APPLICATION PACKET

2010 - 2011

Office of Admissions & Records
1507 So McKenna
Poteau, OK 74953

918-647-1300 voice • 918-647-1306 fax • www.carlalbert.edu
Welcome to CASC!
Carl Albert State College makes education accessible to all students by offering an “open admissions” to all who apply. Students may submit application and credentials to:

Office of Admissions & Records
1507 So McKenna Poteau, OK 74953
918-647-1306 fax: 918-647-1300 voice/inquiries

At a glance, the following are required of degree-seeking students who seek full admissions and registration into college-level courses:

**Step 1.** Submit the following application & credentials:
a. Application for Admissions
b. Test with ACT or COMPASS
c. High School Transcript (with seal & graduation date)
d. Immunization Compliance
e. Other documents such as other college transcripts, concurrent enrollment form, CLEP, AP tests,...

**Step 2.** Enroll in courses with Admissions Office or advisor.

**Step 3.** Visit Business Office for Parking Decal; Financial Aid for possible financial assistance; Student Affairs for photo ID; and Bookstore for book purchases.

**Step 4.** Go to class.

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**Step 1: Admissions to CASC**

*Students who are admitted to Carl Albert State College must provide credentials according to their type of “Admissions”.*

**ADMISSIONS OF FIRST-TIME FRESHMAN**

Any student who is degree-seeking, entering college for the first-time (earned 6 college credit hours or less and excluding any courses completed as concurrent student) is considered a First-Time Freshman Student.

Please know that any student who is not a high school graduate, but whose high school class has graduated and who has tested with ACT is eligible for admissions to CASC.

### Curricular Requirements for First-Time Freshmen

First-time freshmen are required to complete the following high school courses before enrolling in college-level courses.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 units (grammar, composition, literature)</td>
</tr>
<tr>
<td>Math</td>
<td>3 units (Algebra I &amp; II, geometry, math analysis, trigonometry, pre-calculus, calculus, AP Statistics)</td>
</tr>
<tr>
<td>Lab Science</td>
<td>3 units (biology, chemistry, physics, or any lab science certified by the school district; effective fall 2010)</td>
</tr>
<tr>
<td>History Citizenship</td>
<td>3 units (1 unit American History, 2 units from history, government, geography, econ., or non-western culture)</td>
</tr>
<tr>
<td>Other</td>
<td>2 units (from any above subjects, computer science, foreign language, or any AP course; effective fall 2010)</td>
</tr>
</tbody>
</table>

Students who do not have the requisite number of high school courses must remediate by course enrollment or placement testing with ACT or COMPASS.

**Performance Requirement for First-Time Freshmen**

First-time freshman students are required to test with ACT for placement into in English, math, science and reading subjects.

<table>
<thead>
<tr>
<th>Minimum ACT Subtest Score:</th>
<th>You may enroll in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 English ACT</td>
<td>English 1113, 1213</td>
</tr>
<tr>
<td>19 Math ACT</td>
<td>Any college level math</td>
</tr>
<tr>
<td>19 Reading ACT</td>
<td>Any college level course not identified as English, Math or Science</td>
</tr>
<tr>
<td>19 Science ACT</td>
<td>Any freshman-level science course to which prerequisite has been met</td>
</tr>
</tbody>
</table>

CASC is an “open admissions” college in that all may gain entrance regardless of ACT or SAT test score. However, CASC requires of all students a minimum 19 ACT subtest score in any subject to which they seek enrollment. Secondary placement testing is available with the COMPASS test, where students may successfully test into college-level courses.

*Students admitted to CASC must meet the above requirements for ACT and high school curricular except in the following special admissions categories:*

**SPECIAL ADMISSIONS**

### Special Non-Degree Seeking Student

Students who are not seeking a degree may enroll in 1-9 hours without submitting academic credentials or meeting curricular or ACT performance requirements. Students may submit only an Application for Admissions & Immunization Compliance form. However, college transcripts and ACT test scores must be provided to validate that a course prerequisite has been met and to enroll in certain subjects (math, English, science).

