

How to Complete a High School Evaluation

High school evaluation sheet:

HIGH SCHOOL PREP EVALUATION SHEET

Student Name _____ SSN _____

ACT Scores

_____ Date TSUM CHSSD # _____ TSUM

English 3 sem (18) (USD - 21)	<input type="text"/>	ENG _____							
Mathematics 3 sem (20) (USD - 23)	<input type="text"/>	MATH _____							
Read/Soc Sci 3 sem (17) (USD - 20)	<input type="text"/>	SS _____							
Lab Sci/Reas 3 sem (17) (USD - 20)	<input type="text"/>	SCI _____							
ACT Composite			Fine Arts 2 sem		<input type="text"/>	<input type="text"/>	ART _____		

SAT Scores

_____ Date TSUM _____ Math _____

_____ Verbal (Critical Reading) _____

SAT Composite

_____ Writing _____

Computer Sci
1 sem CS _____

Language LANG _____
All same language: SD Opportunity Scholar-->

NC AC

Decision _____

Initials _____

Date _____

Applying to: BHSU DSU NSU *SDSM&T SDSU **USD

****USD Admission Requirements**

ACT >= 21 or SAT >= 990 _____

RANK IN TOP 50% _____

GPA >= 2.6 _____

Must meet one of the above requirements, plus core.

BHSU, DSU, NSU & SDSU Admission Requirements

ACT >= 18 or SAT >= 870 _____

RANK IN TOP 60% _____

GPA >= 2.6 _____

Must meet one of the above requirements, plus core.

***SDSM&T Admission Requirements**

A ACT >= 25 or SAT >= 1140 _____

ACT Math >= 25 or SAT Math >= 580 _____

B GPA >= 3.50 _____

Four Years of Mathematics _____

C SD Regents Scholar _____

Must meet requirements for either A, B or C, plus core.

SD Opportunity Scholarship Requirements

ACT >= 24 or SAT >= 1070 _____

GPA >= 3.0 _____

NO FINAL GRADE BELOW "C" _____

SOUTH DAKOTA RESIDENT _____

Eval Fall 2009 +

Complete the High School Evaluation Sheet

Document the student's name and SSN on evaluation.

Note: Home school transcripts do not need an evaluation completed.

If you are working with a transcript from a South Dakota high school; write the student's nine-digit South Dakota Common High School (CHSSD) number, if given, on the CHSSD line.

The CHSSD number, if given, will be entered in the Alternate ID field of DADD with a Type code of CHSSD.

If you are not working with a SD high school transcript, or if the nine-digit number is not given on the transcript, leave the line blank.

List ACT and/or SAT scores.

Write all available scores on the evaluation sheet, clearly notating what scores go with what test date. If there are no ACT or SAT scores on the high school transcript, check Colleague to see if there are test scores on TSUM for the applicant. If so, write the scores on the evaluation sheet and check the TSUM box.

List the highest ACT and/or SAT scores in the appropriate school's information box at the bottom of the sheet.

Notate application fee status.

If the application has been paid, write "pd" or "paid" in the "Fee Pd" line. If the applicant applied online via ECAP, and a fee was collected, you can write either "ea" or "ecap" in the "Fee Pd" line.

Indicate transfer status.

Notate if the student is transferring from a post-secondary school by writing the name of the school in the "Transfer" line. If the student is not a transfer student, leave the "Transfer" line blank.

Note: Only students who will not complete 24 acceptable hours of post-secondary work will need to have a high school transcript evaluation completed.

Note if signature is on the application.

If the student applied online via ECAP, simply write "ea" or "ecap" in the "Signature" line. For a paper application, you can either make a check mark or write "yes" in the "Signature" line, if the application is signed.

Indicate the student's class rank on evaluation.

Even if the student is applying to a school that does not use class rank to determine acceptability, such as the South Dakota School of Mines and Technology, write the class rank in one of the school sections at the bottom of the form. Class rank needs to be entered in Colleague, and having it on the form makes it easier for whoever is entering the high school information.

