



Oklahoma Panhandle State University

Concurrent Spring 2019

Courses are available for
qualifying high school
Juniors & Seniors.

For more information contact:

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OKLAHOMA PANHANDLE STATE UNIVERSITY

Concurrent Registration Requirements

One of the options listed below **and** satisfaction of all 15 *curricular and graduation requirements* no later than the last semester of your senior year is required. The Oklahoma State Regents for Higher Education established minimum High School Performance Standards.

Requirements:

All students **must** have taken the National ACT to participate in the program.

American College Test (ACT)

- An English ***and*** Reading subscore of 19 is required before registering in Freshman English.
- A Math subscore of 19 is required before registering in College Algebra.
- A Science ***and*** Reading subscore of 19 is required before registering in any Science collegiate course.
- A Reading subscore of 19 is required for other 1000 & 2000 level collegiate courses.

Seniors and Juniors: Must have completed junior year AND have taken the ACT.

Option 1: Minimum composite ACT score of 20.

Option 2: GPA of 3.0 on 4.0 scale, top 50% of the class ranking, **AND** an ACT score of 19 **is required** in the subject where study will be pursued.

Home School or Unaccredited High School:

A student receiving high school level instruction at home or from an unaccredited high school must:

Option 1: 17 years old or older and composite ACT score of 20.

Option 2: 16 years of age and composite ACT score of 23.

Continuing Registration:

High school students concurrently registered in college courses may continue concurrent registration in subsequent semesters if they achieve a college cumulative GPA of 2.0 or above on a 4.0 scale.

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.

Please contact me directly for students that have taken the National SAT.

OKLAHOMA PANHANDLE STATE UNIVERSITY

Concurrent 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. Concurrent Registration Form | (Must be completed EACH semester) |
| 3. Parent/Guardian Approval | (Must be completed EACH semester) |
| 4. High School Transcript | (Must be submitted with initial application & each Fall semester thereafter) |
| 5. ACT/SAT scores | (Must be submitted with initial application) |
| 6. Aggie Access Activation | (New Concurrent Student only) |
| 7. Financial Responsibility Agreement | (Must be submitted EACH semester) |
| 8. FERPA and Immunization Form | (Must be submitted with initial application) |

Name _____ SSN _____

High School Name _____ Junior / Senior (circle one)

Semester to Register: Fall 20____ Spring 20____ Summer 20____

OPSU Course Desired By Student:

Course Reference Number (CRN)	Course Title	Credit Hours	On Campus/ITV/Online
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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 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)	= _____*
<u>*Total workload hours cannot exceed 19 hours.</u>				

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 or Superintendent 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.
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.

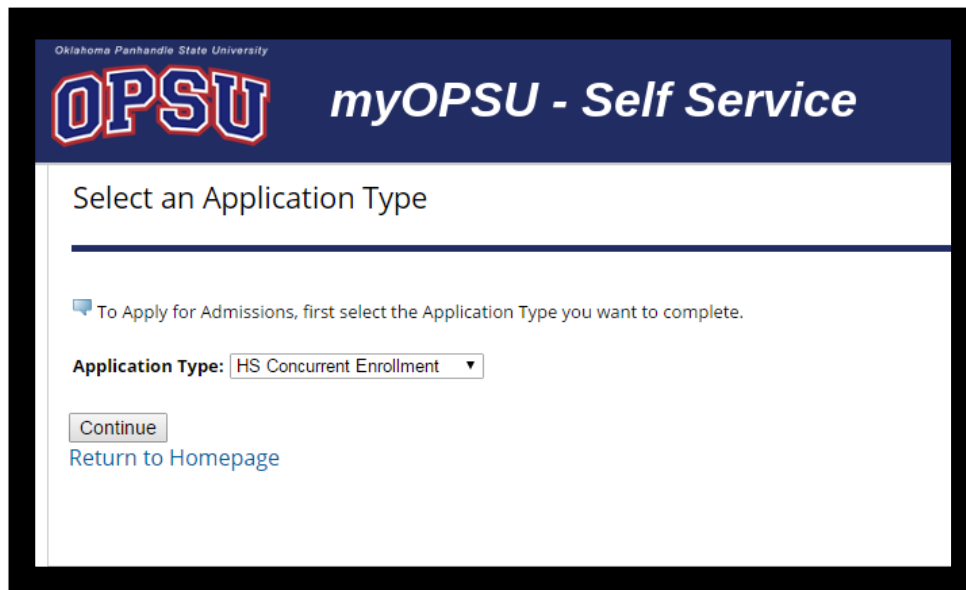
The scholarship does not cover the cost of fees and books/supplemental notes required.

OPSU Online Application of Admission & Aggie Access

Online Application:

New concurrent students for the Spring 2019 semester will be required to complete an online application.

- www.opsu.edu
- Click the “Apply Online” link : 
- Must choose “Apply now for Spring 2019”
- Application type must be “HS Concurrent Enrollment”
- Planned Course of Study must be “Concurrent (High School Dual-Credit)”



The screenshot shows the OPSU myOPSU - Self Service interface. At the top, it says "Oklahoma Panhandle State University" and "OPSU myOPSU - Self Service". Below this, there is a heading "Select an Application Type". A message box says "To Apply for Admissions, first select the Application Type you want to complete." Below that, there is a dropdown menu for "Application Type" with "HS Concurrent Enrollment" selected. There are two buttons: "Continue" and "Return to Homepage".