**High School Concurrent Students**

High school students may enroll concurrently in college courses must meet the admissions requirements below:

<table>
<thead>
<tr>
<th>Minimum ACT Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior</td>
</tr>
<tr>
<td>Junior</td>
</tr>
</tbody>
</table>

Once admitted to CASC, concurrent students may enroll in any courses in which the corresponding ACT subtest score is 19 or above. Tuition Waivers are available for the Oklahoma high school Seniors ONLY and for a maximum of 6 credit hours per term, beginning with the summer prior to the senior year.

All concurrent high school students must submit in the first semester the Application for Admissions, Concurrent Enrollment Form, and High School Transcript.

**Returning Concurrent Students**

Concurrent Students must submit the High School Concurrent Permissions Form for each subsequent semester of enrollment.

High School students may enroll in a fall or spring term in a combined 19 credit hours (½ unit equates to 3 college credit hours), or during the summer term in 9 credit hours. Concurrent students may enroll in courses where they have met the ACT Subject Score of 19 in the corresponding college subject area. Concurrent students will not be allowed to enroll in any developmental course offered by CASC designed to remove high school curricular or academic deficiencies. Students may continue enrollment in subsequent semesters if they achieve a 2.0 college GPA or above.
**Application for Admissions**

**Carl Albert State College**  
Office of Admissions • 1507 So McKenna • Poteau, OK 74953  
918-647-1306 fax • 918-647-1300 voice • [www.carlalbert.edu](http://www.carlalbert.edu) >CASC PORTAL>Admissions

**Instructions:** Students must submit the Applications for Admissions and credentials for full enrollment. Students are asked to print clearly; answer all items listed; read, understand, and sign the signature page. Application and credentials may be submitted in person to the Office of Admissions at the Poteau or Sallisaw campuses, by mail or fax to the address above. Other forms may be downloaded on the CASC PORTAL>Admissions site or at the Office of Admissions or Sallisaw campus.

### Applicant Information

<table>
<thead>
<tr>
<th>Social Security Number</th>
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</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>Last</td>
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</tbody>
</table>

#### Previous Names

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Sex</th>
<th>Marital Status</th>
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<tbody>
<tr>
<td>/ / /</td>
<td>□ Male □ Female</td>
<td>□ Single □ Married □ Divorced □ Separated</td>
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</tbody>
</table>

#### Emergency Contact

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Phone</th>
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### General Information

**Ethnicity/Race**  
*This information is voluntary and is used for state & federal reporting. This information does not affect your admissions to CASC.*

- [x] Not Hispanic/Latino  
- [ ] American Indian/Alaskan Native  
- [ ] Hispanic/Latino  
  - Tribe: __________________  
  - Lineage: □ Father □ Mother □ Both □ Unknown  
  - □ Asian □ Black/African American □ Native Hawaiian/Pacific Islander □ White

**Family Education Background**

Has your Mother earned at least a Bachelor’s degree? □ Yes □ No  
Has your Father earned at least a Bachelor’s degree? □ Yes □ No

### Residency & Citizenship

Are you a US citizen? □ US Citizen □ Legal Permanent Resident □ Undocumented Resident  
If not, what is your country of citizenship? ____________________________

Are you a resident of Oklahoma? □ Yes □ No  
How long? ____ years ____ months  
If not, list state of residency? ____________________________  
How long? ____ years ____ months

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An Oklahoma Resident is one who has lived continuously in Oklahoma for the last 12 months for reasons other than education and whose domicile is Oklahoma. (Change of residency questions should be directed to the Office of Admissions.)
### Educational Background

<table>
<thead>
<tr>
<th>Office Use</th>
<th>Name of School /Location of Test</th>
<th>City/State</th>
<th>Graduation/GED Date</th>
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</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>GED</td>
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**What is the highest degree you have earned?**

