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# WELCOME TO USF

## The Difference Is Here.



UNIVERSITY OF SIOUX FALLS

# WELCOME TO USF

## Welcome

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Greetings from the entire University of Sioux Falls community. We find ourselves in extraordinary times, and we are pleased and honored that you are trusting USF with your career and life aspirations. At USF, we prepare our students to live fully engaged lives—not just to learn, but to apply knowledge. Not just to excel at a profession for the purpose of earning a wage, but to be a contributing member in your community and society at-large. We welcome you as a valued member of this University and know that you will immediately experience the strong sense of Christian community that has been a trademark of our institution for its 139-year existence. We can promise your experience will include:



**Personal mentorship**—Throughout the journey of your college career, and no matter what academic degree track you pursue, you will experience the support of a caring and committed University community focused on your well-being and success. It is in this place you will mold some of the most important and enduring relationships of your life.

**Affordability**—In 2018, USF took a bold step and reset its undergraduate tuition price by lowering it \$10,000. Our commitment to affordability has not, and will not diminish. In direct relation to the University's traditional motto of Culture for Service, the University views access to higher education as serving the greater good. Since education remains the primary gateway to opportunity, the University remains steadfastly committed to ensuring the pursuit of earning a degree from the University of Sioux Falls remains financially accessible for everyone.

**Learning through service**—Our Culture for Service motto inspires students to impact the world for Christ and serve those in need. Whether it's volunteering at The Banquet in Sioux Falls or participating in a mission trip to Robin's Nest Children's Home in Jamaica, you'll have the opportunity to broaden your worldview while effecting change and gaining solid leadership skills.

**Building confidence and your resume**—When you graduate from USF, you will be prepared to land your dream job or gain entry into graduate school, but more importantly, you will be committed to being a lifelong learner, leaving USF with a versatile skill set cultivated from our liberal arts curriculum. The education you receive at USF will not only benefit you in your career, but also in navigating the varying pathways you will experience throughout your lifetime. With a 99 percent placement rate for our graduates, your future opportunities are bright with the support of a caring University community.

Please know that your health and safety are deeply important to the USF family and that we will strive in both traditional and new ways to create a learning environment that honors this as well as our commitment your academic and personal success. As a Christian community, we will not only be physically present to help you fully engage in all USF has to offer, but also to hold you up in prayer during this time of transition as you look on the horizon toward a successful future. Best wishes.

Sincerely,

A handwritten signature in cursive script that reads "Brett Bradfield". The signature is written in black ink on a white background.

Dr. Brett Bradfield, President



# NEW STUDENT CHECKLIST

There are a few things you can be doing to prepare before the start of the fall semester and help make your transition to USF as smooth as possible. Please use the checklist and information below to ensure you have completed all necessary steps.

ITEMS TO COMPLETE BY AUGUST 1
<input type="checkbox"/> Submit tuition deposit
<input type="checkbox"/> Submit housing deposit
<input type="checkbox"/> Submit housing application
<input type="checkbox"/> Submit FAFSA
<input type="checkbox"/> Accept financial aid offer
<input type="checkbox"/> Complete Master Promissory Note (if you are borrowing Federal Direct Loans)
<input type="checkbox"/> Complete loan counseling (if you are borrowing Federal Direct Loans)
<input type="checkbox"/> Submit immunizations
<input type="checkbox"/> Submit final transcripts
<input type="checkbox"/> Set up emergency contacts in MyUSF
<input type="checkbox"/> Request parking permit in MyUSF
<input type="checkbox"/> Complete semester checklist items in MyUSF

## USF TECHNOLOGY SET-UP

### USF Email, Network and MyUSF

#### On-Campus New Student Registration

During the pre-registration meeting with your admissions counselor, users will be provided with a temporary password.

Example Information:

- Student Name = John Doe
- Network, WiFi, and MyUSF Username = jodoe
  - Typically, will consist of the first two letters of your first name and your entire last name.
  - If this username is already in use, your middle initial will be used.
- Email and Office365 Suite Username = jodoe@usiouxfalls.edu
  - Please note that the username includes the @usiouxfalls.edu domain but is not the full student email address.
- Email Address = john.doe@usiouxfalls.edu

#### Set up your network account and email with your credentials. To do this, follow the steps below:

- Enter your network username and the temporary password provided by the admission counselor.
  1. Follow the on-screen directions to change your password.
    - Your new password should be at least 10 characters long and include upper-case characters, numbers, and/or special characters.
      - Use a different password than you use for other services like Facebook or Google
      - Don't share your password with others.
  2. Open Chrome and go to [www.usiouxfalls.edu](http://www.usiouxfalls.edu), scroll to the bottom of the home page, and click on the "Campus Mail" button in the bottom right-hand corner.
    - Have your username and password ready when logging into your account (see below).
      - Enter your email username (see formatting above) and the new password.
      - Once logged in, users will be directed to set up verification methods including phone and external email. This is very important as it allows users to complete self-service password resets at any time.

If you experience any problems logging into your account with your USF username and password, please contact the Information Technology (IT) Help Desk at (605) 331-6674 or visit us on the first floor of Jordan Hall.

**Note: Make sure to always log out of computer applications and MyUSF so others can't access your records.**

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## Virtual New Student Registration

During the pre-registration meeting with your admissions counselor, users will be provided with a temporary password.

Example Information:

- Student Name = John Doe
- Network, WiFi, and MyUSF Username = jodoe
  - Typically, will consist of the first two letters of your first name and your entire last name.
  - If this username is already in use, your middle initial will be used.
- Email and Office365 Suite Username = jodoe@usiouxfalls.edu
  - Please note that the username includes the @usiouxfalls.edu domain but is not the full student email address.
- Email Address = john.doe@usiouxfalls.edu

### Set up your network account and email with your credentials. To do this, follow the steps below:

1. Go to [www.usiouxfalls.edu](http://www.usiouxfalls.edu), scroll to the bottom of the home page, and click on the “Campus Mail” button in the bottom right-hand corner.
2. Have your username and password ready when logging into your account (see below).
3. At set up, it will ask you to create a new password of your choice.
  - Your new password should be at least 10 characters long and include upper-case characters, numbers, and/or special characters.
    - Use a different password than you use for other services like Facebook or Google.
    - Don’t share your password with others.
  - Once your new password is saved, users will be directed to set up verification methods including phone and external email.
    - This is very important as it allows users to complete self-service password resets at any time.

