Murray State College provides opportunities for student learning, personal growth, professional success, and community enhancement.

Tishomingo - Ardmore

Concurrent Student Handbook

www.mscok.edu

Prepared by the Murray State College Academic Advisement Office
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Welcome to Murray State College!

Choosing to take concurrent classes is an exciting step towards your future in higher education. Concurrent enrollment is a great way for you to take advantage of an opportunity to earn college credits while you are still in high school. This has the potential to put you in a position to be ahead of the game for scholarship opportunities and competitive program selection.

This book was thoughtfully designed to provide you with relevant information to assist you as you join the MSC family as a concurrent student. Please share this with your parents and reference the material presented to make your transition into the college classroom an easier one.

Please remember that you can also reference the Murray State College website (www.mscok.edu) for additional information. On the website you will be able to find a current copy of the course catalog as well as the current term student handbook.

Congratulations on your achievements so far and thank you for choosing Murray State College to begin your journey into pursuing a college degree.
High School Concurrent Student Eligibility

To be eligible for concurrent enrollment, a high school JUNIOR must:

1. Have participated in the National American College Testing (ACT) program and scored a minimum composite of 21 or the equivalent on the Scholastic Aptitude Test (SAT) or have a high school non-weighted GPA of 3.5.

2. Have minimum sub-score of 19 on the National ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For Example:
   - 19 in the English National ACT sub-score to enroll in English courses;
   - 19 in the Math National ACT sub-score to enroll in math courses;
   - 19 in the Science National ACT sub-score to enroll in science courses;
   - 19 in the Reading National ACT sub-score to enroll in other college courses

3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.

4. Have a workload of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours).

5. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian.

Note: A student receiving home-school instruction is considered a senior at 17 years of age or older and a junior at 16 years of age. Their eligibility criteria are based only on National ACT (or SAT) scores. High school GPA does not apply.

To be eligible for concurrent enrollment, a high school SENIOR must:

1. Have participated in the National American College Testing (ACT) program and scored a minimum composite of 19 or the equivalent on the Scholastic Aptitude Test (SAT) or have a high school non-weighted GPA of 3.0.

2. Have minimum sub-score of 19 on the National ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area. For Example:
   - 19 in the English National ACT sub-score to enroll in English courses;
   - 19 in the Math National ACT sub-score to enroll in math courses;
   - 19 in the Science National ACT sub-score to enroll in science courses;
   - 19 in the Reading National ACT sub-score to enroll in other college courses

3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.

4. Have a workload of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours).
5. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian.

*Note: A student receiving home school instruction is considered a senior at 17 years of age or older and a junior at 16 years of age. Their eligibility criteria are based only in National ACT (or SAT) scores. High school GPA does not apply.

Senior Concurrent Student Tuition Waiver’s

There is a program approved by the Oklahoma State Regents for Higher Education that waives tuition costs for concurrently enrolled seniors in high school. This program takes effect the summer before a student’s senior year and continues until graduation. Eligible students can receive a tuition waiver for up to 18 collegiate hours as the program covers tuition for up to 6 credit hours per semester.

Senior high school students who are eligible for concurrent enrollment will receive a $110.00 per credit hour tuition waiver for MSC Tishomingo campus and a $146 per credit hour tuition waiver for the MSC Ardmore campus located at the University Center of Southern Oklahoma. Distance Learning courses (off campus) and internet courses have built in fees in the tuition; the waiver only covers the tuition portion associated with that campus. Please remember that tuition is subject to change, reference the MSC website for current information.

Note: The tuition waiver covers tuition only, the student will be responsible for covering the cost for books and fees. This balance must be paid in full each semester before a student is allowed to re-enroll for the next semester. There is a $10 student identification fee charged to the student for each enrolled semester.

IMPORTANT NOTICE: Once enrolled, a student is responsible for payment of all tuition and fees unless he/she officially withdraws from class(es) in person or in writing by the 10th day of the 16 week semester, the 5th day of an 8 week semester or the 2nd day of a shorter term.

Please visit with your high school counselor about course opportunities that may be available to you and your school.

