

## Concurrent and Career Tech Enrollment

---

In this document (click to jump to a section):

[Concurrent Enrollment](#)

[Career Tech Enrollment](#)

[Counselor Procedures](#)

### **CONCURRENT ENROLLMENT**

High school juniors and seniors are strongly encouraged to participate in an early entry program in which they attend college courses for college credit while they are finishing their requirements for high school graduation. State law now requires all concurrent enrollment courses be entered on a student's high school transcript as either academic or elective credit. All concurrent courses will count in GPA and class rank. For a detailed description of requirements, please visit: <http://www.sde.state.ok.us/Schools/Counseling/pdf/Concurrent.pdf>

#### **Eligibility Requirements:**

- Student must be eligible for admissions to the college or university under regular admission criteria.
- Juniors must have an ACT composite score of 21 or above and a sub-score of 19 or above in the desired concurrent subject area.
- Seniors must have an ACT composite score of 19 or above and a sub-score of 19 or above in the desired concurrent subject area.

#### **Enrollment Policies:**

- Student must contact their counselor to review qualifications and ensure appropriate college forms are completed correctly.
- Student may enroll in a combined number of high school and college courses per semester NOT to exceed a full-time college workload of 19 semester credit hours. All OVCA courses are the equivalent of 3 credit hours.
- Students must provide proof of their enrollment in a college program before the first 10 days of each semester. Proof should be a schedule indicating the courses to be taken each semester. Failure to do so will result in cancellation of The OVCA's approval to participate and the student will be enrolled in a

full course load (6) for the semester with OVCA. Additional verifications throughout the semester may also be required.

- High school seniors who meet the eligibility requirements are entitled to receive tuition waivers for up to six hours per semester (summer semester before the senior year, and both fall/spring semesters of the senior year). Tuition waivers only include the cost of tuition and, therefore, the student/parent is responsible for additional costs associated with fees and books.
- Eligible high school juniors are responsible for all costs associated with concurrent enrollment including tuition, fees, and books.
- Concurrent students may not enroll in remedial (zero-level) coursework offered by colleges and universities designed to remove high school deficiencies.
- Students should check with their local college or institution to verify they offer concurrent enrollment for high school juniors and/or seniors.

### **CAREER TECH PROGRAMS (VOCATIONAL EDUCATION)**

Juniors and seniors who are on track for graduation are strongly encouraged to attend an area Career Tech Center program while still attending high school. Some Career Tech Centers also offer programs to sophomores. Students are responsible for contacting their local Center to determine program offerings, application deadlines, and admission requirements; these will vary from one Career Tech Center to another. Information about Oklahoma technology centers can be found at:

<https://www.okcareertech.org/technology-centers>

Tuition is not charged for eligible high school students, but additional supplies may be required.

#### **Enrollment Requirements:**

- Students must be on track for graduation to be approved to participate in a Career Tech program.
- Students are limited to attending Career Tech half time and must be enrolled in at least 3 OVCA or the equivalent in concurrent enrollment courses per semester.
- Students must pass all OVCA courses to maintain approval to continue in Career Tech the following semester.

#### **Enrollment Policies:**

- Students must obtain and complete the appropriate forms from the technology center AND must meet with the counselor to be approved by OVCA to attend a Career Tech program.

- Students must provide proof of their enrollment in a Career Tech program before the first 10 days of each semester. Failure to do so will result in cancellation of OVCA's approval to participate and the student will be enrolled in a full course load (6) for the semester with OVCA.

### COUNSELOR PROCEDURES

- ~~Verify the student qualifies for concurrent/tech enrollment. Complete any required enrollment or eligibility forms and return to the student or school per the form instructions (this will vary by institution). A copy of the form should also be uploaded to the Counselor section in Sharepoint.~~
- ~~Add the student to the concurrent/tech tracker in Sharepoint.~~
- ~~Communicate to the student and parent how this will affect their high school course schedule, and explain that K12 courses will not be dropped until they submit proof of enrollment in the college/tech center.~~
- ~~Once proof of enrollment is obtained, place a copy in the Counselor section in Sharepoint, and modify the student's schedule in TVS. Follow up with the student with an email letting them know about the schedule changes.~~
  - ~~Drop courses that are to be replaced by the concurrent/tech courses.~~
  - ~~Add the appropriate course shells (Vo-Tech or Early College...)~~
  - ~~Update the tracker on Sharepoint.~~
- ~~Prior to the end of the semester (7-10 school days), email the student to remind them they will need to provide a copy of their grades from the institution in order to receive credit on their high school transcript. Follow up as needed after the semester ends. Update the tracker on Sharepoint.~~
- ~~Once grades are received, you will need to manually enter the information into BOTH PowerSchool and TVS Transcripts. Update the tracker on Sharepoint.~~