



Ozarka College

CONCURRENT ENROLLMENT FORM

Student Name _____

Student ID # (Nine Digit #) _____

High School _____

ACT	ACCUPLACER NEXT GEN	ASPIRE taken in 9 th or 10 th grade
Date: _____	Date: _____	Date: _____
_____ English (19)	_____ Writing (251)	_____ English (428)
_____ Math *(19)	_____ Reading (251)	_____ Reading (428)
_____ Reading (19)	_____ Math *(QAS 249)	_____ Math (432)
_____ Science		
_____ Composite		
<small>* Math of (19) to enroll in College Algebra on-ground at the high school. * Must have Math score of (20) to enroll in College Algebra online or on-ground at the College. *Must have appropriate Math score & Reading score to take a Math course.</small>	<small>* QAS score of (249) to enroll in college algebra on-ground at the high school. * Must have QAS score of (255) to enroll in College Algebra online or on-ground at the College. *Must have appropriate Math score & Reading score to take a Math course.</small>	<small>* Must take ACT or Accuplacer Next Gen to determine placement into College Algebra online or on-ground at the College. *Must have appropriate Math score & Reading score to take a Math course.</small>

COURSES

(*Only college courses which apply to High School graduation requirements are eligible for the concurrent enrollment reduced tuition rate.)

Course Name	Section	Concurrent Course	Instructor

Concurrent Enrollment*: Course taken at the high school during school hours taught by high school faculty.

Is the student eligible for free/reduced lunch? _____ YES _____ NO

Is the student eligible for the Concurrent Challenge Scholarship? _____ YES _____ NO

If so,

Is the student a sophomore, junior, or senior? _____ YES _____ NO

Does the student's success plan include college courses? _____ YES _____ NO

** In order for the student to qualify for additional scholarships, all documentation must be submitted by the college's deadline through the Counselor Portal.

Student and Parent Guide for Concurrent/Dual Enrollment for High School Students at Ozarka College

Understanding Dual and Concurrent Enrollment

Concurrent Enrollment allows students to take college-level courses while in high school, enabling them to earn college and high school credit at the same time. A concurrent course is one that is taught on the high school campus, with a qualified high school instructor. Dual Enrollment also allows students to take college while in high school. However, dual enrollment courses are taught either on the college campus or online.

Eligibility to Take Courses

A student who has completed the eighth grade may be eligible to enroll currently at Ozarka College, provided the student otherwise meets the standard admission requirements for entering freshmen (e.g., admissions application and placement scores). The student must also be recommended by his or her high school principal or counselor.

Cost of Ozarka College's Concurrent/Dual classes

Ozarka's concurrent courses cost \$50 per credit hour, or \$150 per 3 credit hour course and \$200 for a four credit hour course. No additional fees are charged for concurrent coursework. However, this does not cover the cost of textbooks or other supplementary materials

Procedure for enrolling in Concurrent/Dual Courses

1. Students should first take the ACT or Accuplacer exam to determine whether or not they are eligible to enroll in concurrent courses. See the course placement chart for specific scores. Be aware that all students must meet the minimum reading score, regardless of the course taken. This should be done well in advance of signing up for courses. Call the campus director in your area for testing information.
2. Apply for admission at www.ozarka.edu
3. Obtain a Concurrent or Dual Enrollment Form from Ozarka College or High School Counselor.
4. Indicate which course(s) the student would like to take for concurrent credit.
5. Have the high school counselor or principal sign the concurrent or dual enrollment form. Please be aware that college classes are not for every student. The high school representatives, along with the student's parents/guardians, need to make a judgment call on whether or not a particular student is suited for the rigors of college work. If the student qualifies for the Concurrent Challenge Scholarship, the school counselor must submit the qualifying information to the college.
6. Submit the form along with a copy of the test scores to the nearest Ozarka College site and make payment in full.

*****Required Documentation: Students must have filled out an Ozarka application, a dual or concurrent enrollment form with signatures from the counselor/principal, student, and parent/guardian, and have attached documentation of test scores BEFORE they will be placed into courses.**

Payment Options

1. Payment can be made via cash or check to the designated representative at your high school or at any Ozarka College Campus.
2. Payment can be made online via the student's myOzarka account.*
3. Payment plans are available via Nelnet on the student's myOzarka account.*

**To utilize Option #2 or #3 the student must have a myOzarka account with Ozarka College. For assistance in setting up an account, please contact your nearest Ozarka College Campus.*

For more information or assistance with any of these payment options, please contact your nearest Ozarka College Campus.