Concurrent Enrollment Course Load

Transitioning from high school to college is a major step in a student’s education. It is critical that students realize and comply with the demands of college coursework to ensure a positive impact of concurrent enrollment on their permanent transcripts. Therefore, students and parents are required to sign and submit the Concurrent Enrollment Form in addition to completing the online Murray State College Admissions Application.
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/credit shall be equivalent to three semester credit hours of college work.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if she/he achieves a college cumulative grade-point average of 2.0 or above on a 4.0 scale. Students must pass all collegiate level courses to remain concurrently enrolled.

Students are responsible for monitoring their grades throughout the semester. A student should discuss any concerns regarding grades with the instructor/professor as soon as possible.

**Enrolling In Courses**

A prospective concurrent high school student will be required to submit the following documents before enrolling in courses:

- Online completion of the Murray State College Application for Admission. This can be found on the MSC website [www.mscok.edu](http://www.mscok.edu) under Admission & Registrar. Please make sure that the application is filled out in its entirety.
- A copy of the Concurrent Enrollment Form. This should include a signature from the current high school Principal, Counselor, Parent/Legal Guardian and the Student.
- A copy of the students ACT scores.
- A current copy of the student’s high school transcript.
- A copy of the Immunization Exemption Form.
- A copy of the Enrollment Planning Form, with requested courses for enrollment.
- A copy of the Third Party Release Form.

Check with your high school counselor on ways to submit the requested forms.

The following is a list of frequently selected courses for concurrent enrollment:

ENG 1113 English Composition I

ENG 1213 English Composition II

HST 1483 U.S. History to 1877

HST 1493 U.S. History Since 1877

GVT 1113 American Federal Government
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH</td>
<td>1513</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PSY</td>
<td>1113</td>
<td>Intro to Psychology</td>
</tr>
<tr>
<td>SOC</td>
<td>1113</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>CIS</td>
<td>1113</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>HUM</td>
<td>2113</td>
<td>Humanities I</td>
</tr>
<tr>
<td>HUM</td>
<td>2223</td>
<td>Humanities II</td>
</tr>
<tr>
<td>ART</td>
<td>1113</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>PHS</td>
<td>1114</td>
<td>General Physical Science</td>
</tr>
</tbody>
</table>

For a list of course descriptions please reference the MSC course catalog available on the website.

GLOSSARY OF TERMS

**Academic Probation**

This happens when a student’s GPA falls below the set criteria. Murray State College requires a 2.0 term GPA to stay in good standing.

**Academic Suspension**

Any student who is on Academic Probation and does not achieve a 2.0 term GPA will be immediately suspended. If this occurs, a student has the option to appeal their suspension or wait out one full term semester to be reinstated on probation. *This does not apply for concurrent enrollment as concurrent high school students must make at least a “C” in all collegiate level courses to remain eligible for enrollment as a concurrent student.*

**Accreditation**

Murray State College is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. This accreditation assures that Murray State College offers quality courses that are transferable and recognized in higher education.

**Apply**

When a student applies to Murray State College, they complete the online Application for Admission. The application is processed and a student is ready to visit with a Graduation Advisor to enroll in courses.
Associate Degree

An academic degree conferred by a community college upon completion of the curriculum requirements.

Bachelor’s Degree

An academic degree conferred by a college or university upon completion of the undergraduate curriculum. (Also called baccalaureate degree.)

CLEP

A College Level Examination Program, or, CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Please consult the MSC Catalog found on the website for more information.

Credit for Advanced Placement

As listed in the table below, Murray State College will award credit for the Advanced Placement (AP) Program for high school students. Advanced Placement courses allow students to take college-level course work in high school and receive credit from Oklahoma state colleges and universities. Exam subjects, MSC course equivalency, minimum scores, and number of credit hours are listed below.

For more information, visit the College Board website or contact your high school counselor.

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>MSC Course Equivalence</th>
<th>Minimum Score</th>
<th>Number of Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ART1113</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO1114</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MTH2215</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MTH2315</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>MTH2215 &amp; MTH2315</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM1114</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CS1313</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language</td>
<td>ENG1113</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG1213</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG1113 &amp; ENG1213</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>European History</td>
<td>HST1433</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
Concurrent Enrollment

Includes opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student’s readiness for college.

