

# 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](mailto: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.msco.edu](http://www.msco.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.msco.edu](http://www.msco.edu) under About MSC, Consumer Information.

# MURRAY STATE COLLEGE

## ENROLLMENT PLANNING FORM

Social Security No. \_\_\_\_\_ Student ID \_\_\_\_\_

Student Name \_\_\_\_\_

Semester:     Fall         Spring     Summer        Year \_\_\_\_\_

Major \_\_\_\_\_

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

**MSC does not automatically cancel a student's enrollment for nonpayment or nonattendance.**

Course Prefix & No.	Section No.	Credit Hrs.	Course Name	Class Time	M	T	W	R	F	Room No.	Instructor

Total Hours \_\_\_\_\_

If on Financial Hold, student must report to the Business Office for clearance.

\_\_\_\_\_  
Advisor's Signature        Date

\_\_\_\_\_  
Student's Signature        Date

# MURRAY

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## 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: \_\_\_\_\_