- Diploma/GED
- Cert
- AAS
- AA/AS
- BA/BS
- MA
- PhD

**Have you taken?**

- ACT
- SAT
- COMPASS
- None

**Have you previously attended any Oklahoma vocational school?**

- Yes
- No

**Have you previously attended any other college or university?**

- Yes
- No

**Codes**

<table>
<thead>
<tr>
<th>List all Colleges previously attended</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Hours Earned</th>
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</tbody>
</table>

### Entry Information

**Campus**

- Poteau
- Sallisaw
- Web

**Term**

- Summer 20____
- Fall 20____
- Spring 20____

**Entry Classification**

- First-time Entering College Student
- Readmission/Former CASC student
- Transfer Student
- High School Concurrent
- Special Student/Non-Degree Seeking **

**Non-degree seeking students may enroll in courses (up to 9 hours) without pursuing a degree, submitting transcripts, or test scores. However, these documents are required when prerequisites must be satisfied to enroll in some college-level courses.**

### Are you seeking a degree with CASC?

- Yes, I am seeking a degree in the following:

**Degree/Program seeking:**

- Associate of Arts (AA) & Science (AS)
  - Allied Health AS (032)
  - Art AA (002)
  - Biological Science/Zoology AS (004)
  - Business Administration AA (006)
  - Child Development for AA (055)
  - Computer Information Systems AA (060)
  - English AA (014)
  - Film Studies AA (063)
  - General Education AA (039)
  - Health, Physical Ed & Recreation AA (016)
  - Hotel, Restaurant & Tourism Mgmt AA (042)
  - Math AS (022)
  - Music AA (026)
  - Physical Science AS (028)
  - Pre-Elementary Education AA (013)
  - Pre-Engineering AS (029)
  - Pre-Journalism AA (020)
  - Pre-Law/Criminal Justice AA (030)
  - Pre-Medicine, Pharmacy, & Vet Med AS (031)
  - Pre-Secondary Education AA (034)
  - Social Science AA (036)
  - Sociology/Psychology AA (037)
  - Speech/Theatre AA (035)
  - Telecommunications AA (054)

- Associate of Applied Science (AAS)
  - Child Development for AAS (012)
  - Computer Technology AAS (040)
  - Culinary Arts AAS (064)
  - Hotel, Restaurant & Tourism Mgmt AAS (059)

**Student must select Allied Health unless accepted by committee for the following programs.**

- **Nursing** AAS (041)
- **Physical Therapist Asst.** AAS (051)
- **Radiologic Technology** AAS (058)

**Certificate (C)**

- Business Technologies C (049)
- Child Development C (048)
- Office Science C (062)

### Disclosure Requirement

1. Have you ever been convicted of a felony?  □ Yes  □ No
2. Have you ever been placed on disciplinary probation or suspension from a college or university?  □ Yes  □ No

*If you answer Yes to either question, please attach a written statement of disclosure (plain sheet of paper, dated, and signed).*

Office of Admissions • 1507 S McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax
# Signature Page

**Please Read Agreements & Sign**

_Students are asked to read the following statement and then, sign below. Parents or legal guardians are asked to co-sign when the student is a minor or age 17 and younger when first-time entering. All High School Concurrent Enrollment students must have parental signature._

**ADMISSIONS OFFICE:**
With my signature below, I understand that, on becoming a student at Carl Albert State College, I assume an obligation to obey all rules, regulations, and policies of the college which have been made by properly constituted authorities. I understand that failure to list all colleges where I have been previously enrolled or falsification of this application or my academic records may result in my suspension for academic misconduct and lead to my withdrawal from CASC with complete forfeiture of fees. Further, I agree to supply the college with supporting documentation related to my application and to complete my credentials for full enrollment. Failure to submit all required credentials will result in my being denied readmission to CASC and my CASC semester grades, transcripts will be withheld until the required credentials are provided.

