OSU-OKC

CONCURRENT
STUDENT HANDBOOK

OSU | **OKLAHOMA CITY**

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CAMPUS CONTACTS

College Connection Coordinator
okc.concurrent@okstate.edu
405-945-3224

Access and Community Impact
okc.accessibility@okstate.edu
405-945-3385

Admissions
okc.admissions@okstate.edu
405-945-3224

Business Services (Billing)
okc.businessservices@okstate.edu
405-945-6748

Financial Aid and Scholarships
okc.finaid@okstate.edu
405-945-8648

Student Success and Opportunity Center
okc.tutoring@okstate.edu
405-945-6738

APPLYING TO OSU-OKC

Office of Admissions | 405.945.3224 | okc.admissions@okstate.edu

1 Complete the free online application, which is open year-round:
apply.osuokc.edu/apply/

2 After submitting your application, you will receive a notice from OKEY Account Services. This will contain information on setting up your school email account. The timing of these emails varies depending on the number of applications that are currently being processed.

3 Complete the Application Checklist: Soon after the OKEY notice, you will receive an email from the Office of Admissions that includes a checklist of any additional steps you need to take to complete your application. This will include a request for important documents, which may include: high school transcript, testing scores if available, college transcripts, and the concurrent enrollment approval form. If you are unsure how to complete the concurrent enrollment approval form, see end of this document for an example.

4 For each new subsequent semester, concurrent students must send in a new concurrent enrollment approval form to okc.concurrent@okstate.edu or okc.admissions@okstate.edu.

Admission Requirements for Concurrent Students

Student Type	Coursework	ACT/Pre-ACT/ Residual ACT Score		SAT/ PSAT 10/ PSAT/ NMSQT Score
Junior and Seniors from accredited high schools	Unweighted 3.0 or higher	**OR** 19	**OR**	990
Junior and Senior Home-schooled Students OR students attending an unaccredited high school	Completed coursework equivalent to junior or senior at an accredited high school	**AND** 19	**OR**	990

OSU – Oklahoma City
Concurrent Approval Form

Name: _____ CWID: _____ Birth Date: ____/____/____

High School Officials

I have examined the academic records of this student and certify that they are eligible to satisfy high school graduation requirements (including curricular requirements for college admission) no later than the spring of their senior year. Therefore, I recommend that the student be permitted to enroll for the following semester:

Fall | Spring | Summer 20___ | Junior | Senior ,with an anticipated graduation date of: ____/____

_____
High School

_____
High School Official Signature

_____
Date

_____
High School Official Phone

_____
High School Official Email

Parent/Guardian

As parent/guardian of this student, I hereby give permission for them to be enrolled concurrently in both high school and OSU-OKC courses for the semester listed.

_____
Parent/Guardian Name

_____
Parent/Guardian Signature

_____
Date

Proposed Schedule for Selected Term

High School Course(s)	OSU-OKC Course(s)
	Recommended Hours:

Applicant

By my signature below, I:

1. Understand that withholding information requested or giving false information may make me ineligible for admission to, or continued enrollment at, OSU-Oklahoma City.
2. Authorize any high school, university, or college I have attended to furnish enrollment and/or grade information requested by OSU-Oklahoma City.
3. Understand that I must maintain a minimum of 2.0 college cumulative GPA to continue concurrent enrollment and that falling below that could affect future academic plans, including admissions and scholarships.
4. Authorize OSU-Oklahoma City to release grades, attendance records, class schedule, and official transcripts to my high school counselors, principal, or records office upon their request.
5. Promise to fulfill all financial obligations to the institution which I may incur and will comply with all Board of Regents and institutional policies or standards.

