Division of Continuing and Distance Education

Correspondence

Student Handbook

“Extending the University of South Dakota to citizens of the state, region, and the world”
# Table of Contents

Contact Information .......................................................................................................................... 4
Introduction ........................................................................................................................................ 5
Policies & Procedures ......................................................................................................................... 6
General Information .......................................................................................................................... 9
Course Guidelines .............................................................................................................................. 10
Examination Information ................................................................................................................... 11
Dropping, Withdrawing, & Refunds .................................................................................................... 13
Financial Aid ...................................................................................................................................... 14
FERPA ............................................................................................................................................... 14
University Services ........................................................................................................................... 15
Study Tips ........................................................................................................................................ 17
Directory of Services ......................................................................................................................... 17

Revised June 2016
CONTACT INFORMATION

The Division of Continuing & Distance Education

Phone: 605-658-6140 or 800-233-7937
Fax: 605-677-6118
Email: cdecorrespondence@usd.edu or cde@usd.edu
Website: www.usd.edu/ce

Mailing Address:
The Division of Continuing & Distance Education
McKusick Technology Center, Room 211
The University of South Dakota
414 E. Clark St.
Vermillion, SD 57069

Disability Services
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each term.

Phone: 605-677-6389
Fax: 605-677-3172
Email: disabilityservices@usd.edu
Website: www.usd.edu/disabilityservices

Mailing Address:
Service Center North, Room 119B
The University of South Dakota
414 E. Clark St.
Vermillion, SD 57069
INTRODUCTION

What is a correspondence course?
According to the South Dakota Board of Regents (SD BoR), a correspondence course is education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the grader. Interaction between the grader and the student is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced.

The Correspondence Study staff of The Division of Continuing & Distance Education (CDE) acts as a liaison between the student and the grader. Coordination of correspondence course development, registration of students, management of proctoring services, receipt and distribution of assignments and examinations from students, proctors, and graders, and other duties to ensure a positive and rewarding experience in correspondence courses is the responsibility of CDE.

Correspondence courses are available in standard term (semester-based) and 8-week formats. Both are eligible for financial aid.

Purchasing Text Books
Textbooks may be purchased on-campus from Barnes & Noble, located in the Muenster University Center, or online at the following website: usd.bkstore.com/bkstore/content. Due to similar classes being taught online and face-to-face, please make sure you check the Correspondence Course Guide for the proper book(s).

Accessing the Course via D2L:
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 Desire2Learn (D2L) via the following link: http://link.usd.edu/160
POLICIES & PROCEDURES

USD Academic Policies and Procedures
CDE adheres to the academic policies and procedures of USD 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, students may want to obtain a copy of that document from Student Services:

Degree Credit Restrictions
You may apply your correspondence study credits toward a degree program at The University of South Dakota (USD); however, some restrictions do apply. Please see the restrictions listed below.

- It is not possible to earn an entire baccalaureate degree through correspondence study.
- It is the student’s responsibility to receive approval from the appropriate college or school dean to ensure the course fulfills the graduation requirements outlined by the particular college or school.
- Correspondence courses do not carry graduate credit. You may be able to use correspondence study as prerequisite hours for graduate study.

Course Registration
Standard term and 8-week correspondence courses follow the academic calendar established by the SD BoR. This means students begin and end on the scheduled University semester dates.

Current degree-seeking students within the South Dakota Board of Regents system may register for correspondence courses through WebAdvisor. Non degree-seeking students and new distance students may register for correspondence courses using the Online Registration Form found on CDE’s website:
https://usd-web.usd.edu/continuing-and-distance-education/registration/index.cfm
If you do not have access to the Internet please let CDE know and we will provide you with the Correspondence Registration Form.

Course Completion
Since correspondence courses are typically self-paced within the standard semester dates, it is important to set goals. Some correspondence courses provide a suggested outline.