**BUSINESS OFFICE:**
With my signature below, I agree to pay in full all charges that I may incur as a student at Carl Albert State College, including, but not limited to: tuition, fees, room, board, books, fines, and late charges, according to the policies of the State of Oklahoma and the college. Should any federal or state financial aid, scholarship, or waivers not completely cover my charges, I will assume full responsibility for these debts and agree to pay them in full from personal resources in a timely manner. – Past due balances may be turned over to collection agencies without prior notice and collection costs will be charged.

**FINANCIAL AID OFFICE:**
With my signature below, I understand that CASC participates in federal programs which provide funds on the basis of financial need. Students classified as “non-degree seeking” are considered ineligible to receive federal assistance through the US Department of Education and the following programs: Federal Pell Grant, Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study Program, and Federal Stafford Loan Program. Additionally, students classified as non-degree seeking, auditors, special students, or visitors are not eligible for financial aid. Information pertaining to the application process, types of aid available and academic requirements may be obtained from the CASC Office of Financial Aid.

<table>
<thead>
<tr>
<th>Student PRINT Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Legal Guardian PRINT Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Mail or deliver the Application for Admission packet with appropriate credentials to:

Office of Admissions • Carl Albert State College • 1507 So McKenna • Poteau, OK 74953

In compliance with Titles VI and VII of the Civil Rights Acts of 1964, amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Please contact our ADA Coordinator at 918-647-1389 if you have any questions regarding services for students with disabilities.

Office of Admissions • 1507 S McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax
Immunization Compliance Form

Immunization Policy: Exemption Statement
for Students with Exemptions or Exceptions

In Compliance with Oklahoma Statutes, Title 70 §3242

Instructions: Students who successfully complete and sign this form do not have to provide the Office of Admissions with Immunization Records. - - State law allows for certain exemptions based upon medical contraindications, religious or moral objections. The Board of Regents, in its discretion, includes exceptions to the requirement for vaccinations for each of the following categories of students. Additionally, the immunization requirement shall not apply to students enrolling in courses delivered through the Internet or at distance learning sites which the student is not required to attend class on campus.

1 Check Exemption below:

☐ concurrently enrolled high school student;
☐ graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella;
☐ transferring from an institution within The Oklahoma State System of Higher Education or private institution of higher learning located within this state and accredited pursuant to Section 4103 of Title 70 of the Oklahoma Statutes;
☐ born before January 1, 1956;
☐ a member of a National Guard Unit or Military Reserve Unit or who is currently on active duty in a branch of the United States military, or
☐ enrolling only in web-based courses or at a distance learning site.
☐ Religious Objections: (summarize: ____________________________________________________________ )
☐ Moral or Personal Objection: (summarize: _________________________________________________________ )
☐ Medical Contraindications (to be completed by Physician: ___________________________________________ )

_________________________ ____________________________
Physician Signature Date

2 Student Signature Required:

_________________________ ____________________________
Student PRINT Name Student Signature Date

Office of Admissions • 1507 S McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax

Additional information on immunizations may be found at:
• Office Admissions
• CASC PORTAL > Admissions
• Center for Disease Control www.cdc.gov
• Local health departments
Adults Students who are ages 21 years and older or on active military duty are considered in the adult admissions category. CASC advisors use the ACT and COMPASS test results to explain the probability of academic success of the student and advise placement into remedial coursework if appropriate.

Home Study, Non-recognized Accredited or Unaccredited High Schools Students who are graduates of a private, parochial, or non-public high school which is not accredited by a recognized accrediting agency are eligible for admissions when:

1) student’s high school class of peers has graduated,
2) student has participated with ACT, and
3) must satisfy high school curricular requirements as certified by the school or parent (for home school).

Student must present an academic record of subjects completed and grades and will be required to remediate if curricular deficiencies require.

OPPORTUNITY ADMISSION

Students who have not graduated from high school whose ACT Composite test score is at the 99th percentile of Oklahoma norms may apply for full admissions at CASC. However, the college will determine admissibility based on test scores, evaluation of maturity level and ability to function at the college, and if admissions is in the best interest of the student intellectually and socially.

