

# 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*

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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  
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**Address:**  
Black Hills State University Admissions  
1200 University St. Unit 9502  
Spearfish, SD 57799

#### Capital City Campus

Carey Kilmer  
Director for Continuing & Distance  
Education  
[SDSU.dualcredit@sdstate.edu](mailto:SDSU.dualcredit@sdstate.edu)  
**Phone:** 605-688-4154  
**Fax:** 605-688-5977  
**Address:**  
Continuing and Distance Education  
Attn: Carey Kilmer  
South Dakota State University  
SWH Box 510, Rm 122  
Brookings, SD 57007

#### Dakota State University

Bailee Matucha  
Admission Specialist/Dual Credit  
Coordinator  
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DSU Office of Admissions  
820 N Washington Avenue  
Madison, SD 57042

#### Northern State University

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

#### South Dakota School of Mines & Technology

Genene Sigler  
Program Assistant  
[Genene.Sigler@sdsmt.edu](mailto:Genene.Sigler@sdsmt.edu)  
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SD Mines Admissions Office  
501 E St Joseph St  
Rapid City, SD 57701

#### South Dakota State University

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Director for Continuing & Distance Education  
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**Address:**  
Continuing and Distance Education  
Attn: Carey Kilmer  
South Dakota State University  
SWH Box 510, Rm 122  
Brookings, SD 57007

#### The University of South Dakota

Claire Rizzio  
[dualcredit@usd.edu](mailto: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](mailto:Aaron.Anthony@usd.edu)  
**Phone:** 605-274-9511  
**Fax:** 605-782-3232  
**Address:**  
University Center  
Attn: Aaron Anthony  
4801 N. Career Avenue  
Sioux Falls, SD 57107

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**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: \_\_\_\_\_