Application for Admissions Packet

Office of Admissions & Records
1507 So McKenna
Poteau, OK 74953
918-647-1300 voice • 918-647-1306 fax • www.carlalbert.edu

◊ Sallisaw Campus, 1601 Opdyke, Sallisaw, OK 74955 • 918-775-6977 ◊
CHECK LIST OF CREDENTIALS TO SUBMIT
With the Application for Admissions

Credentials Checklist

First-time Freshmen
1. Application for Admissions
2. High School Transcript
3. ACT Test Scores
4. Provide Social Security Card or verification of SSN
5. Provide Driver’s License to verify identity

Transfer from Other College
1. Application for Admissions
2. Official college transcripts
3. ACT or other only if English, Math, science, or History courses not completed at other college
4. Official transcripts
5. High School Transcript (if financial aid required or less than 24 college hours)
6. Provide Social Security Card or verification of SSN
7. Provide Driver’s License to verify identity

Returning/Former CASC Student
1. Readmissions Application
2. If not previously provided:
   a. Official transcripts from other colleges
   b. High School Transcript

Non-Degree Seeking
1. Application for Admissions
2. valid for up to 9 cr-hrs lifetime
3. Test scores or college
4. transcript may be needed to show prerequisite has been met (ex: ACT prerequisite to enroll in Math 1513)
5. Provide Social Security Card or verification of SSN
6. Provide Driver’s License to verify identity

High School Concurrent
1. Concurrent Application
2. High School Transcript
3. Permissions Form
4. ACT Test Scores
5. Returning: Permissions Form
6. Provide Social Security Card or verification of SSN
7. Provide Driver’s License to verify identity

Undocumented Immigrant
1. Application for Admissions
2. High School Transcript
3. ACT Test Scores
4. Affidavit of Intent
SEMESTER OF ENTRY (Please check)

- Poteau
- Sallisaw
- Web

ENTRY TERM: (check one)
- Summer 20
- Fall 20
- Spring 20

ENTRY CLASSIFICATION: (check one)
- First-time Entering Student
- Transfer Student
- Readmission/Former CASC Student
- Non-degree Seeking
- High School Concurrent
- International Student

APPLICANT INFORMATION (Please print clearly)

SOCIAL SECURITY NUMBER:

DATE OF BIRTH: (MM/DD/YEAR)

GENDER: (check one)
- Male
- Female

MARITAL: (check one)
- Single
- Married

FOR OFFICE USE ONLY

LEGAL NAME:

LAST

FIRST

MIDDLE

SUFFIX

PERMANENT MAILING ADDRESS:

ADDRESS

CITY

STATE

ZIP

COUNTY

PERSONAL CONTACT:

PERSONAL: Phone

CELL PHONE (ENS)

PERSONAL EMAIL

EMERGENCY NOTIFICATION SYSTEM (ENS) - Emergency notices will be sent to a student’s CASC Email Address, Home Phone, and Cell Phone. Examples of “emergencies” include Severe Weather Warning, Tornado Warnings, “No-Classes” Due to Snow, On-Campus Threat, and others.

PARENT EMERGENCY CONTACT:

FULL NAME

ADDRESS

CITY

STATE

ZIP

CELL/HOME PHONE

RESIDENCY & CITIZENSHIP

An Oklahoma Resident is one who has lived continuously in Oklahoma for the last 12 months for reasons other than education and whose domicile is Oklahoma. (Change of residency questions should be directed to the Office of Admissions.)

Are you a RESIDENT of Oklahoma? (check one)
- Yes
- No → If yes, how long? Lifetime or _____ Years/Months

If not an OKLA resident, list State of Residency:_________ → If yes, how long? Lifetime or _____ Years/Months

Are you a U.S. Citizen? (check one)
- U.S. Citizen
- Legal Permanent Resident
- Undocumented Resident

If Not a U.S. Citizen, what is your Country of Citizenship:

Undocumented immigrant residents are welcome at CASC! Students may be admitted to CASC and eligible for state financial aid when he/she has graduated from a high school in Oklahoma, lived in Oklahoma with a parent for at least 2 years, and have completed an AFFIDAVIT OF INTENT (see Admissions > Student Forms).

GENERAL INFORMATION

Please provide the following ethnic and family education data. This information is voluntary and used by the college only in federal & state reporting and in a nondiscriminatory manner. Providing information in #10 and #11 does not affect your admissions to Carl Albert State College.

