

**Rose State College Concurrent
Enrollment
Student Handbook
2023-2024**

What is Concurrent or Dual Enrollment?

Dual or Concurrent Enrollment classes are college-level classes offered to high school students for both high school and college credit. While students earn high school credit, they also earn college credit, therefore reducing duplicated classes. Rose State College provides opportunities for high school juniors and seniors who meet policy requirements to take and earn credit for college courses while they are still in high school. These concurrent programs give students an advantage when competing for scholarships and admission at four-year universities. Successful completion of college course work demonstrates that students are capable of the academic rigor college demands.

Eligibility

To be admitted as a concurrently enrolled student at Rose State College you must be able to satisfy all 15 curricular requirements for graduation no later than the spring semester of your senior year and meet one of the requirements listed below:

Accredited High School Juniors and Seniors

- The SAT score is 990
- The PSAT score is 990
- GPA is 3.0
- National ACT is 19

If students attend an accredited high school and have a 3.0 or above GPA, they do not have to have assessment scores.

Unaccredited High School Juniors and Seniors

Students from unaccredited high schools shall have completed enough high school course work to be equivalent to an individual who is classified as a junior or a senior at an accredited high school and meet the applicable criterion below:

- The SAT score is 990
- The PSAT score is 990
- GPA is 3.0
- National ACT is 19

Students who are enrolled in homeschool must have the Pre-ACT, Pre-SAT, ACT, or SAT assessment scores since these students are not assessed by GPA.

The Concurrent Office advises students using multiple-measures. For example, if a student from an accredited high school has a 3.0 and would like to enroll in English, it would be best for them to have a high school GPA of 3.0 in English unless they have a 19 or above on the ACT.

Concurrent students may not enroll in remedial (zero-level) course work offered by colleges and universities designed to remove high school deficiencies.

Enrollment Process

All concurrent students must complete an online application, submit a concurrent enrollment form and official transcript to the Academic Outreach Office in the Learning Resources Center in Room 204. A high school 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. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Concurrent students must drop, add, and withdraw with the assistance of the Academic Outreach Office. The Academic Outreach Office must receive permission from the high school counselor before students can add or drop a class.

Required Admission Documents

1. Complete the On-line application at www.apply.rose.edu
2. Application for Concurrent Enrollments signed by Student, Parent, High School Counselor
3. Official High School Transcript
4. ACT or SAT Scores (copy of scores are acceptable)
5. Concurrent Enrollment Student Contract – (Students will sign in the Academic Outreach Office)

Special Notes:

- Concurrent students need to only apply once.
- The concurrent form and official high school transcript must be submitted each semester.
- Students may either be admitted based on a 3.0 GPA or a 19 composite on the ACT.
- Students must maintain a 2.0 GPA to continue as a concurrent student.

FERPA Guidelines

Like all college students, concurrent students are encouraged to speak to their professors about any concern or question they might have about the class or its policies. Concurrent students fall under the privacy protections of FERPA. They may sign a FERPA waiver allowing the parents access to their information. Alternatively, the parents have rights to information without the students' consent if the parents can demonstrate they have claimed the students as financial dependents for IRS tax purposes.

In addition, high school counselors are allowed to know about student grades and concerns without a waiver.

Please click on this link for or all [information on FERPA, including a Student Consent for Release of Education Information form.](#)

High School Students with an IEP or 504

A high school student's IEP does not apply to their college work. If a student has an IEP or 504, that student should contact the Student Access Services Office at Rose State College to complete a Request for Accommodation form.

Student Access Services

Rose State College and Student Access Services Office provides services to students who have permanent or temporary disabilities, including students with physical or learning disabilities and students with health issues (mental or physical) which impact their Rose State experience. They seek to create a welcoming, universally accessible environment where all students can participate in the myriad aspects of the Rose State experience. [For more information on the Student Access Services office, please click this link.](#)

Payment and Scheduling of Courses

Each high school **senior** who meets the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of **18 hours** for the academic year. High school **juniors** who meet the eligibility requirements for concurrent enrollment shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of **9 hours** for the academic year. This is subject to funding by the Oklahoma State Regents. **Students are responsible for the books and fees portion of payment.**

Options for Taking Concurrent Classes

Concurrent students have several options for taking courses.