For a partial transcript, use the class rank from the courses-in-progress information, if given. If the course rank is not given by the counselor, note the rank stated on the transcript.

Use the unweighted class rank, if given a choice.

Record the GPA.

For a partial transcript, use the GPA from the courses-in-progress information, if given.

If the GPA is not given by the counselor, note the GPA stated on the transcript.

Use the unweighted GPA, if given a choice.

If the GPA is not based on a 4.0 scale, do not record GPA.

Register the graduation date if noted on the transcript, and the date is in the past.

Notate graduation date if the transcript was issued after the graduation date. If the grad date shown is in the future, and is a projected graduation date, do not record the graduation date.

Mark the school or schools to which the applicant is applying.

You will only complete the admission requirements box or boxes for the appropriate schools.

Register Core Requirement Courses on Evaluation

Use the courses listed on the high school transcript and those listed in the courses-in-progress section of the application or counselor courses-in-progress sheet.

Refer to the “Guide to High School Courses and Subjects” (at the end of this document) to see what courses are acceptable to meet core requirements.

Each subject box on the evaluation sheet is to represent one semester’s work.

Enter the grade for each semester-long course in one box. If percentages are given instead of letter grades, convert the percentages to letter grades. Use the following conversion system if none is provided on the transcript.

A=100–90

B=89–80

C=79–70

D=69–60

F=59 or lower

Some schools give 1.0 credit per course while others give 0.5 credits per course. Review the entire transcript and decide what credit schematic the school utilizes before completing the evaluation.

Note: Some schools change credit schemas after the 9th grade so be sure to pay close attention to the transcript.

For a high school that uses trimesters (.33 credits per course) put the three grades earned for the course in two evaluation blocks. If the student has only two grades at .33 credits, find another course in the same category at .33 credits to complete the two blocks.

For a high school that gives a half-semester credit per course, which is quite common for music courses, it will take two grades to represent one semester’s work.

Write the name of the accepted course above the box (or boxes if a year-long subject) and the corresponding grade in the box or boxes below the course title.

Tally the number of semester’s worth of work for each core requirement in the TSUM column on the right side of the evaluation sheet.

Mark “AC” at the bottom of the TSUM column if all the work is completed and we have a final high school transcript.

Mark “NC” if there is outstanding coursework or we have only a partial high school transcript.

Calculate the core requirements.

The number of completed semesters for each discipline is indicated by the solid boxes in each area of the evaluation sheet. If the minimum number of semesters is not met in any discipline, a high enough ACT score in the academic area can meet the core requirement. If the applicant earned more semesters than are required, indicate that on the evaluation sheet until you run out of room/boxes. Do not exceed eight semesters each for English, Math or Science, six semesters for Social Science, two semesters for Fine Arts, one semester for Computer Science, or four semesters for Language.

English	8 semesters <i>or</i> ACT of 18 or above (21 or above for USD)
Mathematics	6 semesters <i>or</i> ACT of 20 or above (23 or above for USD) If 6 semesters are not shown in high school but algebra is shown as having been taken in the 8 th grade the course can be counted
Reading/Social Sci	6 semesters <i>or</i> ACT of 17 or above (20 or above for USD)
Lab Sci/Reas	6 semesters <i>or</i> ACT of 17 or above (20 or above for USD)
Fine Arts	2 semesters If art is shown on the transcript as haven been taken in 7 th or 8 th grade, the course cannot count. Fine Arts credit must be listed on the high school transcript (grades 9-12). For students from South Dakota high schools, we can assume that they have two semesters of fine art credit, even if you do not see fine arts classes on the transcript.
Computer Sci	1 semester (Computer science is not required for admission, but we need to make note on the evaluation sheet and TSUM whether or not a computer class was completed in high school.)
Language	4 semesters, all in the same language (A foreign/world language is not required for admission, but we need to make note on TSUM whether or not the applicant completed language classes in high school to help determine if they are eligible for the SD Opportunity Scholarship.)