ETHNICITY (check one):
- Not Hispanic/Latino
- Hispanic/Latino

RACE (check all that apply):
- Native
- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White

FAMILY EDUCATION BACKGROUND (Please answer the following questions)

- What is the highest degree earned by your Mother? Associate Bachelor Master Doctorate
- What is the highest degree earned by your Father? Associate Bachelor Master Doctorate
- Are you the first member of your family to attend college? Yes No
- What is the highest degree you have earned? High School Diploma/GED Associate Bachelor Master Doctorate

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax
### Academic Information

Official high school transcripts must be submitted for all first-time entering college students, transfer students with less than 24 college hours, and all high school concurrently enrolled students. As appropriate, students will only be permitted to enroll when ALL credentials are submitted and on file. Non-degree seeking students should provide test scores and/or college transcript only when it is necessary to show that course prerequisite has been met.

**High School**

- **High School:** [ ]
- **City/State:** [ ]
- **Grad Date:** / /

- **Did you complete GED?** [ ] Yes No
- **Month/Year completed:** / 
- **Test Location:**

**Testing**

- [ ] ACT
- [ ] SAT
- [ ] COMPASS
- [ ] NONE

**Transfer College I**

- [ ] Have you previously attended other colleges or universities?
- [ ] Yes No

**List All College(s) Previously Attended in Chronological Order**

<table>
<thead>
<tr>
<th>City/State</th>
<th>Dates Attended (Mo/Year – Mo/Year)</th>
<th>Hours Earned</th>
<th>Were You Suspended?</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[ ] Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>[ ] Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>[ ] Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>[ ] Yes No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transfer students are required to submit official transcripts from all institutions previously attended. You may attach official transcript(s) in a SEALED envelope with this application. Failure to submit OFFICIAL transcripts will delay enrollment and processing of Financial Aid.

### Degree Seeking with CASC

- [ ] No, I am enrolling as a Concurrent High School, Special/Not Degree-Seeking, or Visiting student (777).
- [ ] Yes, I am taking hours toward a degree and select one of the following programs.

### Degree Intention:

- [ ] [ ] [ ]

(Write-in the 3-digit code found below that corresponds to the major you will study while at CASC.)

<table>
<thead>
<tr>
<th>Associate of Art (AA) or Associate of Science (AS)</th>
<th>Associate of Applied Science (AAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(032) Allied Health AS</td>
<td>(012) Child Development for AAS</td>
</tr>
<tr>
<td>(002) Art AA</td>
<td>(040) Computer Technology AAS</td>
</tr>
<tr>
<td>(004) Biological Science/Zoology AS</td>
<td>(064) Culinary Arts AAS</td>
</tr>
<tr>
<td>(006) Business Administration AA</td>
<td>(059) Hotel, Restaurant &amp; Tourism Mgmt AAS</td>
</tr>
<tr>
<td>(055) Child Development for AA</td>
<td>(041) Nursing AAS by permission</td>
</tr>
<tr>
<td>(060) Computer Information Systems AA</td>
<td>(051) Physical Therapist AAS by permission</td>
</tr>
<tr>
<td>(014) English AA</td>
<td>(039) Child Development (Certificate)</td>
</tr>
<tr>
<td>(063) Film Studies AA</td>
<td>(048) Child Development (Certificate)</td>
</tr>
<tr>
<td>(039) General Education AA</td>
<td>(062) Office Science (Certificate)</td>
</tr>
<tr>
<td>(016) Health, Physical Ed &amp; Recreation AA</td>
<td></td>
</tr>
<tr>
<td>(042) Hotel, Restaurant &amp; Tourism Mgmt AA</td>
<td></td>
</tr>
<tr>
<td>(022) Math AS</td>
<td></td>
</tr>
<tr>
<td>(026) Music AA</td>
<td></td>
</tr>
<tr>
<td>(028) Physical Science AS</td>
<td></td>
</tr>
<tr>
<td>(013) Pre-Elementary Education AA</td>
<td></td>
</tr>
<tr>
<td>(029) Pre-Engineering AE</td>
<td></td>
</tr>
<tr>
<td>(020) Pre-Journalism AA</td>
<td></td>
</tr>
<tr>
<td>(030) Pre-Law/Criminal Justice AA</td>
<td></td>
</tr>
<tr>
<td>(031) Pre-Med, Pharmacy, &amp; Vet Med AS</td>
<td></td>
</tr>
<tr>
<td>(034) Pre-Secondary Education AA</td>
<td></td>
</tr>
<tr>
<td>(036) Social Science (History/Political Sci.) AA</td>
<td></td>
</tr>
<tr>
<td>(037) Sociology/Psychology AA</td>
<td></td>
</tr>
<tr>
<td>(035) Speech/Theatre AA</td>
<td></td>
</tr>
<tr>
<td>(054) Telecommunications AA</td>
<td></td>
</tr>
</tbody>
</table>

