

Dual Credit Online Enrollment Procedure

Aberdeen Central High School

The Dual Credit application is now online. Please follow the registration steps below. These steps **MUST** be completed for each semester a Dual Credit course is taken.

Dual Credit courses will count as elective credit and be used towards graduation credit, unless otherwise noted to go towards a **REQUIRED** graduation requirement.

- For information on what courses can count towards a **REQUIRED** graduation credit, students should see their assigned School Counselor.

STEP 1:

Are you eligible to take Dual Credit courses and are they right for you? Students need to visit with their assigned School Counselor to determine if they are eligible to take Dual Credit courses prior to filling out the application.

- High School Seniors wanting to take a Dual Credit course must meet **ONE** of the following:
 - Earn an ACT composite score of 21 or higher, reflective of the 50th percentile OR
 - Rank in the upper one-half of their graduating class OR
 - Have a cumulative GPA of 3.25 or higher on a 4.0 scale
- High School Juniors wanting to take a Dual Credit course must meet **ONE** of the following:
 - Earn an ACT composite score of 24 reflective of the 70th percentile OR
 - Rank in upper one-third of their graduating class OR
 - Have a cumulative GPA of at least 3.50 on a 4.0 scale
- High School Junior or Senior eligible to enroll in a high school in South Dakota who meets all of the following Undergraduate Admissions Requirements:
 - ACT score of 18 (or 21 for USD & SDSM&T) **AND**
 - Successful completion of coursework Requirements:
 - Four Credits of English
 - Three Credits of Advanced Mathematics
 - Three Credits of Lab Science
 - Three Credits of Social Studies
 - One Credit of Fine Arts

STEP 2:

What Dual Credit courses are available? Students can see what courses are being offered by which institutions by going to the DOE Dashboard on the SDMyLife Dual Credit page at <https://sdmylife.com/prepping-for-college/dual-credit>

- From this site, students will need to search for classes on the DOE Dual Credit Dashboard. Students will utilize this site to get the course information needed to register for the Dual Credit courses.
- Dual credit courses in Math and English will require submission of standardized test scores such as ACT, Accuplacer or Smarter Balance scores.
 - ACT Required Scores: Math – 1150 or higher Math Index; English – 18 subscore
 - Accuplacer Required Scores: Math – Elementary Algebra 76-120, College Level 0-50
 - Smarter Balance Required Scores: Math – 3 or 4; English – 3 or 4

STEP 3:

How do students apply for Dual Credit? Students who are eligible to take a Dual Credit course, **MUST** fill out **BOTH** the online application for the particular school the Dual Credit course will be taken through **AND** the Central High School Dual Enrollment forms.

- **South Dakota Public 4 Year College/University Dual Credit Application Process:**
 - Students will register for their Dual Credit courses online at <https://www.sdbor.edu/administrative-offices/academics/ReducedTuitionDualCredit/Pages/default.aspx> (the link can also be found on the SDMyLife Dual Credit website)

- Students will select “Click Here to Apply!!”
- From there, students will then select which method they will apply for Dual Credit:
 - **Method #1**
 - Students will use this method if they have never taken a Dual Credit course before OR
 - If they are not currently taking a Dual Credit course during current semester
 - **Method #2**
 - Students will use this method if they are **currently** taking a Dual Credit course
- Follow the instructions depending on which application method is selected.
- Once students have completed the online registration, they will be prompted to provide an email address of a School Official to validate their application – **Students need to put in their assigned School Counselor’s email address.**
 - Mrs. Karlie Cooper (A-G) – Karlie.Cooper@k12.sd.us
 - Mr. Cal Nygaard (H-O) – Calvin.Nygaard@k12.sd.us
 - Mrs. Shannon Knuppe (P-Z) – Shannon.Knuppe@k12.sd.us
- Students **MUST** also complete the Dual Credit Enrollment forms for Central High School
 - These forms are part of the Dual Credit packet that can be downloaded from the Student Services Website.
- Students will turn in the completed signature page from the online registration, updated transcript, and the completed CHS Dual Credit Enrollment forms to their assigned School Counselor.
 - Mrs. Karlie Cooper (A-G)
 - Mr. Cal Nygaard (H-O)
 - Mrs. Shannon Knuppe (P-Z)
- **South Dakota Technical School Dual Credit Application Process:**
 - Students interested in taking Dual Credit courses from the Technical Institutions **MUST** meet the specific program enrollment requirements of the course(s) you are taking. See assigned School Counselor for more information.
 - Students will register for their Technical School Dual Credit courses online at <https://sdmylife.com/prepping-for-college/dual-credit/technical-institute-dual-enrollment-information>
 - From here students will select the Technical School that they are applying to take Dual Credit courses from and follow the instructions
 - Once students submit their online application, there will be an email sent to the email address that was provided. In that email will be a link to a signature page that students **MUST** print out and complete
 - If students prefer, they can download and fill out a paper application for the Technical Schools.
 - Students **MUST** also complete the Dual Credit Enrollment forms for Central High School
 - These forms are part of the Dual Credit packet that can be picked up in Student Services or downloaded from the Student Services webpage.
 - Students **MUST** include an updated transcript to their application packet.
 - Students will turn in the completed signature page from the online registration, updated transcript, and the completed CHS Dual Credit Enrollment forms to their assigned School Counselor.
 - Mrs. Karlie Cooper (A-G)
 - Mr. Cal Nygaard (H-O)
 - Mrs. Shannon Knuppe (P-Z)

STEP 4:

The application has been submitted, now what? Once students have submitted the online application and turned in the CHS Dual Credit Enrollment forms to their assigned School Counselor, the forms will be sent to the institution that the student has applied to.

- **STUDENTS MUST CHECK THE EMAIL THAT WAS PROVIDED ON THE APPLICATION!** Students will receive an email from that institution once their application has been received and they have been enrolled in the class.

- In that email will be instructions to the student on where to locate books, how to get set up in the institutions email system, WebAdvisor, D2L, and any other programs that are associated with that school, and more.

STEP 5:

How do students pay for the Dual Credit course? In the enrollment confirmation email that students will receive, there will be instructions on where students need to go to pay for the class. Payment for Dual Credit courses will be done online through their student account through that postsecondary institution.

- Dual Credit course tuition and fees are the responsibility of the student (\$48.33/credit hour) and payable to the postsecondary institution.
- Dual Credit course book and material purchases are the responsibility of the student, as well as any transportation needs for the course.
 - **Aberdeen Schools Foundation Book Reimbursement Program:** All students can submit a receipt for books, along with the Book Credit Program form, that is found in the CHS Dual Credit Enrollment forms, to Mrs. Sutton for reimbursement of up to \$50 per Dual Credit course for books.

STEP 6:

Class Schedule: Once a student has received the confirmation email that they are enrolled in a Dual Credit class, they need to see their assigned School Counselor if they need to adjust their schedule.

- **Can students Drop or Withdraw from a Dual Credit course?** Any student who wants to drop or withdraw from a Dual Credit course needs to see their assigned School Counselor immediately to discuss the situation.
 - Students will need to fill out the required Drop/Add Form and turn the completed form in to their assigned School Counselor.
 - Student will need to have assigned School Counselor adjust their schedule accordingly.

STEP 7:

Complete the Dual Credit course.

- The School Counselors will be notified if any Dual Credit students is failing, not attending, or falling behind in a course.
 - School Counselors will check in with their students who are being flagged as not performing well in their Dual Credit course.

Dual Credit final course grades.

- The final Dual Credit course grades will be submitted to Central High School’s Registrar directly from the Post-Secondary Institution that the course was completed from.
 - This grade, no matter what it is, will appear on the student’s permanent high school transcript **AND** their permanent college transcript.
 - If a student fails a Dual Credit course, they are NOT eligible to take any Dual Credit courses the following semester.

For More Information Contact:

- **School Counselors:**
 - Karlie Cooper (A-G) 725-8118
 - Cal Nygaard (H-O) 725-8119
 - Shannon Knuppe (P-Z) 725-8120
- Shelly Sutton, CHS Administrative Office 725-8123
- Michaela Arechigo, Library 725-8106

Aberdeen Central High School Dual Enrollment and Virtual High School Enrollment Agreement

Since Dual Enrollment and Virtual High School courses demand a level of maturity and dedication beyond what is necessary under normal circumstances, a student must meet certain requirements.

All parents and students must acknowledge understanding all statements below in order to register for a Dual Credit course. Please **READ CAREFULLY** and initial next to each statement if you understand the implications of each statement.

Student/Parent

_____/_____ I understand that I am responsible for meeting the requirements of the Dual Credit course, despite the possible course start date being before the start of a Aberdeen Central High School semester. The BOR institution calendars do not always line up with the school district calendar, so I need to make sure I am aware of when my classes start and end.

_____/_____ I understand the Dual Credit course has other costs besides the tuition fee, such as textbooks and other materials class requires during the semester. I am responsible for paying and obtaining these items.

_____/_____ I understand the Dual Credit course is a college level course, and that any help with the course content and technology required for the course needs to be discussed with the professor and university/tech school staff I am taking the course from.

_____/_____ I understand that if I drop the Dual Credit course before the “drop” deadline of the school I am taking the course from, that the college transcript and high school transcript will indicate a “W”, which means “withdraw”, and will not affect my GPA on my college transcript. **However, I understand that there is a LIMIT to 6 classes I can drop TOTAL during my ENTIRE COLLEGE CAREER, which include the dual credit courses I choose to take in high school.**

_____/_____ I understand that if I receive a “W” or an “Fail” for a dual credit course, that I cannot go on in the program. I need to 1- have at least a 2.5 GPA on my DC transcript, 2- show evidence of illness, injury, an illness or death in the family, or unusual academic circumstances, or 3- successfully repeating the course(s) in which the F or W grade(s) were earned, and paying the full HSDC tuition rate of \$145 for the repeated course(s).

_____/_____ I understand that CHS teaching staff and Student Services staff are not responsible for helping you with course content, communicating with the instructor, or providing tutoring services for you. You need to learn how to professionally communicate and be assertive with college level instructors and staff if you believe you are capable of taking a college level dual credit course.

_____/_____ I understand that I am responsible for paying for my dual credit course to the SD BOR institution I am taking the course from. I also understand that I will pay for my dual credit course by following instructions sent to me via email or at my home address in the mail.

_____/_____ I understand that I am responsible for making sure my Dual Credit course credits transfer to another post-secondary institution, as well as count towards my major/program of study.

_____/_____ I understand that the email and mailing address I provide on the Dual Credit application is the email and mailing address I need to consistently be checking for any communication about my registration status of the dual credit course I applied for. If I do not check this email and mailing address and follow the instructions in a timely manner, I understand that the school may drop me from the course if I do not confirm my attendance or follow further instructions emailed to me at this address.

_____/_____ I understand that the only staff members at CHS that will be able to commit to proctoring any exams is Mrs. Arechigo in the library. I am also responsible for turning in the proctoring paperwork to the school requiring a proctor for testing.

_____/_____ I understand that the final grade of a Dual Credit course is a permanent record on my future college transcript, and that this grade will affect the weight of my overall GPA during my college career.

_____/_____/_____ I understand that I will need to check multiple email addresses- as I will have an email address assigned to me by the school I am taking my dual credit course from. This is the email my instructor uses for class content, which may have information regarding grade requirements, syllabus info, etc... that will be imperative regarding success in my dual credit course. I will also check my k12 email address and/or email address I provided on my dual credit application in case any communication about my course was sent to those emails as well.

_____/_____/_____ I understand that I will be responsible for knowing how to use multiple websites including D2L, Webmail, Web Advisor, instructor's website, your portal, SDePay, and any other websites utilized for online instruction for my course. I understand that the CHS teaching staff and Student Services staff are not responsible for teaching me how to use those websites, and that I will need to contact the school I am taking the course from if I have questions on anything online I am having trouble with.

Additional Agreement for Junior's taking Dual Enrollment Classes

Any Central High School Junior who is taking classes at Northern State University during the regularly scheduled school day WILL NOT be monitored by Central high School on the days that they are not in class at NSU.

Students will not be allowed in the CHS building during the block that the NSU class is on their schedule due to a lack of supervision.

Additionally, any student who has a Dual Credit online class is not required to be on Central's Campus and attendance will not be monitored during that block.

By signing below, I agree I have read and understood the above policies and agree to abide by the expectations and responsibilities as stated. I give permission for the institution for which I am enrolling in to release information to Central High School regarding my course. I also give permission to Central High School to release information to the State of South Dakota regarding my enrollment.

Student (print)

Student Signature

By signing below, I agree I have checked the student's eligibility and believe the student possesses the maturity needed to complete the above course.

Parent/Guardian Signature


Student's Advocate Signature

Counselor's Signature

School Administrator's Signature

Mrs. Arechigo - Academic Coach
(Dual Credit class or a class through Virtual High School)

03/29/18 KK
03/31/21 SK

	ABERDEEN SCHOOL DISTRICT 6-1	NEPN Code: IHEDA-E
	POLICIES AND REGULATIONS	

CURRICULUM PROGRAMS

CONCURRENT ENROLLMENT POLICY

Aberdeen School District Concurrent Enrollment Application

STUDENT NAME: _____ DATE: _____
(please print)

Please complete the following information:

University	Course #	Course Name	Term	<u>Days of Week</u>	<u>Time</u>	<u>Delivery</u>
						On-line or Face-to-Face

APPROVALS:

Counselor Signature

Principal Signature

Parent/Guardian Signature

CHS Advocate Signature

Copies of approved applications should be distributed as follows:

- Student's cumulative record folder

ADOPTED: May 23, 1996
NEPN CODE: August 24, 2001
REVISED: November 14, 2005
REVIEWED: November 22, 2010
REVISED: May 27, 2014

Aberdeen Public Schools Foundation Rising Scholars

Dual Credit Book Reimbursement Program

CHS Juniors and seniors are eligible for book allowances of up to \$50/class for each dual credit class they complete. Please fill out and turn in this form with your book receipts (or photocopies of receipts) to Shelly Sutton at CHS.

Date _____

First Name _____ **Last Name** _____

Junior/Senior (circle one)

Taking the class (mark one):

At the University _____ Online _____ At CHS _____

Class Name _____ **Book Cost \$** _____ **Receipt** Y / N

Class Name _____ **Book Cost \$** _____ **Receipt** Y / N

Class Name _____ **Book Cost \$** _____ **Receipt** Y / N

Name of the University