<table>
<thead>
<tr>
<th>ACT and SAT 99th Percentile Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT: 32</td>
</tr>
<tr>
<td>SAT: 1410</td>
</tr>
</tbody>
</table>

ADMISSIONS BY TRANSFER

Students who transfer from another college with 7 hours or more are Transfer students. Official transcripts from all colleges must be submitted. Failure to do so will prevent enrollment in future semesters and delays in financial aid processing.

RE-ADMISSIONS OF FORMER STUDENTS

Students who are returning to CASC after one or more semester’s absence should complete a new Application for Admissions (to update records) and provide official transcripts to any college attended between admissions at CASC.

ADMISSIONS OF INTERNATIONAL STUDENTS

An international student is a citizen or permanent resident of a country other than the U.S.A. or one who is temporarily in the USA with a status of non-immigrant. International students must submit the following forms (available on-line) [www.carlalbert.edu > click on CASC PORTAL]:

- Application for Admissions
- Application for I-20
- Proof of English Proficiency (TOEFL, IELTS, US high school)
- Secondary school education record
- Financial Guarantee Form and
- Health Insurance
- Post-secondary Education Records: CASC accepts services of WES, ECE, ES, or other accredited evaluation agencies as an official course by course evaluation of foreign credits.

Approved Evaluation Services:

World Evaluation Service: [http://www.wes.org](http://www.wes.org)
Educational Credential Evaluators, Inc.: [www.ece.org](http://www.ece.org)
Evaluation Service, Inc.: [www.evaluationservice.net](http://www.evaluationservice.net)

Admissions of Undocumented Immigrant Students

Undocumented immigrant residents are welcome at CASC! Students may be admitted to CASC and eligible for state financial aid when he/she has graduated from a high school in Oklahoma, lived in Oklahoma with a parent for at least 2 years, and submitted the AFFIDAVIT OF INTENT to the Office of Admissions. Students must also submit an official high school transcript and ACT test scores with the Affidavit. (Forms are available in the Office of Admissions or online at CASCPORTAL>Admissions)

TESTING INFORMATION

National ACT CASC is an ACT National Test. Students should contact either their high school counselor for application and fee payment, or the CASC ACT Coordinator (918-647-1304).

City: Poteau
Center Name: Carl Albert State College
Center Code: 034300

Residual ACT CASC offers the ACT Residual Test for Carl Albert students only. Students telephone to reserve a seat and should bring a picture ID, $32 fee, pencils, and approved calculator.

Poteau Campus ACT Residual Testing

| 918-647-1304 | 1:00 p.m. at Ollie Center in Room 1318 |
| 2010 Test Dates: Mar 2, 23; April 8, 20; May 18, 25; June 22; July 27; August 5, 10, 17; September 9, 14 |

Sallisaw Campus ACT Residual Testing

| 918-775-0002 | 8:00 a.m. Classroom 8025 |
| 2010 Test Dates: March 26, April 23, May 21, June 24, July 22, August 6, September 24 |

COMPASS COMPASS exams are offered during regular business hours, without appointment, and free of charge. The COMPASS is offered as a secondary placement exam.

Deficiencies Identified by Testing A student is considered deficient in subject areas based on 1) insufficient high school units or 2) ACT subtest scores of 18 and below. Students who are deficient in a subject area must remove the deficiency (remediate) in the 1st 24 semester hours at CASC and before college-level subject is taken. Evaluations are provided by the Office of Admissions upon initial admissions/enrollment.

Step 2: Enrollment

Enrollment Assistance

After students have completed the Application for Admissions and have submitted all credentials to support full admissions, then, the student is ready for enrollment into college courses.
First-time students should visit with an enrollment counselor at either the Office of Admissions at Poteau, or the Business Office at Sallisaw during published enrollment dates. Faculty advisors are available during office hours, published enrollment dates, or by appointment.