### Disclosure Requirements

1. Have you ever been convicted of a felony? [ ] Yes No
2. Have you ever been placed on disciplinary probation or suspension from a college or university? [ ] Yes No

If you answer Yes to either question, please attach a written statement of disclosure (plain sheet of paper, dated, and signature).

**Student PRINT Name** [ ] [ ] [ ]

**Signature** [ ] [ ] [ ]

**Date** [ ] [ ] [ ]

**Parent/Legal Guardian PRINT Name** [ ] [ ] [ ]

**Signature** [ ] [ ] [ ]

**Date** [ ] [ ] [ ]

In compliance with Titles VI and VII of the Civil Rights Acts of 1964, amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Please contact our ADA Coordinator at 918-647-1389 if you have any questions regarding services for students with disabilities. Carl Albert State College is accredited by The Higher Learning Commission, North Central Association of Colleges and Schools (FICE 003176, IDEs Unit ID 206923).
Immunization Compliance Form

Immunization Policy: Exemption Statement for Students with Exemptions or Exceptions

In Compliance with Oklahoma Statutes, Title 70 §3242

INSTRUCTIONS:

Students who successfully complete and sign this form do not have to provide Immunization Records. Student should check one of the exemption boxes and sign below, and submit this with the Application for Admissions.

State law allows for certain exemptions based upon medical contraindications, religious or moral objections. The Board of Regents, in its discretion, includes exceptions to the requirement for vaccinations for each of the following categories of students. Additionally, the immunization requirement shall not apply to students enrolling in courses delivered through the Internet or at distance learning sites which the student is not required to attend class on campus.

1 Check Exemption below:

☐ concurrently enrolled high school student;
☐ graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella;
☐ transferring from an institution within The Oklahoma State System of Higher Education or private institution of higher learning located within this state and accredited pursuant to Section 4103 of Title 70 of the Oklahoma Statutes;
☐ born before January 1, 1956;
☐ a member of a National Guard Unit or Military Reserve Unit or who is currently on active duty in a branch of the United States military, or
☐ enrolling only in web-based courses or at a distance learning site.
☐ Religious Objections (summarize):

☐ Moral or Personal Objection (summarize):

☐ Medical Contraindications (summarize, completed by Physician only if contraindication exists):

[ ]

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☐ Student PRINT Name
☐ Student Signature
☐ Date

2 Student Signature Required:

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Additional information on immunizations may be found at:
- Center for Disease Control [www.cdc.gov]
- Local health departments

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax
Welcome to CASC!

Students may submit application and all credentials to:
Office of Admissions & Records
1507 So McKenna•Poteau, OK 74953
918-647-1306 fax•918-647-1300 voice

At a glance, the following are required of all students who seek admissions and registration into college-level courses:

**Step 1.** Submit the following application & credentials to the Office of Admissions:
- Application for Admissions
- Driver’s License
- Social Security Card
- Test Scores (with ACT or COMPASS or SAT)
- High School Transcript (with seal & graduation date)
- Other documents such as other college transcripts, concurrent enrollment form, CLEP, AP tests,

**Step 2.** Enroll in courses with Enrollment Center or advisor.

**Step 3.** Visit Business Office for Parking Decal; Financial Aid for possible financial assistance; Enrollment Center for photo ID; and Bookstore for textbook purchases.

**Step 4.** Go to class.

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**Step1: Admissions to CASC**

Students who are admitted to Carl Albert State College must provide credentials according to their type of “Admissions”.

**ADMISSIONS OF FIRST-TIME FRESHMAN**

Any student who is degree-seeking, entering college for the first-time (earned 6 college credit hours or less and excluding any courses completed as concurrent student) is considered a First-Time Freshman Student.

Please know that any student who is not a high school graduate, but whose high school class has graduated and who has tested with ACT is eligible for admissions to CASC.

