arrived. Your proctor cannot hold your exam for more than two weeks. You must take your examination in the presence of the proctor, who will sign a certificate attesting that you did. Your proctor must return the exam to The Division of Continuing & Distance Education. **If the proctor charges a fee for administering exams, it is the student's responsibility to pay this fee or to find another proctor.**

Course Evaluation

Your feedback about your correspondence study course experiences is important to us! An evaluation form will be sent to you toward semester end. Please complete the evaluation so we can determine how you feel about the effectiveness of your course and your instructor, as well as about future course offerings and the correspondence study program in general. If you have any comments you would like to make while you are in the process of taking the course, please put your comments in writing and email to cdecorrespondence@usd.edu.

Change of Address

Please notify the Division of Continuing & Distance Education immediately of any change of name, address, or phone number so that we may continue to contact you while you are enrolled in your correspondence study course.

Additional Course Guidelines

Guidelines, policies, and procedures specific to your correspondence study course are outlined in the introductory section of your course guide. Please refer to that document for details.

Information for Proctor

Make certain the test request form is **completely** filled in, giving the name, title, business address (including zip code), and business phone number of your proctor. In order to maintain academic integrity please do not submit the name of a relative, close friend, neighbor, or roommate. All exams must be taken in a professional setting, not in a private home. **Your proctor must be the superintendent or principal of your local school, the county superintendent of schools, a librarian, a member of the clergy, the registrar or dean of a college or university or any professional approved by the Division of Continuing & Distance Education.**

Vermillion area, you are required to take your exam at the Division of Continuing & Distance Education office. **Please call 605-677-6240 or 800-233-7937 to make an appointment at least one week in advance.**

Sioux Falls area, you are required to take your exam at University Center. You can call them at 605-367-5989 or 866-220-7085 to make an appointment to take your exam.

Rapid City area, you are required take your exam at the Higher Education Center - West River. Please call 605-394-6720 or 800-874-7518 to make an appointment.

Pierre area, you are required to take your exam at the Capitol University Center. You can call them at 605-773-2160 to make an appointment.

When submitting your exam request, be sure to allow sufficient time for the examination to reach your proctor. Check with your proctor to verify they have your exam before your schedule an appointment. When you receive confirmation of your graded assignments, your proctor should receive your exam in a few days. All work prior to the exam **MUST BE** completed, graded, and returned to you unless you have instructor permission allowing you to take the exam prior to assignments being returned to you.

Dropping and Withdrawing

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 any South Dakota state university during the semester. When dropping one or more courses, but not all courses, students use WebAdvisor.

Withdrawal from the University:

A student is considered withdrawing from The University of South Dakota if **all** courses (from any state of South Dakota University) that the student is enrolled in during the semester are terminated. If the student is taking only one course and drops that course, it is not considered a drop. This constitutes a withdrawal. If dropping all courses (withdrawing from the University) use the withdrawal form located on the Registrar web site at <http://www.usd.edu/registrar/onlineforms.cfm>. All withdrawals must be signed, dated, and delivered to USD, Financial Aid Counselor, Belbas Center, Room 206, Vermillion SD 57069 or faxed to 605-677-5238. A phone call will not be sufficient. **Unofficial withdrawal from courses could result in a failing grade, and you will be responsible for the payment of tuition and fees.**

Financial aid recipients should contact the Financial Aid office immediately to determine the effects of the drop or withdrawal on their financial aid as a refund and/or repayment may be needed to a specific financial aid program.

Tuition Refunds

- It is possible that you may be responsible for repayment of financial aid.
- It is important that you are confident about taking this course as refunds are now on a scale as directed by the Board of Regents and those that provide Financial Aid. We will not be able to change the decisions of the offices involved in the refund policy.
- If you drop a course there will be no refund after the 100% refund date. This is the date that was sent to you in your registration confirmation email (letter).