If you experience any problems logging into your account with your USF username and password, please contact the Information Technology (IT) Help Desk at (605) 331-6674 or visit us on the first floor of Jordan Hall.

**Note: Make sure to always log out of computer applications and MyUSF so others can’t access your records.**

## Microsoft (MS) Teams

MS Teams is the virtual meeting software that is included in the Microsoft Office365 Suite. It allows for video conferencing, sharing documents and open communication between students, advisors and professors.

### To access your MS Teams, follow the steps below:

1. Click here (<https://teams.microsoft.com/>) to get started.
2. If you have previously signed into Office365, using your MyUSF credentials, it may automatically log in. If not, your credentials are the same as those set up to access your email.
  - Example: John Doe’s account will be associated with jodoe@usiouxfalls.edu.
3. Password: Enter the password you created when setting up your email and MyUSF accounts.

If you experience any problems logging into your account with your USF username and password, please contact the Information Technology (IT) Help Desk at (605) 331-6674 or visit us on the first floor of Jordan Hall.

**Note: Make sure to always log out of computer applications and MyUSF so others can’t access your records.**

## NEW STUDENT REGISTRATION

### Advising Appointment

- The Admissions Office will send you an email with your scheduled advising time the week before your registration appointment. You will meet with an academic advisor during your scheduled time to discuss your degree and the courses needed within your major. Students with prior college credit or Advanced Placement credit should notify the advisor of these credits in case USF hasn’t received them by the time you register.

### Additional Appointments with Campus Offices

Students and families are able to schedule additional appointments on their registration day or throughout the summer. Please contact your admissions counselor to schedule any additional appointments.

- Financial Aid
- Athletics (NCAA Eligibility)

# NEW STUDENT CHECKLIST CONTINUED

- Learning Accessibility Services
- Student Life (housing and meal plans)
- Student Accounts

## USF STUDENT IDENTIFICATION (ID) CARD

- Students will submit student ID photos electronically through a [form by clicking here](#) and will receive their ID cards at the beginning of the fall semester.
  - Note: In order to access the submission form, users must be signed into their USF Office365.

Please keep these requirements in mind:

- Photo:
  1. The submitted photo cannot be a copyrighted image, which includes professional photos.
  2. The image will be a headshot (from mid-torso and above).
  3. The use of filters is not allowed on the photo including stickers, colors, or text.
- Setting:
  1. Choose a location that is well lit.
  2. Identify an area with a solid background (wall without pictures, side of the house, fence, etc...).
  3. Choose an appropriate location that does not include alcohol, drugs or inappropriate images.
- Attire:
  1. No hats/headwear (unless religious)
  2. Clothing must not have profane, vulgar, or sexually explicit terms/images
- Camera:
  1. Photo should be taken in landscape orientation
  2. Place the camera at eye-level so the picture will be taken straight on.
  3. Try to avoid looking up or down at the camera.
  4. SMILE! (or at least don't frown)
  5. Face and eyes must be clearly visible

As a student, you will receive a student ID card. You will use this card to gain access to campus buildings, check out resources at the USF Library, attend free athletic, music and theatre events, and eat in the cafeteria. If you lose your card, you should contact Campus Safety and Security (located in Mears Library) immediately to obtain a new card. Replacement cards are available for \$15 for the first card, \$30 for the second card, \$45 for the third card and \$60 for the fourth card.

## ATHLETE ELIGIBILITY (IF APPLICABLE)

- Verify athletic status with the NCAA by scheduling a New Student Information - Athletics appointment from the Navigate App.

USF does not fund any insurance coverage for student-athletes (SAs) injured in practice, training or competition. USF is, however, an active member of the NCAA, which provides a high-deductible insurance program for student-athletes injured in a covered athletic activity.

The NCAA policy has a \$90,000 deductible and may provide benefits in excess of other applicable coverage. To fill this gap, the SA, prior to beginning practice or competition, must have health insurance with at least a \$90,000 limit covering participation in intercollegiate sport. The SA must provide proof of such coverage to USF Athletic Training Staff. There are no exceptions to this requirement.

USF IS NOT RESPONSIBLE FOR THE PAYMENT OF, OR AUTHORIZATION TO PAY, ANY MEDICAL EXPENSES RESULTING FROM INJURIES SUSTAINED AS A RESULT OF, OR ARE IN ANY WAY RELATED TO, PARTICIPATION IN INTERCOLLEGIATE SPORTS.

## AFTER REGISTRATION

### Semester Checklist on MyUSF

Review the Semester Checklist to complete any required paperwork, provide any updates, and to stay informed throughout the summer. The Semester Checklist is always available on the home page of your MyUSF account. It will keep you up-to-date with what items have been processed and what still needs to be completed. When you are ready to complete the checklist requirements "launch" the application and select "view". Each track will have an assigned color. The colors determine

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if the track is required (red), optional (blue), pending (yellow) or completed (green).

## The Semester Checklist will include the following:

### 1. IMMUNIZATIONS | COMPLETE BY AUGUST 1

- Print and complete the Student Immunization Record at [usiouxfalls.edu/immunizations](https://usiouxfalls.edu/immunizations) and provide record of TWO properly administered MMR immunizations or immune titers for mumps, measles and rubella.

### 2. FINAL TRANSCRIPTS | COMPLETE BY AUGUST 1

- Request an official, final high school transcript showing a graduation date to be sent directly from your high school to the USF Admissions Office.
- If applicable, have official advanced placement scores and/or college transcripts sent directly to the Admissions Office.

Before financial aid funds can be released to your billing account, official high school and post-secondary transcripts must be on file with the USF Admissions Office.