Indicate Decision for Application

A 2.0 GPA, on a 4.0 scale, of the core of classes listed must be considered before a decision is made. If you have an evaluation with a number of D-graded classes and they would normally be accepted, make sure that the student has at least a 2.0 in their core courses. If not, indicate the admit status as PND.

Admit Status

APP

Admit Status Criteria

If the student has not signed the application or paid the application fee.

If missing items, such as ACT scores, are still needed to make a decision.

ACC

First time freshmen who are **currently in high school** and have submitted the following, and meet the individual school's admission requirements:

- 1) high school transcript
- 2) ACT or SAT scores
- 3) high school transcript evaluation with core requirements met

ACC *(continued)*

- 4) application fee or approved fee waiver
- 5) signature on application

First-time freshmen who are **18 – 20 years** of age, who have graduated from high school who have provided the following and meet the individual school's admission requirements:

- 1) final high school transcript, showing graduation date
- 2) ACT or SAT scores
- 3) high school transcript evaluation with core requirements met
- 4) application fee or approved fee waiver
- 5) signature on application

These requirements are the same as for first-time freshmen; the only difference is you need the final high school transcript.

First-time freshmen who are **21 – 23 years** of age who have the following, and meet the individual school's admission requirements:

- 1) final high school transcript, showing graduation date
- 2) high school transcript evaluation with core requirements met
- 3) application fee or approved fee waiver
- 4) signature on application

These requirements are the same as for first-time freshmen 18 – 20 years of age; the only difference is you do not need ACT or SAT scores.

DEN

The applicant does not meet admission requirements and the university has made a decision to deny admission.

Initial and date the evaluation.

Subsequent Evaluation of a Final High School Transcript

Verify the transcript is official. A high school transcript is considered official if it has the school seal or a school official's signature on it.

Use red ink to update the evaluation sheet that was used to evaluate the partial transcript, so that updates are easily noticeable.

Enter any grades on the evaluation sheet where they had been in-progress courses on the partial transcript.

Note the new GPA & rank, both unweighted, listed on the final transcript.

Initial and date the evaluation.

Guide to High School Courses and Subjects

If the High School labels a course as a specific subject on the transcript, the course may be accepted for that subject – except for math courses lower than algebra (see comments in the Mathematics section).

English

- Academic or Creative Writing
- American Heritage/Studies (*May count for both English and Social Science credit as long as the course is offered for **double the credit** of a normal course.*)
- CLASP (*Washington HS Sioux Falls, use as English & SS as they list*)
- College Bound English
- College English
- Composition
- Debate/Forensics
- Drama/Theatre
- English I, II, III, IV, etc.
- ESL (English as a Second Language)
- Forms of Fiction
- Grammar (English)
- Humanities (*If not already used to fulfill the Social Science requirement.*)
- Journalism, Mass Communication, Newspaper, Yearbook
- Language Arts
- Literature
- Lit Comparison
- Mass Media
- Mythology
- Novels
- Oral Communication
- Oral Interpretation
- Play Production
- Reading
- Rhetoric
- Shakespeare
- SPAG (*Sioux Valley HS, use as all Speech or all Geog or one each*)
- Speech
- Visual Literacy
- Technical Writing
- Visual Literacy
- World Studies (*May count for both English and Social Science credit as long as the course is offered for **double the credit** of a normal course.*)
- Written Communication

Mathematics (Only accept Algebra or higher level. Can accept P grades.)

