

transform **your** life



undergraduate  
**application  
for admission**

or apply online: [WWW.BHSU.edu/Apply](http://WWW.BHSU.edu/Apply)

Questions? Contact:

**Office of Admissions**

1200 University Street Unit 9502  
Spearfish, SD 57799-9502

[www.BHSU.edu](http://www.BHSU.edu) | 1.800.ALL.BHSU

Mail completed application to:

**Enrollment Service Center**

414 East Clark Street, SDU 317  
Vermillion, SD 57069

# Undergraduate Admission Application Instructions

## Application Requirements

### Application Fee

All *new* applicants are required to submit a nonrefundable application fee with your application. The application fee is \$20. Make check or money order payable to "Enrollment Service Center." *Exceptions are* made for students who are *non-degree seeking*, or have previously applied, paid the fee, *and* attended a university in the South Dakota Board of Regents system within the previous three semesters.

### High School Transcript

If you are applying to a degree program, you must arrange for an **official** high school transcript to be sent to the Enrollment Service Center. If you are still attending high school, the transcript must include courses completed and courses in progress, or the high school counselor may use the "High School Courses in Progress" section of this application to certify courses in progress. You must also arrange for a final **official** transcript to be sent after you graduate from high school.

### Official College Transcript

If you are applying to a degree program, you must request **official** transcripts from all institutions you previously attended, excluding BHSU, DSU, NSU, SDSM&T, SDSU, or USD. Transcripts are considered **official only** if they are sent directly to the Enrollment Service Center by the institution. If you are currently enrolled at another institution, you may have the school send a partial **official** transcript(s) and be considered for provisional admission until the final **official** transcript(s) arrives.

### Official Report of ACT or SAT Scores

If you are applying to a degree program and are age 21 or younger at the start of the term to which you are applying, you must complete a college entrance examination (ACT or SAT) and have the results sent to the universities to which you are applying or to the Enrollment Service Center. If ACT or SAT scores are listed on your high school transcript, it is not necessary to request the scores from the testing agency.

### Readmitted Students

Former students who want to reapply for admission must submit another admission application and **official** transcripts directly to the Enrollment Service Center for all colleges attended since leaving the university to which you are reapplying. If you interrupt your attendance by one semester or more, you must reapply for admissions to that university. If your legal name has changed since you last attended a regental institution, additional documentation will be required.

### Transfer Admission

The requirements listed below are the minimum requirements to Black Hills State University.

- Transfer students with 24 or more semester credits are eligible to be candidates for admission if they meet both standards below:
  - Have a cumulative college grade point average of 2.0 or higher.
  - Are in good standing with their most recently attended school.
- Students with less than a 2.0 GPA may be admitted on probation, but each applicant is considered on an individual basis.
- Transfer students under the age of 24 who have earned fewer than 24 semester credits must also meet the freshman admission requirements.

### Admission Requirements for Baccalaureate Degree Programs

Admission criteria are subject to change by the Board of Regents of South Dakota and by Black Hills State University.

### Freshman Admission (Applicants under 24 years old at the start of term)

To be a candidate for admission to a baccalaureate degree program, the applicant must meet the general requirements in "A" **AND** the subject matter requirements in "B."

Applicants 21 years old or younger who did not graduate from high school must obtain an ACT composite score of 18 or above, ACT English sub-test score of 18 or above, Mathematics sub-test score of 20 or above, Social Studies/Reading, and Science Reasoning sub-test scores of 17 or above, meet state requirements for the high school equivalency certificate, and meet any university-determined requirements for admission to baccalaureate programs. Students must be at least 18 years of age, or the class of which the student was a member must have graduated from high school.

*Applications from students with deficiencies are reviewed on an individual basis.*

**A**

- Rank in the top 60% of their high school graduating class;  
**OR** Achieve an ACT composite score of 18 or above or SAT score of 870 or above or the SAT Reasoning Test Math and Critical Reading subscores total 870 or above.  
**OR** Earn a GPA of at least 2.6 on a 4.0 scale in all high school courses.