Curricular Requirements for First-time Freshmen

First-time freshmen are required to complete the following high school courses before enrolling in college-level courses.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units (grammar, composition, literature)</td>
</tr>
<tr>
<td>Math</td>
<td>3 units (Algebra I &amp; II, geometry, math analysis, trigonometry, pre-calculus, calculus, AP Statistics)</td>
</tr>
<tr>
<td>Lab Science</td>
<td>3 units (biology, chemistry, physics, or any lab science certified by the school district; effective fall 2010)</td>
</tr>
<tr>
<td>History</td>
<td>3 units (1 unit American History, 2 units from history, government, geography, econ., or non-western culture)</td>
</tr>
<tr>
<td>Citizenship</td>
<td>2 units (from any above subjects, computer science, foreign language, or any AP course; effective fall 2010)</td>
</tr>
</tbody>
</table>

Students who do not have the requisite number of high school courses must remediate by course enrollment or placement testing with ACT or COMPASS.

Performance Requirement for First-Time Freshmen

First-time freshman students are required to test with ACT for placement into in English, math, science and reading subjects.

CASC requires of all students a minimum 19 ACT subtest score in any subject to which they seek enrollment. Secondary placement testing is available with the COMPASS test, where students may successfully test into college-level courses.

<table>
<thead>
<tr>
<th>Minimum ACT Subtest Score:</th>
<th>You may enroll in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 English ACT</td>
<td>English 1113</td>
</tr>
<tr>
<td>19 Math ACT</td>
<td>Any college level math</td>
</tr>
<tr>
<td>19 Reading ACT</td>
<td>Any college level course not identified as English, Math or Science</td>
</tr>
<tr>
<td>19 Science ACT</td>
<td>Any freshman-level science course to which prerequisite has been met</td>
</tr>
</tbody>
</table>

**SPECIAL ADMISSIONS**

**Non-College Degree Seeking**

Students who are not seeking a degree with CASC or any other college may enroll in up to a 9 cr-hrs (cumulative, lifetime, all colleges) without submitting credentials. However, college transcript(s) and test scores must be provided to validate that course prerequisites have been met when attempting to enroll. So, students with more than 9 cumulative cr-hrs should file as transfer or readmissions admissions category and provide transcripts from all colleges previously attended.

**High School Concurrent**

ADMIT High school students who enroll concurrently in college courses must meet the admissions requirements below:

<table>
<thead>
<tr>
<th></th>
<th>Minimum ACT</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
<td>19</td>
<td>3.00</td>
</tr>
<tr>
<td>Junior</td>
<td>21</td>
<td>3.50</td>
</tr>
</tbody>
</table>

ENROLL Concurrent students may enroll in courses to which the corresponding NATIONAL ACT subject score is 19 or above.

TUITION WAIVERS Tuition Waivers are available only to high school SENIORS who are OKLAHOMA RESIDENTS and attending a high school in OKLAHOMA, and for a up to 6 credit hours per term, beginning with the summer prior to the senior year.

CREDENTIALS All students must submit in the first semester an Application for Admissions, Concurrent Enrollment Form, High School Transcript, and National ACT Test Scores.

Returning Concurrent Students may submit a Permissions Form for Returning Students for each semester of re-enrollment.

Concurrent students may enroll in a fall or spring term in a combined 19 credit hours (½ unit equates to 3 college credit hours), or during the summer term in 9 credit hours. Students may enroll in courses to which the corresponding NATIONAL ACT subject score is 19 or above. Concurrent students will not be allowed to enroll in any developmental course offered by CASC designed to remove high school curricular or academic deficiencies. Students may continue enrollment in subsequent semesters if they achieve a 2.0 college GPA or above.

**Adult Admissions**

Students who are ages 21 years and older or on active military duty are considered in the adult admissions category. CASC advisors use the ACT and COMPASS test results to explain the probability of academic success of the student and advise placement into remedial coursework if appropriate.
Home Study, Non-recognized Accredited or Unaccredited High Schools

Students who are graduates of a private, parochial, or non-public high school which is not accredited by a recognized accrediting agency are eligible for admissions when:

1) student’s high school class of peers has graduated,
2) student has participated with ACT, and
3) must satisfy high school curricular requirements as certified by the school or parent (for home school).

Student must present an academic record of subjects completed and grades and will be required to remediate if curricular deficiencies require.

