**Skiatook High School**



**Concurrent Enrollment Agreement**

In addition to policies and procedures set by the receiving institution, Skiatook High School students must agree to the following to be approved by Skiatook Public Schools to enroll in concurrent classes:

Once a student has officially registered for college level class(es), s/he must submit a copy of her/his course schedule to the high school counseling office. This will serve as official documentation that the student has registered for concurrent courses and will be used to track graduation credits.

In order to meet OSSAA eligibility rules and regulations students are required to supply weekly grade checks to Skiatook High School counseling office. Grade checks are due in the counseling office each Thursday by 3:00pm. Grade checks must be signed by college instructors or printed directly from Blackboard with student’s name on it. If grade checks are not supplied, the student will be placed on probation. If grade checks continue to not be supplied, the student will be deemed ineligible for the week. Student will remain ineligible until the grade check is supplied.

Because of the state’s requirement for six hours of rigorous instruction, students are strongly advised not to withdraw from a concurrent class. If a student wishes to withdraw from a class, a withdrawal form must be signed by the student and high school counselor. The high school counselor will notify parent of student’s request to withdraw from a course. The student will then be enrolled in an alternate online high school course, which must be completed by the end of the semester, to maintain six hours of rigorous instruction.

If a student withdraws from college course(s), future permission to enroll in college level courses may not be granted.

College representatives are not allowed to release information to Skiatook High School without the student’s permission. Therefore, it is the student’s responsibility to inform the school counselor or principal if their enrollment status changes. If changes are not communicated, successful completion of graduation requirements cannot be monitored by Skiatook High School.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print student name) have read and understand the expectations and requirements to be concurrently enrolled. I further understand concurrent enrollment is a privilege that can be approved or disapproved based on my participation and follow-through with these expectations. If I do not abide by these requirements, I understand I may not be approved for future concurrent enrollment requests through Skiatook Public Schools.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skiatook High School**



**Concurrent Enrollment Procedures**

Skiatook High School students who wish to enroll concurrently in college level courses must adhere to the following procedures to ensure appropriate coursework is selected.

1. Complete online application to TCC.
2. Attend meeting with school counselor to determine courses for enrollment, complete concurrent enrollment application, and obtain official transcript. Courses selected must meet 6 hours of rigorous instruction requirement and follow time schedule outlined below when selecting courses. Excused absences or tardies will not be issued to students who miss high school classes due to courses at TCC. Skiatook High School will not honor TCC course enrollments that conflict with timing schedules or reduce a student’s enrollment from six hours of rigorous instruction.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Session | TCC Classes | Travel | SHS Classes | Time @ SHS |
| Morning | 1 | 1 | 4 | 11:05-2:50 |
| Morning | 2 | 1 | 3 | 12:05-2:50 |
| Afternoon | 1 | 1 | 4 | 8:05-11:40\* |
| Afternoon | 2 | 1 | 3 | 8:05-10:45 |

\*Dismissal time dependent upon lunch period

1. Personally deliver concurrent application and transcript to enrollment services on a TCC campus. Once enrollment is complete, student must bring a copy of her/his college course schedule to the school counselor. At that time, the student’s high school schedule will be adjusted if needed.
2. Concurrent enrollment students are required to submit college class grades once per week to verify passing grade for participation in high school athletics and extracurricular activities.

By signing below, student acknowledges understanding of the concurrent enrollment procedures and agrees to adhere to the outlined steps. If steps are not completed properly, Skiatook High School may revoke consent to allow student to enroll concurrently.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date