



# Concurrent Enrollment Policy

## ADMISSIONS REQUIREMENT

2023-2024

In compliance with the Oklahoma State Regents for Higher Education, a Senior or Junior may be admitted to CASC with one of the following Standards.

|                     |                                |                  |               |
|---------------------|--------------------------------|------------------|---------------|
| Seniors and Juniors | 3.0 high school GPA unweighted | 19 ACT composite | 990 SAT total |
|---------------------|--------------------------------|------------------|---------------|

Students who are home schooled or attend an unaccredited Oklahoma high school are considered a senior/junior when course completions dictate grade level. GED recipients remain under concurrent enrollment policy until their high school class has graduated. Admissions Requirement standard is 19 ACT or 990 SAT.

### Required Admissions Documents

- New Concurrent Students** should upload these documents with the online Application: (1) copy of Driver's License or other photo ID, (2) Test score results (National ACT, Residual ACT, PreACT; or SAT, PSAT), (3) high school transcript, (4) Social Security Card or proof of SSN number, and 5) Permissions Form. Students who have completed college coursework at another College/University must also submit an official transcript for review; a minimum 2.00 college transfer GPA is required for admissions.
- Returning Concurrent Students** should scan only the Permissions Form and any updated test scores to [concurrents@carlalbert.edu](mailto:concurrents@carlalbert.edu)
- Any document may be scanned to [concurrents@carlalbert.edu](mailto:concurrents@carlalbert.edu)

## ENROLLMENT REQUIREMENT

**Standard Course Enrollment** Concurrent Students who meet Admissions Standards may enroll into college courses in which the minimum subject test score is met as seen in the Placement Chart below. ACT testing includes National, Residual (one time permitted from Nov 1 to Oct 31), and Pre-ACT; SAT includes National SAT & PSAT.

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>2</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                      |

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, CS, PSY, SOC .....

Concurrent students *may not enroll* in zero-level courses to remove a deficiency or activity-based courses. 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 260 English, 260 Reading, and 260 Math College Algebra or 250 Math Survey of Contemporary Math.

**High School Performance Enrollment** Students may be automatically enrolled into college courses using the above Standard Course Placement. However, when the above testing requirements are not met, the student will be considered for a specific course enrollment using the following measurement:

- 1) Seniors and Juniors must have 3.0 unweighted high school GPA and no grade lower than a B in the high school subject corresponding to the college course requested. The high school transcript must be up to date and show completions through the 11<sup>th</sup> grade for Seniors and 10<sup>th</sup> grade for Juniors.
- 2) Only Seniors may take ENGL-1113 using the 3.0 unweighted high school GPA and no grade lower than a B in their high school English coursework.
- 3) Seniors and Junior may take MATH-1513 College Algebra/Pre-Calculus with a 3.0 unweighted high school GPA and when Algebra I, Algebra II, Geometry or other high math are completed with A grades.

**Academic Calendar** Students are expected to adhere to CASC's Academic Calendar and understand when classes begin and end, the last day to drop classes without charges, Holidays, ... The Academic Calendar may be found online at [www.carlalbert.edu](http://www.carlalbert.edu) > Admissions > Student Forms and in the published *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. Students wishing to enroll over these limits must have high school counselor 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 applying for admissions 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. Returning Concurrent Students who are re-enrolling with CASC may submit the *Permissions Form* and any new test scores or updated high school course schedule.

**Concurrent 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. Students not meeting Oklahoma residency or attending an Oklahoma high school are not eligible for the Concurrent Tuition waiver.

**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 parent/guardian to view your records.

**Mid-Term Grades, Final Grades, Transcripts** Students may view mid-term and final grades in their SELF-SERVICE account. The Office of Admissions will provide to High School Counselors student's mid-term and final grades (official transcript). Students needing their Official Transcript be sent to another college, agency, etc... may pick up an official copy in the Office of Admissions (Poteau campus) or visit our website at [www.carlalbert.edu](http://www.carlalbert.edu) > TRANSCRIPT REQUEST for delivery options.

**myCarlAlbert Self Service** CASC students have access to their online myCarlAlbert portal account that shows their course schedule, grades, unofficial transcript, billing, .... and tools to give "proxy" access to parents so they may view grades and pay the bill! ....

**myCarlAlbert Set-up** A student must first be admitted to CASC and have a 7-digit CASC ID number to set-up their portal account. Once the CASC student ID is known, the student should go to [www.carlalbert.edu](http://www.carlalbert.edu) > Admissions > myCarlAlbert and click on RESET PASSWORD and follow instructions. The same username and password is used to access the student's myCarlAlbert, CASC Student email, and Blackboard accounts. It is important that newly admitted students create their myCarlAlbert portal account as soon as the CASC ID number is received, because this triggers access to the Blackboard and CASC Student email.