Alternative Certification
SDSU Undergraduate/Graduate Credit
CTE METHODS

SEED492/502 sect.01 (52928/54127)
Methods in Career and Technical Education (CTE)
1-2 credits

- ✓ This course can be taken as 1 or 2 credits. To obtain your alternative certification, you must have **2 credits in CTE Methods.** The course can be completed at 1 credit intervals.

- ✓ This course will provide the student a background in various areas in preparation for the classroom as an alternatively certified teacher in Career and Technical Education.

- ✓ Please note, this course will be primarily online with an opportunity for networking with classmates during the SDACTE summer conference.

Wondering how to get registered for SDSU Graduate Credit?

1. Apply to take a graduate course:
   https://www.sdstate.edu/graduate-school/apply-graduate-school

2. Get the reduced tuition form here:
   https://www.sdbor.edu/student-information/Pages/Reduced-Tuition-ElementarySecondary-Teachers-and-Vocational-Instructors.aspx

3. Immediately after registering, send the teacher reduced tuition form to Tyler Schatz tyler.schatz@sdstate.edu or Tyler Schatz; SDSU Enrollment Management; Box 2201/SAD 100; Brookings, SD 57007. Tyler will then notify the cashier's office, who will then adjust the student's final fees.

How to Submit a Non-Degree Seeking Application

Apply to take a graduate course at https://www.sdstate.edu/graduate-school/apply-graduate-school.

1. When creating your account, PLEASE ensure you are using a <mark>personal email address</mark> (exp. @gmail.com, @yahoo.com, @hotmail.com, @outlook.com, @icloud.com, etc.). Oftentimes, the "spam" setting for .K12 emails are very high and block the domain of our emails sent from our CRM. Once finished, you will receive a confirmation email to begin applying. Follow the link given in the email and continue to the application.

2. On the *Applicant Information* tab, if you have a value for the 'Previous Last Name' field, please enter that in order to ensure your account stays with any student ID number that was on file previously. Our system may create a duplicate record for a student that had previously taken BOR courses. Choose **Non-Degree Seeking Graduate** Student as the *Applicant Type*. Click NEXT to continue.

3. On the *Personal Information* tab, enter all required fields and ensure the Personal Email Address field is the same email used in the Account Creation step. Click NEXT to continue.

SOUTH DAKOTA STATE UNIVERSITY

2021 Summer Graduate Application

PREVIOUS   SAVE   LOGOUT   CANCEL   NEXT

| WELCOME | APPLICANT INFORMATION | PERSONAL INFORMATION | ADDRESS INFORMATION | EMERGENCY CONTACT | CHOOSE PROGRAM | PREVIOUS COLLEGE | MORE ABOUT YOU | SIGNATURE | RECOMMENDATIONS | REQUIREMENTS | CHARGES AND ADDITIONAL ITEMS |

* = Required Field

PERSONAL INFORMATION

Disclosure of your Social Security number is optional. Refusal to disclose this information will not affect your eligibility for admission. The number will only be used soley for record-keeping purposes to provide positive identification.

SSN (Optional) [ ] - [ ] - [ ]

Gender [▼]

* Date of Birth 01/01/1991
[mm/dd/yyyy]

Mobile Phone [ ]
XXX-XXX-XXXX

Home Phone [ ]
XXX-XXX-XXXX

* Personal Email Address test.test@gmail.com

ETHNICITY AND RACE

Responding to these questions is optional. You can select multiple Race values by holding down the CTRL key and clicking on your choices.

Ethnicity [▼]

Race (list as many as applicable)
American Indian/Alaska Native
Asian
Black or African American
Hawaiian/Pacific Islander

PREVIOUS   SAVE   LOGOUT   CANCEL   NEXT

4. A. Continue through the application and once to the *Choose Program* tab, it should look like this:

B. The second step on the *Choose Program* tab should look like this. Non-Degree seeking students <mark>do not</mark> pay an application fee. To bypass the payment, enter the discount code as instructed at the *Charges and Additional Items* tab (next step). Please enter in all information as shown for the course in which you are wanting to be enrolled. This will help us to ensure we have the exact course needed and lesson confusion. Click <mark>NEXT</mark> to continue.

5. At the Charges and Additional Items tab, it should look like this:

Enter the discount code and click **Apply** to ensure the Total Balance Due box says $0.00. If you do not apply the discount code, our system will not waive the fee and you will be left with an outstanding balance. Proceed to Submit your application and you will receive a confirmation email once successfully submitted.

6. Upon submission, we will process and send you a confirmation email once your application has been processed and the indicated course has been added to your Registration. For any questions, please email us at GradSchl@sdstate.edu.