

Permissions Form for Concurrent Students

Concurrent Enrollment is available to high school Seniors and Juniors with a (minimum) 19 ACT Composite score or 3.0 high school GPA. Concurrent students may enroll into subjects to which a (minimum) 19 ACT subject test score is earned. Further placement testing available with NG Accuplacer.

- SENIORS: Oklahoma resident attending an OKLA high school. Tuition waiver for first 18 cr-hrs of tuition taken during senior 22-23 year. [Waiver subject to
- JUNIORS: Oklahoma resident attending an OKLA high school. Tuition waiver for first 9 cr-hrs of tuition taken during junior 22-23 year. change in 23-24 AY
- Students are responsible for cost of fees, books, and tuition/fees for courses taken above waivered cr-hr limit. Unpaid balances prevent future enrollments.
- > Students are responsible for maintaining a minimum 2.00 college GPA to continue future enrollments (including any hours from other college(s) attended).
- Student are responsible for checking email communications and for online verification of their course enrollments and grades.

Submit Required Documents with Application for Admissions to:

CASC Admissions Office, 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax • scan to: concurrent@carlalbert.edu CASC Front Office, 106 Opdyke • Sallisaw, OK 74955 • 918-775-6977 voice • 918-774-0630 fax

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Concurrent Enrollment Policy

Office of Admissions 1507 S. McKenna St. Poteau, OK 74953 918-647-1300 • 918-647-1306 fax

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.

Seniors and Juniors	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 score is not met, students may then test with NG-ACCUPLACER for placement into desired college-level subject. Cut off scores for NG-Accuplacer are 260 English, 260 Reading, 260 QR-Math for MATH-1513 and higher math, and 250 QR-Math for MATH-1413.

Placement Chart for Concurrent Enrollment

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

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

Academic Calendar

Students are subject to CASC's Academic Calendar. (go to 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 <u>core</u> 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 tuition waiver for the first 9 cr-hrs of tuition per academic year. Students are liable for fees, books, and all tuition & fees taken above the waiver amount. (*Waivers for 2023-2024 not determined & subject to change.*)

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 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 SELF-SERVICE account. 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).

SELF-SERVICE A user friendly, modern tool 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!