Grading
The grading system used for correspondence courses is as noted in USD’s Undergraduate Catalog:

A – Exceptional
B – Above Average
C – Average
D – Lowest Passing Grade
F – Failure
W – Withdrawal
I – Incomplete

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

Incomplete Grades
A grade of Incomplete (I) may be assigned at the discretion of the grader when certain conditions exist. The purpose of the incomplete grade is to allow students to complete courses at a later date without repeating work already satisfactorily completed. An Incomplete grade may be granted only when all of the following conditions apply:

1. A student has encountered extenuating circumstances that do not permit him/her to complete the course.
2. The student must have completed a minimum of 50% of the curriculum and earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an Incomplete.
3. The student does not have to repeat the course to meet the requirements.
4. The grader must agree to grant an incomplete grade.
5. The grader and student must agree on a plan to complete the coursework.
6. The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs.

Incomplete grade requests in correspondence courses are subject to the approval of the respective Department Chair. For further information on Incomplete grades, please consult USD’s Undergraduate Catalog or the grader of the course.

Early Alert
The goal of the Early Alert system is to promote academic success and increase graduation rates among students. For standard term correspondence courses, graders will enter Early Alert DEF grades in WebAdvisor during the fourth week of the term for students who have not submitted at least one assignment in addition to the attendance assignment. The assignment may be in the form of a book report, exam, lesson, or writing assignment, depending on the course.
It is at the discretion of the grader to determine any additional criteria used for an Early Alert deficiency. Students will be informed of Early Alert deficiencies through the student portal, emails, and/or phone calls.

**Midterm**
At the completion of the eighth week of the semester, graders will enter DEF (deficiency) grades in WebAdvisor for students who have not yet completed at least 30% of the course and/or are earning a grade of D or below in correspondence courses. The issuance of a DEF grade is at the discretion of the grader.

A student who has not submitted a minimum of two assignments by midterm may be administratively dropped from a correspondence course due to non-participation. Warning emails will be sent and phone calls will be made to the student prior to being dropped from the course.

**Final Grades**
The grader is responsible for entering final course grades in WebAdvisor. Students may view final grades in WebAdvisor.

**Grade Disputes**
A student who disagrees with the grade assigned by a grader for an individual assignment, exam, or final course grade may appeal the grade. Please refer to the USD Student Handbook found at the following site for more information on the Academic Appeals Process: [http://www.usd.edu/~media/files/student-life/usdstudenthandbook.ashx?la=en](http://www.usd.edu/~media/files/student-life/usdstudenthandbook.ashx?la=en)

**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 grader, 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 the complete policy, please visit the following website: [libguides.usd.edu/content.php?pid=55102&sid=403442](libguides.usd.edu/content.php?pid=55102&sid=403442)

**Obtaining USD Transcripts**
To request an official transcript from USD, please use the Transcript Request Form found on the Office of the Registrar’s website: [www.usd.edu/registrar/transcripts.cfm](www.usd.edu/registrar/transcripts.cfm).

Prior to requesting a transcript, students should check WebAdvisor to ensure all final grades have posted.

**Change of Information**
In the event of a change in name, phone number, mailing address, etc., it is the student’s responsibility to update their profile information in the student portal.
GENERAL INFORMATION

Course Guide Components
The course guide serves as the syllabus and study guide for the correspondence course. The course guide is produced by CDE in conjunction with the author and grader of the course and is posted within the D2L in the student portal.

First Assignment – Very Important!
The ‘first assignment’ is included at the beginning of each course guide and is to be completed and submitted to the designated D2L Dropbox folder immediately. The first assignment serves as a letter of introduction and confirms a student’s intent to complete the course for CDE records.

If the first assignment is not submitted to D2L by the scheduled add/drop (100% refund) date, a student is at risk of being dropped from the course due to non-participation in accordance with USD’s attendance policy.

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 grader styles, these components are common to most courses.

