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 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, invoice, and additional information about your coursework including books and software requirements. The schedule indicates your registered class(es) and the invoice indicates the amount due for payment. 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:

<table>
<thead>
<tr>
<th>Lake Area Technical Institute</th>
<th>Mitchell Technical Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Quale</td>
<td>Scott Fossum</td>
</tr>
<tr>
<td>1201 Arrow Ave.</td>
<td>1800 E. Spruce St.</td>
</tr>
<tr>
<td>Watertown, SD 57201</td>
<td>Mitchell, SD 57301</td>
</tr>
<tr>
<td>Email: <a href="mailto:qualel@lakeareatech.edu">qualel@lakeareatech.edu</a></td>
<td>Email: <a href="mailto:scott.fossum@mitchelltech.edu">scott.fossum@mitchelltech.edu</a></td>
</tr>
<tr>
<td>Phone: 605-882-5284 x220</td>
<td>Phone: 605-995-3072</td>
</tr>
<tr>
<td>Fax: 605-882-6299</td>
<td>Fax: 605-995-3067</td>
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<tr>
<th>Southeast Technical Institute</th>
<th>Western Dakota Technical Institute</th>
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<tbody>
<tr>
<td>Anna Fischer</td>
<td>Jill Elder</td>
</tr>
<tr>
<td>2320 N. Career Ave.</td>
<td>800 Mickelson Dr.</td>
</tr>
<tr>
<td>Sioux Falls, SD 57033</td>
<td>Rapid City, SD 57703</td>
</tr>
<tr>
<td>Email: <a href="mailto:anna.fischer@southeasttech.edu">anna.fischer@southeasttech.edu</a></td>
<td>Email: <a href="mailto:jill.elder@wdt.edu">jill.elder@wdt.edu</a></td>
</tr>
<tr>
<td>Phone: 605-367-5467</td>
<td>Phone: 605-718-2411</td>
</tr>
<tr>
<td>Fax: 605-367-6108</td>
<td>Fax: 605-394-2204</td>
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# 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: ________________________________  
Date of Birth: ________________________________

### Permanent Mailing Address:

Street: ____________________________________________________  
City: ___________________  State: _____  Zip: ________

Home Phone: ________________________________  
Cell Phone: ________________________________  Email: ________________________________

## Education Data:

<table>
<thead>
<tr>
<th>High School Attending</th>
<th>School</th>
<th>City</th>
<th>State</th>
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Current High School GPA: ____________  
Year of Graduation:  
- [ ] 2016  
- [ ] 2017  
- [ ] Other: ________________

Are you interested in attending this technical institute?  
- [ ] Yes  
- [ ] No

If yes, what program: ________________________________  
Have you applied?  
- [ ] Yes  
- [ ] No

Have you taken a placement test?  
- [ ] Yes  
- [ ] No  
If yes, approximate test date (mm/dd/yy): ________________________________

Test:  
- [ ] ACT  
- [ ] ACCUPLACER  
- [ ] COMPASS  
- [ ] Other: ________________________________

Please List Test Scores/Subscores: ______________________________________

## The following informational is optional. Your responses will not affect your admission.

<table>
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<tr>
<th>Gender</th>
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<tr>
<td>[ ] Male</td>
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<tr>
<td>[ ] Female</td>
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Choose One  
- [ ] Non-Hispanic or Non-Latino  
- [ ] Hispanic or Latino

Choose as many as apply  
- [ ] American Indian  
- [ ] Asian  
- [ ] Black or African American  
- [ ] Native Hawaiian or Other Pacific Islander  
- [ ] White
Courses you wish to take:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Day &amp; Time or On-line</th>
<th>Semester*</th>
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* 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 $40 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 local School District. Grades will also be recorded on technical institute transcripts. Students can request a copy of their official 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.

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: ____________________________