

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 unweighted high school GPA. Concurrent students may enroll in subjects with a minimum 19 ACT subject test score. Further course placement is available with Accuplacer testing and a review of high school performance.

- **SENIORS:** Oklahoma resident attending an Oklahoma high school may receive tuition waiver for first 18 cr-hrs of tuition taken during senior academic year.
- **JUNIORS:** Oklahoma resident attending an Oklahoma high school may receive tuition waiver for first 12 cr-hrs of tuition taken during junior academic year.

Student Responsibility: Concurrent Students are responsible for the cost of fees, books, and tuition/fees for courses taken above the waived cr-hr limit. Unpaid balances prevent future enrollments. To continue enrollment each semester, students must maintain a minimum 2.00 college GPA (including any transfer courses). The student should monitor their personal email and cell phone from the Office of Admissions staff with questions concerning their admissions or course enrollment.

Submit Documents: New Students should upload their documents (Driver's License, SSN Card, transcript, ACT test scores, and Permissions Form) with their online Application. Returning Students should scan their [Permissions Form](#) to concurrent@carlalbert.edu.

Student Information (please print clearly):

- Enrollment Term (check one): ☐ Spring 2025 ☐ Summer 2025 ☐ Fall 2025
- Student Full Name: _____
- Social Security Number: ____ / ____ / ____
- Contact Personal Email: _____
- HIGH SCHOOL: _____ Anticipated High School Graduation: Month: _____ Year: _____
- High School Classification (check one): ☐ Senior ☐ Junior
- CASC ID #: _____ (if known)
- Date of Birth: _____
- Cell Phone: _____
- Question: Have you attended another college? (check one): ☐ Yes ☐ No If YES, then where? _____ (submit official transcript; enrollment held until received)

CASC Course Enrollment (please print clearly, sign, and date)

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

COURSE-NUMBER	SECTION #	COURSE DESCRIPTION	DAY/TIME	SUBJECT TEST SCORE-(Office Use)
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Verify course enrollment using myCarlAlbert portal account

Required Signatures Permissions (please print clearly, sign, and date)



Student and Parent: I have read and understood the Concurrent Enrollment Policy (see next page). I understand the "tuition waiver" applies within the waiver limits and assume responsibility for costs generated by this enrollment including, but not limited to, fees, books, and any tuition/fees for courses taken above the waived tuition limit. I understand that for future enrollments my business balance must be paid in full and I must maintain a minimum 2.00 CASC GPA. Further, I agree to give CASC Admissions Office personnel permission to share enrollment information, Official Transcript, grades, and progress with my High School Counselor/officials.

STUDENT SIGNATURE DATE PARENT/GUARDIAN SIGNATURE DATE

High School Counselor: I certify this student is eligible to graduate from high school no later than the spring of their senior year and agree to this enrollment. I recommend this student for concurrent enrollment for the semester of this enrollment.

COUNSELOR SIGNATURE DATE COUNSELOR PHONE NUMBER COUNSELOR EMAIL

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 enrollment limits of 18 cr-hrs or 6 courses in fall/spring semesters must have Counselor's signature approval (otherwise, leave blank).

- Counselor Permission** Name: _____ Sign: _____ Date: _____
- Student Understands** Name: _____ Sign: _____ Date: _____

OFFICE USE ONLY

Received: _____ Staff: _____ Comments: _____

Concurrent Enrollment Policy

ADMISSIONS REQUIREMENT

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
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Students who are home-schooled or attend an unaccredited Oklahoma high school are considered a senior or 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) a copy of their 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, 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 concurrent@carlalbert.edu
- ☐ Any document may be scanned to concurrent@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 ¹	510 ¹	ENGL 1113
Reading	19	19	510 ¹	510 ¹	Any course <i>not</i> ENGL, MATH, or science ²
Math	19	19	510 ²	510 ²	Freshman-level math course
Science	19	19	NA	NA	Freshman-level science course

Notations: ¹E-R-W subscore; ²Math subscore; ³includes 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 the minimum ACT subject test is not met, students may subsequently test with NextGen ACCUPLACER for placement into the 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 a 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 11th grade for Seniors and 10th 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 juniors 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 > 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 admission to CASC, then that college's transcript must be submitted to verify 2.0 GPA is met. Students 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 12 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 to 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 > 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 > Admissions > myCarlAlbert and click on "RESET PASSWORD" and follow the 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.