On Campus: Concurrent students are welcome to come to the campus of Rose State College and attend traditional, hybrid, or Flex courses.

Hybrid Courses: Hybrid classes combine on-campus meetings with online work to meet academic requirements. Check the footnotes of the section in which you enroll for more information regarding the dates of on campus class meetings. Hybrid courses rely heavily upon the same online elements used in our online courses.

Flex Courses: The FLEX option is a combination of in-person, online and Zoom classes. Classes are set up with scheduled meeting times, room location and a professor. The difference is that the students choose how they want to take the course. FLEX courses allow a student to meet face-to-face in the classroom, but the same class can be taken online or via Zoom. Instructors can share course material that a student may have missed either by posting the recording in Canvas or sharing the recording with students when appropriate. Remember that a recorded lecture is not always an equivalent experience to attending class, especially courses that involve writing, lab work or performances.

Online: Most online classes at Rose State College can be completed entirely online, but others might have an on-campus testing requirement. The student will have to contact the professor or see a class syllabus for any in-person requirement.

Interactive TV (ITV) or Zoom Interactive Television (ITV) classes replicate a traditional classroom experience with one unique exception: the "classroom" can consist of individuals or groups in several separate locations. The instructor and students can both see and talk to each other as if they were in the same room.

Course Load Considerations

Your main goal is to do well in all your classes and to graduate from high school. You should consider your involvement in high school extracurricular activities, any job you might have, and any family duties you must fulfill before deciding on a college schedule. You should also discuss your involvement with your high school counselor and the Concurrent Office. Keep in mind that for each 3-credit hour class, you should plan to dedicate six hours each week to class preparation and study time.

Grade Reports and the Early Alert System

Grade reports are obtained by the Concurrent Enrollment Office every four weeks. These grade reports include your current average and contain feedback on what you might need to work on in order to improve your average.

Rose State College also uses an Early Alert System. Professors might send your name and a certain concern they might have to the Student Success Office. If that happens, someone from that office will attempt to contact you by phone or via email to discuss these concerns with you.

Drop/Add/Withdrawal

- The Drop/Add period allows you to adjust your schedule. You must contact the Concurrent Enrollment Office before or during the first week of a 16-week course in order to drop or add a course.
- Changing classes is not encouraged after the first week of classes.
- Students can drop within the first two weeks of a 16-week semester to avoid paying fees.
- Please take note of the Withdrawal Date for each term. Before withdrawing from a course, please contact the Concurrent Office and your High School Counselor to determine the consequences of withdrawing from a course.
- If you remain enrolled in a course but do not do well (or do not pass), the grade you earn will become a part of your permanent college transcript. Therefore, if you are in danger of failing a class, it is important that you discuss your grade with the Concurrent Enrollment office and your High school Counselor prior to the last date to withdraw.

Logging in to the Rose State System

Campus Network Login

Each semester, the college creates network accounts for all students enrolled in that semester. These accounts allow access to campus computers for the duration of a single semester.

The campus computer network accounts allow access to campus computers for the duration of a single semester. The online databases and video streaming available through the Learning Resources Center website require that the student login to the campus computer network before accessing these services from off campus. Since student network accounts are deleted between semesters, re-authentication must occur each semester to access the online databases and video streaming through the LRC.

[Please click on this link for login instructions.](#)

The Rose State Canvas Learning Management System

Rose State College uses the Canvas learning management system for our online and on-campus courses. These learning management systems enable students to engage in online classroom activities through a web browser.

Through Canvas, professors can make class materials available to students via the Internet. Students can communicate with classmates by sending email and posting class or group messages through electronic Discussions. Some instructors use the online testing capability within the platform to reduce or eliminate the need for paper tests. Some instructors use the online file submission capabilities so that students may submit assignments electronically without the need for printing them. In short, Canvas can provide convenient enhancements to many classroom activities.

