





# Concurrent Enrollment Policy

Office of Admissions  
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## 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.

<b>Seniors and Juniors</b>	3.0 high school GPA unweighted	19 ACT composite	990 SAT total
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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.

**CHECK LIST -- new concurrent students must submit the following documents as a “bundle” to the Office of Admissions:**

- 1) Application for Admissions
- 2) Permissions Form
- 3) Test score results (National ACT, Residual ACT, PreACT; or SAT, PSAT)
- 4) high school transcript & course schedule (for term of enrollment)
- 5) copy of Social Security Card or proof of SSN
- 6) Driver’s License
- 7) Immunization (compliance met with HS enrollment; if required, student will be contacted)

## ENROLLMENT - COURSE PLACEMENT

Concurrent students who meet Admissions standards **may enroll** into courses in which they have met the minimum subject test score as in the placement table below. For testing measurements, ACT testing includes National, Residual (one time permitted from Nov 1 to Oct 31), and Pre-ACT; SAT now includes National SAT and PSAT.

- Concurrent students *may not enroll* in zero-level courses to remove a deficiency and enroll into a college-level subject.
- When minimum ACT subject test is not met, then, students may subsequently test with NextGen ACCUPLACER for placement into desired college-level subject. Cut off scores for NG Accuplacer are 265 English, 260 Reading, and 265 Math Arithmetic or 264 Math Elementary Algebra.

**Placement Chart for Concurrent Enrollment**

SUBJECT TEST SCORE	ACT OR RESIDUAL ACT	PRE-ACT	SAT	PSAT	COLLEGE COURSE PLACEMENT
English	19	19	510 <sup>1</sup>	510 <sup>1</sup>	ENGL 1113
Reading	19	19	510 <sup>1</sup>	510 <sup>1</sup>	Any course not ENGL, MATH, or science <sup>3</sup>
Math	19	19	510 <sup>2</sup>	510 <sup>2</sup>	Freshman-level math course
Science	19	19	NA	NA	Freshman-level science course <sup>4</sup>

Notations: <sup>1</sup>E-R-W subscore; <sup>2</sup>Math subscore; <sup>3</sup>includes General Education courses such as HIST, HUM, POS, .....; <sup>4</sup>SAT guided by Math placement

## Academic Calendar

Students are subject to CASC’s Academic Calendar. (go to [www.carlalbert.edu](http://www.carlalbert.edu) > Admissions > Student Forms, or *Course Schedule*)

## 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 or 3 classes in the summer** term (no high school enrollment). Each high school core (½ unit class) is valued to 3 cr-hrs. Sports, cheerleading, aide, or other non-core classes are not factored into the credit load calculation. Students wishing to enroll over these limits must have high school counselor signature approval.

## Continuing Enrollment

To continue enrollment, concurrent students must **maintain 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 *Permissions Form (Returning Concurrent Students)*, and any new test scores or updated high school course schedule.

## Tuition Waiver

Seniors 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 tuition waiver for the first 9 cr-hrs of tuition per academic year. All students are liable for fees, books, and all 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.” Summer students may give parents/guardians “permission” with a *FERPA Permission to Release Education Record* form (contact Office of Admissions). Fall students may use the “**proxy**” tool in Colleague SELF-SERVICE to assign rights of others to view your records.

## Mid-Term Grades, Final Grades & Transcripts

Students may view mid-term and final grades in their VIKECONNECT (SELF-SERVICE in the fall term). Each semester, the Office of Admissions will give to High School Counselors mid-term grades of all their students. At the end of the term, the Office of Admissions will mail an official transcript to high schools for their student records. Official transcripts may be sent to another college, agency, etc only by 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, mid-term grades, final grades, unofficial transcript, check account balance, etc. To set-up VIKECONNECT, go to [WWW.CARLALBERT.EDU](http://WWW.CARLALBERT.EDU) , click on VIKECONNECT > RESET PASSWORD.

## SELF-SERVICE

New in Fall 2021, the new Colleague SELF-SERVICE portal will replace VIKECONNECT and offer user friendly, modern tools for student access. Students can still view course schedule and grades, but, will also find useful online tools to update address or cell phone, set up a 2, 4, or longer semester by semester Course Planning calendar, record an emergency contact, or assign “proxy” access to parents so they may view your grades and pay your bill!

(Valid in 2021-2022 Academic Year)