



Instructional Planning Center
201 East Thirty-Eighth Street
Sioux Falls, South Dakota 57105
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Dual Credit Enrollment Student Instructions for Enrollment For Juniors and Seniors

Enrollment in dual credit coursework can occur anytime from when dual credit course lists become available for a given semester up to the last day of the five-day grace period to add or drop classes from the student's high school class schedule at the beginning of each high school semester. Registration for dual credit courses must be completed on per semester basis.

Step One

- 1) Discuss interest in Dual Credit coursework with your high 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 11th or 12th 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:**
 - (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
 - ii) **High school SENIOR eligible to enroll in a high school in South Dakota:**
 - (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
 - 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) **10th Grade ACT Aspire Summative Assessment – Score 434 or higher**
 - (2) **Accuplacer (Sentence Skills – Score 86 or higher AND Elementary Algebra – Score 76 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 purchase of books and 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. *You are only allowed to take 9 college credit hours per semester.*

Note: Dual credit courses in Math and English will require submission of standardized test scores such as ACT or Accuplacer 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, though he/she must complete an online application form at each school he/she is planning to register at.
 - b) Submit all other necessary paperwork that applications may ask for [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 your high school counselor.**
- 2) Once you have submitted your dual credit course schedule to your high school 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 Sioux Falls School District. This is the grade that will appear on your high school transcript and your college transcript.

For questions, please contact:

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