**Board of Regents: Steps for Dual Credit**

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| Step 1 | * Review Eligibility Guidelines at: [SDBOR Dual Credit Eligibility Guidelines](https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/7_Guidelines/7_1_Guideline.pdf) |
| Step 2 | * Choose Dual Credit Courses. To view available courses:   + Go to [www.sdmylife.com](http://www.sdmylife.com), then Prepping for College, then Dual Credit, then/or [DOE Dual Credit Dashboard](https://apps.sd.gov/de68dual/index.html) (<https://apps.sd.gov/de68dual/index.html>   + You can also access Dual Credit options offered at each University via their websites * Consult with Dual Credit Campus Contacts, school counselor, teachers, parents, colleges, etc. to determine which course(s) are appropriate. |
| Step 3 | * Apply – 2 Methods * Method 1-Complete an online application, if:   + You are a first-time dual credit student, or   + A student who previously participated in dual credit but took the most recent semester off (applies to Fall and Spring only), or   + A student who previously participated in dual credit but withdrew from all your courses the previous semester (applies to Fall and Spring only) * Method 2- Continuing Registration Form, if:   + You are a student who has previously participated in dual credit and who has been continuously enrolled since starting the program. * Important Information   + You are limited to one application per semester. If you need to make changes after completing your online application, you will need to use the SDBOR Add/Drop/Withdraw From and submit it to the appropriate college campus contact.   + Applications- go to [www.sdmylife.com](http://www.sdmylife.com), then “Prepping for College”, then “Dual Credit”, then “Board of Regents”, then “Click Here to Apply!”   + The 1st college you apply to is your “home” college and you will apply to all classes via your “home” college. |
| Step 4 | * + Complete the High School Dual Credit Continuing Education Form or the SDBOR High school dual credit application form (completed online via docusign) |
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\*Your transcript will be sent upon receiving your dual credit application form via paper copy or Docusign.

\*\*Student Services staff will send your transcript to the college.