Students should familiarize themselves with each of the components of the course guide before beginning the first lesson:

I. Welcome Letter
II. First Assignment
III. Proctor Form
IV. General Course Information
V. Course Introduction
   i. Table of Contents
   ii. About the Author
   iii. Course Introduction
   iv. Course Objectives
   v. Course Description
   vi. Course Materials
   vii. Course Schedule
   viii. Guidelines for Completing Assignments
   ix. Course Policies
   x. Study Suggestions
VI. Individual Lessons
   i. Lesson Introduction
   ii. Lesson Objectives
   iii. Reading Assignment
VII. Request for Exam Form
VIII. Instructions on Accessing USD Accounts
Steps Involved in Correspondence Study
While exceptions occasionally occur, the process involved in the enrollment and completion of a correspondence course is as follows:

1. Registration for a correspondence course can be facilitated through WebAdvisor or the Online Registration Form. If successful, a confirmation email is sent to the student verifying registration. Tuition is billed via WebAdvisor.
2. Textbook(s) may be purchased through Barnes & Noble at usd.bncollege.com. Again, please check your correspondence course guide so you acquire the correct book.
3. Students must submit the first assignment to the appropriate D2L Dropbox folder by the add/drop date. If the first assignment is not received by the add/drop date, a student is at risk of being dropped from the course according to university policies.
4. If a correspondence course requires a proctored exam and a student is not able to test at one of the University of South Dakota testing centers (see page 10 for directions), the Proctor Form must be submitted. The Proctor Form should be submitted at the beginning of the term to allow time for the USD Testing Center staff to determine appropriateness of the requested proctor and to communicate the approval/denial of the requested proctor. Processing of the proctor form may take up to one week to process due to the volume received and is completed on a first come-first serve basis.
5. All completed assignments are to be uploaded to the appropriate D2L Dropbox folder. (Exceptions given for MATH 095, MATH 102, and STAT 281 students.)
6. After all required assignments have been submitted and graded, and the grader has left feedback on the assignment for the student, the student submits an exam request form to the USD Testing Center. If the Testing staff approve the requested proctor:
   i. The Testing staff will send the exam to student’s proctor.
   ii. Student takes exam in professional setting.
   iii. Proctor returns the completed exam to the USD Testing Center.
   iv. The Testing staff date stamps the exam and logs the receipt of exam.
   v. The Testing staff forwards the exam to grader for grading.
   vi. The Grader grades the exam and records the grade in D2L.
   vii. Steps are repeated until the student has completed all course requirements, including the final exam.
7. At the end of the term, the grader enters final course grades in WebAdvisor.

COURSE GUIDELINES

Where to Begin
First, complete the first assignment and upload it to D2L. Next, begin reading the introductory material in the course guide. The information found in that section is roughly equivalent to the “first day of class” information students would be given in a traditional classroom setting. The introduction in the course guide is extremely valuable to the progression of the course and students are urged to become familiar with the information right away.

Once the course guide introduction and this handbook have been read, students are ready to begin the first lesson. The instructions in the course guide for progressing through the course should be fairly straightforward, but if any questions arise, please do not hesitate to contact CDE at 605-658-6140 or 800-233-7937.
Submitting Assignments
Students may begin work in the course on the first day of the term. Please keep in mind the completion date, which is the end of the term, when completing the coursework. Graders are allowed up to two weeks turnaround time for grading assignments.

**Please do not wait until the last minute to complete your coursework! Students who wait until the last month/weeks of the course to turn in assignments may risk losing those points and receiving no credit for those assignments if they cannot be processed in a timely manner before final grades are due.**

The following policies govern correspondence study and assignments:

1. In order to allow adequate time for the grader to give feedback on assignments, some restrictions apply as to the number of assignments that may be submitted per week. Refer to the course guide for the assignment restrictions, which must be adhered to for the course. In order to complete lessons differently than what is indicated, permission must be granted from the grader.
2. Assignments must be submitted in the order they appear in the course guide.
3. For a standard term course, plan on a 2-week turnaround between the time an assignment is submitted and feedback is left by the grader. For an 8-week course, turnaround time is reduced. If feedback has not been left on submitted assignments within 15 days, call CDE at 605-658-6140 or 800-233-7937.
4. If indicated in the course guide, attach the appropriate assignment cover sheet for each assignment and make sure you fill out the cover sheet completely. Submitted assignments will be returned if a cover sheet is not attached, which may cause a delay in the completion of your course.
5. All assignments must be submitted to the appropriate D2L Dropbox folder. (Exceptions apply for MATH 095, MATH 102, and STAT 281.)