_____
Applicant's Name

_____
Applicant's Signature

_____
Date

OSU – Oklahoma City
Concurrent Approval Form

Name: John Doe   CWID: A1234567   Birth Date: 01 / 02 / 03

High School Officials

I have examined the academic records of this student and certify that they are eligible to satisfy high school graduation requirements (including curricular requirements for college admission) no later than the spring of their senior year. Therefore, I recommend that the student be permitted to enroll for the following semester:

☐Fall | ☑Spring | ☐Summer 20___ | ☐Junior | ☑Senior ,with an anticipated graduation date of: 05/25

| John Doe's High School | *John Doe's Counselor* | 01/02/25 |
| High School | High School Official Signature | Date |

| 405-123-4567 | johndoecounselorsemail@email.com | |
| High School Official Phone | High School Official Email | |

Parent/Guardian

As parent/guardian of this student, I hereby give permission for them to be enrolled concurrently in both high school and OSU-OKC courses for the semester listed.

| John Doe's Guardian | *John Doe's Guardian* | 01/02/25 |
| Parent/Guardian Name | Parent/Guardian Signature | Date |

Proposed Schedule for Selected Term

High School Course(s)	OSU-OKC Course(s)
Stage Craft	ENGL 1113 English Composition I
Spanish II	HIST 1493 US History Since 1865
Soccer	SPCH 1113 Introduction to Speech Communication
	Recommended Hours: 9

Applicant

By my signature below, I:
1. Understand that withholding information requested or giving false information may make me ineligible for admission to, or continued enrollment at, OSU-Oklahoma City.
2. Authorize any high school, university, or college I have attended to furnish enrollment and/or grade information requested by OSU-Oklahoma City.
3. Understand that I must maintain a minimum of 2.0 college cumulative GPA to continue concurrent enrollment and that falling below that could affect future academic plans, including admissions and scholarships.
4. Authorize OSU-Oklahoma City to release grades, attendance records, class schedule, and official transcripts to my high school counselors, principal, or records office upon their request.
5. Promise to fulfill all financial obligations to the institution which I may incur and will comply with all Board of Regents and institutional policies or standards.

| John Doe | *John Doe* | 01/02/25 |
| Applicant's Name | Applicant's Signature | Date |

COURSE PLACEMENT

Admission to OSU-OKC does not guarantee eligibility for course placement. At a minimum, students must demonstrate college readiness in reading (Cumulative HS GPA of 3.0+, ACT 19+/SAT 510+/ACCUPLACER Reading ≥ 250).

Students must also meet the following score requirements in the subject area in which they are enrolling.

Test Subject Area	Academic Performance Code from Catalog**	High School GPA	National ACT/ Pre-ACT/ Residual ACT	SAT/ PSAT 10/ PSAT/ NMQST	ACCUPLACCER NextGen
English	May enroll in courses with [W] prerequisite.	HS GPA of 3.0+ in English coursework	19+ English	510+ - Evidence-Based Reading & Writing	Writing ≥ 250
Math	May enroll in courses with [M] prerequisite.	HS GPA of 3.0+ in Math coursework	19+ Math	510 + - Math	Quant. Reasoning/ Algebra/Statistics ≥ 263, **AND** Advanced Algebra/Functions ≥ 250
Reading	May enroll in courses with [R] prerequisite.	HS cumulated GPA of 3.0+	19+ Science	510+ - Evidence-Based Reading & Writing	Reading ≥ 250

* High school Seniors are eligible for up to a total of 18 credit hours beginning with the Summer after Junior year through Spring of Senior year. High school Juniors are eligible for up to a total of 9 credit hours beginning with the Summer after 10th grade year through Spring of Junior year.

** Many courses have more than one code as prerequisite. For example: English Comp I (ENGL1113) has both an [R] and [W] requirement. Students must meet all prerequisites for enrollment.

Note: Concurrently-admitted high school students will not be allowed to enroll in any remedial/developmental courses designed to remove high school curricular or basic academic deficiencies. Students are still responsible for tuition beyond any waived amount and all fees and textbook costs.