Dual Enrollment

College level classes offered to high school students for both high school and college credit. Check with your high school for dual credit options.

Drop Date

The last possible date to withdraw from a course without having it reflected on your college transcript. After the drop date, the student is responsible for payment of tuition and fees.

Enrollment

After a student has applied and been accepted to Murray State College they will visit with a Graduation Advisor to enroll in courses for the semester. A student is not enrolled unless they have selected courses that are reflected on their schedule.

FAFSA

Free Application for Federal Student Aid. Available online at www.fafsa.gov, the FAFSA serves as the application for all federal assistance programs.
General Education Courses

General Education is an important part of a student’s experience at Murray State College supporting our mission of offering opportunities for student learning, personal success, professional growth and community enhancement. Most associate degree programs offered at MSC require 40 credit hours of General Education.

Grade Point Average (GPA)

The GPA is a numerical grading system used by most educational institutions. GPA determines if a student is eligible for continued enrollment, financial aid, and/or honors recognition. For concurrent enrollment a student must maintain at least a 2.0 GPA and earn at least C’s in all collegiate level courses.

Listed below is one example of a 4 point scale.

Each A = 4 points
Each B = 3 points
Each C = 2 points
Each D = 1 point
Each F = 0 points

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Points</th>
<th>Multiply</th>
<th>Credit Hours</th>
<th>Equals</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG1113</td>
<td>A</td>
<td>4</td>
<td>X</td>
<td>3</td>
<td>=</td>
<td>12 points</td>
</tr>
<tr>
<td>GVT1113</td>
<td>B</td>
<td>3</td>
<td>X</td>
<td>3</td>
<td>=</td>
<td>9 points</td>
</tr>
<tr>
<td>BIO1114</td>
<td>C</td>
<td>2</td>
<td>X</td>
<td>4</td>
<td>=</td>
<td>8 points</td>
</tr>
<tr>
<td>PSY1113</td>
<td>A</td>
<td>4</td>
<td>X</td>
<td>3</td>
<td>=</td>
<td>12 points</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td>13 hours</td>
<td></td>
<td>41 points</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Divide</th>
<th>Credit Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>41 points</td>
<td></td>
<td>13 credit hours</td>
<td>3.15 GPA</td>
</tr>
</tbody>
</table>
High School Curricular Requirements

The Oklahoma State Regents for Higher Education require the following high school curricular requirements:

4 Units Language Arts (1 unit of Grammar and Composition and 3 units of literature, advance English or other English courses).


3 Units Science (1 unit of Biology and 2 units in the areas of life, physical or earth science).

3 Units Social Studies (1 unit of United States History ½ to 1 unit of United States Government, ½ unit of Oklahoma History, and ½ to 1 additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture).

2 Units Arts (May include, but not limited to Visual Arts and General Music).

8 Units Electives

23 Total Required Units (A unit equals one year of high school study).

Interactive Television Courses (ITV)

Through the medium of Interactive Television, Murray State College extends its distance education program to other sites from the main campus. This technology allows offsite students to interact and experience the college classroom environment. Interactive Television changes the landscape of the traditional classroom environment allowing more opportunities to obtain a higher education.

M2Card

The M2Card is the Murray State College ID card. This is a photo ID printed at MSC for MSC students. This ID can be made in Tishomingo in the Academic Advisement Office located in the Student Services Building or in Ardmore at the Murray State College Building A on the UCSO campus.

Prerequisite

A class or training that must be completed before enrolling in another class or program of study.
Syllabus

A written document provided by instructors outlining the course objectives and expectations.

Transfer

The process of moving coursework from one institution of higher learning to another.

“W” Withdrawal

Indicates that a student has formally withdrawn from a course. A “W” is GPA neutral and does not reflect in the student’s GPA. Even though credit is not earned, students are required to pay for the class.