Tuition (Billing and Financial Aid)

- Students taking courses offered through The Division of Continuing & Distance Education will receive a bill electronically from the USD Business Office in their USD email account.
- **Students must pay the amount owed by the date specified** on the bill unless deferred for financial aid or due to other pre-approved arrangements. If bills are not paid by the date specified by your home institution's business office, you will be administratively withdrawn.
- National Guard, Teachers, Military, Senior Citizens, and State Employees are not eligible for reduced tuition for off-campus self-support courses.
- All students receiving financial aid must call the Business Office or the Financial Aid Office of your home institution for verification of aid.

Book Purchasing

Books may be purchased through Barnes and Noble at <http://usd.bkstore.com> or 605-677-6291.

Financial Aid

Financial Aid is available for standard term only.

If you are receiving federal financial aid (Pell Grant, SEOG, work-study, Perkins Loan, Stafford/Unsubsidized Stafford Loan, and/or PLUS Loan) and are enrolling in a correspondence course, you must be aware of some important rules. **These rules apply even if you are already enrolled full-time and the correspondence course does not change your enrollment level.**

In order for your correspondence course to count toward your enrollment level for a term, **you must be enrolled in the class by the end of the 100% refund period and last date to add for that term.** Financial aid eligibility is determined as of enrollment on that date. You may enroll in nonstandard correspondence courses after that date, but your financial aid eligibility will not increase as a result of the enrollment.

A correspondence course is counted the same as a regular course when calculating Satisfactory Academic Progress. **You must complete a standard term course within the term in which you are enrolled in the class.**

In order to maintain Satisfactory Academic Progress, you must complete 70% of the credits you attempt in a 12-month period beginning with summer, fall, and ending with spring. Grades of Incomplete, In Progress, Withdrawal, Failure, and Unsatisfactory count as credits attempted but not completed.

If you are enrolling in **correspondence courses only** and are eligible for a Pell Grant, federal regulations state that you **cannot receive your Pell Grant until you have completed 50% of the lessons.** It is up to you to notify the Financial Aid Office when that has been done. It will be confirmed with the Continuing Education Division and the Financial Aid office will disburse your award at that time.

If you are enrolling in **correspondence courses only** and are eligible for SEOG, work-study, Perkins Loan, Stafford/Unsubsidized Stafford Loan, and/or PLUS Loan, your cost of attendance for calculating your financial need will include only tuition, fees, and books (excluded are room and board, personal, and transportation expenses). **You must submit an assignment for each course before your aid can be disbursed.**

If you have any questions in regard to any of these policies, please contact the Financial Aid Office at your home institution.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to a hearing if the request to correct an alleged inaccuracy is denied.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by The University of South Dakota or any of its schools or colleges to comply with the requirements of FERPA.

The complete student records policy of The University of South Dakota is available online at www.usd.edu/registrar.

University Services

Academic Advising

You may need to determine whether or not a particular course meets your degree program requirements. If you plan to apply correspondence study courses towards a degree program, check with your academic advisor or the Dean's Office of the school or college to where the credit is to be applied.

Library Services

Correspondence study students are invited to use USD's library services at I.D. Weeks. You will need a valid USD ID card, and a current USD email account to gain access to Interlibrary Loan services and online research databases.

The I.D. Weeks Library has on its faculty a Distance Education Library whose primary responsibility is assisting off-campus students. Distance Education Librarian can be reached at either 800-299-5448 or 605-677-5629. Reference inquiries are also accepted by mail, fax (677-5488), or telephone (677-6085 or 800-299-5448).

