Oklahoma Panhandle State University

Concurrent Packet

Courses are available for qualifying high school Juniors & Seniors.

For more information contact:
Hannah Hammack
Academic Records Coordinator
P.O. Box 430
Goodwell, OK 73939
P: (580) 349-1370
F: (580) 349-1371
hannah.hammack@opsu.edu
Requirements:
A student must meet one of the following:

- National ACT, Pre-ACT (10th grade), or Residual ACT* score of 20
- SAT or PSAT score of 1030
- GPA and Class Rank of 3.0 (unweighted) and top 50% of class
- Accuplacer test with minimum required scores

*One residual ACT per year (from November 1 to October 31), which is only valid at the institution at which it was administered.

All concurrent students must have a signed statement from the high school principal or counselor stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year and must also provide written permission from a parent or legal guardian. 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 shall be equivalent to three semester credit hours of college work.

Also, concurrent students may not enroll in remedial course work offered by colleges and universities designed to remove high school deficiencies.

Home School or Unaccredited High School:
Homeschooled students and students from unaccredited high school shall have completed enough high school course work to be equivalent to an individual who is classified as a junior or senior at an accredited high school and meet the applicable criterion listed below:

- National ACT, Pre-ACT, or Residual ACT* score of 20
- SAT or PSAT score of 1030

*One residual ACT per year (from November 1 to October 31), which is only valid at the institution at which it was administered.

Continuing Registration:

High school students concurrently registered in college courses may continue concurrent registration in subsequent semesters if they achieve a college grade point average (GPA) of 2.0 or above on a 4.0 scale. Therefore, a concurrent student who fails to achieve the requisite 2.0 college GPA shall not be eligible for concurrent enrollment at any State System institution.

If students are currently registered as a concurrent student and wish to register in the next semester concurrently, a new Concurrent Registration Form and Parent/Guardian Approval with all the required signatures will be required.
Course Placement and Enrollment:

At minimum, concurrent students shall demonstrate college readiness in a particular subject area to be eligible to enroll in a college level course in the corresponding subject area. A high school student not demonstrating college readiness in science reasoning, mathematics, or English will not be permitted enrollment in the corresponding college subject area. A student who is unable to demonstrate college in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English). Concurrent enrollment students are prohibited from enrolling in any form of developmental education, including any configuration in with developmental education is embedded within a credit bearing course. A concurrent student shall demonstrate college readiness by:

- Attaining the requisite subject score on an acceptable ACT exam;
- Attaining the requisite subject score on an acceptable SAT exam; or
- Satisfying an entry level assessment and course placement measure that is in accordance with the institution’s State Regents approved assessment plan

<table>
<thead>
<tr>
<th>Curricular Area</th>
<th>ACT</th>
<th>Pre-ACT (10th Grade)</th>
<th>Residual ACT</th>
<th>SAT</th>
<th>PSAT</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (meet one of the requisite English measures)</td>
<td>19 English</td>
<td>19 English</td>
<td>19 English</td>
<td>510 Evidence-Based Reading and Writing</td>
<td>510 Evidence-Based Reading and Writing</td>
<td>Satisfy an English assessment and course placement measure that is in accordance with OPSU’s State Regents’-approved assessment plan</td>
</tr>
<tr>
<td>Math (meet one of the requisite math measures)</td>
<td>19 Math</td>
<td>19 Math</td>
<td>19 Math</td>
<td>510 Math</td>
<td>510 Math</td>
<td>Satisfy an Math assessment and course placement measure that is in accordance with OPSU’s State Regents’-approved assessment plan</td>
</tr>
<tr>
<td>Reading (meet one of the requisite reading measures)</td>
<td>19 Reading</td>
<td>19 Reading</td>
<td>19 Reading</td>
<td>510 Evidence-Based Reading and Writing</td>
<td>510 Evidence-Based Reading and Writing</td>
<td>Satisfy a reading assessment and course placement measure that is in accordance with OPSU’s State Regents’-approved assessment plan</td>
</tr>
<tr>
<td>Science (meet one of the requisite science measures)</td>
<td>19 Science</td>
<td>19 Science</td>
<td>19 Science</td>
<td>N/A (there is no SAT science portion)</td>
<td>N/A (there is not PSAT science section)</td>
<td>Satisfy an assessment and course placement measure that is in accordance with OPSU’s State Regents’-approved assessment plan</td>
</tr>
</tbody>
</table>

A student may enroll in a maximum of 9 semester-credit-hours during a summer session at OPSU without the necessity of being concurrently enrolled in high school classes during the summer term.
OKLAHOMA PANHANDLE STATE UNIVERSITY
Concurrent/ECHS Registration Form
(This form must be fully completed before the student will be registered)