- Advanced Math
- Applied Math if taken after Algebra II
- Algebra I, II, III
- Advanced Algebra
- Basic Algebra I & II (*Vermillion HS & Sioux Falls – Lincoln, Roosevelt & Washington – only Basic Algebra I is taught in the 8th grade and Basic Algebra II is taught freshman year. Together the two classes count as the equivalent of Algebra I.*)
- Basic Geometry
- Calculus (*any type, including Pre-Calculus*)
- CAPS (*from Sioux Falls Roosevelt & Washington only – Algebra I + Physical Science*)
- College Prep Math (*OK if taken after Algebra I, Geometry*)
- Core (*OK if Algebra/Geometry Core, but not Math Core*)
- Data Analysis I (*Sioux Falls Lincoln, Roosevelt & Washington – only per course description, Algebra I is a prerequisite*)
- Discrete Math
- Finite Math
- Geometry/Geometry Survey
- Math Analysis
- FST (Functions, Statistics, Trigonometry)
- GTA
- Senior Math
- Statistics
- Trigonometry

** No General Math, Life Skills Math or Integrated Math (but may take Int. Geometry or Int. Algebra)

** Accelerated or honors math (Algebra) taken at the 8th-grade level shall be accepted.

** Do not use Arithmetic, Business, Consumer or General Math or similar courses.

Social Science

- American Problems
- American Heritage/Studies (*May count for both English and Social Science credit as long as the course is offered for **double the credit** of a normal course.*)
- Anthropology
- Business Law
- Civics
- CLASP (*Washington HS Sioux Falls, use as English & SS as they list*)
- Constitution
- Cultural Studies
- Current Affairs/Issues
- Economics
- Geography (*any type*)
- Global Perspective
- Global Studies
- Government (*any type*)
- History (*any type*)

Social Science *(continued)*

- Humanities
- IDS – Interdisciplinary Studies
- International Relations
- Lakota History
- Modern Problems
- Modern Society
- Psychology
- Social Problems
- Social Studies
- Sociology
- SPAG (*Sioux Valley HS, use as all Speech or all Geog or one each*)
- Wars
- Western Civilization
- World Affairs
- World Perspective
- World Studies (*May count for both English and Social Science credit as long as the course is offered for **double the credit** of a normal course.*)

** Do not use American Legal System, War & Peace, or Personal Finance.

** Foreign language (use only if student has no other SS courses and ONLY IF the courses are listed by the high school as an acceptable social study course) One year of foreign language equals one semester of SS)

Laboratory Science

- 9th Grade Science
- Anatomy
- Astronomy
- Biology (*any type*)
- Botany
- CAPS (*from Sioux Falls Roosevelt & Washington only – Algebra I + Physical Science*)
- Chemistry
- Earth/Space Science
- Ecology
- Environmental Science
- Forensics (*if listed as a science*)
- Geochemical Science
- Geology
- Geophysical Science
- General Science
- Living Systems
- Physical Science
- Physics
- Physiology
- Tech Physics
- Zoology

** Accelerated or honors science (Biology, Physics, or Chemistry) taken at the 8th-grade level shall be accepted.

** No Plant Science, Animal Science, CAPS or Natural Resources.

Fine Arts

- 2-D Media
- 3-D Design and Construction
- A Cappella
- Acting
- Art
- Art History, Post Renaissance Art
- Band
- Blue and Silver Express (RC Stevens HS)
- Ceramics
- Choir, Chorus, Chorale
- Choraleers (Yankton HS)
- Clay, Clay Construction
- Commercial Art
- Computer Generated Design (McCook Central HS)
- Computer Graphics (DeSmet HS, Douglas HS)
- Crafts
- Design
- Drama/Theatre (*If not already used to fulfill the English requirement.*)
- Drawing
- Fibers (Harrisburg HS)
- Film Appreciation
- Fine Arts
- Flags (Groton HS)
- Graphics (SF Lincoln HS, Tea HS), Graphic Art (Harrisburg HS, Lyman HS, Spearfish HS, Sturgis HS), Graphic Art Design (DIAL Virtual HS), Graphic Design (Belle Fourche HS, Colome HS, Mitchell HS, Vermillion HS, Watertown HS)
- Graphic Layout & Design (DeSmet HS)
- Guitar
- History of Rock-and-Roll (Plankinton HS)
- Housing (Stanley County HS)
- Humanities (*If not already used to fulfill the Social Science or English requirement.*)
- Instrumental Music/Band
- Interior Design
- Interpretation and Drama
- Jazz Band/Patriot Blues (Douglas HS), Jazz Improvisation
- Keyboarding (Spearfish HS)
- Knightlights, Knight's Ensemble (SF O'Gorman HS)
- Meistersingers (Watertown HS)
- Melody Shop (Douglas HS)
- Men in Song, Women in Song
- Mixed Media
- Multimedia I & Multimedia Design (*SF Lincoln HS, SF Roosevelt HS, SF Washington HS – Can be used to meet either the Fine Arts or Computer Science requirement but the same course cannot be used to meet both requirements.*)
- Music (*OK to accept without a letter grade, as long as it was passed.*)
- Music Appreciation, Music Exploration, Music Theory