Complete the following required courses with a cumulative grade point average of a "C" or higher (2.0 on a 4.0 scale):

#### 4 years of English

- OR** ACT English sub-test score of 18 or above  
**OR** AP English score of 3 or above

#### 3 years of Advanced Mathematics\*

- OR** ACT Math sub-test score of 20 or above  
**OR** AP Calculus score of 3 or above

#### 3 years of Laboratory Science\*\*

- OR** ACT Science Reasoning sub-test score of 17 or above  
**OR** AP Science score of 3 or above

**B**

#### 3 years of Social Science

- OR** ACT Social Studies/Reading sub-test score of 17 or above  
**OR** AP Social Studies score of 3 or above

#### 1 year of Fine Arts

- OR** AP Fine Arts score of 3 or above

#### Computer Science

At the time of admission, it is expected that students will have basic keyboarding skills and have had experience in using computer word processing, database, and spreadsheet packages and in using the Internet or other wide area networks. These expectations may be met by high school course work. Effective Fall 2006, entering students who have not taken such high school coursework must complete a specified computer course addressing these skills and competencies within the first 42 credit hours attempted.

\* Advanced mathematics includes algebra or any higher level of math.

\*\* Laboratory science includes biology, chemistry, physics, or other approved science courses in which there is a weekly lab period scheduled.

### Non-Traditional Admission

The requirements listed are the minimum requirements to all six universities in the Board of Regents system. Each university has established its own admission requirements for students age 24 or over and for those who did not graduate from high school.

Applicants who are at least 24 years of age must have graduated from high school, completed the General Equivalency Diploma (GED) with a combined score of at least 2250 and a minimum of 410 on each test, or met state requirements for the high school equivalency certificate, and must meet any university determined requirements for admission to baccalaureate programs.

### Admission Requirements for Associate Degree Programs

To be a candidate for admission to an associate degree program the applicant must meet the following requirements (individual degree programs may have additional admission requirements):

Meet the baccalaureate admission requirements

- OR** Rank in the top 60% of their high school graduating class  
**OR** Achieve an ACT composite score of 18 or above or SAT score of 870 or above or the SAT Reasoning Test Math and Critical Reading subscores total 870 or above  
**OR** Earn a cumulative GPA of at least 2.6 on a 4.0 scale in high school courses

# Undergraduate Admission Application

## South Dakota Public Higher Education

### Black Hills State University

Office of Admissions • 1200 University Street Unit 9502 • Spearfish, SD 57799 • USA • Fax (605) 642-6254

Instructions: Please type or use black ink to complete this undergraduate application for admission, sign it, and return it to the Enrollment Service Center. Degree seeking students should enclose a check or money order for the appropriate application fee per the application instructions.

#### Biographical Data

Legal Name \_\_\_\_\_ Social Security Number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle \*Please see privacy information on page 4

Former Name(s) \_\_\_\_\_ Preferred First Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
(If different than legal name)

#### Permanent Mailing Address

Street \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

International Telephone \_\_\_\_\_

Other number (\_\_\_\_) \_\_\_\_\_  Cell Phone  Work Phone

E-mail Address \_\_\_\_\_

#### Current Mailing Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

#### Person to Contact in Case of Emergency

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Street \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

Citizenship:  USA  Permanent Resident  Refugee/Asylee  Other (If "other", please specify) \_\_\_\_\_

If you checked other than USA, please specify Citizenship \_\_\_\_\_, and Country of Birth \_\_\_\_\_

Residency: Have you lived in South Dakota for the past 12 months?  Yes  No

In what state are you a resident? \_\_\_\_\_

South Dakota residents should also list the county in which you reside \_\_\_\_\_

If you are a South Dakota resident, but you have not lived in South Dakota for the past 12 months, please explain:

\_\_\_\_\_  
\_\_\_\_\_

If you are not currently a resident of South Dakota, please answer the following questions.