“AW” Automatic Withdrawal

Indicated that an instructor has initiated the withdrawal process. “AW”’s are GPA neutral and do not reflect in a student’s GPA. Even though credit is not earned, students are required to pay for the class.

MSC Service Directory

<table>
<thead>
<tr>
<th>MSC Service</th>
<th>Location</th>
<th>Phone (580)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Student Services Building</td>
<td>387-7200</td>
</tr>
<tr>
<td>Tishomingo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Advising</td>
<td>UCSO</td>
<td>220-2858</td>
</tr>
<tr>
<td>Ardmore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Office</td>
<td>Student Services Building</td>
<td>387-7210</td>
</tr>
<tr>
<td>Tishomingo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>Campus Center</td>
<td>387-7242</td>
</tr>
<tr>
<td>Tishomingo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>UCSO Main Building</td>
<td>226-0085</td>
</tr>
<tr>
<td>Ardmore</td>
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<td></td>
</tr>
<tr>
<td>IT Support</td>
<td>Administration Building</td>
<td>387-7160</td>
</tr>
<tr>
<td>Tishomingo</td>
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<td></td>
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<td>Library</td>
<td>Library Science</td>
<td>387-7300</td>
</tr>
<tr>
<td>Tishomingo</td>
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<td>Registrar’s Office</td>
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<td>MSC Main Number</td>
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<td>220-2858</td>
</tr>
<tr>
<td>Ardmore</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Student Identification Number

When a student’s application to the college is processed they are given a 9 digit identification number that is unique to their account. This identification number makes up part of your username used to log into MSC systems and it serves as your password to access these same systems.

Student E-mail

Every student enrolled at Murray State College receives a student e-mail. This e-mail address is a way for you to communicate with your instructors as well as a way for Murray State College personnel to communicate with you. It is important that you check your MSC e-mail regularly and use this account when sending communication to your instructors. This ensures they receive what you are sending and it does not end up in quarantine.

To access your MSC student e-mail account, go to our main website www.mscok.edu and click on Email. Your username will be the first 4 letters of your last name and the last 4 numbers of your student identification number.

Example:

Name - John Jordan
Identification Number – 000055555
Username – jord5555
Password – 000055555

My MSC E-mail Address is:
__(username)__@student.mscok.edu

Navigating Blackboard

Students log into blackboard from the Murray State College website using their username and password.

The first page you see after you log in should say in the top left corner; Hello, (your name). The courses that you are enrolled in will be listed to the right. Click on the name of the class you would like to view. It is best to use the Course Tools Menu to navigate your page. Menu items will vary from course to course depending on the tools your instructor decides to make available to you.
If you are new to Blackboard, it may seem confusing at first. Explore and get familiar with the set-up, it is the best way to learn the system. Most instructors will require some components of the course to be done using Blackboard and so it is in your best interest to become comfortable with Blackboard.

**MyMurray**

MyMurray is a user friendly portal where students can view their demographic information, financial statements, unofficial transcripts, a class schedule and course information. This portal can be accessed from anywhere there is an internet connection and the link is available on the Murray State College website. To log in, students will use their username and password (same as students e-mail and Blackboard).

**Tracking Grades**

Murray State College faculty, provide several avenues for students to keep track of their grades and progress in their courses. Blackboard is used to record individual assignment grades. Faculty also report on MyMurray 3 week semester grades, 8 week semester grades and final semester grades. If you find that you are struggling please speak with your instructor immediately to discuss your success in the course. It is important for you, the student, to be an active participant in your courses and carefully monitor your grades.

**Making the Most of Your Aggie Experience at MSC**

- Check your MSC e-mail, Blackboard and MyMurray accounts regularly.
- Have all required course materials and keep up with reading assignments.
- Track important dates and deadlines so that you are prepared and know what is going on.
- Create a weekly schedule that includes class time, study time, work, recreation, etc.
- Make appointments to visit with your instructors if needed. If taking an online course, make sure you keep in contact with your instructor if you have questions or are having difficulties.
- Find a place to study that works for you, is quiet, has good lighting, etc.
- Know the campus resources available, tutoring, library hours, etc.
Building an Effective Instructor Relationship

- Know and use your instructor name.
- BE ON TIME to class.
- Attend class regularly.
- Show respect by coming to class prepared to learn.
- Smile.
- Ask appropriate questions to clarify information.
- Try to answer questions when asked.
- Look alert in class.
- Sit where the instructor can see you.
- Hand in all your assignments on time.
- Don’t disrupt class.
- Turn off your cell phone and keep it off your desk unless you have prearranged with the instructor to keep it out for emergency purposes.
- Participate in class.
- Be positive.
- Get to know your instructors by visiting their websites or other online information.

