

## BOARD OF REGENTS (UNIVERSITIES): STEPS FOR DUAL CREDIT

**Step 1:** Meet with your School Counselor (or registrar in the summer) to obtain to receive guidance on your course options and eligibility. You must have a 3.25 GPA as a senior or a 3.5 GPA as a junior to do Dual Credit through the BOR. Note: you have to meet entrance requirements for Math 114 College Algebra and English 101 Composition 1, as well as higher math courses. See your counselor to determine eligibility for these courses.

**Step 2:** Choose your Dual Credit course(s). To view available courses, sections and times offered, go to [www.sdmylife.com](http://www.sdmylife.com), then click on “Prepping for College”, then click on “Dual Credit”, then click on “DOE Dual Credit Dashboard”.

**Step 3:** Apply by either Method 1 or Method 2

- Go to [www.sdmylife.com](http://www.sdmylife.com), then click on “Prepping for College”, then click on “Dual Credit”, and then under “Dual Credit Registration” click “Board of Regents”, and then choose the university you plan to take the course through.
- Then click “Click Here to Apply!” You will apply either through Method 1 or Method 2.
  - **Method 1:** Online Application - Use this method if are a first time Dual Credit Student with the BOR, or if you haven’t done dual credit through the BOR for at least one semester. Under application links, click on the university you plan to use as your primary university (even if you’re taking classes through more than one university).
  - **Method 2:** Continuing Registration Form - Use this method if you have previously taken Dual Credit through BOR and have been continuously enrolled in the program since starting the program. Under application links, click on the University you plan to use as your primary university (even if you’re taking classes through more than one university).

**NOTE:** you are limited to one application a semester. If you need to make changes after completing your online application, you will need to use the SDBOR Add/Drop/Withdraw form. The first college you apply to for Dual Credit is your primary university and you will apply to all classes via that primary university.

Complete this form/application (above) electronically. You will need to include your parent/guardian email, as well as your counselor email. You will sign it electronically. Then, it will go to the parent/guardian electronically for their signature and then to the school counselor.

**NOTE:** Once the counselor signs the electronic approval form, a transcript will also be sent to the appropriate university.

Counselors: A-C & V-Z [Gerald.Johnson@k12.sd.us](mailto:Gerald.Johnson@k12.sd.us)  
D-J [Roxann.Engel@k12.sd.us](mailto:Roxann.Engel@k12.sd.us)  
K-N [Tracy.Freidel@k12.sd.us](mailto:Tracy.Freidel@k12.sd.us)  
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