

## Dual Credit Enrollment Student Instructions for Enrollment for Juniors and Seniors

Registration for dual credit courses must be completed on per semester basis.

### Step One

1) Discuss interest in Dual Credit coursework with the school counselor. Determine if there is room in your class schedule to be able to take a dual credit course and if you are eligible to take a dual credit course. **A student must be in 11<sup>th</sup> or 12<sup>th</sup> grade to enroll in dual credit courses.**

a) If wanting to enroll in a course offered by one of the Board of Regents (BOR) schools (BHSU, DSU, NSU, SDSMT, SDSU, and USD) the student must...

**i) High school JUNIOR eligible to enroll in a high school in South Dakota; OR**

- (1) Earn an ACT composite score of 24 reflective of the 70% percentile; or
- (2) Rank in upper one-third of their graduating class; or
- (3) Earn a cumulative GPA of 3.5 on a 4.0 scale
- (4) AND score proficient or advanced in 3 out of 4 MAP Test Scores

**ii) High school SENIOR eligible to enroll in a high school in South Dakota; OR**

- (1) (1) Earn an ACT composite score of 21 reflective of the 50% percentile; or
- (2) Rank in the upper one-half of their graduating class; or
- (3) Earn a cumulative GPA of at least 3.25 on a 4.0 scale
- (4) AND score proficient or advanced in 3 out of 4 MAP Test Scores

**iii) High school JUNIOR or SENIOR eligible to enroll in a high school in South Dakota meeting undergraduate admission requirements:**

- (1) ACT score of 18 (or 21 for USD and SDSMT); and
- (2) Successful completion of coursework requirements
  - (a) Four years of English
  - (b) Three years of advanced Mathematics
  - (c) Three years of laboratory Science
  - (d) Three years of Social Studies
  - (e) One year of Fine Arts

**iv) Take one of the assessments below and meet the required score(s):**

- (1) **10<sup>th</sup> Grade ACT Aspire Summative Assessment- Score 434 or higher**
- (2) **Accuplacer (ENGLISH QAS-Score 263 or higher AND MATH QAS - Score 255 or higher)**

b) Students interested in taking a dual credit course from one of the four South Dakota Technical Institutes (STI, MTI, LATI, and WDT) must meet the specific program enrollment requirements of the course they are taking.

c) Students must meet high school building requirements for participating in dual credit coursework.

**Note: Students are responsible for the payment of course credits (\$48.33/credit hour) to the postsecondary institution, the materials required by the course, and transportation needed to fulfill course requirements.**

2) View dual credit course lists at <http://sdmylife.com/prepping-for-college/dual-credit> for the semester you are interested in taking a dual credit course.

3) Visit the DOE Dual Credit Dashboard to view course offerings.

4) Select the dual credit course(s) that you will enroll in.

5) Note: Dual credit courses in Math and English will require submission of standardized test scores such as ACT, Accuplacer, or Smarter Balanced scores. You may complete the Accuplacer test at Southeast Tech or the University Center if you do not already have

these test scores.

### Step Two

- 1) Complete and submit the postsecondary institution's dual credit online application form for the university or technical school for enrollment in a dual credit course.
  - a) All registration forms can be found at the following webpage: <http://sdmylife.com/prepping-for-college/dual-credit>  
**Note: Please follow application instructions on the form for each specific postsecondary school. A student may take classes from more than one institution per semester. He/she does NOT need separate online applications forms for classes at separate BOR schools, only at the primary institution. If the student elects to take a class at a BOR school *and* a technical school, then separate applications are necessary.**
  - b) Print/submit all other necessary paperwork applications may ask for to your high school counselor. [Ex: permission form(s), transcript, ACT scores, etc.]
- 2) Complete [Dual Credit Enrollment Criteria and Expectations](#) form and submit to your high school counselor.
- 3) Complete [Application for High School Credit](#) form and submit to your high school counselor.

### Step Three

Complete registration process with the postsecondary institution in which you have requested enrollment in a dual credit course.

**Note: This may include submission of additional forms to the postsecondary institution, setting up online accounts (Ex: email, online course management system, online grade reporting system, etc.), or paying for the dual credit course.**

### Step Four

- 1) Once registration for dual credit coursework is complete with the university or technical school, **submit your dual credit course schedule from the postsecondary institution (can usually be printed by the student) to the school counselor.**
- 2) Once you have submitted your dual credit course schedule to you're the principal or counselor, your high school class schedule may then be changed to reflect your dual credit course enrollment. **You are responsible for fulfilling the duties of your high school class schedule until your high school schedule is changed to reflect your dual credit course(s).**

### Step Five

- 1) Complete your dual credit course(s).
- 2) Your final grade(s) for your dual credit course(s) will be reported directly from the postsecondary institution you completed your course(s) with to the Canistota School District. This is the grade that will appear on your high school transcript and your college transcript.