

Permissions Form for Returning Concurrent Students

- High school seniors and juniors who are **Oklahoma residents** and attend an **Oklahoma high school** are eligible for a **Tuition Waiver**. SENIORS are awarded tuition waivers for the first 18 cr-hrs of tuition in an academic year (Summer, Fall & Spring). JUNIORS are awarded a tuition waiver of up to 6 cr-hrs of tuition per semester. Student is liable for fees, books, and any tuition/fees taken above the waiver.
- In August, concurrent students should submit their final high school course schedule or sooner as determined.
- Returning concurrent students must earn a 2.00 college GPA to continue enrollment, including any hours from other college(s) attended.
- Office staff will contact student when enrollment questions arise. So, check CASC email and personal email periodically, and provide current cell phone numbers. Student should check their VIKECONNECT and verify course enrollments, mid-term grades, and final grades.
- Submit forms to Poteau Campus: Office of Admissions, 1507 So McKenna, Poteau, OK 74953; or 918-647-1306 fax. (918-647-1302 or 1307 voice)
Submit forms to Sequoyah County Campus: Front Office, 106 Opdyke, Sallisaw, OK 74955; or 918-774-0630 fax. (918-775-6977 voice)

Student Information (please print clearly):

•Student Full Name: _____	•CASC ID #: _____
•Social Security Number: XXX /XX / __ __ __ __ (last 4 digits) _____	•Date of Birth: _____
•Contact Personal Email: _____	•Cell Phone: _____
<ul style="list-style-type: none"> ➤ Enrollment Term (check one): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer ➤ Classification (check one): <input type="checkbox"/> Senior <input type="checkbox"/> Junior ➤ Anticipated High School Graduation (MO/YR): ____ / ____ ➤ Have you enrolled in another college? (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, then where? _____ (provide official transcript; enrollment held until provided) 	•HIGH SCHOOL: _____

STUDENTS - PLEASE WRITE-IN THOSE COURSES YOU WISH TO ENROLL:

COURSE NUMBER	SECTION #	COURSE DESCRIPTION	DAY/TIME	SUBJECT TEST SCORE (TO BE COMPLETED BY OFFICE)
1)				
2)				
3)				
4)				

Signature Permissions (please print clearly, sign, and date)

Agreement to Enroll Concurrently:

High School Counselor certifies that the student is eligible to satisfy graduation requirements from high school no later than the spring of their senior year, and is permitted to enroll with CASC this semester under the Concurrent Enrollment Policy established within OSRHE guidelines and policy. Parent agrees to the concurrent enrollment policy with CASC for their student and to be responsible for costs generated by this enrollment. Student agrees to their readiness and commitment to concurrent enrollment, and gives CASC Admissions Office personnel permission to share information with my high school counselor/officials concerning their enrollment, attendance, progress, and student record.

1. **Counselor Permission** Name: _____ Sign: _____ Date: _____
2. **Parent Permission** Name: _____ Sign: _____ Date: _____
3. **Student Agrees** Name: _____ Sign: _____ Date: _____

Approves – Petition for Overload of Credit Hours: *(Student may enroll into 7-8 combined high school/ college courses with signatures below).*

Students wishing to exceed these normal enrollment limits of 18 cr-hrs or 6 courses in the fall or spring semesters must have Counselor signature approval as below.

1. **Counselor Permission** Name: _____ Sign: _____ Date: _____
2. **Student Understands** Name: _____ Sign: _____ Date: _____

Office Use Only: Combined Load: _____	CASC Staff: _____ Date Received: _____
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CONCURRENT ENROLLMENT POLICY

ADMISSIONS

In compliance with the Oklahoma State Regents for Higher Education, a senior or junior high school student may be **admitted** to CASC using the following minimum standards outlined in the table below. Admissions testing includes ACT (National ACT, Residual ACT, PreACT), or SAT. One Residual ACT test score may be used (from Nov 1 to Oct 31) for concurrent enrollment purposes.

Seniors/Juniors:	3.0 high school GPA unweighted	19 ACT composite	980 SAT composite
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Students who are home schooled or attend an unaccredited Oklahoma high school are considered a senior and junior when course completions dictate grade level. GED recipients remain under concurrent enrollment policy until their high school class has graduated. SAT taken before March 5, 2016 will have a cut-off score of 900 for admissions and course placement purposes.