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

Students are not allowed to use textbooks or other course materials (such as the course guide or calculator) while taking exams. If the grader does allow such materials while taking an exam, the course guide will state such information. If students have any questions regarding exam policies, please contact USD Testing Center staff at 605-658-6143. Students are encouraged to schedule an exam with their proctor at least one week in advance of desired date and to confirm with their proctor the receipt of exam prior to arrival. **Graded exams are not returned to students.**

**Taking Proctored Exams**
Students residing near The University of South Dakota (Vermillion) are required to take their exams at the USD Testing Center, located in the McKusick Technology Building room 201. To schedule an appointment please use the online appointment scheduler located at [http://www.registerblast.com/usd/Exam](http://www.registerblast.com/usd/Exam). If you have any questions, please call 605/658-6143.

Other University of South Dakota preapproved Testing Centers available to students, but not required are: **Sioux Falls** - University Center. Please call 605/367-5989 or 866/220-7085 to make an exam appointment.
Division of Continuing & Distance Education

Rapid City- Black Hills State University in Rapid City. Please call 605/718-4193 to make an exam appointment.

Pierre- Capitol University Center. Please call 605/773-2160 to make an exam appointment.

Students testing at any one of these preapproved testing centers listed above do not need to fill out a Proctor Form, however; students will need to notify the Vermillion testing center as to which testing location they will be using at the beginning of the semester. Students must however; contact their preferred testing site 1-2 weeks in advance of their desired test date to schedule an exam.

Students not living in the vicinity of a preapproved USD testing center must submit a Proctor Form. The Proctor Form is located in the course guide as well as in the student portal: http://www.usd.edu/~media/files/USD-online/proctor-form.ashx?la=en

Students must submit a proctor form and list courses in need of a proctored exam. The USD Testing Center will verify each proctor requested to determine if the requested proctor is suitable. If approved, the USD Testing Center will send the test information to the proctor. If a Proctor Form is not submitted or if the requested proctor is denied, the test information will not be sent.

Appropriate proctors fall within one of the following categories: professional testing center, current high school teachers or counselors, principals or superintendents, librarians or members of the clergy. If you are active duty military, you may utilize a testing center on a base state side or if not available because of deployment overseas- an officer that holds a rank higher than yourself may proctor your exam. The proctor email must be a professional email, not a personal email (e.g. Yahoo, Gmail, Hotmail, etc.). All proctors must be approved by the USD Testing Center. Approval of proctors is at the discretion of The USD Testing Center and they have the right to deny the use of a requested proctor. Students will be notified via their USD email if their requested proctor is not approved.

If the requested proctor is approved by the USD Testing Center, the exam information will be emailed to the approved proctor upon receipt of the Request for Exam Form from the student. Proctors are not allowed to be in possession of an exam for more than two weeks. Proctors are responsible for administering exams and returning the completed exams to the USD Testing Center preferably via email or the postal mail. All exams must be administered in a quiet, well-lit professional setting conducive to concentration. Exam administration in private homes is not appropriate or acceptable.

It is the responsibility of the student to submit the Request for Exam Form to the USD Testing Center, which is found in the course guide, and to schedule exams with their proctor and confirm with the proctor the receipt of the exam prior to the scheduled exam date. All exams must be taken in the presence of the approved proctor, who is required to sign a certificate attesting to the fact. All postage and proctoring fees are the responsibility of the student.

For more information on the proctoring process, please refer to the Proctor Form or call the USD Testing Center at 605-658-6143 or email at testingcenter@usd.edu.