OPPORTUNITY ADMISSION

High School students whose class has not graduated from high school and whose ACT Composite test score is at the 99th percentile of Oklahoma norms may apply for admissions at CASC. However, the college will determine admissibility based on test scores, evaluation of maturity level and ability to function at the college, and if admissions is in the best interest of the student intellectually and socially.

<table>
<thead>
<tr>
<th>ACT and SAT 99th Percentile Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT: 32</td>
</tr>
<tr>
<td>SAT: 1410</td>
</tr>
</tbody>
</table>

ADMISSIONS BY TRANSFER

Students who transfer from another college with 7 hours or more are Transfer students. Official transcripts from all colleges must be submitted. Failure to do so will prevent enrollment in future semesters and delays in financial aid processing.

RE-ADMISSIONS OF FORMER STUDENTS

Students who are returning to CASC after one or more semester’s absence should complete a new Application for Admissions (to update records) and provide official transcripts to any college attended between attendances at CASC.

ADMISSIONS OF INTERNATIONAL STUDENTS

An international student is a citizen or permanent resident of a country other than the U.S.A. or one who is temporarily in the USA with a status of non-immigrant. International students must submit the following forms (available on-line).

- Application for Admissions (see International Student Packet)
- Application for I-20
- Proof of English Proficiency (TOEFL, IELTS, US high school)
- Secondary school education record
- Financial Guarantee Form and
- Health Insurance
- Post-secondary Education Records: CASC accepts services of WES, ECE, ES, or other accredited evaluation agencies as an official course by course evaluation of foreign credits.

World Evaluation Service: [http://www.wes.org](http://www.wes.org)
Educational Credential Evaluators, Inc.: [www.ece.org](http://www.ece.org)
Evaluation Service, Inc.: [www.evaluationservice.net](http://www.evaluationservice.net)

Admissions of Undocumented Immigrant Students

Undocumented immigrant residents are welcome at CASC! Students may be admitted to CASC and eligible for state financial aid when he/she has graduated from a high school in Oklahoma, lived in Oklahoma with a parent for at least 2 years, and submitted the AFFIDAVIT OF INTENT to the Office of Admissions. Students must also submit an official high school transcript and ACT test scores with the Affidavit. (Forms are available in the Office of Admissions or online.)

TESTING INFORMATION

National ACT  
CASC is an ACT National Test center site. Students should contact either their high school counselor for application and fee payment, or the CASC ACT Coordinator (918-647-1304). High school concurrent students must test with the National ACT Test (Residual ACT test is not accepted).

| City: Poteau                      |
| Center Name: Carl Albert State College |
| Center Code: 034300               |

Residual ACT  
CASC offers ACT Residual Test for CASC students only. Students should call to reserve a seat, and bring a picture ID, $32 fee, pencils, and approved calculator for testing.

<table>
<thead>
<tr>
<th>Poteau Campus ACT Residual Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>918-647-1304 • 1:00 pm • Ollie Center Room 1318</td>
</tr>
<tr>
<td>2013 Dates: Nov 5, 12, Dec 4</td>
</tr>
<tr>
<td>2014 Dates: Jan 7, 17, 21, 28; Feb 4, 11, 25; Mar 11, 25; April 8, 22; May 13, 20; Jun 10; Jul 22, 29; Aug 5, 12, 19; Sep 2, 9; Nov 4, 12; Dec 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sallisaw Campus ACT Residual Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>918-775-0002 • 9:00 am • call for testing room</td>
</tr>
<tr>
<td>2013 Dates: Nov 5; Dec 6</td>
</tr>
<tr>
<td>2014 Dates: Jan 10, 24; Feb 21; Mar 14; Apr 11; May 16; Jun 19; Jul 17; Aug 15; Sep 12; Nov 14: Dec 5</td>
</tr>
</tbody>
</table>

COMPASS  
COMPASS exams are offered during regular business hours, without appointment at the Poteau campus, and free of charge (call Sallisaw campus for appointment). The COMPASS is offered as a secondary placement exam.

Deficiencies Identified by Testing  
A student is considered deficient in subject areas based on 1) insufficient high school units or 2) ACT subtest scores of 18 and below. Students who are deficient in a subject area must remove the deficiency (remediate) in the 1st 24 semester hours at CASC and before college-level subject is taken. Evaluations are provided by the Office of Admissions upon initial admissions/enrollment.

