TRANSCRIPTS
Transcripts can be requested in person from the admissions office or online at: http://www.osuokc.edu/registrar/transcript.aspx

STUDY TIME
It is recommended to be successful in college a student should study two hours for every one hour he/she is in class.

Example: for a three credit hour class, students should set aside six hours to keep up with the class – to do the required reading, assignments, study.

CLASS ATTENDANCE
It is the responsibility of all students to be punctual and attend classes regularly. The student is responsible for consulting with the professor when an absence occurs.

Professors have the prerogative of determining whether the absence shall be deemed excusable. Poor attendance may result in failure of the class or the recommendation that the student withdraw from the class and/or from the college.

NOTE: Students enrolled in online classes should log in to their class (using their O-Key account) before the class begins and at least once a day after the course begins.

O-KEY
The O-Key account is used by OSU-OKC students to access many important functions and services: online classroom, campus email and the student account (SIS). Students should activate their O-Key accounts as soon as possible after enrolling.

TECHNOLOGY SUPPORT
Available to assist with O-Key account and on-line issues.
Help Desk: Learning Resource Center, first floor.
Phone: 405.945.6767

ACCREDITATION
OSU-OKC is accredited through North Central Association and the Oklahoma State Regents of Higher Education. This accreditation assures the transferability of credits to four-year colleges within the state of Oklahoma.

Students are responsible for determining the application of specific courses to four-year degree programs. It is the receiving institution that determines applicability.

CAMPUS TOUR
To schedule a campus tour call 405.945.9150

CAMPUS MAP
http://www.osuokc.edu/map/
High school juniors and seniors can get a jump start on their college education, earning up to 36 college credit hours before they graduate from high school—saving time and money.

CONCURRENT GUIDELINES
Eligible high school students 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.

OSU-OKC CONCURRENT CLASSES
Concurrent students have several options for taking courses. On the OSU-OKC campus, online, and in some school districts, at the high school site.

FERPA
(Family Education Rights and Privacy Act of 1974). High school concurrent students are treated as adults. Personal information, student account numbers, grades, etc. are all protected and cannot be accessed by others (including parents) without written consent from the student.

ADMISSIONS REQUIREMENTS
High school students must be able to satisfy all 15 curricular requirements and requirements for graduation no later than the spring semester of their senior year and meet the following requirements:

- **Seniors**: minimum composite ACT 19 or SAT 900 or 3.0 high school GPA (on a 4.0 scale)
- **Juniors**: minimum composite ACT 21 or SAT 980 or 3.5 high school GPA (on a 4.0 scale)
- **Home Study or Unaccredited High School**:  
  - Seniors (17 years of age): minimum 19 ACT or 900 SAT  
  - Juniors (16 years of age): minimum 21 ACT or 980 SAT

**Concurrent Student Application Packet**
http://www.osuokc.edu/concurrent/

ENROLLMENT
Enrollment into specific courses is determined by ACT scores. Students must have a 19 ACT subject score in English, Mathematics, and/or Science Reasoning to enroll in those courses. Additionally, high school students must have at least a 19 in Reading to enroll in any other collegiate course.

ACT TESTING
A concurrent student has the option of taking the ACT Residual test (one per academic year only) to increase scores.

TUITION AND FEES
High school seniors receive a tuition waiver for up to six credit hours per term.

High school juniors may receive a tuition waiver for up to three credit hours per term, pending available funds.

CONCURRENT TUITION WAIVER
http://www.osuokc.edu/scholarships/high-school.aspx

Students are responsible for tuition not covered by the tuition waiver and additional fees.

**To view/pay bill online:**
http://www.osuokc.edu/businessservices/

Unpaid balances result in holds placed on the student account which prevent the student from receiving transcripts and/or enrolling in future semesters.

SERVICES FOR STUDENTS
Concurrent students can access all of the services on campus with their student ID and/or O-Key account.

**Services offered:**
- Free tutoring for students in the SSOC and online. http://www.osuokc.edu/ssoc/
- Library services
- Computer lab (SSOC)
- Wellness center

GRADES
Grades are not mailed to the student but can be viewed online. To remain in good standing students must achieve a college cumulative grade point average of 2.0 or above on a 4.0 scale. Students are responsible for monitoring their grades throughout the semester. A student should discuss any concerns regarding grades with the professor as soon as possible. All college coursework taken by a high school student is part of the student’s permanent academic record. Successful completion of courses is important for future enrollment as well as scholarship and financial aid opportunities.