**Additional Course Guidelines**
Guidelines, policies, and procedures specific to your correspondence course are outlined in the introductory section of your course guide. Please refer to the course guide for details.
DROPPING, WITHDRAWING, & REFUNDS

Dropping a 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 SD BoR institution during the semester. When dropping one or more courses, but not all courses, students use WebAdvisor. (Nonstandard courses cannot be dropped via WebAdvisor; please use the Add/Drop Form found in the student portal: http://link.usd.edu/3475 and submit it to the Registrar’s Office, Belbas Center or fax it to 605-677-6753.

Withdrawal from the University
A student is considered withdrawn from USD if all courses (from any SD BoR institution) 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), students must use the Application for Complete Withdrawal Form located in the student portal: http://link.usd.edu/3475. All withdrawals must be signed, dated, and submitted to the USD Financial Aid Office, Belbas Center, 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 the student 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 a drop or withdrawal on their financial aid as a refund and/or repayment may be required to a specific financial aid program.

Tuition Refunds
- It is possible that a student may be responsible for repayment of financial aid.
- It is important a student is confident about taking a course as refunds are now on a scale as directed by the Board of Regents and those that provide financial aid. USD will not be able to change the decisions of the offices involved in the refund policy.
- If a student drops a course, there will be no refund after the 100% refund date.

Tuition Billing and Financial Aid
- Students may view their tuition statement and pay their tuition bill through SDePay located in WebAdvisor. No paper tuition statements will be mailed. Students will receive an email notice when their bill is available online.
- Students may also pay tuition with in person with cash or check at the Business Office, located in Slagle Hall, Room 207, or mail checks to the Business Office.
- 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 the student’s home institution’s business office, the student will be administratively withdrawn.
- National Guard, teachers, military, senior citizens, and SD state employees are not eligible for reduced tuition for off-campus and self-support courses.
- All students receiving federal financial aid must call the Business Office or the Financial Aid Office of their home institution for verification of aid.

For more information on dropping a course, withdrawing from USD, and tuition refunds, please consult the SD BoR Policy 5:7: www.sdbor.edu/policy/5_financebusiness/documents/5-7.pdf.
**FINANCIAL AID**

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

1. In order for a correspondence course to count toward enrollment level for a term, the student 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 100% refund date. A student may enroll in nonstandard correspondence courses after that date, but financial aid eligibility will not increase as a result of the enrollment.

2. A correspondence course is counted the same as an on-campus course when calculating Satisfactory Academic Progress. **Students must complete a standard term course within the semester dates the course is offered.**

3. In order to maintain Satisfactory Academic Progress, a student must complete 70% of the credits attempted in a 12-month period beginning with the summer and fall term and ending with the spring term. Grades of Incomplete (I), In Progress (IP), Withdrawal (W), Failure (F), and Unsatisfactory (U) count as credits attempted but not completed.

4. If a student is enrolling in correspondence courses only and is eligible for a Pell Grant, federal regulations state the student cannot receive the Pell Grant until 50% of the lessons have been completed. It is up to the student to notify the Financial Aid Office when 50% of the lessons have been completed. After confirmation by CDE, the Financial Aid Office will disburse the student’s award at that time. **What does this mean? The student has to pay 50% of tuition and is then paid back later?**

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

For students receiving financial aid, the correspondence course must be completed by the end of the semester in which the course is being offered.

Any student with questions in regard to financial aid policies is advised to contact their home institution’s Financial Aid Office.

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their education records.

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 the records 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. Department of Education concerning alleged failures by USD or any of its schools or colleges to comply with the requirements of FERPA. The complete USD Student Records Policy is available online at [www.usd.edu/registrar/student-records-policy.cfm](http://www.usd.edu/registrar/student-records-policy.cfm).

**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.

**Tutors**
The Academic & Career Planning Center offers tutoring in a variety of subjects. Tutoring is a free program and covers subjects like Math, English, Writing, Biology, and Chemistry, but is not limited to those subjects. Students are encouraged to contact the Academic & Career Planning Center to learn more.

**Academic & Career Planning Center**
Academic Commons
Phone: 605-677-5381
Email: advising@usd.edu
Website: [www.usd.edu/advising](http://www.usd.edu/advising)

Private tutoring is at a student’s own expense.

