



Enrollment Card

Office of Admissions, Carl Albert State College, 1507 So McKenna, Poteau, OK 74953
 Fax 918-647-1306 || Voice 918-647-1300

Instructions: Students must complete the following information as requested (do not write in REF number for Course Section number). This form may be faxed and/or mailed with a copy of the students' photo ID or Driver's License. New students must of course attach the Application for Admissions packet of forms for admissions and enrollment purposes.

For Enrollment Purposes

Course Prefix	Course Number	Course Section #	Course Title	Instructor
<i>ENGL</i>	<i>1113</i>	<i>3900</i>	<i>Freshman English I – example --</i>	<i>BWestfall</i>

First & Last Name (print):	
Social Security Number:	
CASC ID Number (if known):	
Date of Birth:	
E-mail Address:	
Day-time Telephone Number:	

Student Signature: _____

Today's date: _____

Policy Statement: All enrollments by fax or mail must be accompanied by a photo ID or Driver's License and the form below must be signed. Submission of this enrollment does not guarantee enrollment in requested course, since course sections may be closed at time of data entry. This Enrollment will take place only during periods of published enrollment dates and by the close of business hours the day submitted. Course schedules and tuition billing will be mailed to student's home address. No enrollment will take place when a HOLD exists on student's record. Students are responsible for understanding when classes may be dropped with a W grade and F grade and should drop course when attendance or low grades become an issue. Second semester students may obtain CASC ID and Pin number for usage in web enrollment during published the next semester's Enrollment period.