

Procedure for Dual Credit Registration Through LATC

1. Your first step should be to meet with your school counselor or high school principal to talk about whether you are a good candidate for dual credit.
2. **Please fill out the online dual credit application:** <https://www.lakeareatech.edu/academics/dual-credit/>. You will need your Social Security Number.
3. Determine which LATC program(s) would be your top choice and review the Semester Course Outline for each program of interest. <https://www.lakeareatech.edu/academics/on-campus-programs/> Many dual credit courses will work for several programs but not all. If you are unsure, please ask Dual Credit Coordinator Lee Quale for guidance. Lee.Quale@lakeareatech.edu
4. Determine the course you would like to take for the fall, spring or summer sessions. Courses can be found on the above dual credit webpage. If you may eventually go for a four-year degree, make sure to take courses marked with an * on the course outline or a T on the dual credit course list. Courses marked with a T will transfer to a four-year university in South Dakota. **Be aware that not all courses are transferrable to all post-secondary institutions.** Be sure to clarify this at the college you plan to attend before registering.
5. **Please fill out the:** [Dual Credit Approval Form](#) and get parent/guardian, student, and school official signatures. Email completed form to Lee.Quale@lakeareatech.edu
6. Provide a high school transcript for registration of any course marked with a T. ENGL101T, MATH114T, POLS100T, PSYC101T, SPCM101T, ECON201/202T, SOC100T, etc. will need verification of qualification based on the SD Board of Regents GPA, class rank or ACT/Accuplacer/Smarter Balance testing requirements. MATH114T must have a 20 MATH ACT, 255 QAS Math Accuplacer or a 3 on the Smarter Balance math portion. ENGL101T must have an 18 English ACT, 263 Writing Accuplacer or 3 on the Smarter Balance English portion. Please provide either an ACT, Accuplacer or smarter balance score if it is not included on your transcript. Requirements can be found on SDMYLIFE.
7. Once the student has filled out the online dual credit application and the high school official has emailed the dual credit approval form to Lee.Quale@lakeareatech.edu, Lee will register the student and email the necessary registration information to start your class. **Please keep track of this** email since it will have your username and password information to get into your student portal and LATC email. You can search your email that was designated on your approval form if you misplace the information.
8. The student will check their portal to verify the course and section is accurate. Most questions on portal navigation can be found by visiting the HOME tab "How Do I" section for details.
9. A couple weeks before the semester starts, students can check their portal for the necessary books.
10. Some courses may have portal assignments open prior to the semester while others open on the first day of the semester.
11. Please review the course syllabus, check the portal, and LATC email for assignments or information from the instructor.