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 will be **REQUIRED** prior to student’s enrollment.

For any questions concerning Aggie Access, please contact Dillon Schoenhals at dillon.schoenhals@opsu.edu or (580)349-1549.

Books:

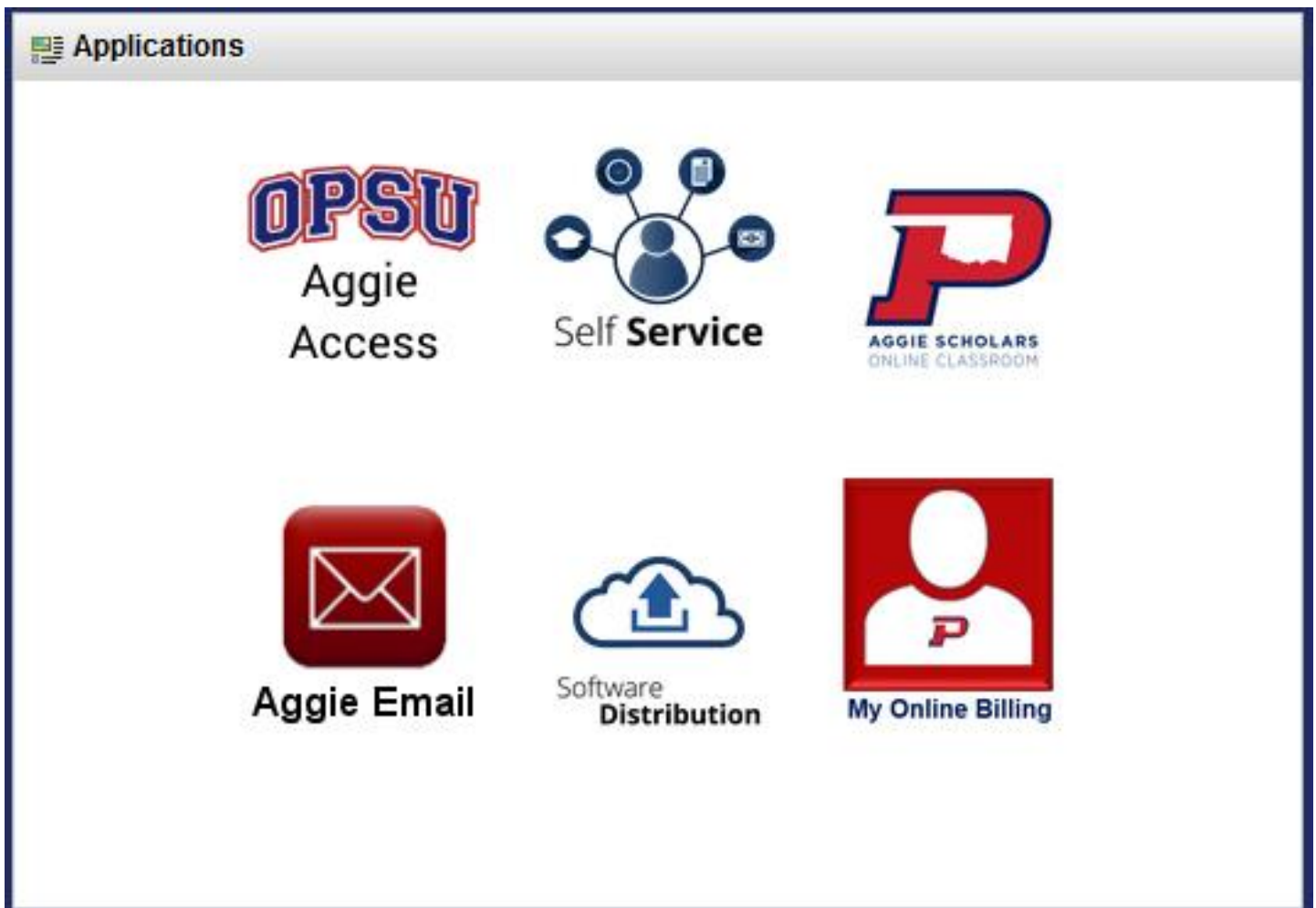
Textbooks for concurrent students will be mailed directly to the school. This does not apply to Goodwell, Guymon, and Texhoma concurrent students. Goodwell, Guymon, and Texhoma students will be required to pick books up on campus.

myOPSU Portal:

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

- Via www.opsu.edu
 - myOPSU Portal link in to right hand corner
- Or directly: 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 (Spring 2019 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 Spring 2019 enrollment. If agreement is not the first page that loads, student has already completed this task.
- Students may view bill through this 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 a class:

1. Visit the OPSU Admissions Office **OR**
2. Email Nikki Stork at nikki.stork@opsu.edu or opsu.admissions@opsu.edu from OPSU student email.