Required Documents:
1. Online Application for Admission
   New Concurrent Student only
2. Aggie Access Activation
   New Concurrent Student only
3. Concurrent Registration Form
   Must be completed EACH semester
4. Parent/Guardian Approval
   Must be completed EACH semester
5. High School Transcript
   Must be submitted with initial application & each subsequent semester
6. ACT/SAT scores
   Must be submitted with initial application
7. Financial Responsibility Agreement
   Must be submitted EACH semester
8. Proxy Access and Immunization Form
   Must be set up & submitted with initial application

Name________________________________________________ Student ID________________________
Cell Phone # __________________________ Email Address ______________________________________
High School Name_____________________________________      Junior   /   Senior    (circle one)
Semester to Register: Fall 20____ Spring 20____     Summer 20____

OPSU Course(s) Desired by Student:
___________________________________________________________________
___________________________________________________________________

Course Reference Number (CRN) Course Title Credit Hours On Campus/ITV/Online

STUDENT:
I hereby give my permission for OPSU to release my transcript to my High School counselor or advisor at the completion of the current semester. I understand that this creates a college transcript and it is not a high school class.

____________________________________
Student Signature

HIGH SCHOOL OFFICIALS:
I hereby certify that the above named student meets the published admission requirements and that their combined high school and college registration does not exceed the equivalent of 19 college semester hours. As a result, I recommend that they be permitted to register in the above named course(s) for the following semester.

Fall 20____     Spring 20____     Summer 20____     Number of high school credit courses _______ *
*(EXCLUDE non-academic units reported on transcript)   x 3
Equals total high school workload =
(Plus) Number of college credit hours +
Equals total workload (hours) = _______ *
*Total workload hours cannot exceed 19 hours.

I hereby certify that the above named student is eligible to satisfy graduation requirements (including curricular requirements for college admission) no later than Spring of the senior year.

_______________________________
High School Counselor or Principal Signature
Parent/Guardian Approval

1. **Student Responsibilities:** Students must act on their own behalf. Parents, guardians, or friends of OPSU students are not permitted to enroll, drop, or add classes on behalf of the student. Students are responsible for contacting the bookstore in regards to renting and returning the required textbooks for their courses. *Students are responsible for registering in OPSU classes via Self Service Banner (SSB).*

2. **Student Records:** Parents of OPSU students do not have a right of access to their children’s student records, regardless of whether the student is under the age of 18. In accordance with this regulation, the student’s college records will be released to parents only with a written consent of the student.

3. **Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act), instructors are not permitted to discuss student performance or other student-related issues with parents. OPSU instructors cannot discuss student’s progress in the class with anyone other than the student. This regulation includes parents, guardians, school administrators, and/or high school teachers facilitating the course.

4. **Course Content/Material:** OPSU is a college learning environment. As such, discussion topics and course materials are generally designed for college students and may not be appropriate for less mature students. Alternative assignments are not provided. Students are expected to perform at the same level as all other college students and abide by each individual instructor’s policies.

Signature of this document certifies that I have read, understand, and agree to the above policies and requirements and that my child intends to register in college classes that are not specifically designed for students under the age of 18, and that OPSU accepts no responsibility for any extraordinary supervision of students less than 18 years of age. I acknowledge that the student will be creating a permanent college academic record at OPSU, even though they are concurrently enrolled in high school. I hereby give my permission for them to participate in the Concurrent Registration of High School Students Program.

---

Oklahoma High School Students will receive a tuition waiver for the first 18 hours of their senior year and 6 hours per term of their junior year. The scholarship does not cover the cost of fees and books.supplemental notes required.

_______________________________
Parent/Guardian Signature

_______________________________
Print Name

_______________________________
Date
OPSU Online Application of Admission & Aggie Access

Online Application:

New concurrent students are required to complete an online application.

- [www.opsu.edu](http://www.opsu.edu)
- Click the 'Apply Online' link:
- Click on 'Apply for Admission Here'
- Click on 'First time user account creation'
- Application type must be 'HS Concurrent Enrollment'
- Admission Term must be the term you wish to begin classes
- Planned Course of Study must be 'Concurrent (High School Dual-Credit)'

Aggie Access:

Once application has been processed by OPSU, students will receive an email from “O-Key System Administrator” to activate their Aggie Access.
Aggie Access activation is **REQUIRED** prior to student’s enrollment.

For any questions concerning Aggie Access, please contact Help Desk at [helpdesk@opsu.edu](mailto:helpdesk@opsu.edu) or (405) 744-HELP.

**The HELP DESK hours of operation are:**
Spring/Fall Semesters….Mon-Fri 7AM-12AM Sat 10AM-5PM Sun 2PM-11PM
Summer Semester…. Mon-Fri 7AM-10PM Sat 10AM-5PM Sun 2PM-10PM

**myOPSU Portal:**

Once Aggie Access has been activated, students will have access to the myOPSU portal.