Student Responsibility  
Students are responsible for providing test scores, transcripts and other documents before enrolling into classes to avoid enrollment delays. Students are responsible for enrolling into classes that apply to their degree to ensure time and money are not wasted. Students are financially responsible for payment of all charges incurred when they enroll into classes. Students are responsible for withdrawing from classes before the end of the Add/Drop Period (5th day of fall/spring classes or 5th day of summer classes) to avoid charges.
Step 2: Enrollment

Enrollment Assistance
After admissions, then, the student is ready to enroll into college courses.

First-time students will be assigned a Faculty Advisor (per degree) by the Office of Admissions at Poteau campus or the main Office at Sallisaw during published enrollment dates. Students must schedule an enrollment session with their Faculty Advisor (make an appointment after 1:00 p.m.). Advisor contact information is found on-line (see Admissions).

First-time students are counseled about degree options, course scheduling, degree planning, and shown CASC on-line tools. Returning students may enroll themselves on-line during pre-enrollment dates (except for concurrent and special).

Degree Plans
Associate of Arts and Science degrees are university parallel degrees designed for course transfer to four-year degree programs at Oklahoma’s universities. Students attending out-of-state colleges should check with the transfer college about course transfer. The Associate of Applied Science or Certificate programs are considered “terminal” and allow the student to step directly into the workplace.

Degree plans may be found on-line on CASC’s website, in the college catalog, or at the Office of Admissions or advisor.

Step 3: Financial, Housing, & Parking

Applications for scholarships, FAFSA, and housing are available on-line at www.carlalbert.edu.

Financial Aid
The Office of Financial Aid provides information and personal service concerning financial assistance options. Grants, scholarships, employment, and loans are types of aid designed to assist the student or pay for education related costs.

Students may apply for need-based financial aid with the FAFSA (Free Application for Federal Student Aid) and must do so as soon as possible after January 1 for the following academic year and to avoid delays in award. FAFSA includes Pell, ACG, OTAG, SEOG, Federal Work Study, and Student Loans. OTAG deadline application is April 15.

Carl Albert’s Federal School Code: 003176.

First-semester students may apply for CASC Scholarships which are eligibility based financial assistance. Since scholarships are determined once per year, students must complete the CASC Scholarship Application with these steps:
2. Complete CASC Scholarship Application.
   a. Apply on-time (deadlines February 15).
   b. Submit all credentials
3. Scholarship renewal is determined each semester based on GPA and hours completed.
4. Complete Application for Admissions.

Business Office
Students may find their billing information by visiting the Business Office or checking their CASC student email. Students may obtain a college-issued car decal for campus parking; tickets are issued once classes have begun. Students who enroll into classes are liable for payment of tuition/fees of those classes. Students are responsible for dropping classes to which they will not attend by the add/drop date to remove grade and charges.

Housing
Freshmen are not required to live on campus. However, housing is available to those who qualify for academic or athletic scholarship, or make early application. College-issued car stickers are required for housing parking; tickets are issued once classes have begun.

Bookstore
Students may purchase textbooks from the Viking Bookstore at the Poteau or Sallisaw campus location. Students should refer to the Bookstore’s website for details on Refunds, Distance Student Purchases, Payment Options, and textbook list with ISBN numbers. (see www.carlalbert.edu/bookstore).

Step 4: Go To Class

Attendance is important for successful completion of any course. So, students should go to class!

SEE ACADEMIC CALENDAR FOR SPECIFIC DATES

Withdrawal
Students who are unable to attend classes should immediately contact the Office of Admissions and make arrangements to drop their course(s). Students should be aware that after the Add/Drop Period, the student will incur a transcript record and face financial liability.

Add/Drop Period
Student may drop any course without transcript record or financial liability in the first 10 days of the fall/spring term or the first 5 days of the summer term.

“W” Grade Period
After the Add/Drop Period, students may withdraw without instructor signature and receive an automatic “W” grade when the drop occurs before the end of the 12th week of fall/spring or 6th week of summer.

“W” or “F” Period
Students who withdraw between the first day of the 13th week (7th week in summer) and the day before final exams may drop a course with instructor signature and with a grade assignment of either a “W” or “F”.

Withdrawals Concerns: Financial Aid and 60% Date

- Students who receive financial aid should visit with a Financial Aid Counselor before complete withdrawal or any withdrawal resulting in less than full-time hours.
- Students who withdraw before the 60% mark of the semester shall face repayment of a portion of funds previously disbursed (Federal Title IV and/or State Grant Program funds).

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