Yes  No Were you a South Dakota resident at the time of high school graduation and lived with a parent or legal guardian who was also a South Dakota resident?

Yes  No Will you begin to attend classes no later than the fall semester of the seventh year after the date of high school graduation?

Yes  No Has your parent or legal guardian resided continuously in South Dakota since your high school graduation through the time you will first attend classes?

Child of Alumni: Parent Name(s) \_\_\_\_\_ (Maiden or Former Name) \_\_\_\_\_

Attended  BHSU  DSU  NSU  SDSM&T  SDSU  USD Years attended \_\_\_\_\_

Semester and year you wish to enroll:  Fall  Spring  Summer, then Fall  Summer Year \_\_\_\_\_

Educational Goal: Check the option below that best describes your educational goal.

Option A I plan to pursue a degree and have decided on a major.  
Check one:  Bachelor's Degree (4 year degree) OR  Associate's Degree (2 year degree)

Option B I plan to pursue a degree, but have not decided on a specific major.  
Check one:  Bachelor's Degree (4 year degree) OR  Associate's Degree (2 year degree)

Option C I do not plan to pursue a degree and will be taking courses as a non degree seeking student. I understand that this educational goal does not qualify me to receive federal financial aid.

Option D I will be enrolling in a certification program and do not plan to pursue a degree. I understand that this educational goal may not qualify me to receive federal financial aid.

# Intended Enrollment

**Instructions:** Complete the information for Black Hills State University and which location you wish to attend.

**Black Hills State University (BHSU)** Spearfish, SD • (605) 642-6343 or 1-800-255-BHSU • www.BHSU.edu

- A. Have you attended a South Dakota public university during any of the three semesters immediately prior to the term for which you are applying? This includes summer, fall, and spring terms.     Yes     No
- B. Did you stop attending a South Dakota public university because you were deployed by the military?     Yes     No
- C. Are you interested in pursuing a career in teaching?     Yes     Possibly     No

**Planned major(s)** \_\_\_\_\_ **Planned minor** \_\_\_\_\_

(Please select from list of academic programs below.)

**Will you be a :**     Full-time student    **OR**     Part-time student

**Please indicate the location(s) you plan to attend:**     Spearfish Main Campus     University Center – Rapid City     Yankton \*  
 Capital University Center – Pierre \*\*     University Center, Sioux Falls \*\*\*  
 Online (Not all programs are available online. Please refer to [www.BHSU.edu/Distance](http://www.BHSU.edu/Distance).)

\* Associate of Science, Industrial Technology

\*\* Capital University Center • Pierre, SD (605) 773-2160 • [www.CUCPierre.com](http://www.CUCPierre.com)

\*\*\* University Center • Sioux Falls, SD (605) 367-5640 or 1-866-220-7085 • [www.SDUniversityCenter.org](http://www.SDUniversityCenter.org)

## For Your Reference: BHSU Academic Programs

Please **Do Not Circle Or Mark** On List Below.

Use Blank Lines Above To Indicate Your Planned Major(s).

### Bachelor Degrees

- American Indian Studies
- Applied Technical Science
  - General Supervision
  - General Technology
- Art/Art Education
- Biology/Biology Education
- Business Administration
  - Accounting
  - Economics and Finance
  - Entrepreneurial Studies
  - Human Resource Management
  - Management
  - Marketing
  - Tourism & Hospitality Mgmt.
- Business Education
- Chemistry/Chemistry Education
- Communication Arts
- Corporate Communications
- Early Childhood Special Education
- Elementary Education
- English/English Education
- Environmental Physical Science
- Exercise Science
  - Science
  - Management
- General Studies
- History/History Education

- Human Services
  - Community Service
  - Gerontology
  - Probation & Law Enforcement
- Industrial Technology
  - Advanced Manufacturing Technology
  - Construction Technology
- Industrial Technology Education
- K-12 Special Education
- Mass Communications
  - Computer Publishing
  - Journalism
  - Multimedia
  - Photography
  - Public Relations
  - Telecommunications
- Mathematics/Mathematics Education
- Mathematics and Science Education
- Music
  - Instrumental
  - Vocal
- Outdoor Education
- Physical Education
- Physical Science
- Political Science
- Professional Accountancy
- Psychology

