

K-12 STUDENT CONCURRENT APPROVAL PACKET

In this packet, new students and their guardians will find the forms necessary to get approved for concurrent enrollment at OCCC and reference documents for additional information.

Information Check List

Information to Turn In

- **Application** - All students will need to apply for admission before their first semester at OCCC. Being admitted means you are admitted to college! You do not need to reapply for future semesters.
- **Transcripts** - We will need your most current high school transcript, as well as any other college/university transcripts if classes were taken at an institution besides OCCC. This will be uploaded with your application.
- **Approval for high school concurrent enrollment** - this document explains the requirements to participate in concurrent enrollment. *It requires signatures from the student, parent/guardian, and the high school counselor.*
- **Financial responsibility commitment** – this document explains the financial obligation and requirement to pay any tuition, fees, or materials not covered by a the Oklahoma State Regents for Higher Education or your school district while being a college student at OCCC. *Requires a signature from the student and the parent/guardian.*

Apply here

OCCC Concurrent Website

Release of Records Steps

Moodle Support



Pages to Keep

- Check List - Page 1
- FAQ - Page 2 & 3

Pages to Turn After Admission for First Semester

- Approval for High School Concurrent Enrollment - Page 4
- K-12 Student Financial Responsibility Agreement - Page 5

Do you have questions?

Contact us at: concurrent@occc.edu
or 405-682-7543

Visit us at:

7777 South May Avenue,
Oklahoma City, OK 73159
www.occc.edu/concurrent-students

Concurrent Enrollment FAQs

- **What is concurrent enrollment?**
 - Concurrent enrollment allows high school students to take college courses and in most cases, those courses can count towards both high school graduation credits and college credits at the same time.
- **Who is eligible for concurrent enrollment?**
 - At OCCC, all high school juniors and seniors are eligible for concurrent enrollment if they either have a 3.0 unweighted GPA; ACT Composite or Pre-ACT score of 19; or SAT/PSAT score of 990.
 - Some students may be part of a state approved early college program that allows for high school freshmen and sophomores to take concurrent classes. To inquire about eligibility for this program, talk to your high school counselor.
- **Is concurrent enrollment easier than traditional college classes, since it's for high school students?**
 - No. Concurrent classes are the same content, taught the same way as our traditional college courses. Additionally, concurrent students are treated like our adult college students. OCCC expects the student to be responsible for their own work and management of time. Concurrent students are not given special academic or financial privileges for being younger. There are tutoring services on campus to support academic success. However, if your student lacks the maturity for this level of independence, they may not be a great fit for the program or may need additional parental/guardian support to be successful.
- **What is the parent/guardian's role in supporting a concurrent student?**
 - All college students, including concurrent students, are protected by the Family Educational Rights and Privacy Act (FERPA), which means OCCC employees are not allowed to communicate with any individual but the student and affiliated high school about the students' academic records. Thus, OCCC employees may not communicate with parents/guardians without the students' explicit consent. Each student has the right to waive this protection with a FERPA "Authorization to Release" Form found in the student's Self-Service account, but it is the students' choice and one that OCCC respects and honors for concurrent students.
 - Some students need more help than others transitioning to the adult responsibilities associated with concurrent enrollment. OCCC expects the students to understand add/drop deadlines, grading and plagiarism policies, student conduct policies, and the financial responsibilities associated with being a college student. We consider parents/guardians great partners to help our concurrent students understand these adult responsibilities.
- **What is a Drop Deadline?**
 - Every term there is a deadline for the last day to add or drop a class and receive a refund or no charge at all to the student's bill. We recommend students who do not believe they can keep up with the academic or financial commitment of a course to drop that course prior to this deadline. Deadlines can be found at <http://occc.edu/registration/add-drop-dates/>.
- **Does a student need to reapply each semester?**
 - No. Once a student is admitted to OCCC as a concurrent student, they are admitted to OCCC as a COLLEGE student. They will need to maintain a 2.0 college GPA to continue taking courses as a concurrent student.
 - After graduating high school, a concurrent student can continue taking courses at OCCC as a traditional college student without any additional application.



- **How does concurrent enrollment save a student money?**

- The Oklahoma State Regents for Higher Education waive tuition for all junior and senior Oklahoma residents that are concurrent students. For seniors up to 18 credit hours and up to 9 hours for high school juniors. OCCC waives an additional 9 hours of tuition for high school juniors to take up to 18 hours tuition-free. Typically, students are expected to pay for the fees and books associated with their courses. Sometimes high schools agree to pay for books and fees of students, but the student will need to confirm this benefit with their own high school.

- **How will students know what to pay?**

- Concurrent students can view their account information and make a payment by logging in to their account in the OCCC Experience application. Information regarding How to Make a Payment, Payment Plans, and How to Add an Authorized User are available on the Bursar webpage at <https://www.occc.edu/bursar/>. By adding a guardian as an authorized user will provide them with their own unique login information to be able to view account balances and to make payments. Please be aware the concurrent tuition waivers are added no later than the first Monday of each term. If a concurrent tuition waiver is missing, please email or call the Bursar Office. Additionally, please note that it is the responsibility of the student and guardian to view account activity and make timely payments to avoid any payment plans or late charges. Tuition and fees that concurrent students are responsible for are due the first day of instruction for each term. Any balances that are not paid in full by the first day of instruction will automatically be enrolled into a payment plan for \$25 additional charge. Each payment installment is subject to a \$20 late charge.