Preparing for Classroom Learning

- Do your homework! Do the readings, form your own opinions, and have your assignments ready.
- Review your notes from previous lectures.
- Communicate immediately with instructors if you have a problem or do not understand some of the course material.
- Focus on the class. Before class starts take a moment to think about the class you are about to sit through, gather your thoughts and prepare for the topic.
- Write any objectives that may be coming up such as; tests, papers due, reading reviews, etc.
- Avoid distractions like daydreaming, looking out the window, sitting with a friend who you might be tempted to talk with, and sitting in the back where it is easy to fall asleep.
- Evaluate as you listen, decide what is important enough to write in your notes.
- Build in a review, what did you do right, what could you do better, are you using your strengths and working on your weaknesses and did you celebrate your success.
Note Taking Strategies

- Preview the material – it is easier to take notes on information that you are familiar with, spend a little time before class to skim over the chapter.
- Link information – identify what you already know about a subject and then link it to things you need to know in order to be successful in the course.
- Keep it simple – do not try to write down everything. Get the key points of the lecture and leave plenty of room to fill in your notes later with more information.
- Organize your notes – use large headings for main ideas and key points, start a new page for a new thought. Arrange by date and keep all material together.
- Use note cards – this is a great way to write down vocabulary, key points, test questions and keep them with you.

MSC Concurrent Students Are Expected To:

- Take an active role in their learning environment.
- Attend and participate in the courses they are enrolled in.
- Seek out assistance if they are struggling or have any questions.
- Critically think.
- Gain a broad perspective of learning and the outside world.
- Communicate with their instructors regarding all course work and relevant information.
- Develop a sense of self and awareness.
- Take responsibility for taking care of related college business.
- Check their MSC e-mail, Blackboard and MyMurray accounts.
- Respond to MSC communication in a timely manner.
- Create lifelong memories and remember where they started their collegiate journey.

Plagiarism

To plagiarize is defined by the Merriam-Webster online dictionary as “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source” (May 2012). Be mindful that plagiarism does not apply only to text; it can also apply to obscure facts or data, photos and graphics, maps, charts, drawings or other images, and even unfounded opinions. Plagiarizing someone else’s words, facts or images does more than break Murray State College code; it is illegal. These words and items are property and have value. They are protected by copyright law. If you cannot copyright the words and ideas presented in your classwork, it should be cited. Specifically, plagiarism includes, but is not limited to, the following:
• Copying words and presenting them as your own writing.
• Copying exact wordage, even if the source is listed, if the wording is not indicated within quotation marks as being someone else’s working arrangement.
• Copying exact wordage and making small, minimal changes (“patchwork” plagiarism), even if the source is listed. The student should paraphrase, which means coming up with his/her own interpretation and complete rewriting of the quoted material.
• Presenting someone else’s ideas as your own, even if they are paraphrased (in your own words).
• Plagiarism must be avoided in all class work.
• Pleading ignorance as to what constitutes plagiarism is not a defense. It is the student’s responsibility to understand what constitutes plagiarism, as well as other forms of academic misconduct.

Useful Websites for College after High School

• OK College Start www.okcollegestart.org
• FAFSA on the Web www.fafsa.gov
• Student Loans www.studentloans.gov
• Fastweb www.fastweb.com
• FinAid www.finaid.org
• Federal Student Aid for Students www.studentaid.ed.gov
• Mapping Your Future www.mappingyourfuture.org
• Student Gateway to the US Government www.students.gov
• The Guide to Federal Student Aid www.studentaid.ed.gov/guide
Notes: