

### Process for Concurrent Enrollment at CAHS

1. If you have never done concurrent enrollment at Rose State, go to <https://apply.rose.edu/apply/> to apply. You must receive an email back from Rose before completing the enrollment process. **MAKE SURE YOU CHECK THAT YOU ARE A HIGH SCHOOL STUDENT. YOU ARE NOT A FIRST TIME COLLEGE STUDENT.**
2. If you have done concurrent enrollment at Rose State previously, you do not need to go to the above link.
3. Scan the Counselor QR code below to set an appointment to get required paperwork from your counselor and get your counselor's signature where required **BEFORE** going to Rose State. If you have an ACT, SAT, or PSAT score, and want to provide it to Rose State, have Mrs. Wise, our registrar, put your ACT or SAT on your transcript. PSAT scores cannot be put on the transcript, but you can log into your College Board account to get your scores.
4. Take required paperwork to Rose State's Academic Outreach Office in the Learning Resource Center Room 204 (6420 SE 15<sup>th</sup>, Midwest City, OK). The phone number is 405-733-7951.
5. Make sure to return your **SIGNED** Mid-Del Concurrent Agreement and your Rose State schedule to your counselor in order for concurrent enrollment to be put into your schedule.

You have to be signed into your school email for the QR code to work.



# Mid-Del Public Schools

## Concurrent Enrollment Contract

At the start of each semester, this contract along with the student's college schedule must be submitted to their high school counselor before the high school schedule can be changed.

Mid-Del Public Schools supports and encourages a student's desire to be challenged academically while in high school. In order to ensure success, Mid-Del Public Schools has instituted Board Policy 1-7 which states:

### Concurrent Enrollment of High School Students in College

Juniors and Seniors who meet the requirements may participate in concurrent enrollment at any college or university. Because the Oklahoma State Department of Education requires all students to be enrolled in a full schedule of classes, students who wish to undertake college level work must combine high school and college courses equivalent to a full schedule. The following requirements must also be met:

1. The rigorous requirements for enrollment established by the Oklahoma State Regents for Higher Education must be met.
2. All high school graduation requirements must be fulfilled (See policy 1-9.)
3. Permission from the parent/guardian and counselor or principal are required.
4. Credit hours undertaken at the college level must not be in excess of that permitted by state law relative to concurrent enrollment.

<u>1 three semester credit hour course</u> <u>2 three semester credit hour courses</u> <u>3 three semester credit hour courses</u>	Can be replaced with	<u>2 of the 7 school hours</u> <u>4 of the 7 school hours</u> <u>5 of the 7 high school hours</u>
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### Credit for Courses Taken as Concurrent Enrollment

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one high school unit shall be equivalent to three semester credit hours of college work. Concurrent enrollment courses will be recorded on students' high school transcripts as either core or elective credit.

1. Core Credit: Grades earned and transcribed as result of concurrent enrollment will be included in determining a student's official grade point average. The weighted 4.5 grading scale will apply for all concurrent core courses.
  - a. According to the Oklahoma State Department of Education, the term "core academic subjects" means English, reading or language arts, mathematics, science, foreign language, civics and government, economics, arts (art and music), history, and geography.
  - b. Dual Enrollment for High School Credit: Dual enrollment provides junior and senior students of exceptional ability an opportunity to gain college and high school credit simultaneously. Students shall receive core credit in place of an approved list of required high school core courses. Dual enrollment courses taken for high school credit must be approved by the principal or counselor prior to the student's enrollment in the concurrent enrollment course(s). Failure to pass these classes could jeopardize graduation. You may refer to the "Mid-Del Dual Enrollment Equivalency Chart" to help understand the type of course and the duration required to meet the equivalency requirements at both institutions.
2. Elective Credit: Grades earned and transcribed as a result of a concurrent enrollment will be included in determining a student's official grade point average. The 4.0 grading scale will apply for all concurrent elective courses.

**Concurrent Enrollment Policies and Procedures:** If at some point, the student who has concurrently enrolled in a college course chooses to either drop or withdraw from the course, the student is to notify their high school counselor **immediately**. All students must maintain a full academic schedule as required by the Oklahoma State Department of Education and Mid-Del Public Schools.

1. If the student drops or withdraws from the concurrent course within the first 6 weeks of the Rose State College semester, the student will be enrolled in a high school course for credit, and the concurrent course will not be transcribed.
2. If the student drops or withdraws from the concurrent course after the 6<sup>th</sup> week of the Rose State College semester, the student will have two options:
  - A. Option 1: The student can enroll in an intersession course to be completed the end of the semester at any college institution.
  - B. Option 2: The student will be enrolled in a high school course for no credit, and the concurrent course will be transcribed as a grade of "NC" (no credit) on their high school transcript.

