

REGISTRATION (PROCEDURE)

Meet General Admission Requirements

All applicants must scan and submit each of the following required documents before admittance:

- 1.) Tribal Enrollment (If the student is not an enrolled tribal member or the student's tribal enrollment is pending, the student must submit their parents' tribal enrollment and birth certificate.),
- 2.) Social Security Card,
- 3.) HS/GED Transcripts, signed official copy.

New Entering Freshman (Including New Transfer Students)

After the documents above have been scanned and submitted, new entering freshman must complete the following:

- 1.) Complete the Online Admission Application
- 2.) Complete the College Readiness Assessment
- 3.) Register for classes
- 4.) Meet with academic department advisor (students should meet with their advisors every fall and spring semester).
- 5.) Review student and department handbooks which can be found on the OLC website.
- 6.) Attend mandatory student orientation.
- 7.) Transfer students, please send official transcripts to Registrar's Office, PO Box 490, Kyle, SD 57752.

Returning Students

All returning students who stopped out for more than one semester must complete the following:

- 1.) Complete the Returning Student Admission Application
- 2.) Submit Official College Transcripts (If transferring back from a different college.)
- 3.) Complete the College Readiness Assessment (If student has not successfully completed ENGL 103 or MATH 103.)

Early Entry Students (Junior or senior high school students with a 2.00 GPA or higher)

After the required general admission, documents are scanned and submitted, early entry students must:

- 1.) Submit an early entry letter (Must be typed and signed by high school principal or counselor)
- 2.) Submit a High School transcript that show their grade level and 2.00 GPA.

- 2.) Complete the Online Admission Application
- 3.) Complete the College Readiness Assessment and meet the 10.1 reading level.
- 4.) Place into MATH 103 and ENGL 103
- 5.) Register for no more than 7 credit hours

Prerequisite Overrides

The Registrar’s office requires that students complete all the pre-requisites listed in their program of study. However, we recognized that with our decentralized scheduling system, this is not achievable every semester. This pre-requisite override indicates that the student does not have the pre-requisite; however, the Chair of the department where the course is held, is willing to waive the pre-requisite requirements.

OLC Registration Process		
	NEW STUDENT	RETURNING STUDENT
Collect Documents	DIB, SSC, & HS\GED Transcripts (transfer students need official transcripts).	Check to see if you have documents on file.
Scan & send Documents <i>Option 1:</i>	Email to Registrar's Office.	Email to registrar’s office.
Application	Online Application	Returning Student Application
Complete Application	After the Online Application is submitted and documents are received, it will be processed by the Registrar’s Office.	A scanned copy of the paper (Returning Student Application) must be sent to the Registrar's Office.
College Readiness Assessment	Student must provide social security number in order to test.	If student has not yet completed ENGL 103 or MATH 103, then they must complete the assessment.
Jenzabar	Codes will be sent after application is processed.	Codes will be sent once we receive the application.

****During the final week of registration, counselors can submit all documents*

*(including the add card). Please allow Registrar's Office at least 24 hours to process each application.****