

MURRAY STATE COLLEGE

High School Concurrent Enrollment Program

Eligible junior and senior high school students can enroll in concurrent classes at Murray State College while attending high school. General education courses are available via Internet, ITV, on the Tishomingo or Ardmore campus, and at other off site locations. Please review the procedures and admission policies for high school concurrent student enrollment in the attached documentation to determine student eligibility.

Please carefully read and initial the following acknowledgements:

Parent / Student

COST

- _____ _____ I understand that I am responsible for the purchase and expense of any textbooks, software, or other required course materials.
- _____ _____ I understand that I will be responsible for all fees associated with my enrollment and any tuition costs that exceed the tuition waiver limit.
- _____ _____ I understand that my account balance must be \$200 or less prior to subsequent enrollment and I agree to pay all associated charges by the last day of the semester or prior to requesting an official transcript.

ATTENDANCE & GRADES

- _____ _____ I understand that in order to continue enrollment as a high school concurrent student, a minimum 2.0 college GPA must be maintained.
- _____ _____ I agree to adhere to the classroom and attendance policies outlined in each course syllabus.
- _____ _____ I agree to notify my instructor, in advanced writing, of any school-related absences.
- _____ _____ I understand that the instructor reserves the right to withdraw a student who is not adhering to the policies outlined in the course syllabus.
- _____ _____ Failure to complete work, excessive absences, or stopping attendance and work during the first two weeks may result in my being dropped from the course.

WITHDRAWAL

- _____ _____ I understand that course withdrawal can carry consequences for concurrent students. If the course is being taken for dual credit, it may affect high school graduation. Withdrawal may also affect my federal, state, and Oklahoma's Promise financial aid eligibility.
- _____ _____ I will consult with my high school counselor and/or principal prior to withdrawing from college courses. Failure to submit a Murray State College Change of Registration form to the Registrar's Office by the date listed in the Academic Calendar may result in a grade of F in the course.

Tishomingo Advisement

One Murray Campus
Tishomingo, OK 73460
(580) 387-7201

Ardmore Advisement

2901 Mt. Washington
Ardmore, OK 73401
(580) 319-0370

Registrar's Office

registrar@mscok.edu
Phone: (580) 387-7230
Fax: (580) 387-7239



Concurrent Enrollment Program Recommendation Form

Before concurrent students may be admitted to Murray State College, this Concurrent Enrollment Program Recommendation Form, an online MSC application for admission, National ACT/SAT scores and an official high school transcript must be submitted by mail, email or fax to the MSC Registrar Office.

STUDENT NAME _____
(Last) (First) (Middle)

Student Telephone Number: Home () _____ **Cell** () _____

HIGH SCHOOL _____ **DATE OF BIRTH** _____

CAREER TECH Yes NO **CAREER TECH HOURS**

SEMESTER THAT YOU WISH TO ENROLL IN AT MURRAY STATE COLLEGE

(Indicate One) Fall _____ Spring _____ Summer _____

PARENT/COUNSELOR/PRINCIPAL APPROVAL AND RECOMMENDATION

I HAVE EXAMINED THE ACADEMIC RECORDS OF _____

and certify the following information pertaining to the student:

CLASSIFICATION: Junior Senior

DATE OF EXPECTED HIGH SCHOOL GRADUATION _____

THIS STUDENT WILL BE ENROLLED IN THE FOLLOWING HIGH SCHOOL COURSES FOR THE TERM SPECIFIED ABOVE:

_____	_____
_____	_____
_____	_____

I recommend that this student be permitted to enroll in a maximum of semester hours at Murray State College for the term indicated above. This student's enrollment at MSC and high school will not exceed 19 semester hours for the fall or spring semester or 9 semester hours for summer. An MSC overload petition must be approved to exceed these hours.

Student Signature (Date)

Parent Signature (Date)

High School Principal or Counselor Signature (Date)

Please return this completed form to the Murray State College Admissions Office, One Murray Campus, Suite SS109, Tishomingo, Oklahoma 73460 or fax to 580-387-7239.

