

High School Dual Credit Program – Spring 2015

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:

- 1. High school junior eligible to enroll in a high school in South Dakota; OR**
 - a. earn an ACT composite score of 24 reflective of the 70% percentile; or
 - b. rank in upper one-third of their graduating class; or
 - c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;
- 2. High school senior eligible to enroll in a high school in South Dakota; OR**
 - a. earn an ACT composite score of 21 reflective of the 50% percentile; or
 - b. rank in the upper one-half of their graduating class; or
 - c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;
- 3. High School junior or senior eligible to enroll in a high school in South Dakota meeting Undergraduate admissions requirements:**
 - a. ACT score of 18 (or 21 for USD & SDSM&T); and
 - b. Successful completion of coursework Requirements
 - Four Years of English
 - Three years of advanced mathematics
 - Three years of laboratory science
 - Three years of social studies
 - One year of fine arts

The following items must be submitted by email, fax, or mail to the appropriate Campus Point of Contact, which are provided on Page 4 of the application form.

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

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

Application Period and Deadline:

Applications for Spring 2015 will start being accepted on November 17, 2014.

Applications must be received on campus BEFORE the Close of Business on the first day of the semester in which you are enrolling. (Spring 2015 Semester: January 12, 2015*). Applications received on campus after this date will not be considered.

*The BOR System Academic Calendar specifying this date can be found at the following link:

<http://www.sdbor.edu/services/academics/academiccalendar/index.htm>

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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 _____		
<small>School</small>	<small>City</small>	<small>State</small>
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

Subject	Course Number	Section Number	Course Title	Credit Hours

*Please note: Students are limited to enrollment in no more than 9 credit hours during a given academic term. Exemptions may be granted after approval by the System Vice President for Academic Affairs for the Board of Regents.

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** _____

School Official Name: _____ **Phone:** _____ **Email:** _____

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Campus Points of Contact

Black Hills State University

Beth Oaks
Director of Admissions
Beth.Oaks@bhsu.edu

Phone: 605-642-6411

Fax: 605-642-6254

Address:

Black Hills State University Admissions
1200 University St. Unit 9502
Spearfish, SD 57799

Capital University Center

Laura Hayden-Moreland
Academic Program Coordinator
Laura-HaydenMoreland@sdstate.edu

Phone: 605-773-3024

Fax: 605-773-3020

Address:

Capital University Center
Attn: Laura Hayden Moreland
925 E Sioux Avenue
Pierre, South Dakota 57501

Dakota State University

Amy Crissinger
Associate VP of Enrollment
Management/Marketing
Amy.Crissinger@dsu.edu

Phone: 605-265-5696

Fax: 605-256-5020

Address:

DSU Office of Admissions
820 N Washington Avenue
Madison, SD 57042

Northern State University

Ronald Brownie
Director of Online & Continuing Education
Ronald.Brownie@northern.edu

Phone: 605-626-2568

Fax: 605-626-2542

Address:

Northern State University
Online & Continuing Education
1200 S Jay Street
Aberdeen SD 57401

South Dakota School of Mines & Technology

Molly Frankl
Director of Admissions
Molly.Frankl@sdsmt.edu

Phone: 605-394-5236

Fax: 605-394-1979

Address:

SDSM&T Office of Admissions
501 E St Joseph St
Rapid City, SD 57702

South Dakota State University

Carey Kilmer
Asst. Director, Continuing & Distance
Education
Carey.Kilmer@sdstate.edu

Phone: 605-688-4959

Fax: 605-688-6540

Address:

Continuing and Distance Education
Attn: Carey Kilmer
South Dakota State University
Box 2115, SBL 119G
Brookings, SD 57007

The University of South Dakota

Gary Girard
Director of Programming
Gary.Girard@usd.edu

Phone: 605-677-6112

Fax: 605-677-6118

Address:

The University of South Dakota
Division of Continuing and Distance
Education
Attn: Dual Credit Program
414 E. Clark Street
Vermillion, SD 57069

University Center – Rapid City

Maria Hartung
Coordinator of Admissions & Marketing
Maria.Hartung@bhsu.edu

Phone: 605-718-4194

Fax: 605-718-4021

Address:

University Center- Rapid City, Attn: Maria
Hartung
PO Box 250
Rapid City, SD 57709

University Center – Sioux Falls

Jennifer Schelske
Student Services Coordinator
jennifer.schelske@SDUniversityCenter.org

Phone: 605-367-8465

Fax: 605-367-5643

Address:

University Center
Attn: Jennifer Schelske
4801 N. Career Avenue
Sioux Falls, SD 57107

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>