

High School Dual Credit Program Continuing Registration Form

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

Continuing Registration Form Requirements

- Prior HSDC students who have been *continually enrolled* in all Fall & Spring semesters since enrolling in the program will fill out this form to register for courses for upcoming semesters.
 - *Students who previously participated in the program, but who took the most recent semester off (Fall or Spring only) will need to fill out the online application again. This includes students who withdrew from all courses during the previous term.*
- Students who have not previously participated in the HSDC program must fill out the online application.

Supplemental Materials

Students who have previously participated in the HSDC program do not need to submit a transcript or test scores. However, those wishing to submit updated transcripts or new test scores for placement into math and English courses may submit those by email, fax, or mail to the appropriate University Dual Credit Contact. Registration for math will require placement via Math Index Score, Challenge Index Score, Accuplacer, or Smarter Balanced. Registration for English will require placement via ACT/SAT Subscore, Accuplacer, or Smarter Balanced. See BOR AAC Guideline 7.6.

Application Period and Deadline:

Forms must be received by the institution BEFORE the Close of Business on the first day of the semester in which you are enrolling. Forms received by the university after the first day of the session will not be considered.

Legal Name _____ University Student ID Number _____
Last – First – Middle

Birth Date _____

High School Attending _____

Permanent Address _____ City _____ State _____ Zip Code _____

Telephone (555-555-5555) _____ E-mail Address _____

Course Information

Semester: Fall 20____ Spring 20____ Summer 20____

University(ies) enrolling at: BHSU DSU NSU SDSM&T SDSU USD

(Students enrolling to multiple universities only need to submit one application to one of the universities. This will be the student's primary university. The primary university will facilitate course registration at other universities indicated on this form.)

Which semesters have you been previously enrolled in courses through any of the SDBOR Universities? Please indicate the universities at which you were enrolled.

(Term(s)/Year(s)/Institution(s)) _____

Location of class(es) you are registering for (Select all that apply.): On Campus Capital University Center (Pierre) BHSU - Rapid City
 Online Community College for Sioux Falls Other _____

Subject	Course Number	Section Number	Course Title	Credit Hours	Days/Times Course Meets

*Please note: Students are limited to enrollment in no more than 10 credit hours during a given academic term. Students wishing to exceed this limit must have previously taken at least one course through the HSDC program and received a 3.0 GPA or higher for prior coursework.

*Registration in English and Math courses will require placement via ACT/SAT, Accuplacer, Smarter Balanced, or Math Index Score.

High School Dual Credit Program Continued Registration Permission Form

Expectations & Guidelines for Dual Credit Enrollment:

1. Courses offered have college-level content and subject matter and 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 and email.
4. Students must be aware of the published add/drop with refund and withdraw dates.
5. Before dropping or withdrawing from 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 Dual Credit contact at the university offering the course to complete the drop or withdrawal 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. Under BOR Policy 2:10.1, students are limited to 6 withdrawals in their undergraduate career, which includes HSDC courses. Further withdrawals will be assigned a failed grade. Under [SDCL 13-28-37](#), students who fail a course through the High School Dual Credit Program are no longer eligible to participate, absent a showing of good cause. BOR also requires students to have a GPA of 2.0 or higher in dual credit coursework to remain eligible for the program. Student who either fail a course or drop below a 2.0 GPA in dual credit courses, who seek to re-enroll in future dual credit opportunities through this program should contact the designated institutional representative.
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. Students are covered under the Family Education Rights and Privacy Act (FERPA) which prohibits SDBOR institutions from disclosing student information to parents and/or guardians. However, parents may gain access to student records and information by either 1.) the student submitting a signed FERPA waiver giving consent, or 2.) submitting a copy of the parent(s)' tax return showing that the student is a tax dependent of the parent(s). More information on FERPA can be found on the institutional websites, or by contacting the dual credit contact.
8. Students are responsible for tuition/fees and materials associated with dual credit courses.
9. By submitting an application or continuing enrollment form to an SDBOR institution, students and parents give permission for the student's school to submit the high school transcript and test scores to institutions at which the student wishes to register.

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 form 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:

With my signature below, I verify that all student information on this form is complete and accurate to the best of my knowledge. I verify that I have read and understand the enrollment requirements for the High School Dual Credit Program, and that the student meets these requirements. I verify that the student's high school has signed an MOU with the Dept. of Education.

School Official Signature _____ **Date** _____

School Official Name: _____ **Phone:** _____ **E-mail:** _____

Financial Terms and Conditions of Your Registration

I understand that when I register for any course(s) at, or receive any service from, any institution under the control of the South Dakota Board of Regents (individually and collectively "SDBOR"), whether through self-service online or an institutional or SDBOR office, I agree to pay all assessed tuition, fees, and associated costs assessed as a result of my registration and/or receipt of services. I further agree to the following financial terms and conditions and to abide by all SDBOR and institutional policies and procedures. I understand and agree that my acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which the SDBOR is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date.

I understand and agree that it is my responsibility to add or drop classes and not the SDBOR or an institution's responsibility.

I understand and agree that I will be notified about my outstanding educational debt by electronic account notification. I agree that payments must be received on or before the due dates listed on my e-bills and that I may be charged late fees for delinquent payments as allowed by SDBOR policies and applicable law.

I understand and agree my registration and ability to receive other services may be restricted until I pay all past due balances. I understand and agree after internal collection efforts, according to SDBOR Collection [Policy 5:21](#), if I have failed to bring my account to a paid-in-full status that the SDBOR may place my past due student account educational debt with a third-party collection agency. If my student account debt is placed with a collection agency, I understand and agree to pay (i) the collection agency fees, which may not exceed 20% of my debt, (ii) attorneys' fees, and (iii) all costs and other expenses incurred as part of any collection efforts. Any payments received by the SDBOR, whether directly or through a collection agency, will be applied first to any outstanding educational debt.

I also understand that once my student account debt is placed with a collection agency, my debt will be reported to the appropriate consumer reporting agencies or other agencies in accordance with the Fair Credit Reporting Act, 11 U.S.C. 1681.

I agree to allow the SDBOR and its agents to contact me at any phone number that I provide now or use in the future, using automated telephone dialing systems, via my SDBOR email address or any email address that I provide. I understand that others may be able to review my messages and/or emails related to my educational debts sent to or from SDBOR, including their contents, which may include information about my debt and its status. I understand and agree it is my responsibility to update my contact information with the SDBOR.

This agreement supersedes all prior understandings, representations, negotiations, and correspondence and constitutes the entire agreement between the parties with respect to matters described herein. This agreement may be modified by SDBOR if the modification is signed by me.

Student & Parent Acknowledgement

I understand and I agree:

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____