First-time students are counseled about degree options, course scheduling, and degree planning. Students are given Carl Albert issued ID and PIN numbers. Returning students may use the ID and PIN numbers to enroll themselves on-line during pre-enrollment dates (except for concurrent and special).

Degree Plans

Associate of Arts and Science degrees are university parallel degrees designed for course transfer to four-year degree programs at Oklahoma’s universities. Students attending out-of-state colleges should check with the transfer college about course transfer. The Associate of Applied Science or Certificate programs are considered “terminal” and allow the student to step directly into the workplace.

Degree plans may be found on-line on CASC’s website, in the college catalog, or at the Office of Admissions or advisor.

Step 3: Financial, Housing, & Parking

Applications for scholarships, FAFSA, and housing are available on-line at www.carlalbert.edu > CASC PORTAL > Admissions.

Financial Aid

The Office of Financial Aid provides information and personal service concerning financial assistance options. Grants, scholarships, employment, and loans are types of aid designed to assist the student or pay for education related costs.

Students may apply for need-based financial aid with the FAFSA (Free Application for Federal Student Aid) and must do so as soon as possible after January 1 for the following academic year and to avoid delays in award. FAFSA includes Pell, ACG, OTAG, SEOG, Federal Work Study, and Student Loans. OTAG deadline application is April 15.

Carl Albert’s Federal School Code: 003176.

First-semester students may apply for CASC Scholarships which are eligibility based financial assistance. Since scholarships are determined once per year, students must complete the CASC Scholarship Application for with these steps:

2. Complete CASC Scholarship Application.
   a. Apply on-time (deadlines February 15).
   b. Submit all credentials
3. Scholarship renewal is determined each semester based on GPA and hours completed.

Business Office

Students may find their billing information by visiting the Business Office or checking their CASC student email. Student may obtain a college-issued car sticker for campus parking; tickets are issued once classes have begun.

Housing

Freshmen are not required to live on campus. However, housing is available to those who qualify for academic or athletic scholarship, or make early application. College-issued car stickers are required for housing parking; tickets are issued once classes have begun (see Housing Director).

Bookstore

Students may purchase textbooks from the Viking Bookstore at the Poteau or Sallisaw campus location. Students should refer to the Bookstore’s website for details on Refunds, Distance Student Purchases, Payment Options, and textbook list with ISBN numbers. (see www.carlalbert.edu/bookstore).

Step 4: Go To Class

Attendance is an important criterion for successful completion of any course. So, after enrollment and textbook purchases, students should go to class!

See Academic Calendar for Specific Dates

Withdrawal Students who are unable to attend classes should immediately contact the Office of Admissions and make arrangements to drop their course(s). Students should be aware that after the Add/Drop Period, the student will incur a transcript record and face financial liability.

Add/Drop Period Student may drop any course without transcript record or financial liability in the first 10 days of the fall/spring term or the first 5 days of the summer term.

“W” Grade Period After the Add/Drop Period, students may withdraw without instructor signature and receive an automatic “W” grade when the drop occurs before the end of the 12th week of fall/spring or 6th week of summer.

“W” or “F” Period Students who withdraw between the first day of the 13th week (7th week in summer) and the day before final exams may drop a course with the instructor signature and with a grade assignment of either a “W” or “F”.

Withdrawals Concerns: Financial Aid and 60% Date

Students who receive financial aid should visit with a Financial Aid Counselor before complete withdrawal or any withdrawal resulting in less than full-time hours.

Further, students who withdraw before the 60% mark of the semester shall face repayment of a portion of funds previously disbursed (Federal Title IV and/or State Grant Program funds).

www.carlalbert.edu > CASC PORTAL > ID & PIN

Use your CASC issued ID & PIN number to view your FINAL GRADES, academic record, course schedule, degree audit, or use the PORTAL to enroll yourself or check you student email!

Office of Admissions • 1507 So McKenna • Poteau, OK 74953 • 918-647-1300 voice • 918-647-1306 fax [2010-2011]