

High School Dual Credit Program

South Dakota Board of Regents

*Black Hills State University – Dakota State University – Northern State University
South Dakota School of Mines & Technology – South Dakota State University – University of South Dakota*

Thank you for your interest in the High School Dual Credit Program through the South Dakota Board of Regents (SD BOR) in partnership with the SD Department of Education. Each of the six South Dakota Public Institutions of Higher Education offer a variety of courses meeting the SD BOR system general education requirements. High school juniors and seniors attending a public high school within South Dakota may be eligible to participate in this program and receive both high school and college credit at a reduced rate of \$40.00 per credit. A new application must be submitted for each semester in which you wish to participate.

Admission requirements:

- A high school junior or senior attending a public high school within SD
- Meet undergraduate admissions requirements (ACT or coursework); or
- If high school senior, rank in upper one-half of their class or score at or above 50th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
- If high school junior, rank in upper one-third of their class or score at or above 70th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT

The following items must be submitted:

- High School Dual Credit Program Application (p. 2 & 3)
- High School Transcript
- ACT/SAT Score Report (if taken)*

*Registration in select courses will require placement via ACT/SAT and/or Accuplacer.

If you have questions, please contact the appropriate campus/center point of contact:

POINTS OF CONTACT FOR HIGH SCHOOL DUAL CREDIT PROGRAM				
Campus	Name	Title	Email	Phone
BHSU	Mitch Hopewell	Interim Director of Educational Outreach	Thomas.Hopewell@bhsu.edu	605-642-1241
CUC	Laura Hayden-Moreland	Academic Program Coordinator	Laura.HaydenMoreland@sdstate.edu	605-773-3024
DSU	Amy Crissinger	Associate VP of Enrollment Management/Marketing	Amy.Crissinger@dsu.edu	605-256-5696
NSU	Ronald Brownie	Director of Online & Continuing Education	Ronald.Brownie@northern.edu	605-626-2568
SDSM&T	Molly Frankl	Director of Admissions	Molly.Frankl@sdsmt.edu	605-394-5236
SDSU	Amber Rost	Student Services Facilitator	Amber.Rost@sdstate.edu	605-688-5278
USD	Gary Girard	Director of Programming	Gary.Girard@usd.edu	605-677-6112
RCUC	Maria Hartung	Coordinator of Admissions and Marketing	Maria.Hartung@bhsu.edu	605-718-4194
SFUC	Sarah Rasmussen	Assistant Director, Academic and Student Services	sarah.rasmussen@sduniversitycenter.org	605-367-5381

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Legal Name _____ Social Security Number _____
Last – First – Middle XXX-XX-XXXX

Preferred First Name _____ Birth Date _____

Use of Social Security Number (SSN) - 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.

Permanent Mailing Address

Street _____ City _____ State _____ Zip Code _____
 Telephone (555-555-5555) _____ E-mail Address _____

Emergency Contact

Name _____ Relationship to you _____
 Street _____ City _____ State _____ Zip Code _____
 Telephone (555-555-5555) _____

Educational Data

High School Attending _____		
School	City	State
Status: <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other:		
Have you taken the ACT test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tested (MM/YY): _____ Composite Score: _____
	ACT Subscores: English _____ Mathematics _____ Reading _____ Science _____	
Have you taken the SAT test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tested (MM/YY): _____ Composite Score: _____
Were your scores sent to a SD BOR Institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Course Information

University you are applying to: BHSU DSU NSU SDSM&T SDSU USD

Semester you wish to enroll: Fall 20____ Spring 20____ Summer 20____

Have you previously enrolled in courses through any of the SDBOR Universities? Yes No

If yes, when (Term/Year) _____

Have you previously enrolled in courses through any other post-secondary institutions? Yes No

If yes, where? _____

Location of class(es) you are registering for (Select all that apply.): On-campus Online University Center (Select Location Below)
 Pierre Sioux Falls Rapid City

5 Digit Course Number	Department Prefix	Course Number	Section	Course Title	Credit Hours

The following information is optional. The information is used in compliance with the Title VI of the Civil Rights Act of 1964. Your responses in no way affect your admission.		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Choose One	<input type="checkbox"/> Non-Hispanic or Non-Latino	<input type="checkbox"/> Hispanic or Latino
Choose as many as apply	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White
		<input type="checkbox"/> Black or African American

Expectations & Guidelines for Dual Credit Enrollment:

1. Courses offered are college courses with college-level expectations and standards. Students will be graded accordingly.
2. All courses will become part of and remain on the student’s permanent record. Students will need to disclose in college applications that they have taken college/dual credit coursework. It is the responsibility of the student to contact his/her prospective post-secondary institution and to provide necessary information so the institution may determine if the dual enrollment credits that have been earned are transferable. While all credits earned will be recognized by Regental universities, the institutions cannot guarantee transferability of credits outside of the system.
3. Students will have access to university services such as library, e-mail, and WebAdvisor. Students do not pay student fees and will not be given access to wellness centers, sporting events, or other student activities.
4. Students must be aware of the published add/drop with refund and withdraw dates.
5. Before dropping a dual credit course, students must consult with their high school counselor to determine the best plan to be followed. Once this step has been completed, the student must contact the university offering the course to complete the drop process. Students who stop attending class without processing an official withdrawal will stay on the course roll and be assigned an “F” for the course.
6. Students will be held accountable for academic dishonesty, plagiarism, and/or cheating as outlined by the University’s Student Code.
7. Students must act on their own behalf. Parents, high school officials and others are not permitted to enroll, drop, or add classes on behalf of the student.
8. Students are responsible for tuition/fees and materials associated with dual credit courses.

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 or when I enroll in coursework from more than one institution during a term. By participating in this dual credit program, I will be deemed to have consented to the disclosure of academic information, including, but not limited to, academic standing, progress, and grades, both within the system and to my high school.

With my signature below I verify that all information on this application is complete and accurate to the best of my knowledge. If admitted, I agree to observe the rules and regulations of the South Dakota Board of Regents system and the respective Universities.

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

School Official Signature _____ **Date** _____

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Confidentiality of Student Records

The South Dakota Board of Regents and Universities take the protection of the student and their records seriously. To this end, the Regents have established a policy that requires all institutions to observe the federal regulations as specified in the Family Education Rights and Privacy Act as amended. Further, each institution is required to adopt and to publish annually procedures that enact this requirement. The procedures for each Regental institution can be found at the following links:

Black Hills State University:

<http://www.bhsu.edu/Academics/RegistrationRecords/StudentPrivacyFERPA/tabid/9784/Default.aspx>

Dakota State University:

<http://www.dsu.edu/academics/online-advising/ferpa.aspx>

Northern State University:

<http://www.northern.edu/academics/pages/registrar/privacy.aspx>

South Dakota School of Mines & Technology:

<http://www.sdsmt.edu/Campus-Life/Student-Resources/Policies-and-Procedures/FERPA/>

South Dakota State University:

<https://www.sdstate.edu/campus/records/ferpa.cfm>

The University of South Dakota:

<http://www.usd.edu/registrar/student-records-policy.cfm>