



NEW STUDENT CHECKLIST

Complete your immunization form and send it to Student Health Services

State required immunizations are available at Student Health Services and through other healthcare providers. Expenses associated with required testing and immunizations are the responsibility of the student. More information can be found at www.usd.edu/student-life/student-health/immunizations. Students who fail to provide the required proof of immunization will be refused registration and will not be able to attend classes until they are in compliance.

Online Students: Students in online degree programs are NOT required to submit proof of immunizations, skip to the next section.

On-Campus Students: Please complete and submit the health history form online at <https://yote.us/2uigetZ>.

Contact your advisor and register for classes

Contact your advisor by phone or email for guidance in determining class selections for the first semester. Your advisor's name and contact information is listed in your acceptance letter. You may also contact your Graduate Enrollment Coordinator, at (605) 658-6200 for assistance with your first registration.

Set up your USD accounts

SET UP YOUR USD EMAIL ACCOUNT AND myUSD PORTAL

1. Go to www.usd.edu/accounts/pickup and follow the steps. In Step 1, choose "USD student."
2. Use your USD email username and password to log in to the 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.

HOW TO ACCESS SELF-SERVICE

USD utilizes a student information system called Self-Service to register for classes, view and pay your tuition bill and accept your financial aid. Check your USD email and Self-Service often so you'll know when new information is available for you. You can reach Self-Service through the myUSD Portal.

1. Log in to the myUSD Portal <https://my.usd.edu> using your USD username and password.
2. Under the "Quick Links" section, click on the Self-Service links and enter your email and password.

Apply for financial aid

Please visit www.usd.edu/financial-aid/applying-for-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 financial aid, please contact the Office of Financial Aid, Belbas Center, 414 E. Clark Street, Vermillion, SD 57069
Phone: 605-658-6250 or toll-free at 877-269-6837 | Fax: 605-677-5238

ACCESS FINANCIAL AID SELF-SERVICE

1. Log in to the myUSD Portal <https://my.usd.edu> using your USD username and password.
2. Under the "Quick Links" section, click on the Financial Aid Self-Service link and enter your username and password.

How to log in to an online course

ACCESS THE DESIRE2LEARN (D2L) ENVIRONMENT

1. Log in to the myUSD Portal <https://my.usd.edu> using your USD username and password.
2. Under the "Quick Links" section, click on the Desire2Learn link and enter your email and password.
3. You will gain access to your online course(s) on the first day of class.
4. Visit the D2L Daylight Tutorial at www.usd.edu/usd-online/student-resources.

***Please note:** It may take 2-3 days before you can log in to the D2L website while our systems update your information.

Enrollment verification and billing information

All tuition and fees are due by the semester due date. To view this semesters due date go to www.usd.edu/financial-affairs/business-office.

ATTENDANCE CONFIRMATION – Access Self-Service 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 attendance confirmation, please contact the USD Business Office at 877-269-6837, 605-677-5613 or businessoffice@usd.edu.

BILLING INVOICES – SDePay electronic billing 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.** 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. Go to www.usd.edu/financial-affairs/business-office/sdepay and follow the steps to pay your bill.
2. For billing questions, contact the USD Business Office at 877-269-6837, 605-677-5613 or businessoffice@usd.edu.

ADDITIONAL INFORMATION

Order your books once you have registered for classes

There are many different ways to order books for your 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. To skip the automatic feature and go directly to the website, visit www.usd.edu/textbooks.

1. Log in to the myUSD Portal <https://my.usd.edu> using your USD username and password.
2. Under the "Student Links & Activities" section, click on the bookstore link.

Get your student ID/Coyote Card

On-campus students can get a Student ID/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. Online students may request a Student ID/Coyote Card by completing the Distance Student ID Request application at <https://apps.usd.edu/campus/id-request-form/index.cfm>. Your card will be mailed to the address you provide. For questions, please contact the Coyote Card Office at coyoteid@usd.edu or by calling 605-677-5334.

You will need the following information to complete the form: student ID number, a copy of a government issued ID, a head shot (no particular size requirement) and the address where you would like the ID mailed.

Using the library

Your USD username and password will give you access to the library catalog and electronic databases. For more information about USD's Distance Library, please visit: <http://www.usd.edu/library/for-distance-learners>.

NEED HELP?

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

Congratulations on your acceptance to USD! Go Yotes!