Murray State College

PROCEDURES FOR ADMISSION OF HIGH SCHOOL CONCURRENT STUDENTS

Step 1: Student must complete an online MSC Application for Admission. (www.msckok.edu)

Step 2: Student must complete a MSC Concurrent Enrollment Acknowledgement Form **and** Recommendation Form initialed/signed by the student, parent/legal guardian, high school counselor and high school principal.

Step 3: Student must complete a MSC Enrollment Planning Form signed by the student.

Step 4: Student must submit an official high school transcript (with high school GPA calculated by high school) and ACT (SAT) scores.

NOTE: High school students may not enroll in zero-level courses designed to remove high school curricular deficiencies.

ELIGIBILITY & POLICY INFORMATION

Junior and Senior Eligibility

TO BE ELIGIBLE FOR CONCURRENT ENROLLMENT, A HIGH SCHOOL **JUNIOR** or **SENIOR** MUST:

1. Have participated in the National American College Testing (ACT) program, Pre-ACT, or the Scholastic Aptitude Test (SAT).
2. Scored a **minimum composite of 19** on the ACT/Pre-ACT, a 990 on the Scholastic Aptitude Test (SAT), or have a **high school non-weighted GPA of 3.0**.
3. Have a minimum sub-score of at least 19 on the National ACT/Pre-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 ACT/Pre-ACT sub-score to enroll in English courses;
 - 19 in the Math ACT/Pre-ACT sub-score to enroll in math courses;
 - 19 in the Science ACT/Pre-ACT sub-score to enroll in science courses; and
 - 19 in the Reading ACT/Pre-ACT sub-score area to enroll in other college courses

Note: If the student is admissible (meets criteria in number 1 and 2) and does not have the minimum sub-scores on the ACT/Pre-ACT, the concurrent student may take the Accuplacer exam at MSC for the purposes of course placement only. Students may obtain information about taking the Accuplacer test through the MSC Testing Center at 580-387-7304 for the Tishomingo campus and 580-319-0371 on the Ardmore campus.

4. 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.
5. Have a workload of no more than the equivalent of 19 credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours) or 6 courses. For example, if the student is enrolled in 4 high school classes, this is equivalent to 12 college hours and the student is limited to 7 college hours which is usually 2 classes. Non-academic high school units are excluded from the workload calculation. Excess hours must be approved by MSC using the Overload Petition Form.
6. Have the signed permission of the parent/legal guardian, signed recommendation of the high school counselor, and the signed permission of the high school principal.

Homeschooled Student Eligibility

1. Home schooled students and students from unaccredited high schools must have completed enough high school coursework to be equivalent to an individual who is classified as a junior or senior at an accredited high school.
2. Have participated in the National American College Testing (ACT) program, Pre-ACT, or Scholastic Aptitude Test (SAT) and scored a **minimum composite of 19** or 990 on the SAT.

COST & TUITION WAIVER PROGRAM

Senior high school students who are eligible for concurrent enrollment will receive a resident tuition waiver for up to 18 credit hours of enrollment beginning with the summer semester prior to the senior year. Tuition is waived at either the MSC Tishomingo campus rate or the UCSO Ardmore campus rate. Students are responsible for all fees. For more information on costs, refer to the Price of Attendance information located at www.msckok.edu under About MSC, Consumer Information.

MURRAY

STATE COLLEGE

One Murray Campus
Tishomingo, OK 73460
Phone No.: 580-387-7234, FAX No.: 580-387-7239

CONCURRENT HIGH SCHOOL STUDENTS FORM TO RELEASE EDUCATION RECORDS TO PARENTS/GUARDIANS AND TO HIGH SCHOOLS

(Submit this request to the Murray State College Registrar Office)

In accordance with the Federal Educational Rights & Privacy Act (FERPA), education records may be released to third parties with appropriate authorization.

As the concurrent high school student, I request that all pertinent education records be released to _____ High School and to my parents:

Name of Concurrent Student: _____
Student Social Security No.: _____
Student Signature: _____
Date of Signature: _____

Parent/Guardian Authorization:

Name of Parent/Guardian: _____
Address of Parent/Guardian: _____

Phone No. of Parent/Guardian: _____
Parent/Guardian Signature: _____
Date of Signature: _____