

High School Dual Credit Program Add/Drop/Withdraw 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

This form is for students who are currently enrolled at a Regental institution (they have submitted an application prior to the required deadline, have been accepted, and are enrolled in courses) and are participating in the Reduced Tuition High School Dual Credit Program. Completed Add/Drop/Withdraw forms should be submitted to all Dual Credit Campus Contact(s) for the campus(es) you are enrolled in courses at. Specific Add/Drop Dates and Withdrawal Dates can be found for each semester on your institution's academic calendar.

Adding Courses: Students wishing to add additional HSDC courses must do so by close of business on the third day of classes.

Dropping Courses: Students may drop courses up until the traditional add/drop date. This must be done within the first 10% of the semester. Students who drop courses before the add/drop date will not be charged for the courses.

Switching Courses: Students wishing to drop one course and switch to another may work with the Dual Credit Campus Contact at their institution, as students may be able to switch courses until the traditional add/drop date with the approval of faculty for the course they wish to add.

Withdrawing from Courses: Students may withdraw from courses between the add/drop date and the withdrawal deadline, which corresponds with the completion of 70% of the class days for the course. The student will receive a grade of "W".

Under state law, students who withdraw from a HSDC course are no longer eligible to participate in the program, absent a showing of good cause. Students with a 2.5 SDBOR GPA or those who had extenuating circumstances lead to their withdrawal will be allowed to continue in the program. Please see the Eligibility Exemption Form for more details.

Campus Points of Contact

Black Hills State University

Caitlin Hill
Dual Credit & Rising Scholar Coordinator
Caitlin.Hill@bhsu.edu
Phone: 605-642-6093
Fax: 605-642-6254
Address:
Black Hills State University Admissions
1200 University St. Unit 9502
Spearfish, SD 57799

Black Hills State University – Rapid City

Caitlin Hill
Dual Credit & Rising Scholar Coordinator
Caitlin.Hill@bhsu.edu
Phone: 605-642-6093
Fax: 605-642-6254
Address:
Black Hills State University Admissions
1200 University St. Unit 9502
Spearfish, SD 57799

Dakota State University

Bailee Matucha
Dual Credit Enrollment Counselor
DualCreditApplication@dsu.edu
Phone: 605-681-8248
Fax: 605-256-5020
Address:
DSU Office of Admissions
820 N Washington Avenue
Madison, SD 57042

Northern State University

Matthew Perreault
Senior Admissions Counselor
Matthew.Perreault@northern.edu
Phone: 605-626-7603
Fax: 605-626-2531
Address:
Northern State University
Office of Admissions
1200 S Jay Street
Aberdeen SD 57401

South Dakota School of Mines & Technology

Geneve Sigler
Program Assistant
Geneve.Sigler@sdsmt.edu
Phone: 605-394-5209
Address:
SD Mines Admissions Office
501 E St Joseph St
Rapid City, SD 57701

South Dakota State University

Scott Mitchell
High School Dual Enrollment Coordinator
SDSU.dualcredit@sdsu.edu
Phone: 605-688-5278
Fax: 605-688-5977
Address:
Continuing and Distance Education
Attn: Scott Mitchell
South Dakota State University
SWH Box 510, Rm 122
Brookings, SD 57007

The University of South Dakota

Claire Rizzio
dualcredit@usd.edu
Phone: 605-658-6132
Fax: 605-677-6323
Address:
The University of South Dakota
Office of Admissions
Belbas Center
Attn: Dual Credit Program
414 E. Clark Street
Vermillion, SD 57069

USD – Sioux Falls

Aaron Anthony
Director of Academics & Student Support
Aaron.Anthony@usd.edu
Phone: 605-274-9511
Fax: 605-782-3232
Address:
USD – Sioux Falls
Attn: Aaron Anthony
4801 N. Career Avenue
Sioux Falls, SD 57107

High School Dual Credit Program Add/Drop/Withdraw 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

NOTE: Please submit this form to all universities where the student is enrolled in courses for the semester.

Legal Name: _____ SDBOR Student ID Number: _____
Last – First – Middle

Birth Date: _____ Email: _____

High School Attending: _____
School City State

Add/Drop Course Information

University you are currently enrolled at (Select all that apply.):
 BHSU DSU NSU SDSM&T SDSU USD

Semester you wish to add/drop a course: Fall 20____ Spring 20____ Summer 20____

How many credit hours are you currently enrolled in this semester?: _____

Please note: Students are limited to enrollment in no more than 10 credit hours during a given academic term. Exemptions may be granted based on past HSDC performance. Contact your HSDC Campus Contact for details if adding a course causes you to exceed the credit hour limit.

Location of class(es) you are adding/dropping (Select all that apply.):
 On-campus Online University Center (Select Location Below)
 Pierre Sioux Falls BHSU-Rapid City

I would like to:	Subject	Course Number	Section Number	Course Title	Credit Hours
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdraw					
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdraw					
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Withdraw					

Institutional Change with Add/Drop

If this add/drop request involves the addition of courses at a new institution beyond the institution(s) you are currently enrolled at, please fill out the section below.

Are you dropping all courses from the institution(s) you are currently enrolled in? Yes No

If adding a course, which new institution(s) offer the course(s) you are adding? (Select all that apply.):
 BHSU DSU NSU SDSM&T SDSU USD

Signatures & High School Authorization:

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

High School Official Signature _____ Date _____

High School Official Name: _____ Phone: _____ Email: _____