

Admissions Checklist for *Capital University Center*

- 1. Fill out an application.**
- 2. Send the \$20 application fee (check or money order) along with your application (filled out in Step 1. above) to your selected university's admissions office listed below:**

FOR SDSU STUDENTS: Undergraduate Admissions SDSU Admissions Office Box 2201 Brookings, SD 57007 <i>CALL: 1-800-952-3541</i>	FOR USD Nursing STUDENTS: Higher Education Center Attn: Brad Henrich 515 West Blvd. Rapid City, SD 57701 <i>CALL: 1-800-874-7518</i>	FOR all other USD STUDENTS: USD Admissions 414 East Clark St. Vermillion, SD 57069 <i>1-877-269-6837</i>	FOR NSU STUDENTS: NSU Admissions Office Dacotah Hall Room 101 1200 South Jay Street Aberdeen, SD 57401-7198 <i>CALL: 1-800-678-5330</i>
FOR BHSU STUDENTS: Enrollment Service Center 414 E. Clark Street, SDU 317 Vermillion, SD 57069 <i>CALL: 1-800-255-2478</i>	FOR SDSM&T STUDENTS: Graduate Education Office, SDSM & T 501 East St. Joseph Street, Mineral Industries Building, Room 235 Rapid City, South Dakota 57701-3995 <i>CALL: 1-877-877-6044</i>		FOR DSU STUDENTS: DSU Office of Admissions 820 N. Washington Ave. Madison, SD 57042 <i>CALL: 1-888-378-9988</i>

3. Have the following records sent directly to your selected university's admissions office listed above:

- a. high school transcripts (or GED records)**
- b. ANY transcripts from universities or colleges you have previously attended**
- c. your ACT/COMPASS scores (Students under age 22 are required to have ACT scores. If you are over 21, your ACT scores are good for 5 years, after which you will need to take the free COMPASS assessment at CUC.)**
COMPASS tests may be taken any weekday between 8am & 3pm. Contact Aletha Scott at 773-2160 about scheduling yours. If you have transfer credits in Math or English you may not need the compass test please check with Laura Hayden-Moreland before taking it at 773-3024.

- 4. Students born after 1956 are required to prove they have received 2 doses of MMR vaccination. [People who had their shots in South Dakota after 1971 can check with the SD Department of Health (773-3737) for their records.] Send your immunization records (or have them sent by your clinic) along with the appropriate Immunization Records Form to your selected university listed below:**

FOR SDSU STUDENTS: Student Health and Counseling 2818 Wellness Center North Campus Drive Brookings, SD 57007 Fax: 605-688-6450	FOR USD STUDENTS: Sanford Clinic Vermillion USD Student Health 20 South Plum Street Vermillion SD 57069 or fax to 605-624-6636	FOR NSU STUDENTS: Student Health Services Northern State University 1200 South Jay Street Aberdeen SD 57401 or fax to 605-626-3399
FOR BHSU STUDENTS: Student Health Services BHSU 1200 University Street Unit 9429 Spearfish, SD 57799-9429 or fax to 605-642-6194	FOR DSU STUDENTS: DSU Office of Admissions 820 N. Washington Ave. Madison, SD 57042 or fax to 605-256-5020	
		FOR SDSM&T STUDENTS: Dean of Students Office SD School of Mines & Technology 501 E. Saint Joseph Street Rapid City, SD 57701-3995

- 5. Apply for financial aid. For more information about doing the FAFSA online, see the financial aid section of our website or contact Mary Jorgenson at 773-3023 with questions.**
- 6. Check with the admissions office of the university to which you applied (use the toll-free number listed above) to see if they have received all your materials. Follow through on anything that is missing.**

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- 7. Upon receiving notification of your acceptance, visit CUC to register.