Fine Arts *(continued)*

- Oral Interpretation *(SF O’Gorman HS, Webster HS) (SF Lincoln HS, SF Roosevelt HS, SF Washington HS – If not already used to meet English requirement.)*
- Orchestra
- Ovation! *(SF O’Gorman HS)*
- Painting
- Photography
- Play Production *(If not already used to fulfill the English requirement.)*
- Pottery
- Printmaking, Printing
- Sculpture
- Stage and Film Appreciation
- Stagecraft
- Symphony
- Theatre, Theatrical Art Background, Theatrical Art Performance
- Treble Choir
- Understanding Music
- Vocal
- Watercolor
- Wind Ensemble
- Woodcarving

** Do not use Multi Media, Web Page Design, or Graphics.

Computer Science

- A+, A+ Hardware & Operating System Fundamentals
- Adobe PageMaker
- AutoCAD, CAD
- Business Technology 1, Business Tech 2 *(**must take 1 unit** to equal ½ unit of computer science for SDOS)*
- C-Tech
- C++ Programming
- CISCO/Cisco Networking
- Computer *(can take anything with the word “computer” in it)*
- Creative Multimedia
- Database *(can take anything with the word “database” in it)*
- Desktop Publications, Desktop Publishing
- Digital Design and Publishing, Digital Imaging, Digital Video
- ExplorNet
- Front Page
- Graphic Communications, Graphic Design
- Information Management Systems, Information Tech Essentials
- Internet *(can take anything with the word “internet” in it)*
- Introduction to Hardware and Operating Systems
- Java Programming
- Keyboarding
- Media Production
- Microsoft Excel and PowerPoint, Microsoft Office I, MS Word

Computer Science *(continued)*

- Multimedia
- Multimedia I; Multimedia Design/Multimedia II (***Sioux Falls Lincoln, SF Roosevelt, SF Washington – Meets either the Fine Arts or Computer Science requirement but the same course cannot be used to meet both.***)
- Net+ Networking Fundamentals, Networking
- New & Emerging Computer Networking/CISCO, New & Emerging Computer Repair and Maintenance, New & Emerging Cabling
- Operating Systems
- Oracle
- PC Repair
- Presentation/Publishing & Database Applications, Presentation Software
- Principles of Engineering
- Programming, Programming with Java
- Spreadsheet Applications
- Technology Learning, Technology Trades, Foundations of Technology, Integrated Technology
- Video Editing, Video Streaming
- Visual Basic
- Web (*can take anything with the word “web” in it*)
- Word Processing

Miscellaneous

** Business, Fitness, Health, Industrial Arts, PE, Recreation and Religion classes are not counted as part of the core requirements.

** College courses can be taken to complete the core requirements. College courses used for purposes of meeting admission requirements must be on the high school transcript. For these dual-credit courses, the number of units/credits that is on the high school transcript determines the number of units/credits that meets the admission requirements.

High School Grading (unless specified otherwise on the high school transcript)

A=100–90

B=89–80

C=79–70

D=69–60

F=59 or lower