- **How do students get credit for high school graduation?**

- Each school district has the authority to award dual credit as they see it best for their students. Districts will award 0.5-1.0 units of credit for a 3 credit hour course depending on the subject. Common courses approved are general education courses that have high school core course equivalents (i.e., U.S. History, American Government, Biology). We recommend that you check with your approving high school counselor/principal for more specifics as to how they will apply dual credit for any course.

- **What do concurrent students need for their classes?**

- All OCCC courses will have an online component to them for things such as submitting assignments or taking exams. Students will need ready access to a computer that can connect to high-speed internet that has a camera and microphone accessible or attached. Devices issued by the high school may not meet all of the needs for the courses.
- Additional materials may be needed, depending on the course. It is recommended that students check the OCCC Bookstore website to find their required: textbooks, online access codes, recommended study materials, or lab manuals. <https://bookstore.occc.edu/home.aspx>



- **Will the college courses show up on a high school transcript?**

- Yes. Schools are required to transcribe the course grade on the student's high school transcript as it appears on the college transcript. Schools may award additional GPA points on a 5.0 scale for class rank purposes, but they cannot change the grade recorded.

- **Are excused absences for the high school also considered excused for the college course?**

- No. Professors will have their own policies for absences that all students in the course are expected to adhere to. It is best for students to be proactive and communicate regularly if they are needing to miss a course.



OKLAHOMA CITY
COMMUNITY COLLEGE

APPROVAL FOR HIGH SCHOOL CONCURRENT ENROLLMENT

Please ensure an online application has been completed, and official transcripts/test scores have been submitted. Students cannot be approved without being admitted to OCCC. A new approval form is required for each academic year of concurrent enrollment. If a student transfers to another high school during the academic year, a new form will be required for continued enrollment.

This area must be completed and signed by high school officials.

All areas must be completed for approval.

Student Name: _____ OCCC Student ID or DOB: _____

Current High School: _____ Expected to Graduate: Spring of **20** _____

Only Early College students are eligible to be approved as a freshman or sophomore concurrent student.

Academic Year (begins with summer and ends with spring): **2026/27**

Classification (select one): Freshman ____ | Sophomore ____ | Junior ____ | Senior ____

Please list the number of academic high school classes the student will be taking for each semester they are being approved for concurrent enrollment. A zero (0) may be entered if being approved for the summer semester.

Summer: _____ Fall: _____ Spring: _____

Concurrently enrolled students must not exceed a full-time college workload of 19 semester credit hours for Fall or Spring, or 9 semester credit hours for Summer. For purposes of calculating workload, .5 high school unit shall be equivalent to 3 semester credit hours of college work.

High School Classes	Eligible Credit Hrs.
1	16
2	13
3	10
4	7
5	4
6	1

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 Spring of the student's Senior year. I also certify that the information I have listed above is accurate.

➡ **Signature of Counselor or Principal:** _____ **Date:** _____

This area is the responsibility of both the student and parent or legal guardian. It must be signed and dated by the signee. Signatures indicate that the information listed on this form is correct and an understanding of the policies and responsibilities listed.

- I meet all the requirements for concurrent enrollment as listed at: occc.edu/admissions/ConcurrentEnrollment.html
- I understand I am responsible for checking my OCCC student email as the official form of communications from the college.
- I understand that continued enrollment as a high school concurrent student, requires that I must maintain a minimum 2.0 retention GPA in my attempted college courses.
- I understand that concurrent students that are legal residents of Oklahoma are eligible for 18 credit hours of tuition waivers provided in combination of the State of Oklahoma and/or OCCC for both Junior and Senior years.
- I understand that Junior year begins the summer after the completion of Sophomore year, and Senior year begins the summer after the completion of Junior year.
- I understand that I am responsible for all fees, textbooks, and courseware costs associated with my enrollment and any tuition costs which exceed the 18 maximum credit hours of waiver available per academic year.
- I have read and understand the provisions set forth by my high school and OCCC for my concurrent enrollment. I give OCCC permission to release my test scores, grades, attendance information and OCCC transcripts to my high school for the duration of my concurrent enrollment.

➡ **Signature of Student:** _____ **Date:** _____

I have read, understand, and approve the provisions set forth by the high school and OCCC for my child's concurrent enrollment.

➡ **Signature of Parent/Legal Guardian:** _____ **Date:** _____

For office use only:

Approved by: _____ Date: _____ Student ID: _____

Hours Approved: Summer _____ Fall _____ Spring _____

OCCC Concurrent Student Financial Responsibility Agreement

By registering for courses at Oklahoma City Community College ("OCCC"), the undersigned accept the conditions of the Financial Responsibility Agreement ("Agreement"). The undersigned agrees to accept full financial responsibility for the payment of tuition, fees, and any other costs assessed, based upon the student's registration to attend classes at OCCC and as outlined in this agreement. The undersigned understands and agrees that tuition and fees will be added to an account with OCCC, which is automatically established by registering for classes ("Student Account"). The undersigned understands that, before classes begin, the undersigned parent and/or legal guardian of a student need to ensure that other means for payment such as scholarships, Veteran Education Benefits, or personal funds have been identified.