**Library Services**
Correspondence study students are invited to use USD’s library services at I.D. Weeks. Students will need a valid USD Student 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 Librarian whose primary responsibility is assisting off-campus students. The Distance Education Librarian can be reached by calling 605-677-5629. Reference inquiries are also accepted by fax (677-5488), telephone (605-677-6085), text (605) 868-8940, live chat, and via social media. Please visit [libanswers.usd.edu/](http://libanswers.usd.edu/) for more information.

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 students travel to Vermillion at least once a week, I.D. Weeks Library ask that materials be picked up in person. In order to request books, articles, or other materials, students are to use the ILLiad interlibrary loan/document delivery service. For step-by-step instructions on setting up an ILLiad account, please visit [http://www.usd.edu/library/for-distance-learners](http://www.usd.edu/library/for-distance-learners)

Items held at the University Libraries are generally shipped to the student within two working days. 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 the student. If the receipt of the item is time sensitive and the item is not held at the
University Libraries, the student may wish to contact a local public library in order to receive the item more quickly.

Regular library hours are as follows (Exceptions: holidays, finals, events):

**Fall/Spring Semester**
Monday – Thursday..... 7:30am – 2am
Friday.......................... 7:30am – 11pm
Saturday..................... 10 am – 11pm
Sunday........................ 10 am – 2am

**Reference Desk Hours**
Monday – Thursday..... 9 am – 10 pm
Friday.......................... 9 am – 5 pm
Sunday......................... 1 pm – 5 pm, 6 pm – 10 pm

**Archives & Special Collections**
Monday – Thursday..... 8 am – 5 pm

**Wegner Health Science Information Center**
Monday – Thursday..... 8 am – 10 pm
Friday.......................... 8 am – 5 pm
Saturday..................... 10 am – 5 pm
Sunday......................... 2 pm – 10 pm

**Summer Interim Term**
Monday – Thursday..... 7:30 am – 11 pm
Friday.......................... 7:30 am – 5 pm
Saturday..................... 10 am – 5 pm
Sunday......................... 1 pm – 11 pm

**South Dakota Area Resources**

**Aberdeen**
Aberdeen Public Library
Northern State University
Presentation College

**Brookings**
Brookings Public Library
South 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-McKennan Hospital
EROS Data Center
Sioux Falls Veterans Administration

**Spearfish**
Black Hills State University
STUDY 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 nervous energy, motivation, and a positive attitude with the study skills outlined here may enhance the learning experience.

While taking a correspondence study course, remember to:

- Set realistic goals. Plan an initial routine and establish how long it will take to complete each lesson.
- Encourage and reward yourself along the way. Reward yourself with something special after completing specific goals, such as completion of assignments, papers, 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 grader. Don’t be afraid to write your grader 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 grader will have better understanding of what you did and why.

Most importantly, remember that while you are working independently, you are not alone. Your grader and the CDE staff stand ready to assist you at every step of the way! If you have any questions, please feel free to contact us.

Best wishes to you as you complete your correspondence course!

USD DIRECTORY
Division of Continuing & Distance Education/Correspondence Study
Division of Continuing & Distance Education .................605-658-6140 or 800-233-7937

The Division of Continuing & Distance Education is located on the campus of The University of South Dakota, Vermillion; SD. CDE is housed on the second floor of the McKusick Technology Center and can be found on Clark Street, east of Slagle Hall and on the north side of Arts and Sciences.

Office hours are Monday through Thursday 7:30 am to 5 pm and Friday 8 am to 5 pm, CST.

On-Campus Toll Free ................................................................. 877-269-6837
Admissions .................. Belbas Services Center ....................... 605-658-6200
Business Office .................. Slagle 207 ......................... 605-677-5613
Graduate School .................. MT 211 ..................... 605-658-6140
I.D. Weeks Library (PALS) ...................................................... 605-677-5373
Registrar’s Office .............. Belbas Services Center ............... 605-677-5339