



## Technical Institute Dual Enrollment Information

Congratulations! You are making an excellent choice by completing post-secondary credits while in high school. You will be treated as a technical institute student; the attendance, conduct and laptop policies will be in accordance with school policies. The calendar will be based on the technical institute’s schedule which may be different than your high school.

Students may enroll in certain courses at the technical institute without applying for admission to a program. However, the student may need to meet the admissions/placement criteria based on an entrance exam or related coursework. Dual Enrollment does not guarantee acceptance to the technical institute as a full time student at a later time. Dual Enrollment students are currently enrolled at an area high school and will receive high school credit along with technical institute credit for the Dual Enrollment course. Dual Enrollment students are not eligible for financial aid and must re-register at the beginning of each semester.

### Registration and Course Payment:

- After your registration is processed, you will receive a course schedule and additional information about your coursework including books and software requirements. The schedule indicates your registered class(es). You may drop a class within the first 10 class days of the academic calendar without being charged and without receiving a grade.
- Payment for your class must be made to the technical institute. Payments can be made by check or by credit/debit card. If the high school is paying for the class(es), the high school business manager should contact the technical institute business office to arrange payment.

### Other Requirements/Considerations:

- Students must follow the technical institute academic calendar and be in attendance when technical institute classes are held. There are certain days that the high schools will have classes and technical institute will not and vice versa. The technical institute academic calendar can be found online.
- Students will be held to the each technical institute’s Code of Conduct.
- It is the student’s responsibility to directly contact instructors to inform them of absences. Parents do not need to call the technical institute to excuse students.
- Attendance policies in individual classes are listed on the class syllabus.
- Students registered for Dual Enrollment courses will not be eligible for the “Credit by Exam” or “Test Out” options.
- Completing credit through the Dual Enrollment program may affect your full-time status during post-secondary education.

Please return (fax, email, or mail) the completed and signed documents to the appropriate technical institute:

<p>Lake Area Technical Institute Lee Quale 1201 Arrow Ave. Watertown, SD 57201 Email: <a href="mailto:qualel@lakeareatech.edu">qualel@lakeareatech.edu</a> Phone: 605-882-5284 x220 Fax: 605-882-6299</p>	<p>Mitchell Technical Institute Scott Fossum 1800 E. Spruce St. Mitchell, SD 57301 Email: <a href="mailto:scott.fossum@mitchelltech.edu">scott.fossum@mitchelltech.edu</a> Phone: 605-995-3072 Fax: 605-995-3067</p>
<p>Southeast Technical Institute Anna Fischer 2320 N. Career Ave. Sioux Falls, SD 57033 Email: <a href="mailto:anna.fischer@southeasttech.edu">anna.fischer@southeasttech.edu</a> Phone: 605-367-5467 Fax: 605-367-8305</p>	<p>Western Dakota Technical Institute Wanda Roe 800 Mickelson Dr. Rapid City, SD 57703 Email: <a href="mailto:wanda.roe@wdt.edu">wanda.roe@wdt.edu</a> Phone: 605-718-2963 Fax: 605-394-2204</p>

# Technical Institute Dual Enrollment Application

I am applying for the Dual Enrollment program through the following technical institute:

- Lake Area Technical Institute
  Mitchell Technical Institute  
 Southeast Technical Institute
  Western Dakota Technical Institute

## Applicant's Data:

Legal Name: \_\_\_\_\_  
First – Middle – Last

Social Security Number: \_\_\_\_\_ xxx-xx-xxxx Date of Birth: \_\_\_\_\_

## Permanent Mailing Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Education Data:

High School Attending _____ <small>School City State</small>	
Current High School GPA: _____ Year of Graduation: <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> Other: _____	
Are you interested in attending this technical institute? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what program: _____ Have you applied? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you taken a placement test?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, approximate test date (mm/dd/yy): _____ Test: <input type="checkbox"/> ACT <input type="checkbox"/> ACCUPLACER <input type="checkbox"/> COMPASS <input type="checkbox"/> Other _____ Please List Test Scores/Subscores: _____

<b>The following informational is optional. Your responses will not affect your admission.</b>	
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 <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

**Courses you wish to take:**

Course Number	Section	Course Title	Credits	Day & Time or On-line	Semester*
<i>ENGL 101T</i>	<i>1</i>	<i>English Composition (Example Class)</i>	<i>3</i>	<i>MWF, 10:00 to 10:50 a.m.</i>	<i>Fall</i>

\* Fall Semester runs August through December; Spring Semester runs January through May; Summer Session runs May – July.

**Expectations & Guidelines:**

1. The cost of technical institute Dual Enrollment courses is \$48.33 per credit hour, plus books and any additional fees.
2. Courses offered are college courses with college-level expectations and standards. Students must keep current on their coursework – assignments, email, student portal, and other related activities. Students will be graded accordingly.
3. Grades for Dual Enrollment courses will be provided to the student’s School District. Grades will also be recorded on technical institute transcripts. Students can request a copy of their official transcript by contacting the technical institute’s Registrar’s Office.
4. All courses will become part of and remain on the student’s permanent record. 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 you have earned are transferable. Technical institutes cannot guarantee transferability of credits to any institution, with the exception of the designated Regental General Education courses.
5. Students must be aware of the published add/drop with refund and withdraw dates.
6. Before dropping a Dual Enrollment course, students must consult with their high school counselor to determine the best plan to be followed. Once the step has been completed, the student must contact the technical institute to complete the drop process. Students who stop attending class without processing an official withdrawal will stay on the course roster and be assigned a failing grade for the course.
7. Courses are subject to change or cancellation based on meeting minimum enrollment.

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 enrollment program, I will be deemed to have consented to the disclosure of academic information, including, but not limited to, academic standing, progress, and grades, with the technical institute and my high school.

Additionally, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Since dual credit courses are taken at a school beyond the high school, the technical institutes are not allowed to share information – outside of directory information – with anyone unless authorized by the student.

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 technical institute.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

**Please check the appropriate box regarding payment for dual credit coursework:**

- The student is responsible for the cost of the course(s).                       The school district is responsible for the cost of the course(s).

High School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Official Phone No.: \_\_\_\_\_ High School Official Email: \_\_\_\_\_