COMMON COURSES

HIGH SCHOOL CONCURRENT COURSES

Course Number	Course Name	Prerequisite(s)
BIOL 1012	Biological and Medical Terminology	R
BIOL 1303	Principles of Biology	R
BIOL 1311	Principles of Biology Laboratory	R
BUS 1333	Personal Finance	R
ECON 2013	Introduction to Macroeconomics	R, W
ECON 2023	Introduction to Microeconomics	R, W
ENGL 1113	English Composition I	R, W
ENGL 1213	English Composition II	ENGL 1113
FIRE 1725	Firefighter I	-
HIST 1483	U.S. History to 1865	R, W
HIST 1493	U.S. History Since 1865	R, W
HUMN 2103	Humanities I – Ancient and Medieval	ENGL 1113
HUMN 2203	Humanities II - Modern	ENGL 1113
MATH 1513	Precalculus I *(equivalent to College Algebra)*	M
NSCI 1113	Basic Human Nutrition	-
POLS 1113	American Government	R, W
PSYC 1113	Introductory Psychology	R, W
SOC 1113	Introductory Sociology	R, W
SPAN 1113	Spanish I	R, W
SPCH 1113	Introduction to Speech Communication	R, W

R READING   **W** WRITING   **M** MATH

HOW TO ENROLL

GO TO THE MY.OKSTATE.EDU STUDENT PORTAL

- Log in with your O-Key username and password
- Click on the "Self Service" icon on the HOME tab
- Click on the "STUDENT" tab
- Click on the "REGISTRATION" link
- Click "REGISTER FOR CLASSES "
- Select the appropriate Term and click "CONTINUE"

Self **Service**

SEARCHING FOR COURSES

- Search for your couse using the subject and course number

  EXAMPLE: *POLS 1113 American Government*
  Subject: POLS / Course #: 1113

- Find the course you want and click the add button to the right of it

- Click submit on the bottom right

REGISTERING WITH COURSE REFERENCE NUMBERS

- If you have the Course Reference Numbers (CRNs), click the "ENTER CRNs" tab

- Enter CRN into the box provided

- Select "ADD TO SUMMARY"

- Click the "SUBMIT" button on the bottom right corner

Having trouble enrolling? Email okc.advisement@okstate.edu or call 405.945.8678 for assistance.

DROPPING A COURSE

The student system empowers students to handle their own registration via Self-Service throughout the semester (within applicable add/drop deadlines), including when the university is closed. **Students with registration holds, however, may not be allowed to make these changes online.**

STEPS TO TAKE IF YOU HAVE A REGISTRATION HOLD

- Download and complete a request to drop form.
- Submit the completed request to drop form to the Office of the Registrar via email (okc.registrar@okstate.edu) from your OKSTATE email address, or fax it to 405-945-3277 no later than the published drop deadline for the class.
- The Registrar's Office will process completed drop cards which have been received via email or fax by the published deadline.

See page 10 for the request to drop form, or access it at

osuokc.edu/site-files/documents/registrar/request_to_drop_course_due_to_hold.pdf

Request to Drop Course(s)
Due to Hold

OSU
OKLAHOMA CITY

Instructions: *Complete form and return to Admissions/Registrar Services. Form may be returned in person, by fax or through students' O-Key email address (see above for contact information). The effective date of drop/withdrawal will be the date this form is received in the Records office. Please consult the class schedule, university catalog or www.osuokc.edu for drop dates and refund deadlines (deadlines will differ depending on course length/start date). The student is responsible for verifying that OSU-OKC has received this form if not submitted in person.*

Student Information:

Year/Semester: 20_____ ☐ Fall ☐ Spring ☐ Summer

Student Name: last   first   middle

O-Key email (@okstate.edu)   phone number   Student ID or SSN

Course Action:

☐ complete Withdrawal (drop <u>ALL</u> courses) ⟶   *Please state the reason for complete withdrawal:* _____
OR
drop specific courses (list below):

CRN	Course Prefix	Course Number	Reason for Drop/Withdrawal

Drop Checklist
Dropping courses can affect your financial aid, bursar balance due, full-time enrollment status and/or impact a variety of other factors. Students are responsible for contacting the appropriate offices to complete your withdrawal from OSU-OKC. The following is a suggested, but not comprehensive, list of offices you may need to contact:

- **Business Services Office** - Contact the Business Services Office to fulfill your financial obligation to the university. Failure to clear your balance can prevent you from receiving a transcript or re-enrolling in the university in the future.

