Procedure for Dual Credit Registration Through LATC

LATC dual credit website: https://www.lakeareatech.edu/academics/dual-credit/

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. You must be mature and motivated to take dual credit courses!

2. **What if I am not sure what program is the best fit or if I have admissions questions?** Please come to LATC for a campus visit during a Tech Day or individual tour. Call (605) 882-5284 or email admissions@lakeareatech.edu to set up a tour or visit www.lakeareatech.edu. Our team of admissions representatives is here to help!

3. **What programs/majors are offered at LATC and what courses will I need to take for my program?** Determine which LATC program(s) would be your top choice(s) 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 Lee Quale, Dual Credit Coordinator, 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 to 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. Provide a high school transcript for registration of any course marked with a T. MATH114T, PSYC101T, SPCM101T, ECON201/202T, SOC100T, ENGL101T, etc. will need verification of qualification based on the SD Board of Regents GPA, class rank or ACT/Accuplacer/Smarter Balance testing requirements. ENGL101T requires 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 ourdakotadreams.com. **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. **Current LATC dual credit students**: No dual credit application is needed. Just fill out, sign, and return the Dual Credit Approval Form to your School Official. Once registered, you will see the courses on MyPortal and you are set to start classes since you already have your username, password, and LATC email.

6. **New or past DC students not taking courses this semester:** 1. Fill out the online dual credit application. 2. Fill out, sign, and return the Dual Credit Approval Form to your School Official. Once the student has filled out the online dual credit application and the high school official has emailed the dual credit approval form, 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.

7. **Online dual credit application:** https://my.lakeareatech.edu/ICS/Admissions/LATI_Dual_Credit_Application/Dual_Credit_Application.jnz? You will need your Social Security Number.

8. Dual Credit Approval Form parent/guardian, student, and school official signatures are needed. Email the completed form to Lee.Quale@lakeareatech.edu.

9. The student will check their portal to verify the course and section is accurate. Most questions on the portal and email navigation can be found by visiting the portal HOME tab "How Do I" section for details.

10. Please review the course syllabus, check the portal for books, and LATC email for assignments or information from the instructor. Some courses may have portal assignments open prior to the semester while others open on the first day of the semester.

11. Please note there is no penalty to register for classes now- you have until the start of the semester to add/change classes. You have 10 days (5 days in summer) after the start of the semester to drop the class without having to pay or be reported to the Department of Education.

LAKE AREA TECHNICAL COLLEGE