- [www.opsu.edu](http://www.opsu.edu)
  - myOPSU Portal link in to right hand corner or my.opsu.edu.

Students use Aggie Access login address and password that was created during activation process to login. If student has forgotten password or password has expired, click on “forgot password?” on login page to reset password.
Aggie Access:

Link to Aggie Access setup page.

Self Service:

- Personal Information Tab
  - Students may update their personal information such as address, phone number, email address, and more.
- Student Tab
  - No use for Admissions tab.
  - Registration Tab
    - Concise Student Schedule (current semester Class Schedule)
  - Student Records
    - View holds, final grades, view test scores, and more.
- Proxy Access
  - Students may add a proxy (person) to have access to specific records such as grades and bill.

Aggie Scholars Online Classroom:

- Online classes may be found by following this tile. Courses will not be available to access until first day of class.

Software Distribution:

- Redirects to an Oklahoma State University webpage. Login with Aggie Access credentials to access software distribution center where students may download available software such as Microsoft Office 2016.

My Online Billing:

- **Very Important** Financial Responsibility Agreement will be first page loaded during first login. Students must press “I Agree” to confirm their enrollment. If agreement is not the first page that loads, student has already completed this task.
- Students may view bill through the 'My Online Billing' tile. Concurrent scholarships will not be posted until later in semester. For any questions concerning OPSU bill, contact the OPSU business office at 580.349.1576.
  **BILLS WILL NOT BE MAILED!**

Aggie Email:

- Login with Aggie Access credentials.
- Will be redirected to Oklahoma A&M login page.
- Office 365 is used for OPSU email. Choose mail once logged in.
- Many OPSU students have downloaded the Outlook app for their smartphone.

  Students will be contacted through their OPSU student email ONLY!

  It is very important for students to check their OPSU student email every day.
If a student wishes to drop or withdraw a class:

1. Visit the OPSU Academic Records Office OR

2. Email Hannah Hammack at hannah.hammack@opsu.edu from OPSU student email.

Books:

Ordering books through the OPSU Bookstore:

- Please contact the Bookstore directly for books. The students are responsible for ordering their own books and returning them. Please find the ordering link below, it is also located at the bottom of our main school web page: www.opsu.edu. A code may be required to purchase for certain classes.

Order Online

Textbooks

Online Course List and Textbook Information

Hours

Monday thru Friday
8:00am - 4:00pm

Contact

Phone: 580-349-1399
Email: opsu.bookstore@opsu.edu
Concurrent Student Enrollment Information for School Year 2019-2020

Tuition

<table>
<thead>
<tr>
<th>Tuition Costs</th>
<th>&lt;=6 hours/semester</th>
<th>&gt; 6 hours/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>No charge</td>
<td>Current tuition rates ($154./hour)</td>
</tr>
<tr>
<td>Juniors</td>
<td>No charge</td>
<td>Current tuition rates ($154./hour)</td>
</tr>
</tbody>
</table>

Fees – Apply to all courses taken.

<table>
<thead>
<tr>
<th>Concurrent Students</th>
<th>Fees (with fee waivers)</th>
<th>Non-concurrent student fees (Without concurrent student fee waiver)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$41.50 Per credit hour</td>
<td>$101.50</td>
</tr>
<tr>
<td></td>
<td>$17 Per Semester</td>
<td>$62</td>
</tr>
</tbody>
</table>

The online fee of $100/course will be waived for concurrent students.

Costs for Concurrent Junior or Senior Student for 2019-2020

<table>
<thead>
<tr>
<th></th>
<th>1 hour</th>
<th>3 hours</th>
<th>6 hours</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$462.00</td>
</tr>
<tr>
<td>Fees</td>
<td>1*41.50 + 17 = $58.50</td>
<td>3*41.50 + 17 = $141.50</td>
<td>6*41.50 + 17 = $266</td>
<td>9*41.50 +17 = $390.50</td>
</tr>
<tr>
<td>Total</td>
<td>$58.50</td>
<td>$141.50</td>
<td>$266</td>
<td>$852.50</td>
</tr>
</tbody>
</table>

Additional Charges*

*book rental/purchase and any bookstore charges are an additional responsibility of the student. Book rental/purchase will vary by course.

*most courses have academic service fees to cover expendables associated with the course. This fee will vary by course: general range $10-$25/pch with lab courses having the higher fees.

*Disclaimer- Non-Resident Concurrent Students will pay full tuition and Out of State Tuition will be waived with a tuition waiver. Mandatory PCH fees and Mandatory PS fees will be discounted.