### 3. PARKING PERMIT | COMPLETE BY AUGUST 1

Campus parking is available to all students. Parking permits will be available to students who have registered their vehicle online by the start of the fall semester.

- Register your vehicle for a free parking permit. You will need your license plate number available when filling out the form.

Students parking on campus must have a current parking permit to park in designated campus lots and avoid fines.

### 4. CAMPUS EMERGENCY NOTIFICATION | COMPLETE BY AUGUST 1

- Sign up online for campus alerts (emergency, weather and parking) through the home page of [MyUSF](#). (For more information about MyUSF refer to that section in the navigation on the left.)

### 5. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) | COMPLETE BY AUGUST 1

- Sign a [FERPA release form](#) to authorize the release of student academic and financial information to select individuals. Student financial information, grades, social security numbers, ethnicity, religious preference and your class schedule will not be released to anyone without your permission. Questions regarding FERPA may be directed to the Registrar's Office or to the Financial Aid Office.

Under the terms of FERPA, the following is directory information and may be released to those requesting it unless you, the student, specifically request otherwise:

Student name, campus address, permanent address, permanent phone, email address, parents' names, hometown, high school attended, dates of attendance, full-time/part-time status, honors, awards, special recognition, degree(s) received, major, classification (senior, junior, etc.), activities, photographs and sports participation (including height and weight of team members).

## Order Textbooks

- Order your textbooks through the virtual bookstore at [usiouxfalls.ecampus.com](https://usiouxfalls.ecampus.com). Textbooks can be delivered to the USF Mail Room or directly to your home. Free shipping is available on all orders over \$35 and all orders shipped directly to campus.

IMPORTANT: Textbooks will not be available to purchase on campus, so order your textbooks online today.

1. [Click here](#) to download FAQs for ordering textbooks.
2. [Click here](#) for full instructions for how to order from the USF Virtual Bookstore.
3. Questions? Contact the Virtual Bookstore Program Customer Service Team at 1-877-284-6744

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# FINANCIAL AID

Complete these steps to finalize your financial aid for the upcoming year. Be sure to calculate your out-of-pocket cost and review additional funding sources. **Payment arrangements need to be in place by the first day of class for the fall and spring semesters.**

## Start the Financial Aid Process

- If you have not done so already, please complete the 2023–2024 Free Application for Federal Student Aid (FAFSA) immediately. The application is filed at [fafsa.gov](https://fafsa.gov). USF school code: 003469.

## Finalize your Financial Aid Package

- Review the financial aid offer to accept the financial aid you wish to receive. List any scholarships or outside assistance you will be receiving to attend USF. Return one signed copy to the Financial Aid Office, or accept/decline the aid on your MyUSF account.
- Complete Federal Direct Loan Counseling and Master Promissory Note if you accepted the Federal Direct Loan on your financial aid offer.
  - Entrance Counseling: [Click](#) and log in to complete.
  - Select *I am an undergraduate student*.
  - Master Promissory Note (MPN): [Click](#) and log in to complete.

## Plan for Any Out-of-Pocket Costs

Many students have a remaining out-of-pocket costs after receiving their financial aid. Options to help cover the remaining cost are listed on USF's [Additional Funding Sources](#) page. Arrival to USF will be much smoother if families are prepared for this amount and have arrangements in place. Please contact us with any questions!

- **Outside Scholarships**—check with local organizations and watch your USF email for notifications from our office.
- **Interest-free monthly payment plan** through the [Nelnet FACTS Payment Plan](#).
- **Federal Parent PLUS Loan**—loan in parent's name—application available online.
- **Private Education Loan**—loan in student's name with co-signer.
- **Combination** of payment plan, PLUS loan and/or private loan, is an option.

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# STUDENT ACCOUNTS





You are registering for fall 2023 courses (12 or more credits is considered full-time). **Outstanding balances are due to USF before or on the first day of the semester.**

As a new student, a statement showing pending charges and pending financial aid will be sent to your home address prior to the start of the first semester. If any information is incorrect, please call the Student Accounts Office prior to completing the online semester checklist so changes may be made before you step foot on campus. After your first semester at USF, your statement will be available on your MyUSF account and will not be mailed out.

## Satisfying your student account means:

1. All financial aid, scholarships, grants and loans have been accepted, awarded and posted to your account, and you have a \$0 balance.
2. Your account is paid in full or you have made satisfactory payment arrangements through the Nelnet FACTS Payment Plan on or before the first day of the fall semester.
3. The Nelnet FACTS payment plan has received the enrollment fee and the first installment payment for the Tuition Payment Plan for the outstanding fall 2023 balance.

## Methods of Payment Accepted at USF

	<b>Online Payment</b> MyUSF provides students with an online payment option. Go to MyUSF at <a href="https://my.usiouxfalls.edu">my.usiouxfalls.edu</a> and review account balance monthly.  To make a payment follow these steps: <ul style="list-style-type: none"><li>• Go to the website above.</li><li>• Login using your USF email username and password.</li><li>• Go to the Student Account tab.</li><li>• Click on the "My Student Account".</li><li>• Click on the "View My Account Information".</li></ul> <ul style="list-style-type: none"><li>• Choose appropriate semester (example FA23)—this should give you an overview of what you owe. To see pending charges, choose "Course and Fee statement."</li><li>• Make a payment—fill in the information and how much you would like to pay.</li></ul>
	<b>Call in Payment</b> <i>(have credit card or bank routing and account information available)</i> Student Accounts: 605-331-6588 or 605-331-6640
	<b>Mail Payment</b> <i>(include student name and ID #)</i> University of Sioux Falls, Attention: Student Accounts 1101 West 22 <sup>nd</sup> Street, Sioux Falls, SD 57105
	<b>In Person</b> Business Office and Student Accounts, Jorden Hall room 204

Accounts not settled by September 28, 2023, will incur a \$50 late fee per month for outstanding balances.