For Admissions, new concurrent students must submit:


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| 1) Application for Admissions | 5) high school transcript & course schedule (for term of enrollment) |
| 2) Immunization Compliance Waiver Form | 6) copy of Social Security Card or proof of SSN |
| 3) Permissions Form | 7) Driver's License |
| 4) test score results (National ACT, Residual ACT, PreACT; or SAT, PSAT) | <i>(Note: missing documents will delay enrollment & tuition waiver award.)</i> |

High school students who do not qualify for concurrent enrollment by grade level may be eligible for admissions under the Opportunity Admission policy (see ADMISSIONS > ADMISSIONS REQUIREMENTS AND OPPORTUNITY ADMISSIONS), with ACT composite test score must meet or exceed 32 and college readiness values examined.

ENROLLMENT - COURSE PLACEMENT

Concurrent students who meet Admissions standards will have their subject test scores examined by Admissions personnel to determine into what subjects they can enroll. Summarized in the following **COURSE PLACEMENT TABLE**, students may enroll into courses in which they have met or exceeded the corresponding subject test score. For example, students must score a 19 on an ACT subject test in English, Mathematics, and Science to enroll into courses in those respective college-level subjects. Students scoring 19 or higher on the Reading ACT subject test covers all other courses and may enroll in other subjects not labeled as ENGL, MATH, or SCIENCE.

Course Placement Table



	ENGLISH SUBJECT TEST	MATH SUBJECT TEST	READING SUBJECT TEST	SCIENCE SUBJECT TEST
ACT	≥ 19	≥ 19	≥ 19	≥ 19
SAT	≥ 480 R+W	≥ 530 R+W	≥ 480 R+W	None
ACCUPLACER	≥ 98	≥ 103 Arith or ≥ 97 El Alg	≥ 90	None
With above score, student may enroll into:	ENGL 1113	Any 1000-level MATH	Any course not ENGL, MATH or SCI	Any Science
<i>(**Note: ACT now includes the National, Residual (one time permitted, from Nov 1 to Oct 31), and PreACT; SAT includes National SAT and PSAT).</i>				

Concurrent students *may not enroll* in zero-level courses to remove a deficiency. However, when admissions requirements are met, but ACT or SAT subject test scores are too low to enroll into desired college-level courses (as above), then, students may subsequently test with CASC's ACCUPLACER and test into desired college-level subjects (call for appointment if testing at Sallisaw).

Academic Calendar Students are subject to CASC's Academic Calendar. (see ADMISSIONS > STUDENT FORMS > EXPANDED ACADEMIC CALENDAR)

Workload A normal credit load for concurrent students is 18 cr-hrs or 6 classes (combined college and high school core courses) in the fall and spring terms, and 9 cr-hrs in the summer term without also being co-enrolled in high school. The high school core ½ unit class is valued to 3 cr-hrs. Sports, cheerleading, aide, or other non-academic core classes are excluded from workload considerations and not factored into the normal credit load calculation. Students wishing to exceed these limits must have high school counselor signature approval (see *Petition for Overload* on PERMISSIONS FORM) that approves 7 or 8 concurrent enrollment.

Continuing Enrollment To continue enrollment, concurrent students must earn a 2.0 college GPA and account balance must be paid. If attended another college prior to CASC, then that college's transcript must be submitted to verify 2.0 GPA is met. Student with a college GPA below 2.0 will be suspended and ineligible to re-enroll as a concurrent student until after high school graduation. Concurrent students re-enrolling with CASC may submit the form *Permissions Form (Returning Concurrent Students)*, and any new test scores or updated high school course schedule.

Tuition Waiver Seniors and juniors who are **Oklahoma Residents** and attending an **Oklahoma high school** are eligible for a *Tuition Waiver* with CASC. SENIORS are awarded tuition waivers for the first 18 cr-hrs of tuition per academic year (Summer, Fall & Spring). JUNIORS are awarded a waiver of up to 6 cr-hrs of tuition per semester. Student is liable for fees, books, and any tuition/fees taken above the waiver amount.

Parents & Release of Information In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, CASC must have written consent before releasing a student's records to a "third party." Students may give parents or guardians "permission" with a *FERPA Student Information Release Authorization* form (see ADMISSIONS > STUDENT FORMS or contact Office of Admissions).

Final Grades & Transcripts Student may view final grades in their VIKECONNECT account. At the end of the term, the Office of Admissions will mail an official transcript to the high school for their records. Official transcripts may be sent to another college, agency, etc with written Transcript Request (see ADMISSIONS > TRANSCRIPT REQUEST FOR PAPER MAIL OR ELECTRONIC DELIVERY OPTIONS).

VIKECONNECT Students must set-up their VIKECONNECT account to access BLACKBOARD and CASC Webmail, or view their course schedule, final grades, unofficial transcript, check account balance, etc. Students must be enrolled and know their CASC ID number. Then, go to WWW.CARLALBERT.EDU, click on VIKECONNECT > RESET PASSWORD, and follow instructions to generate Password & Username.