



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 **personal email address** (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.



SOUTH DAKOTA
STATE UNIVERSITY

Self Service Center

If you have created an SDSU self service account, sign-in here

Username:

Password:

[Forgot Username/Password?](#)

Create SDSU self service account

Account Creation Tips:

- **Use a personal email** that you will continue to have access to after high school graduation or transferring.
- **After submitting your information, if you don't receive your authentication email within 15 minutes please check your junk email box or other emails you've previously had on file with SDSU.**

Username:

First Name:

Last Name:

Contact City:

Date of Birth:

Email:

Password:

Re-enter Password:



Privacy - Terms

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.

[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
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* = Required Field

APPLICANT INFORMATION

* **First/Given Name**

Use proper name format. Capitalize initial letter of first name.

Preferred First Name

Middle Name

Use proper name format. Capitalize initial letter of middle name.

* **Last Name/ Surname**

Use proper name format. Capitalize initial letter of last name.

Suffix

Previous Last Name

Select the applicant type according to your situation:

First Time Graduate Student = You are attending graduate school for the first time as a degree seeking student.

Former Graduate Student = Your most recent graduate school was South Dakota State University and you are returning after a leave of absence or attending for another degree.



Non-Degree Seeking Graduate Student = You are not seeking a degree. Non-degree seeking students are not eligible to receive financial aid.

* **Applicant Type**

* **Citizenship**

[PREVIOUS](#) [SAVE](#) [LOGOUT](#) [CANCEL](#) [NEXT](#)



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.



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 solely for record-keeping purposes to provide positive identification.

SSN (Optional) - -

Gender

*** Date of Birth**

[mm/dd/yyyy]

Mobile Phone

xxx-xxx-xxxx

Home Phone

xxx-xxx-xxxx

*** Personal Email Address**

ETHNICITY AND RACE

PREVIOUS SAVE LOGOUT CANCEL NEXT

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

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

SDSU offers MS, MA, MArch, MEd, MMC, MPH, MEng and PhD programs, as well as the Doctorate of Pharmacy and the Doctorate of Nursing Practice. SDSU provides graduate studies in over 50 graduate programs encompassing areas such as agriculture, engineering, social sciences, health sciences, education, biological sciences, nursing, computational sciences and statistics, and geospatial sciences.

Please review the [Graduate Catalog](#) to learn more about our programs. Whatever your interest, SDSU has a program for you!

CHOOSE LOCATION

* Location of Classes Brookings Main Campus

CHOOSE PROGRAM

* Degree Not Seeking a Degree (Grad)

* Choose Major Non-Degree Seeking

B. The second step on the *Choose Program* tab should look like this. Non-Degree seeking students **do not** 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 less confusion. Click **NEXT** to continue.

NON-DEGREE SEEKING INFORMATION

Reminder:
Non-degree seeking (not obtaining a degree) students are not eligible to receive financial aid*.
* Note: A person could be eligible for financial aid if you are seeking a degree at the undergraduate level during the time you are a graduate non-degree seeking student.

Application Fee:
Non-degree seeking students are not required to pay the application fee. To waive the application fee prior to submitting your application, please enter **NONDEGREE** in the Discount Code field and select **Non-Degree Applicant** in the Payment Information field on the Charges and Additional Items tab.

Course Selection:
Please list the course information for your course selection(s).
(i.e. Course Title, Subject/Course, Course #, Section, CRM and Credits - [Advanced Mammalian Physiology, BIOL 576 S01, 82478, 4 credits](#)).

Please reference the [SDSU course search](#) to determine the appropriate course(s) you would like added to your schedule.

EXAMPLE:

Course Selection 1 Introduction to Zookeeping, ZOO 101 S01, 12345, 3 credits

Course Selection 2

PREVIOUS SAVE LOGOUT CANCEL **NEXT**

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

2021 Summer Graduate Application

PREVIOUS SAVE LOGOUT SUBMIT CANCEL

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

PROGRAM CHARGES

Once you submit your application, you will be directed to a page to pay your application fee. You can also submit your payment in the [Self Service Center](#) under the "Applications" tab.

Item	Description	Quantity	Cost	Total
Graduate Application Fee	Graduate Application Fee	1	\$35.00	\$35.00
			Total Program Charges:	\$35.00

DISCOUNT CODE

NONDEGREE

Your Total Balance Due: \$0.00

PAYMENT INFORMATION

* Select a payment method:

PREVIOUS SAVE LOGOUT SUBMIT CANCEL

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.