Student Accounts accepts cash, check, debit card, American Express, Visa, MasterCard and Discover for payments. A 2.7% service fee is charged for credit and debit card payments. If you would like to avoid the fees, we offer an e-check option at no cost. Monthly payment plan options are available for students and more information about these plans is available under "**Nelnet FACTS Payment Plan**".

## Nelnet FACTS Payment Plan (Monthly Payments)

FACTS payment plan is a tuition management plan that provides a low-cost way to budget for tuition and other educational expenses. It gives you the option to break your account balance into a monthly payment plan. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check. The FACTS is among the least expensive ways to budget payments.

- \$25 enrollment fee for the semester plan or a \$45 enrollment fee for annual plan.
- Payment can be done via Automated Clearing House (ACH) from a checking or savings account, or by using a credit card.
- Payments are processed on the 20th or the 5th of the month.
- July 1, 2023, is the opening date for fall semester and annual payment plans. By enrolling early, payments can be spread out over more months and therefore lower payments are possible.

If you would like to set up a payment plan, please search for the "Nelnet FACTS Payment Plan" on [usiouxfalls.edu](https://usiouxfalls.edu) or log onto [MyUSF](https://my.usiouxfalls.edu) and follow the instructions. Payment plans that give the account a zero balance will not incur late fees.

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# NELNET PAYMENT PLAN



## STRETCH YOUR TUITION DOLLARS

Your school partners with Nelnet Campus Commerce to let you pay your tuition and fees over time, making college more affordable.

### Enroll in a monthly payment plan.



Convenient



Secure



Affordable

#### PAYMENT METHODS

- Automatic bank payment (ACH)
- Credit card/debit card
- Payments are processed on the 20th of each month and will continue until the balance is paid in full.

#### COST TO PARTICIPATE

- \$25 enrollment fee per semester (ACH & credit card)
- \$45 annual fee (ACH & credit card)
- \$30 returned payment fee if a payment is returned

#### SIMPLE STEPS TO ENROLL

- Go to [www.usiouxfalls.edu](http://www.usiouxfalls.edu)
- Scroll to bottom of page, Under Offices click on Student Accounts
- Click on Nelnet FACTS Payment Plan
- Follow the link at the bottom of the page to Sign Up for a Payment Plan

You may reach USF by calling 605.331.6588 and 605.331.6640, or email [studentaccounts@usiouxfalls.edu](mailto:studentaccounts@usiouxfalls.edu).



[www.MyCollegePaymentPlan/siouxfalls](http://www.MyCollegePaymentPlan/siouxfalls)

#### TARGET DATES TO ENROLL BY

##### Annual 2023–2024

Payment plans available on July 1, 2023.

Last day to enroll online	Number of payments	Months of payments
July 16	10	July–Apr
Aug 16	9	Aug–Apr
Sept 16	8	Sept–Apr
Oct 16	7	Oct–Apr

##### Summer 2023

Payment plans available on May 1, 2023.

Last day to enroll online	Number of payments	Months of payments
May 16	3	May–July

##### Fall 2023

Payment plans available on July 1, 2023.

Last day to enroll online	Number of payments	Months of payments
Aug 16	4	Aug–Nov
Sept 16	3	Sept–Nov
Oct 16	2	Oct & Nov

##### Spring 2024

Payment plans available on November 1, 2023.

Last day to enroll online	Number of payments	Months of payments
Jan 16	4	Jan–Apr
Feb 15	3	Feb–Apr
Mar 16	2	Mar & Apr

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For additional information, call Nelnet at 800.609.8056.  
Customer service representatives are available Monday–Friday 7 a.m. to 9 p.m. CST and Saturday 8 a.m. to 2 p.m. CST.  
Account information also available online.

# STUDENT LIFE

## Apply for Student Housing

- Submit your housing application online at [usiouxfalls.edu/housingapp](https://usiouxfalls.edu/housingapp)
- Submit \$100 housing deposit online at [usiouxfalls.edu/deposits](https://usiouxfalls.edu/deposits)

Living in the residence halls is a big part of what makes the college experience unique, and at USF, we believe our campus community is well-suited to help you make the most of that experience. From great hall events and Bible studies that keep you active and engaged to Resident Directors and Resident Assistants that help you grow and succeed, you'll find you've got a great support system in our residence halls from the moment you move on campus. You'll meet life-long friends and make memories you'll never forget, all while getting a Christ-centered, liberal arts education. All first-year and second-year students are required to live on campus unless an exception has been submitted and granted by Student Life.

## Meal Plan

- Choose your meal plan when applying for student housing by selecting either the unlimited meal plan or 175 meals per semester. Each meal plan offers continuous dining and additional Coo Cash per plan to spend in the Salsbury Dining Hall or Cooper's Café (our coffee shop).

As a student, you have the opportunity to load Coo Cash onto your account in any dollar increments. Additional Coo Cash may be purchased throughout the academic year through Student Accounts. All first- and second-year students living on campus are required to purchase a meal plan unless an exception has been submitted to and granted by Student Life. Food Services will make every attempt to accommodate special dietary needs so that an exemption is not needed.

Changes to meal plans and housing are encouraged prior to the start of fall or spring classes to ensure an accurate Student Accounts balance upon arrival. The deadline to make changes to meal plans is the Friday after the first full week of classes. Changes to housing are discouraged after move-in and typically occur at semester breaks unless an extreme circumstance warrants earlier transition. All meal/housing changes are made through Student Life.

## Room Assignment Notification

- Students who have completed both their housing application and have paid their housing deposit will be housed by the Student Life Office. All housing assignments and notifications will be communicated via email.
- Contact your roommate to introduce yourself and talk about what you are packing for your room.

Roommate compatibility is a huge part of your adjustment to college, so we make matching you with the right roommate a priority. Unless you and a particular roommate request each other, our Residence Life staff will prayerfully and skillfully pair you with someone based on the personality profile that you complete within our housing application, so please be honest!

## Residence Hall Move-in

- Refer to the Residence Hall Checklist prior to moving in to your residence hall room.
- Check-in at your assigned residence hall on your scheduled day and time. More details will be sent by late July.
- Athlete check-in occurs in various locations and on different days. Please follow the directions from your coach.