***High school students who are sponsored by their respective high school will only be responsible for tuition and fees not paid for by their school. I understand it is my responsibility to confirm high school sponsorship, if applicable, with my high school administration.**

USE OF ACCOUNT: The undersigned authorizes OCCC to add to the Student Account all tuition, fees, or other associated charges incurred by the student as a result of registering to attend OCCC. Other associated fees include, but are not limited to, any financial aid funds returned to the student bookstore charges, finance charges, late charges, returned check charges and collection charges.

OBLIGATION TO PAY: Registration to attend classes at OCCC constitutes a financial obligation between OCCC and the undersigned. In accordance with OCCC policy listed at www.occc.edu/bursar, the undersigned acknowledge that any tuition, fees, and fines that are not paid in full by the payment due date, any funds erroneously disbursed to the undersigned or the student, any financial aid return of funds, and any other financial obligations to OCCC will automatically be considered past due and will incur applicable late charges as listed at www.occc.edu/bursar. The undersigned acknowledges that they have read and understand the payment plan and the corresponding payment due dates. The undersigned is responsible for viewing statements online through the Student Portal. If a payment plan, with scheduled automatic payments, is not set up by the established deadline, a \$25.00 payment plan enrollment fee will be assessed to the student's Student Account. If the minimum amount due for any payment plan payment is not paid, a \$20.00 late charge will be assessed through the student's Student Account. If a paper check or an e-check (ACH) payment is returned by the bank, there will be a

\$25.00 returned item charge. The undersigned understands that any time the Student Account is considered past due, a Financial Hold ("Hold") will be put on the student's account. A Hold on the student's account will prevent the student from being able to register for additional classes and prevent the student from obtaining an official transcript or a diploma. A partial payment does not remove a Hold, the Student Account must be made current in order for a Hold to be removed.

WITHDRAWAL: The undersigned understands it is their responsibility to know OCCC's deadlines and policies (<https://www.occc.edu/registration/add-drop-dates/>) for dropping/withdrawing from classes and that if the student does not withdraw by the deadline, the undersigned will be responsible for the full amount of tuition and fees owed or if marked as Never Attend, the Never Attend Fee will be added to the student's Student Account. Failure to receive Financial Aid, Veterans Education Benefits, or high school sponsorship does not withdraw a student from classes or relieve a student from paying for tuition and fees.

COMMUNICATIONS: The undersigned understands that OCCC communicates all Student Account information via electronic services using the online secure Student Portal and that OCCC may send the student important notices via the student's OCCC-issued email account. The undersigned agree that it is their responsibility to review the Student Account status and the OCCC-issued email account regularly. Failure to do so does not absolve the undersigned from the student's financial obligations, late charges, or Holds on the student's account. The undersigned further understands that it is the undersigned's responsibility to notify OCCC of any changes to the student's mailing address or phone number.

COLLECTIONS: The undersigned understand that OCCC participates in the State of Oklahoma's Warrant Intercept Program, authorized by House Bill No. 1314 of the State of Oklahoma in 1983. The Program allows a state agency to intercept a debtor's state income tax refund and apply it to their indebtedness, which may result in collection of debt many years in the future. The undersigned understands and accepts that if there is an unpaid balance at OCCC at the end of a semester, including checked out equipment and materials, the account may be referred to the Oklahoma's Warrant Intercept Program.

IRS FORM 1098-T: The undersigned agree to comply with Federal law and to furnish OCCC with the undersigned's Social Security Number (SSN) (or if not eligible to obtain an SSN, will obtain from the Internal Revenue Service [IRS] a taxpayer identification number [TIN] to provide) for OCCC to meet the annual requirement of furnishing a Form 1098-T, Tuition Statement. Non-resident aliens that do not have income that is subject to tax are not required to supply this information. If the undersigned fails to provide an SSN or TIN to OCCC, the undersigned agrees to pay any and all IRS fines assessed as a result of the missing SSN/TIN. The undersigned further understand that the IRS Tax form 1098-T will be available electronically on the Student Portal and notification for the document will be sent to the student's OCCC issued email account. If the undersigned wishes to opt-out of electronic delivery of the 1098-T tax form, that must be done electronically through the student's Student Portal.

I have read and understand the provisions set forth by OCCC for my financial responsibility.

Student name (please print): _____

Signature of Student: _____ **Date:** _____

I have read and understand the provisions set forth by OCCC for my child's financial responsibility.

Parent and/or Guardian name (please print):

Signature of Parent and/or Legal Guardian: _____ **Date:** _____

For office use only: OCCC Student ID#: _____ Date: _____

Academic Year: Summer/Fall 20 _____ Spring: 20 _____