**Section 1: ALL Mid-Del students wishing to take concurrent enrollment must fill out this section:**

By signing this form, I understand Mid-Del Public Schools' Concurrent Enrollment Policy and agree to be held accountable to its terms and conditions. I also understand I must meet with my School Counselor the 6<sup>th</sup> week of enrollment as a mid-semester checkpoint.

Student's Name (Printed)	Student's Signature	Date
Parent's Name (Printed)	Parent's Signature	Date

Semester & Year of Coursework: \_\_\_\_\_

\_\_\_\_\_  
School Counselor's or Administrator's Signature

**Section 2: Students wishing to take a dual enrollment course for a high school graduation requirement must fill this section out:**

By signing this form, I understand that failure to pass a dual enrollment course could jeopardize my graduation. If the requirement is not met, I understand that I will be required to complete a credit recovery course before I will be considered a graduate.

Student's Name (Printed)	Student's Signature	Date
Parent's Name (Printed)	Parent's Signature	Date

\_\_\_\_\_  
School Counselor's or Administrator's Signature

Dual Enrollment Course	Replacing : Put Yes in this column	High School Course

# APPLICATION FOR HIGH SCHOOL CONCURRENT ENROLLMENT

## RSC USE ONLY ENROLLMENT CLEARANCE

Semester \_\_\_\_\_ Credit Hours \_\_\_\_\_

The student may NOT enroll in the following subject areas:

Math \_\_\_\_\_ English \_\_\_\_\_

Science \_\_\_\_\_ Reading \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

[Use pen only]

## THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ADMISSION.

1. Application for Concurrent Enrollment
2. Application for Admission
3. Official High School Transcript
4. ACT or SAT Scores
5. Documentation of Student Vaccination Status
6. Concurrent Enrollment Student Contract

## APPLICANT

Semester: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Name \_\_\_\_\_ Legal Name \_\_\_\_\_ Rose State Student ID \_\_\_\_\_

## HIGH SCHOOL CLASSES

List the high school courses you will be enrolled in for the semester of application: Note: An application for Concurrent Enrollment is required for EACH semester you attend Rose State College as a concurrently enrolled student.

\_\_\_\_\_  
(Course Title)

\_\_\_\_\_

## COLLEGE CLASSES

List your preferred college classes below

\_\_\_\_\_  
(Course Title)

\_\_\_\_\_

(Continued on the back)

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# APPLICATION FOR HIGH SCHOOL CONCURRENT ENROLLMENT (cont.)

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## HIGH SCHOOL OFFICIAL

I have examined the academic records of the student indicated above and certify that he/she is eligible to satisfy high school graduation requirements (including curricular requirements for college admission) no later than the spring semester of the senior year. I recommend that he/she be permitted to enroll in \_\_\_\_\_ credit hours for the semester indicated below:

Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Applicant is a Junior / Senior (circle one)

\_\_\_\_\_  
High School Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School

\_\_\_\_\_  
High School Address

\_\_\_\_\_  
High School Phone

## STUDENT

I understand the provisions set forth by Rose State College and my high school. I authorize Rose State College to release my attendance records, grades, testing scores and official Rose State College transcripts to my high school for as long as I am attending Rose State College as a concurrent high school student.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## PARENT/GUARDIAN

As parent/guardian of the student indicated above, I understand all provisions and hereby give my permission for him/her to be enrolled concurrently in both high school and Rose State College courses for the semester listed. The tuition waiver for high school juniors will cover the per credit hour tuition cost for up to a maximum of (9) credit hours in total during one year. The tuition waiver for high school seniors will cover the per credit hour tuition cost for up to a maximum of (18) credit hours in total during one year. All high school students are responsible for additional fees, plus parking permit, and books.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# ROSE STATE COLLEGE CONCURRENT PROGRAM

Rose State College provides opportunities for students to get a head start on college by earning college credit while still in high school. You can meet high school requirements while making progress toward a college degree.

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- ✓ Eligible seniors are entitled to a maximum of 18 hours paid tuition
  - ✓ Eligible juniors are entitled to a maximum of 9 hours paid tuition
  - ✓ You just cover books & fees
  - ✓ Potential for dual credit: both high school & Rose State College
  - ✓ Courses are transferable to most colleges within Oklahoma
  - ✓ Courses offered via Zoom, Online, or on campus
  - ✓ Enjoy small class sizes for general education courses
  - ✓ Plan and begin your degree pathway
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For more information contact our Concurrent Office

[Concurrent@raider.rose.edu](mailto:Concurrent@raider.rose.edu)

More Concurrent Details



405-733-7951

OR

Make an Appointment



# Parent/Guardian Quick Glance for Concurrent College Enrollment

Concurrent college enrollment refers to eligible high school juniors and seniors who enroll in college courses and earn both high school and college credit.