Materials located at I.D. Weeks Library as well as libraries around the country will be mailed to distance students who do not come to the Vermillion campus on a regular basis. Distance students are responsible for return postage and should allow enough shipping time for the items to reach us by the due date. If you travel to Vermillion at least once a week, we ask that you pick up your materials in person. In order to request books, articles, or other materials, please point your browser to <http://www.usd.edu/library/>. If you have not registered for the Illiad interlibrary loan service, please see <http://www.usd.edu/library/ill.cfm>. Fill out the registration form and submit it. Then you can log into your account and begin making requests. If the interlibrary loan department has to borrow the item from another library, it will take time to receive it and then forward it on to you. If you are in a hurry, you may wish to contact your local public library request an interlibrary loan for items not held at I.D. Weeks. This will allow you to receive your items more quickly. Regular Library hours are as follows (hours may vary during holidays and school breaks):

Fall/Spring Semester

Monday – Thursday.. 7:45am – midnight,
Friday..... 7:45am – 8:00pm
Saturday 10:00am – 5:00pm
Sunday..... 1:00pm – midnight

Summer Sessions

Monday – Thursday.. 7:30am – 11:00pm
Friday..... 7:30am – 5:00pm
Saturday Closed

Aberdeen

Aberdeen Public Library
Northern State University
Presentation College

Brookings

Brookings Public Library,
South Dakota State University

Madison

Dakota State University

Mitchell

Mitchell Public Library

Pierre

South Dakota State Library
South Dakota State Archives

Rapid City

Rapid City Public Library
Rapid City Regional Hospital
South Dakota School of Mines and Technology
Ellsworth Air Force Base

Sioux Falls

Sioux Falls Public Library
Avera-McKenna Hospital
EROS Data Center
Sioux Falls Veterans Administration

Spearfish

Black Hills State University

Sturgis

Sturgis Public Library **Vermillion**

Vermillion

Vermillion Public Library
I.D. Weeks Library, USD
University of South Dakota School of Law
USD School of Medicine

Computer terminals at these libraries allow you to find materials both in your library and **in other libraries across the state. Talk to a local librarian about the services offered** and how to use the computer to obtain Materials.

Studying Tips

Beginning something new, like a correspondence study course, may cause some anxiety. Don't worry! A little bit of nervous energy is normal. Combining your nervous energy, motivation, and positive attitude with the study skills outlined here may enhance your learning experience.

While you take your correspondence study course, remember to:

Set realistic goals. Plan an initial routine and establish how long it will take you to complete each lesson, based on your first experience.

- Encourage and reward yourself along the way. Reward yourself with something special after completing specific goals, such as completion of lessons, assignments, or exams. Visualize yourself successfully completing your course.
- Establish a place where you can study uninterrupted. To avoid distraction, work in an atmosphere that allows you to relax and focus your attention on your studies—away from phones and other distractions!
- Prepare a realistic study plan. Before beginning, take a minute or two to relax and then look at the plan you've developed and visualize completing it successfully. Review previous material, preview new material, and attach significance to what you are learning.
- Make contact with your instructor. Don't be afraid to email your instructor if you have questions about the material or corrected homework.
- Submit clearly written work. When you reveal your rationale for arriving at certain conclusions, your instructor will have better understanding of what you did and why.

Most importantly, remember that while you are working independently, you are not alone. Your instructor and the Continuing & Distance Education staff stand ready to assist you at every step of the way! If you have any questions, please feel free to contact us. The toll-free numbers, along with other USD numbers, are located at the back of this handbook.

Best wishes to you as you complete your course!

Please note:

Financial Aid student's courses are on a semester time frame and must be completed by the end of the semester in which they were registered.

USD Directory

On-Campus Toll Free	877-269-6837	
Admissions..... Belbas Services Center	605-677-5434	
Business Office	Slagle 207	605-677-5613
Graduate School	MT 211	605-677-6240
I.D. Weeks Library (PALS).....	605-677-5371	
Registrar’s Office	Belbas Services Center	605-677-5301
USD Operator/Info, after hours.....	605-677-5341	

Division of Continuing & Distance Education/Correspondence Study Directory

Division of Continuing & Distance Education 605-677-6240 or 800-233-7937

The Division of Continuing & Distance Education is located on the campus of The University of South Dakota, Vermillion, SD. The Center can be found on Pine Street, east of Slagle Hall and on the north side of Arts and Sciences.

Office hours are Monday through Thursday 8:00 am to 7:00 pm and Friday, 8:00am to 5:00pm, Central Standard Time.