- **Records Office** - Be sure to keep your address, email and phone number current with OSU-OKC if you expect any correspondence from the university. You can update your information by logging into my.okstate.edu Self Service or by completing the Data Update form available in Student Services.

- **Veterans Administration** - If you received educational benefits through the VA, you must contact the Veterans' Services Coordinator to adjust your certification to the VA. Failure to do so can result in an overpayment and you may have to return benefit money to the VA.

- **Financial Aid** – If you received financial aid, you must contact the Financial Aid office to determine how your drop may affect your aid status. In some cases, you may be required to return funds and may be placed on Financial Aid probation.

I wish to make the above enrollment changes and have read and understand my responsibilities upon submission:

_____
Student Signature   **Date**

For Records use:

processed by: _____   date rec'd: _____

Received by:

advisor/staff member: _____

Date:

Updated June 2020

Request to Drop Course(s)
Due to Hold

OSU
OKLAHOMA CITY

Instructions: *Complete form and return to Admissions/Registrar Services. Form may be returned in person, by fax or through students' O-Key email address (see above for contact information). The effective date of drop/withdrawal will be the date this form is received in the Records office. Please consult the class schedule, university catalog or www.osuokc.edu for drop dates and refund deadlines (deadlines will differ depending on course length/start date). The student is responsible for verifying that OSU-OKC has received this form if not submitted in person.*

Student Information:

Year/Semester: 20 25 ☐ Fall ☒ Spring ☐ Summer

Doe	John	
Student Name: last   first   middle

jdoe@okstate.edu   405-123-4567   A1234567
O-Key email (@okstate.edu)   phone number   Student ID or SSN

Course Action:

☐ complete Withdrawal (drop <u>ALL</u> courses) ⟶ *Please state the reason for complete withdrawal:* _____
   OR
drop specific courses (list below):

CRN	Course Prefix	Course Number	Reason for Drop/Withdrawal
2043	ACCT	2103	enrolled in wrong course

Drop Checklist

Dropping courses can affect your financial aid, bursar balance due, full-time enrollment status and/or impact a variety of other factors. Students are responsible for contacting the appropriate offices to complete your withdrawal from OSU-OKC. The following is a suggested, but not comprehensive, list of offices you may need to contact:

- **Business Services Office** - Contact the Business Services Office to fulfill your financial obligation to the university. Failure to clear your balance can prevent you from receiving a transcript or re-enrolling in the university in the future.

- **Records Office** - Be sure to keep your address, email and phone number current with OSU-OKC if you expect any correspondence from the university. You can update your information by logging into my.okstate.edu Self Service or by completing the Data Update form available in Student Services.

- **Veterans Administration** - If you received educational benefits through the VA, you must contact the Veterans' Services Coordinator to adjust your certification to the VA. Failure to do so can result in an overpayment and you may have to return benefit money to the VA.

- **Financial Aid** – If you received financial aid, you must contact the Financial Aid office to determine how your drop may affect your aid status. In some cases, you may be required to return funds and may be placed on Financial Aid probation.

I wish to make the above enrollment changes and have read and understand my responsibilities upon submission:

John Doe   01/02/2025
Student Signature   **Date**

Received by:
advisor/staff member: _____
Date:

For Records use:

processed by: _____   date rec'd: _____

Updated June 2020

REGISTRATION HOLDS

If there is a registration hold on your account, the best way to get information on how to resolve it is to contact an advisor. Concurrent students should email **okc.concurrent@okstate.edu**

COMMON REGISTRATION HOLDS

New Student Safety Training (1 is 2 Many)

Students are required to complete this short online training before they can enroll for their second semester. ***Must be completed during the student's first semester**. Access the training at this link:

osuokc.edu/student-life/safety-security/1-2-many/

Concurrent Enrollment Approval Form

Concurrent high school students are required to submit a new concurrent enrollment approval form prior to enrollment each semester.