**NOTE: Please do not begin to unpack until you check-in with Res Life staff located in the lobby of your residence hall. There you will confirm your assignment, pick up your key and sign your room agreement.**

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# RESIDENCE HALL CHECKLIST



## ROOMS ARE FURNISHED WITH TWO OF EACH:

- + Desk and chair
- + Window blinds
- + Bed frame
- + Mirror
- + Mattress (extra long twin)
- + Towel rack
- + Dresser

## YOU MAY ALSO CONSIDER BRINGING:

- + Dry erase board and markers
- + Iron
- + Printer
- + Shelving and storage containers
- + Shower caddy
- + Small refrigerator (no larger than 4 cubic feet)
- + Television and DVD player

## YOU SHOULD BRING:

- + Alarm clock
- + Bedding and pillow
- + Cell phone and charger
- + Checkbook/credit card
- + Cleaning supplies
- + Dishes and utensils
- + Desk lamp
- + First aid kit
- + Hangers
- + Blue painter's tape/sticky tack
- + Copy of immunization records (if these have not already been provided)
- + School supplies
- + ID/Driver's License
- + Laundry basket
- + Power strip
- + Toiletries
- + Towels
- + Trash can

If you plan on working on campus, you must bring a passport, birth certificate or other documents needed to complete employment paperwork.

## LEAVE AT HOME:

- + Cooking appliances (with exposed heating elements; specifics in Student Handbook)
- + Outside antennas or satellites
- + Weapons of any kind
- + Air conditioning units and space heaters
- + Alcohol, tobacco, illegal drugs, vaporizers or any substance designed to alter one's state of mind
- + Pets—the only exception is non-carnivorous freshwater fish in an aquarium (up to 20 gallons)
- + Nails, screws, permanent adhesives and Command strips (anything that could damage the walls). Sticky tack is recommended.
- + Hoverboards

## INFORMATION REGARDING LOFTS:

Loft/bunk beds are provided. Personally purchased or built lofts—regardless of construction material—are not allowed in the residence halls. Students are required to use the University's bed frames with the lofts.

## CARPET:

It is not necessary to carpet your room. However, if you and your roommate decide on carpet, we suggest you do not cut it until after you have arrived on campus and have measured your room. The approximate size of most double rooms in Grand Island (women's hall) is 11'2" X 15'3"; and in Kroske (men & women's hall) it is 12'8" by 10'. Sullivan (upperclassmen hall) is 3 person- 21'1" by 11'1" and 2 person- 14'9" by 11'. Fire safety codes require that only jute backed carpet be used. All carpet must be installed without the use of tape.

## ADDITIONAL FEATURES:

Washers, dryers, ironing boards, brooms/dust pans, microwaves, kitchenettes and TV lounges are available in each residence hall. Board games, DVD players, vacuums and sports equipment can be checked out of the residence halls.

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# USF

UNIVERSITY OF SIOUX FALLS

800-888-1047 >> 605-331-6620 >> [usioxfalls.edu](http://usioxfalls.edu)

# CONNECT WITH US

We encourage you to check out the [website](#), log onto [MyUSF](#), read your USF emails, download the Navigate Student academic app, and connect with us on social media @usiouxfalls on all platforms.

## Navigate Student Academic App

USF has an app to keep you organized throughout the year. Navigate Student is an academic app used to schedule appointments, access your class schedule, explore majors and more! Download [Navigate Student app here](#).

# That feeling when EVERYTHING FALLS INTO PLACE

An app to help you stay organized and be successful at USF!



Get reminders and alerts about important deadlines.

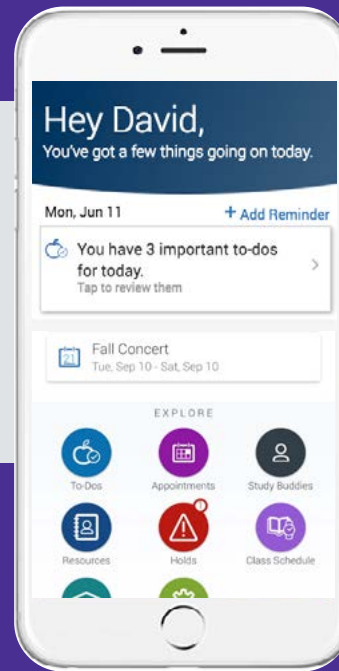
Locate and reach out to your advisors and professors in seconds.



Sync your class schedule with your phone calendar.



Find classmates who want to form a study group.



Available now in the App and Android Store. Search for "Navigate Student".

 NAVIGATE

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<http://www.usiouxfalls.edu/navigate>

Connect with us today!





# USF EMAIL, MYUSF, WIFI AND NETWORK

## University Email

All members of the University community have a USF email address. Your USF email is the official communication of the University and will be used for communication among faculty, staff and students. It will be important to have your email set up and accessible before the beginning of classes. In order to receive your USF email, follow the steps on the New Student Checklist page. You can also integrate your email with your smartphone.

## Campus Computer Network

As a USF student, you may bring a laptop or use one of the computers located on campus. The USF campus has wireless access points around campus (including all residence halls, classrooms and public lounge spaces) that make it easy to connect using your laptop. In order to access the USF network from your personal computer, you will need to go through a brief authentication process using your USF login. It will check the computer for an installed antivirus app (trial versions should be removed or upgraded), and then allow you to connect to the Internet. Visit [Get Connected to Wireless](#) for more information.

Microsoft Office 365 is available to all enrolled USF students. To download, please visit click on the link on the MyUSF welcome page or the "[Microsoft Office365](#)" page in the IT Help tab.

## Need Help?

- Email the IT Help Desk at [ithelpdesk@usiouxfalls.edu](mailto:ithelpdesk@usiouxfalls.edu).
- Call the IT Help Desk at 605-331-6674.
- Stop by the IT Office located in Jordan Hall (lower level) anytime Monday–Friday, 8 a.m.–5 p.m.