- Science Education
- Social Science/
  - Social Science Education
- Sociology
- Spanish/Spanish Education
- Speech Communication/
  - Speech Communication Education
  - Communication
  - Theatre

### Associate Degrees (2-year)

- Advanced Manufacturing Technology
- General Studies
- Industrial Technology
- Tourism & Hospitality Management

### Pre-Professional Areas of Study

- Agriculture
- Chiropractic Medicine
- Dental Hygiene
- Dentistry
- Law
- Medical Technology
- Medicine
- Mortuary Science
- Nursing

- Occupational Therapy
- Optometry
- Osteopathic
- Pharmacy
- Physical Therapy
- Physician Assistant
- Renewable Natural Resources Mgmt.
  - Fisheries Biology
  - Forestry
  - Range Management
  - Wildlife Management
- Respiratory Therapy
- Veterinary Medicine

### Master Degrees

- MBA (Business Administration in Applied Management)
- Curriculum & Instruction K-12
  - Reading
  - Math Education
  - Educational Technology
  - Science Education
- Integrative Genomics
- Strategic Leadership

### Teaching Certifications

- Project SECOND
- Project SELECT

**FOR OFFICE USE ONLY:** Institutions Applied to \_\_\_\_\_ Total Amount Paid \_\_\_\_\_  Check  Cash  Money Order

# Prior Education

High School Attended \_\_\_\_\_  
School City State

Date of High School Graduation (MM/YY) \_\_\_\_\_ / \_\_\_\_\_ or GED (MM/YY) \_\_\_\_\_ / \_\_\_\_\_

Have you taken the ACT test?  Yes  No Date Tested (MM/YY) \_\_\_\_\_ / \_\_\_\_\_ Composite Score \_\_\_\_\_

Have you taken the SAT test?  Yes  No Date Tested (MM/YY) \_\_\_\_\_ / \_\_\_\_\_ Math \_\_\_\_\_ Verbal/Critical Reading \_\_\_\_\_

Were your scores sent to Black Hills State University?  Yes  No

Have you enrolled in or completed any college courses while in high school?  Yes  No (If yes, please fill out the post secondary education section below.)

## For High School Students Only

We ask that you (counselor) assist the student by supplying the following information along with a transcript of completed courses. Completing this section is not mandatory; however, it will speed the admissions process for the student.

At the end of \_\_\_\_\_ semesters, the student ranked \_\_\_\_\_ out of \_\_\_\_\_. Student's cumulative GPA (4 point scale) \_\_\_\_\_.

This ranking is:  exact  approximate

Check "yes" if the student is a South Dakota Regents Scholar (see SDCL § 13-55D).  Yes

### College Preparatory Subject Area

*The following course work is in progress and/or planned for these term(s).*

Semester 7 Unit/Grade  
(If not on transcript)

Semester 8 Unit/Grade  
(If not on transcript)

English \_\_\_\_\_ / \_\_\_\_\_

Advanced Math \_\_\_\_\_ / \_\_\_\_\_

Lab Science \_\_\_\_\_ / \_\_\_\_\_

Social Studies \_\_\_\_\_ / \_\_\_\_\_

Fine Arts \_\_\_\_\_ / \_\_\_\_\_

Computer Science \_\_\_\_\_ / \_\_\_\_\_

Foreign Language \_\_\_\_\_ / \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

High School \_\_\_\_\_ High School Telephone (\_\_\_\_\_) \_\_\_\_\_

## Post Secondary Education

Have you previously attended  BHSU  DSU  NSU  SDSM&T  SDSU  USD?