Bursar Registration Hold

This hold is placed on a student's accounts with a past due balance by the Office of the Bursar and is released automatically after the account is paid current or the payment option plan payment monthly installment payment becomes current.

REQUESTING TRANSCRIPTS

STUDENTS

You can request electronic transcripts (**$6.50**) by following these steps:

1 **Online through Parchment via myOKSTATE**
(for students with an active myOKSTATE account)

A: Log in to my.okstate.edu

B: Click on Self Service

C: Click Student tab

D: Click Student Records

E: Click Request Official Transcript

F: Click Request Expedited eTranscript

PRINTED TRANSCRIPTS CAN BE ORDERED IN SEVERAL WAYS

1 **Online through Parchment via myOKSTATE**
(for students with an active myOKSTATE account)

A: Log in to my.okstate.edu

B: Click on Self Service

C: Click Student tab

D: Click Student Records

E: Click Request Official Transcript

F: Click Request Printed Transcript

2 **In-person** by bringing your government or school-issued photo ID to the Admissions windows located on the first floor of the Student Center.
(No transcript will be issued without a valid photo ID)

3 **Email** your completed Transcript Request Form (with signature) and a copy of your photo ID to:

Records Office • *okc.records@okstate.edu.*

Access the transcript request form at
osuokc.edu/academics/registrar/request-transcript.html

REQUESTING TRANSCRIPTS

COUNSELORS

Transcripts will be printed by OSU-OKC and mailed to your high school free of charge.

Please send transcript requests to **okc.concurrent@okstate.edu** and include the following:

- List of students that transcripts are needed for, their birthday, and/or CWID numbers
- High School Mailing address

ACADEMIC ACCOMMODATIONS

ACCESS & COMMUNITY IMPACT

OSU-OKC's **Access & Community Impact** office oversees academic accommodations for students. Students enrolled in an Individualized Education Program (IEP) must request accommodations through this office.

After processing the request, letters will be sent to the professors. Please note that some IEP modifications may not be available at the college level, but a representative from this office will inform you about this.

HOW TO APPLY FOR ACCOMMODATIONS

osuokc.edu/student-life/accessibility/

You can also reach their office by calling **405-945-3385** or email **accessibility@okstate.edu**.

Scan the QR code for additional information!

SSOC

STUDENT SUCCESS & OPPORTUNITY CENTER

Our SSOC is dedicated to helping students reach their academic goals through tutoring, academic coaching, access to computers and study spaces, and free printing.

Academic Success Coaching

This coaching resource can assist students with setting and achieving goals, motivation, organization, study skills, note taking, habit building, procrastination, etc.

STEM Lab

The STEM lab can provide assistance with any science or math-related coursework, including help with concepts, test preparation, and study techniques.

Writing Center

The Writing Center can provide assistance with any writing-related assignments, from brainstorming to final proofreads.

LOCATION AND HOURS OF OPERATION

LEARNING RESOURCE CENTER (LRC), ROOM 213
MONDAY - THURSDAY 8 A.M. - 9 P.M.
FRIDAY 8 A.M. -5 P.M.
SUNDAY 1 P.M. - 5 P.M.

Scan the QR code for additional information!

OSUOKC
RESOURCE GUIDE

ACADEMIC SUCCESS & SUPPORT

ACADEMIC SUCCESS COACHING

STEM LAB

WRITING CENTER

COUNSELING & SUPPORT

ACCESS & COMMUNITY IMPACT

LIBRARY

STUDENT SERVICES

FINANCIAL AID - GENERAL

FINANCIAL AID - SCHOLARSHIPS

ACADEMIC ADVISEMENT

BUSINESS SERVICES

REGISTRAR

TESTING & ASSESSMENT CENTER

CONCURRENT ENROLLMENT

TECHNOLOGY

INFORMATION TECHNOLOGY HELPDESK

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