## MyUSF Student Portal

MyUSF ([my.usiouxfalls.edu](http://my.usiouxfalls.edu)) is a campus portal where you will find up-to-date information regarding student account balances, class schedules, classroom locations, grades, financial aid and campus events. Also, you can register for classes and print your degree guide from the portal.

**It is important to stay connected with the Registrar's office, Student Accounts, Financial Aid and your courses via MyUSF for up-to-date account information and important deadline dates throughout the semester.**

## Where Do I Find This Information in MyUSF?

To get acclimated to navigating MyUSF, take a [virtual tour by clicking here](#).

MyUSF Tabs	Information
Home	<ul style="list-style-type: none"><li>• News items, helpful tips (wireless printing)</li><li>• Microsoft Office and other software downloads</li><li>• Maintain alternate email addresses and phone numbers with the "USF Alerts" portal</li><li>• Semester Checklist</li></ul>
Academics	<ul style="list-style-type: none"><li>• Shows current, past and future courses</li><li>• Print your class schedule</li><li>• View grade report (midterm or final grades)</li><li>• Forms and unofficial transcripts</li><li>• Degree information</li></ul>
Financial Aid	<ul style="list-style-type: none"><li>• Accept/decline financial aid offers</li></ul>
Student Accounts	<ul style="list-style-type: none"><li>• View and pay account balances</li><li>• View course and fee statements</li></ul>
Academic Success Center	<ul style="list-style-type: none"><li>• Tutor schedules and learning resources</li></ul>
Campus Life	<ul style="list-style-type: none"><li>• Student handbook, club and organization information, student government and residence life forms</li></ul>

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# ACADEMIC SUPPORT

## Registrar

The Registrar's Office is the official keeper of all academic records for the University of Sioux Falls. The services provided for faculty, staff and students relate to academic advising, course registration, grading, degree and enrollment verification, transcripts and classroom scheduling.

Students interact with the Registrar's Office regularly. Some typical examples are as follows:

- Class schedule changes such as adding or dropping classes
- Changes to address, major and advisor
- Graduation applications
- Transcript requests
- Insurance verifications

## USF Academic Catalog

The academic catalog is available online at [usiuouxfalls.edu/catalog](https://usiuouxfalls.edu/catalog). It provides everything you need to know about our degree programs, course offerings, academic policies and procedures and available student services. Hard copies are available in the Registrar's Office.

## Thomas Kilian Academic Success Center

In addition to your professors and advisor, the Academic Success Center is a central location of services that will help you succeed personally and professionally. ASC services include the following:

### Individual Support

- One-on-one consultations
- Interim grade consultations
- Referrals to other university support services
- Personal assistance with academic questions or concerns
- Free tutoring services
- Academic skill development—time management, study skills, organization, etc.
- Development of academic action plans and success contracts
- Specialized services for students provisionally admitted and on academic probation

### Career Services

- Career inventories available to guide selecting a major
- Access to USF's career database for internship and job openings
- Assistance with job searching, resume and cover letter review, mock interview preparation and graduate school applications
- Lifetime career services available for alumni

### Personal Counseling

- Free and confidential counseling services with licensed mental health counselors available to all USF students
- In-person and virtual sessions available

### Learning Accessibility Services

- Reasonable accommodations provided to individuals with documented physical, learning or psychological disabilities to ensure equal opportunity to learn
- Accommodations vary based on individual documentation
- Individual consultations provided

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# TEXTBOOKS NOW AVAILABLE



**FREE SHIPPING ON  
ORDERS OVER \$35  
OR FREE SHIPPING  
TO CAMPUS!\***

\*EXCLUDES MARKETPLACE PURCHASES

## FEATURES & BENEFITS

- Order textbooks online 24/7
- Customer Service available via phone, email, or chat
- Return books up to 30 days after the start of class
- Cash back for textbooks at the end of each semester
- Large selection of new, used, rental, eBook, and Marketplace inventory

**usioxfalls.ecampus.com**

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# SDV 100: THE USF EXPERIENCE



SDV 100: The USF Experience is designed to provide new students with opportunities for engagement, empowerment and exploration in their new role as a college student through exposure to information, resources and meaningful discussion that will help build the foundation for their own unique academic experience at the University of Sioux Falls.

This 1-credit, required course meets the first eight weeks of the fall semester and will help students accomplish the following:

- Engage with one another and with key University resources.
- Empower students with academic and financial tools, along with the skills to use them.
- Explore the liberal arts, majors, advising relationships and paths to success.



### Orientation Leaders

Every freshman and transfer student is assigned to an orientation leader—a student who knows the ropes and will help you find your way at USF. Your orientation leader is a friendly face, a listening ear and a great resource when you need answers, advice or a positive role model.

“My orientation leader helped me understand and learn how to adjust to life in college, was there to help me find groups on campus where I fit in and was a face to say hi to in a sea of unknown faces.”

**KALIE TOBEN** / ELEMENTARY EDUCATION MAJOR  
(MINORS IN READING AND ELL)





# INTEGRATING ACADEMIC AND CAREER DEVELOPMENT

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University of Sioux Falls advising is built upon a partnership between the student, their faculty advisor and career coach within the Thomas Kilian Academic Success Center (ASC). We work together to shape the students' future academic and career success.

## 1. Develop your career throughout your entire journey at USF.

Form an ongoing relationship with the ASC and develop a career plan before you become a senior.

**2. Explore careers.** Even if you have already selected a major, you still can benefit from career exploration. If you are undecided, you are not alone. Approximately 60% of all first-year students express some uncertainty about their major. As you explore careers, let go of the belief that there is only "one right career for me." You have many interests and abilities.

**3. Form an ongoing relationship with your advisor.** Succeed at career planning by coupling it with academic advising. Seek guidance on the required courses and ensure you graduate on time.

**4. Understand the value of a liberal education.** Some majors strongly correlate to career options, but most bachelor's degrees prepare you for numerous career paths. This is because employers value the transferrable skills that students obtain including problem solving, communication, time management and critical thinking.