***** Payment in full or enrollment in the payment plan must be completed by the 11th day of classes (please contact the nearest Ozarka site for the specific date); if not, the student will be dropped from the course.***

OTHER IMPORTANT INFORMATION

Dropping a Course

In the unlikely event that a student will need to drop a course, students must initiate a request for a drop through MyOzarka by the withdrawal date on the academic calendar for the current semester. This must be completed by the student, not the student's school representative or parent/guardian. The academic calendar can be accessed at <http://www.ozarka.edu/calendar/academic.cfm/>

Academic Integrity

Academic Integrity is expected of all students. Dishonesty includes claiming credit for work others completed, lying, plagiarizing, cheating on tests, and copying other students' assignments. A single incident of violating academic standards of honesty may result in an "F" for the assignment, an "F" in the course, or expulsion. A violation of academic standards will be reported to the Vice President for Academic Affairs, and the student(s) involved in the incident can appeal any action through the Grievance Procedure. Plagiarism is a very serious offense and includes copying from other students, purchasing completed assignments, copying from textbooks, claiming as one's own work the ideas of someone else, not giving credit to a source (whether the source was directly quoted, paraphrased, or summarized), or citing a source incorrectly.

Due Process for Student Conduct Violations

Cases of student misconduct and/or lack of academic integrity are to be referred to the Vice President for Academic Affairs for evaluation and he shall be responsible for all initial disciplinary procedures. All cases meriting suspension or disciplinary dismissal will be referred to the President.

Grading

Divisions will establish grading scales which will be provided to students through the syllabi for all courses. Grades are reported to the Office of the Registrar twice during the semester, at midterm for counseling purposes, and the final grade at the end of the semester. Midterm and final grade reports are electronically accessible to the student, student services, advisor, financial aid officer, and Provost. Midterm and final grades are available to each student through their myOzarka account.

***** At the end of any semester, an instructor may assign a grade of "Incomplete" ("I") only under the following circumstances:***

- 1. The student is ill or is affected by other circumstances beyond the student's control.***
- 2. The student has completed and received passing grades on at least 75 percent of all course requirements.***

3. The student and the instructor, together, have completed and signed the Incomplete Grade Contract, with a third party witnessing the process. If the student does not request an incomplete before the end of the semester, he/or she will not be eligible to make up work under the stipulations of the incomplete grade policy.
4. A copy of the signed contract is given to the student, scanned to his/her electronic file, and maintained in the Registrar's Office. Once the official grade is assigned by the instructor, documentation will be placed with the contract.

A grade of "I" will not be computed in the grade point average for the semester recorded; nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (Fall or Spring) unless course requirements are completed and the final grade is reported before the end of that semester.

No grade other than "I" may be changed after it is recorded unless the instructor finds that an error has been made. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Academic Affairs.

Grade points are awarded on the following basis: A, 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points.

Transcript Requests

A student may request an official copy of their transcript in person or in writing from the Office of the Registrar. A fax or e-mail request is also acceptable provided the student's signature is provided. Students who are requesting a transcript should include in his/her request a student ID number or their social security number. No transcript will be granted unless all balances are cleared in the Business Office. Transcripts may also be requested by visiting the student services web page: https://www.ozarka.edu/student_services.cfm

Signatures:

I have discussed dual/concurrent credit with this student and certify that the course(s) listed above will apply to graduation requirements at our school:

Counselor or Principal

Date

I have read the above information concerning courses with Ozarka college agree to be enrolled in the above courses, abide by Ozarka's policies, and submit payment by the college's deadline.

Student Signature

Date

I have read the above information concerning courses with Ozarka college agree to allow my student to be enrolled in the above courses, abide by Ozarka's policies, and submit payment by the college's deadline.

Parent/Guardian Signature

Date

Ozarka College

PERMISSION TO RELEASE STUDENT RECORD INFORMATION

Form must be completed in person by student on one of
Ozarka College's campuses
Must show photograph identification.

I

First Name

MI

Last Name

hereby authorize Ozarka College to release the following education records and information

<input type="checkbox"/>	Student Academic Records	<input type="checkbox"/>	Academic Advising/ Instructor Records
<input type="checkbox"/>	Financial Aid Records	<input type="checkbox"/>	Bookstore Records
<input type="checkbox"/>	Business Office/Billing Records	<input type="checkbox"/>	Other

To:

Name: _____

Name: _____

Please indicate the purpose for the records release by initialing below:

_____ To assist with academic planning at Ozarka College

_____ To assist with financial planning at Ozarka College

_____ To assist with Federal programs (i.e. Career Pathways, Dept. of Human Services, etc.)

I understand further that :

(1) I have the right not to consent to the release of my education records.

(2) I have the right to receive a copy of such records upon request.

(3) **This consent shall remain in effect until revoked by me, in writing, and delivered to Ozarka College,**

but that any such revocation shall not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to submit and file a new form.

Student Signature

**Student ID
Number**

Date

*For information regarding FERPA, please
visit the Ozarka College catalog.

Ozarka College Witness Signature

Date

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