

Concurrent Enrollment Application Packet

For New Concurrent Students



Poteau Campus:

Carl Albert State College • Office of Admissions & Records • 1507 So McKenna • Poteau, OK 74953
918-647-1300 voice • 918-647-1306 fax

Sallisaw Campus:

Front Office • 1601 Opdyke • Sallisaw, OK 74955 • 918-775-6977 voice • 918-774-0630 fax

www.carlalbert.edu



Application for Admissions

Modified for High School Concurrent Enrollment Students

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

Instructions: This Application is modified for Concurrent Enrollment Students. -- Students are asked to print clearly and answer all items listed. Application and credentials may be submitted in person to the Office of Admissions at the Poteau or Sallisaw campuses, by mail or fax to the address above. CHECK LIST – submit credentials with the Application for Admissions as a “bundle”:

- Immunization Compliance Form ▪ Permissions Form ▪ Proof of Social Security Number (SSN Card) ▪ Driver’s License
- High School Transcript ▪ Test Scores ▪ High School Course Schedule (for fall and spring terms only)

Entry Information		[please print clearly]
Campus <input type="checkbox"/> Poteau <input type="checkbox"/> Sallisaw	Entry Classification <input checked="" type="checkbox"/> High School Concurrent	
Term <input type="checkbox"/> Summer 20____ <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____	Are you seeking a degree with CASC? <input checked="" type="checkbox"/> No, I am enrolling as a Concurrent High School (Non-Degree Seeking/Special student)	

Applicant Information				
Social Security Number -- --	Birth Date / /	What is your Age?		
Legal Name <i>Last</i> <i>First</i> <i>Middle</i> <i>Suffix</i>				
Previous Names				
Address	City	State	Zip	County
Home Phone	Personal Cell Phone	Personal Email		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated			
Emergency Contact <i>Full Name</i>		<i>Phone</i>		

General Information	
Ethnicity/Race	
<i>This information is voluntary and is used for state & federal reporting. This information does not affect your admissions to CASC. Please check all that applies.</i>	
<input type="checkbox"/> Not Hispanic/Latino	<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White
<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> American Indian/Alaskan Native Tribe: _____ Lineage: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Both <input type="checkbox"/> Unknown
Family Education Background	
Has your Mother earned at least a Bachelor’s degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has your Father earned at least a Bachelor’s degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you the first member of your family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No	



Residency & Citizenship

Are you a US citizen? US Citizen Legal Permanent Resident Undocumented Resident

If not, what is your country of citizenship? _____

Are you a resident of Oklahoma? Yes No How long? ____years ____ months -or- ____Lifetime

If not, list state of residency? _____ How long? ____years ____ months

- An *Oklahoma Resident* is one who has lived continuously in Oklahoma for the last 12 months for reasons other than education & whose domicile is Oklahoma.
- Tuition Waivers are awarded to high school juniors and seniors who are Oklahoma Residents and attending a high school in Oklahoma.

Educational Background

<input type="checkbox"/> High School <input type="checkbox"/> Home School	Name of High School	City/State	Anticipated Graduation Month _____ Year _____		
Which test have you taken? <input type="checkbox"/> ACT National <input type="checkbox"/> ACT Residual <input type="checkbox"/> PreACT <input type="checkbox"/> SAT <i>(Are they attached?)</i>					
Have you previously attended any Oklahoma vocational school? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you previously attended any other college? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If YES, complete section below)</i>					
If Yes, did you earn below a 2.00 cumulative GPA at this other college? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	List all Colleges previously attended	City/State	Dates Attended	Cr-Hrs Earned	Cumulative GPA

Disclosure Requirement

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
 3. Have you been placed on *academic* suspension from another college? Yes No
- If you answer Yes to either question, please attach a written statement of disclosure (plain sheet of paper, dated, and signed).*



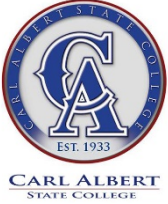
Signatures

Read & Sign

READ and SIGN: With my signature below, I avow that all information is complete and accurate. I understand that falsification of this application or my academic records (including failure to list all colleges previously enrolled) may result in my suspension for academic misconduct and lead to my withdrawal from CASC and complete forfeiture of fees, and/or delay my enrollment and tuition waiver processing with CASC. I agree to abide by the rules & regulations established by CASC, including payment of all tuition, fees, books, fines, and all other charges incurred at CASC.

Student PRINT Name	Student Signature	Date
Parent/Legal Guardian PRINT Name	Parent/Legal Guardian 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.



Immunization Compliance Form

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

Immunization Policy: Exemption Statement for Students with Exemptions or Exceptions In Compliance with Oklahoma Statutes, Title 70 §3242

(Submit with Application for Admissions and in lieu of Immunization Records)

Instructions: Students who successfully complete and sign this form do not have to provide the Office of Admissions with Immunization Records.

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 one box below:

- concurrently enrolled high school student; Write-in Name of High School:
- 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** (Physician completes & signs below): _____

Physician Signature with Medical
Contraindications

Date

2 Student Signature Required:



Student PRINT Name

Student Signature

Date

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

Permissions Form for New 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: _____

- Enrollment Term (check one): Fall Spring Summer
- Classification (check one): Senior Junior
- Anticipated High School Graduation (MO/YR): __ / __
- Have you enrolled in another college? (check one): Yes 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: _____

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.

CHECK LIST -- For Admissions, new concurrent students must submit:


- | | |
|--|---|
| 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) | (Note: missing documents will delay enrollment & tuition waiver award.) |

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
(**Note: ACT now includes the National, Residual (one time permitted, from Nov 1 to Oct 31), and PreACT; SAT includes National SAT and PSAT).				

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 VIKCONNECT 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).

VIKCONNECT Students must set-up their VIKCONNECT 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 VIKCONNECT > RESET PASSWORD, and follow instructions to generate Password & Username.