**5. Set goals and pursue academic excellence.** The most important job you have while in college is being a student. Many employers use GPA cutoffs in considering applicants. Attend every class, manage your time, utilize tutoring, check your email regularly and study hard.

**6. Have fun discovering your interests, skills and needs.** The coursework at USF will increase your self-awareness and understanding of professional fields. Career assessments are also available in the ASC.

**7. Gather information about the world of work.** Gather research on potential careers by visiting the Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)) for information on labor market trends. Resources such as the Occupational Outlook Handbook (<http://www.bls.gov/oco/>) and O\*Net (<http://online.onetcenter.org/>) also provide thorough overviews of various careers. Additional resources, such as information on common career paths for each major, can be found on MyUSF, ASC Services tab.

**8. Complete informational interviews and job shadows.** Speak with alumni, professionals in the field, professors and current students. You wouldn't buy a car without test driving it. Similarly, you need to gain exposure to the world of work to confirm your goals. Talking with professionals is the first step, and we can help. Contact the ASC to learn more about this process.

**9. Gain experience.** Join a professional association, study abroad, pursue internships and seek out research opportunities. Obtain a part-time or summer job. Volunteer and participate in service-learning. This helps you confirm your interest in the field and acquire needed job skills.

**10. Participate in co-curricular activities.** Not only does this help you meet new people and relieve stress, but you are also able to confirm your interests and gain valuable job skills that you can highlight in your future resume. Get involved and use your many gifts to contribute to your campus community.

## SAMPLE USF RESUME

### EDUCATION

**Bachelor of Arts Degree** May 2018  
*University of Sioux Falls, Sioux Falls, SD*  
Major: Business Administration  
Minor: Finance

### PROFESSIONAL EXPERIENCE

**Audit Intern** January 2018 – May 2018  
*Eide Bailly, Sioux Falls, SD*

- Participated in the annual audits including development of the final certification reports.
- Participated in quarterly audits including identification and correction of over twenty major accounting errors.
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors.
- Received Employee of the Month award twice – first intern ever to win the award.

**Resident Assistant** August 2016 – May 2018  
*University of Sioux Falls, Sioux Falls, SD*

- Served as a student leader for a floor of 35 first-year students who represented various diverse backgrounds.
- Developed creative marketing campaigns for monthly events that generated over 75% student participation.
- Supervised a building of over 200 residents while on duty and facilitated monthly floor meetings.
- Designed and implemented over 20 educational or social programs that built a cohesive community and assisted in the acclimation of first-year students.
- Attending training sessions on drug education, diversity advocacy, leadership, and work-life balance.

### COLLEGIATE AND INVOLVEMENT

**Track & Field Athlete** August 2014 – May 2018  
*University of Sioux Falls, Sioux Falls, SD*

- Participated in practices and events as a member of an NCAA Division II Track & Field Team.

**Coo Tycoons Investment Club** January 2017 – May 2018  
*University of Sioux Falls, Sioux Falls, SD*

- Collaborated with fellow students to manage portfolio of investments within USF.

**Student Senate** September 2017 – May 2018  
*University of Sioux Falls, Sioux Falls, SD*

- Served as a representative to USF student body through decision-making.
- Attended weekly meetings, and discussed and voted on policies, campus organizations, and student concerns.

### AWARDS AND HONORS

- **Dean's List** Fall 2016 – Spring 2018
- **Purple Legacy Award** Spring 2018
- **NSIC All-Academic Honors** Winter 2017



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### Critical Thinking/Problem Solving

Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions.



### Leadership

Motivate, organize and delegate work by leveraging the strengths of individuals. Guide others while reaching a shared goal through adaptability and effective decision-making.



### Communication

Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listen for meaning to gain understanding. Deliver information in person, in writing and in a digital world.



### Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, (e.g. punctuality, time management) and understand the importance of a professional work image. Demonstrate integrity and ethical behavior, act responsibly and learn from mistakes.



### Career Management

Identify and articulate your skills, knowledge, strengths and experience. Navigate and explore job options and take necessary steps to pursue opportunities and self-advocate in the workplace.



### Teamwork & Collaboration

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Work within a team structure and negotiate and manage conflict.



### Digital Technology

Select and use appropriate technology to complete tasks, solve problems and accomplish goals. Know and understand various technologies, current and emerging, related to the profession.



### Global Perspective

Develop awareness of living in a diverse but interdependent world and prepare for respectful, collaborative engagement across frontiers of ethnicity, economic status and religion to contribute to the well-being of human society.

# ACADEMIC CALENDAR

## FALL 2023

New Student Check-In Day	August 19
Fall Courses Begin	August 22
Opening Fall Convocation	August 24
Last Day to Add/Drop a Course without Record	September 1
Final Proposals Due for Independent Studies, Directed Studies, or Internships	September 1
Labor Day Holiday Observed	September 4
Assessment Day/Culture for Service Day - No day classes held	September 20
Deadline to Apply for Fall 2023/Interim 2024 Graduation	September 15
Homecoming Week	September 25 - October 1
Midterm	October 7
Fall Break	October 9-10 (Mon-Tue)
Last Day to Withdraw from a Course	October 20
Interim & Spring 2024 Registration for Current Undergraduate Students Begins	November 6
Thanksgiving Break	November 22-26 (Wed-Sun)
Interim & Spring 2024 Registration for New and Non-Degree Seeking Undergrad Students	November 27
Final Exams	December 6-8 (Wed-Fri)
Fall Courses End	December 8

## INTERIM 2024

Interim Courses Begin	January 3
Last Day to Add/Drop a Course without Record	January 5
Last Day to Withdraw from an Interim Course	January 12
Interim Courses End	January 24
Interim Break	January 25-29

