

## 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 the Dual Credit Campus Contact(s) on the campus(s) 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". Students are limited to 6 withdrawals over their career in the Regental system.

Legal Name: \_\_\_\_\_ Campus Student ID Number: \_\_\_\_\_  
Last – First – Middle

Birth Date: \_\_\_\_\_ Email: \_\_\_\_\_

High School Attending: \_\_\_\_\_  
School City State

### Add/Drop Course Information

University you are enrolled at:  BHSU  DSU  NSU  SDSM&T  SDSU  USD

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

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

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

\*Please note: Students are limited to enrollment in no more than 10 credit hours during a given academic term. Exemptions may be granted after approval by the System Vice President for Academic Affairs for the Board of Regents.

### Signatures & High School Authorization:

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

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

School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

School Official Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_