Concurrent enrollment is an important academic decision and should be carefully considered. This resource has been created to help you and your young adult determine if this is the right decision for them.

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## COURSE LOCATION

- College classes are offered in a variety of formats. Ask your high school counselor what options are available.

In person at the college campus	Completely online – no set class time; no in-person interaction; all assignments and most communication are done via email, internet and learning management systems; students may schedule a time to meet professor in person
In person at the high school campus – professor comes to the high school	Virtual class – class is held online at a set time; students may participate from home or the high school; virtual interaction

- Online classes do have additional fees, do require a significant time commitment, and require regular access to a computer and the internet.
- Most college courses meet only two or three days a week.
- Some college courses are offered in eight weeks, and some are offered in 16 weeks.

## YOUR RIGHTS AS A PARENT/GUARDIAN

- Even if your young adult is not yet 18, concurrent students are considered “college students.” As college students, parents/guardians cannot access student information without an express, written Family Educational Rights and Privacy Act (FERPA) release on file with the college. This includes grades, attendance records, contact with the professors, overall performance and bills.

## STUDENT SELF-DISCIPLINE

- Student is responsible for their own coursework.
- Student will receive fewer reminders about coursework from college faculty.
- College course grades are often determined by fewer assignments and potentially fewer exams. This means one low grade makes a larger impact on the course grade. Low grades may impact eligibility for high school extracurricular activities and continuation of concurrent enrollment.
- Student is responsible for communicating with professors. Due to FERPA, professors are not allowed to release student information to parents/guardians without written permission from the student.
- A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.
- In addition to current high school workload, students should take into consideration obligations such as extracurricular activities, family commitments and work schedules.
- With college courses, students often have more flexibility and freedom during their day; therefore, student self-discipline is very important. To be successful in college courses, concurrent students need to develop strong time-management skills.

## SELECTING COLLEGE COURSES

- Consider the student's day-to-day schedule as well as which semester is more appropriate to enroll in a course.
- Discuss with the high school counselor the courses and scheduling that might work best, taking ALL of the student's schedule into consideration.
- If you have an excused absence for a high school activity, that is not an excused absence for a college course; therefore, you may not want to take a college course during a semester that you are involved in an activity that will cause you to have absences. (There are some college course activities that cannot be made up.)

## HIGH SCHOOL & COLLEGE TRANSCRIPTS

- Every concurrent college course grade will go on the high school transcript. This also includes courses taken during the summer semester.
- A student's college transcript is a permanent record. A student's grades impact their high school and college grade point averages (GPA), future financial aid eligibility, admission to institutions of higher education, and eligibility to continue concurrent college enrollment.
- Students must earn a 2.0 GPA to continue concurrent college enrollment at any state system institution.

## COSTS

- Senior concurrent college enrollment students are eligible for up to 18 hours of tuition waiver during their senior year in high school during the summer, fall and spring terms.
- Juniors are eligible for up to nine hours of tuition waiver for concurrent enrollment. **Tuition waivers for juniors are subject to institutional funding availability depending on the legislative appropriation for the current fiscal year.**
- **THERE ARE OTHER COSTS TO CONSIDER. Students are financially responsible for course fees, books, supplies, transportation, and parking permits.** Students should contact the college or university for details.
- Tuition and mandatory fees for state system institutions of higher education can be found at [OKcollegestart.org](http://OKcollegestart.org) under Financial Aid Planning, Financial Aid 101, The Basics, Oklahoma Tuition Breakdown.

## ACADEMIC ISSUES

- Regardless of where the college course is held, your young adult is taking a college-level course. It will be different than a traditional high school class in many ways: higher expectations, independence/self-discipline, academic rigor and the academic calendar.
- Even if the high school is closed (school breaks, teacher in-service, etc.), students will have to attend the college course as scheduled by the institution of higher education. Institutions will provide students with the academic calendar for the semester.
- Students (not parents/guardians) **MUST** communicate with their high school counselors before they drop a college course.
- Dropping a college course also requires communication with the institution of higher education. Failure to properly communicate will result in a financial obligation and potentially a failing grade on the student's official high school and college transcripts.

## ENROLL IN CONCURRENT COLLEGE COURSES

- Students must talk to the high school counselor regarding admission standards and course placement.
- A concurrent college enrollment permission form provided by the institution of higher education must be signed by the student, parent/guardian, and high school counselor or principal.
- Parents/guardians are welcomed and encouraged to visit the campus with students. Support your student, but let them lead the conversation.

Questions? Contact your student's high school counselor.

[www.okhighered.org/concurrent-enrollment](http://www.okhighered.org/concurrent-enrollment)