## SPRING 2024

Spring Courses Begin	January 30
Last Day to Add/Drop a Course without Record	February 9
Final Proposals Due for Independent Studies, Directed Studies, or Internships	February 9
Deadline to Apply for Spring/Summer 2024 Graduation	February 16
Summer 2024 Registration for Undergraduate Students Begins	March 4
Spring Break	March 9-17 (Sat-Sun)
Midterm	March 16
Easter Break - Classes Convene at 4PM on April 1	March 29-April 1 (Fri-Mon)
Last Day to Withdraw from a Spring Course	April 2
Fall 2024 Registration for Current Undergraduate Students Begins	April 8
Fall 2024 Registration for New and Non-Degree Seeking Undergraduate Students Begins	April 22
Final Exams	May 15-17
Spring Courses End	May 17
Commencement	May 18 (Sat)

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# IMPORTANT CONTACTS

Office and Location	Services	Contact Person	Phone	Email Address
<b>Thomas Kilian Academic Success Center (ASC)</b> McDonald Center	<ul style="list-style-type: none"> <li>Career &amp; Disability Services</li> <li>Part-time Jobs</li> <li>Study Skills &amp; Tutoring</li> <li>Counseling</li> </ul>	Nicole Dulaney Jessica Carlson Sarah Lems Michelle DeHoogh-Kliewer	(605) 331-6740  For confidential consult with a counselor, call (605) 331-6619	<b>Academic and Career concerns:</b> asc@usiouxfalls.edu  <b>Counseling concerns:</b> michelle.dk@usiouxfalls.edu
<b>Admissions</b> McDonald Center Enrollment Suite	<ul style="list-style-type: none"> <li>Application for Admissions</li> <li>Campus Visits</li> <li>New Student Registration</li> </ul>	Kyle Simons Kate Friesen	(605) 331-6600	admissions@usiouxfalls.edu campus.visits@usiouxfalls.edu
<b>Cougar Central</b> McDonald Center	<ul style="list-style-type: none"> <li>USF Items and Apparel</li> <li>Student post office services—mail and receive letters, packages and stamps</li> </ul>	Jennifer Knutson	(605) 331-6610 or (605) 331-6725	cougarcentral@usiouxfalls.edu
<b>Campus Ministry</b> McDonald Center	<ul style="list-style-type: none"> <li>Chapel</li> <li>Service Opportunities</li> </ul>	Dennis Thum	(605) 331-6777	dennis.thum@usiouxfalls.edu
<b>Campus Safety &amp; Security</b> Mears Library	<ul style="list-style-type: none"> <li>Campus Security</li> <li>Safe Walk, Jump Start, Vehicle Unlocks and other services</li> </ul>	Kevin Grebin Ralph Lott	(605) 321-6400 <i>cell</i> 24 hours/7 days a week	security@usiouxfalls.edu
<b>Financial Aid</b> McDonald Center Enrollment Suite	<ul style="list-style-type: none"> <li>Federal and Institutional Aid</li> <li>Loan and Payment Options</li> <li>Work-study Jobs</li> <li>Scholarship Notifications</li> </ul>	Karrie Morgan Carissa Koerner Doug Ortmann Brenda Wipf	(605) 331-6623	finaid@usiouxfalls.edu
<b>Library</b> Mears Library	<ul style="list-style-type: none"> <li>Front Desk</li> <li>Research Help/Director</li> <li>Circulation/Interlibrary Loan</li> <li>Mears Library/Database Access</li> </ul>	Annie Sternburg	(605) 331-6660 (605) 331-6664	library@usiouxfalls.edu  <b>usiouxfalls.edu/library</b>
<b>Information Technology</b> Jordan Hall	<ul style="list-style-type: none"> <li>Wireless Support</li> <li>PC Support</li> <li>LMS Support</li> </ul>	IT Help Desk	(605) 331-6674	ithelpdesk@usiouxfalls.edu  <b>usiouxfalls.edu/it</b>
<b>International Education</b> Jordan Hall	<ul style="list-style-type: none"> <li>International Student Advising</li> <li>Study Abroad</li> <li>I-20 Preparation</li> </ul>	Randy Nelson Mekonnen Afa	(605) 575-2084 (605) 331-6585	randy.nelson@usiouxfalls.edu mekonnen.afa@usiouxfalls.edu
<b>Registrar</b> Jordan Hall	<ul style="list-style-type: none"> <li>Assistance with add/dropping courses</li> <li>Major Changes</li> <li>Transcript Requests</li> <li>Insurance Verification and Deferment Forms</li> <li>Degree Audit Questions</li> </ul>	Anna Halbur Traci Osterberg Esther Nissen	(605) 331-6650	registrar@usiouxfalls.edu
<b>Student Accounts</b> Jordan Hall	<ul style="list-style-type: none"> <li>Billing/Charges</li> <li>Payments/Payment Plans</li> <li>Student Bill Questions</li> </ul>	Sarah VanderBeke	(605) 331-6640	studentaccounts@usiouxfalls.edu
<b>Student Life</b> McDonald Center	<ul style="list-style-type: none"> <li>Judicial Affairs</li> <li>IMPACT Student Leadership</li> <li>Residence Life/Meal Plans</li> <li>Immunizations</li> <li>Campus Activities</li> <li>Campus Recreation</li> <li>Orientation/Peer Mentoring</li> <li>Clubs and Organizations</li> </ul>	Andrew Porteous Allan Idjao	(605) 331-6620	andrew.porteous@usiouxfalls.edu allan.idjao@usiouxfalls.edu
<b>Student Athlete Compliance</b> Stewart Center	<ul style="list-style-type: none"> <li>NCAA Eligibility</li> <li>NCAA Compliance Rules</li> </ul>	Pam Gohl	(605) 331-6791	athletics@usiouxfalls.edu
<b>Title IX Coordinator</b> Jordan Hall	<ul style="list-style-type: none"> <li>Confidential Reporting</li> </ul>	Julie Gednalske	(605) 331-6683	titleIX@usiouxfalls.edu
<b>Veteran Student Services</b> Jordan Hall	<ul style="list-style-type: none"> <li>Military Benefit Information</li> <li>Certificate of Eligibility Process</li> </ul>	Traci Osterberg	(605) 331-6657	traci.osterberg@usiouxfalls.edu

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