If yes, locations where you attended \_\_\_\_\_ Date first attended \_\_\_\_\_

List in chronological order **any other** institutions you have attended, regardless of length of attendance, and even if no work was completed. Include previous attendance at institutions on this application and any correspondence or extension courses taken. Failure to list all institutions previously attended may result in loss of credit and/or dismissal. If more than five institutions were attended, attach an additional sheet with the appropriate information.

Name of Institution	Location (City/State)	From Month/Year	To Month/Year	Degree Earned
---------------------	-----------------------	-----------------	---------------	---------------


Are you eligible to return to the institution(s) from which you are transferring?  Yes  No If no, attach a letter of explanation.

# Signature

All answers I have given on this application are accurate and true. If admitted, I agree to observe the rules of the South Dakota Board of Regents and to pay all fees and charges assessed. My signature below also authorizes the release of my high school transcript and rank if requested. If admitted, I agree to provide all required immunization documentation. I acknowledge that federal law permits institutions of higher education to disclose academic, enrollment and financial aid information about me to staff who need to know such information to carry out their administrative tasks. I understand and acknowledge that the institutions that comprise the South Dakota system of higher education are also permitted to share such academic, enrollment and financial aid information, either within or outside the South Dakota system of higher education, when I transfer between institutions, when I enroll in coursework from more than one institution during a term or when I enroll in courses offered by a university other than the one that will grant my degree. I understand that by transferring between institutions, selecting courses from more than one institution during a term in which I received federal financial aid or enrolling in courses offered by a university other than the one that will grant my degree, I will be deemed to have consented to the disclosure of academic and financial aid information about myself. I certify that the information recorded on this application is correct. I understand that falsification of information may result in denial of admission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reminders:** Thank you for completing this application form. Please help us process your application more quickly by completing all required information. Please double-check the following items:

- Have you signed and dated the form?
- Have you enclosed the \$20 application fee?
- Please include applicant's name on the check.
- Have you requested official transcripts be sent directly to the Enrollment Service Center?
- If some of your records are under a former name, have you listed this name on the former names section on page one of this application?

*Send your completed application and application fee to:*

**Enrollment Service Center**  
**414 East Clark Street, SDU 317**  
**Vermillion, SD 57069**

## Use of Social Security Number

## Privacy Information

We are requesting your SSN for administrative record accuracy and reporting. Disclosure of your SSN is voluntary and if you decline to provide it to us this action will not affect your admissions eligibility. However, we request this information from you in order to meet our federal obligation to report student employment, Hope and Lifetime scholarship tax information, and federal financial aid. The SSN is confidential information under the Federal Educational Rights to Privacy Act and we will not release it without your consent. Having your SSN on record will enable the university to keep accurate information and to report it promptly.

## Questions?

The Enrollment Service Center processes undergraduate admission applications for Black Hills State University. If you have any questions about Black Hills State University or our academic programs, please call us or check out our home page. An online application is available at [www.BHSU.edu/Apply](http://www.BHSU.edu/Apply).

### Local Phone

BHSU . . . . . (605) 642-6343

### Toll Free

1-800-ALL-BHSU

### Home Page

[www.BHSU.edu](http://www.BHSU.edu)

## Information Request

The information requested below is used to comply with Title VI of the Civil Rights Act of 1964. As an applicant, responding to these questions is optional and your response will in no way affect your admission. However, we are asking for the information now to avoid a separate request once a person is an enrolled student. We use the data in aggregated form only to comply with federal reporting requirements.

**Gender**       Male    Female

**Choose one**    Non-Hispanic or Non-Latino  
                   Hispanic or Latino

**Choose as many as apply**    American Indian or Alaskan Native  
   Asian  
   Black or African American  
   Native Hawaiian or Other Pacific Islander  
   White

South Dakota universities offer all educational programs, material, and service to all people without discrimination based on race, color, creed, national origin, ancestry, citizenship, gender, sexual orientation, religion, age or disability. South Dakota universities are Equal Opportunity/Affirmative Action Employers.

South Dakota universities do not discriminate on the basis of disability in the admission or access to, or employment in, their programs or activities.

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