Each student and faculty member has a Canvas account which is protected by a username and password, so each user has access to the proper groups, materials and activities. Canvas tracks all user activity within the system. All courses at Rose State College have an associated Canvas course site whether they are considered online or not. Student clubs and organizations may use Canvas as well if they wish to have an online community space.

Please be aware that the Rose State Canvas system is different from your high school Canvas if you high school uses this learning management system as well.

[Canvas Login Page](#)

Rose State E-Learn Support

Please click this link to [Rose E-Learn Support](#) for technical assistance.

What Should Students Expect from the College and their Professors?

- Communication of important policies in the course syllabus, especially policies dealing with attendance, late work, and academic integrity
- Specificity in the syllabus regarding the types of assignments in each course and the point value associated with each assignment
- A response time of 24 hours in answering student emails (excluding weekends and holidays)
- A reasonable response time when it comes to grading student work and providing feedback on assignments.
- Professionalism and courtesy

College and Professor Expectations of Students

- Students are responsible for reading, understanding, and following the Rose State Academic Integrity Policy. Most importantly, students must be aware that using their own work from other courses is a serious violation of this policy. Both unintentional and intentional plagiarism violations will be enforced based on the specific course syllabus.
- Students are responsible for familiarizing themselves with the policies in the [Student Handbook](#).
- Concurrent students must realize that college semester start and end dates differ from high school start and end dates and should plan accordingly.
- Concurrent students must maintain a 2.0 GPA. If a student fails a class, they will need to work with their high school to complete credit for graduation.
- Concurrent students should be aware that high school students' absences are excused if the professor is notified prior to the school-sponsored event and if the counselor or advisor will confirm the event.
- Concurrent students should be informed that if high school events interfere with college testing, the student is responsible to take the test during the established testing time frame in the Rose State College Academic Testing Center, located in the Learning Resources Center. Students may also make special arrangements with their college professor to take the exam at the high school under appropriate supervision.
- All students are expected to meet assignment deadlines and realize that technical difficulties or uploading the wrong document are not valid reasons for late submissions.
- Students are highly encouraged to communicate with their professor rather than having a parent or guardian do so.

Further Explanation of Academic Integrity

Rose State College expects students to understand and to follow basic standards of honesty and integrity. Some common violations of these basic standards of academic integrity include but are not limited to, plagiarism, cheating on tests and examinations, presenting work completed for one course as original work for another, and other forms of dishonest performance on college assignments, as explained below.

- Plagiarism means the use of the thoughts, ideas, words, phrases or research of another person or source as one's own without explicit and accurate credit to the original author.
- Cheating on examinations or assignments of any kind includes copying another student's answers, exchanging information, using notes or books unless expressly permitted to do so by the instructor, using AI to complete assignments, using apps, or gaining access to examinations prior to the actual taking of such examinations.

- Other examples of academic dishonesty include, but are not limited to, copying or preparing another person's work; or buying prepared papers or accessing them at no charge from a website.
- If you are taking this class for a second time and have already submitted the same assignment in a previous semester, you will be flagged for plagiarism. If you have submitted this same assignment in the past, you must notify the professor ahead of time so that he or she is aware of the situation. **NOTE: *Assisting anyone to engage in any of the violations described above qualifies as academic dishonesty.***
- Canvas has a program called Turn-It-In. This is a plagiarism detection program. Each time you submit an essay, this program will tell the instructor the percentage of the paper that has come from other sources. This source might be an online source on the topic, a paper submitted by a student in the past, either at Rose State or another college or university, or a place where a student may have submitted that assignment to an online "study help" website. It can now also indicate if words or information included in the assignment comes from an AI program such as ChatGPT.
- You could possibly earn a 0 on any assignment that includes plagiarism, or you may even fail the class. Each professor includes consequences for plagiarism in his or her syllabus, so it is imperative that you locate your professor's unique policy as stated in the syllabus.
- The first time this offense occurs, the professor will fill out an Academic Conduct form for the Office of Student Conduct at Rose State. If it happens more than once, your name will be forwarded to the Student Conduct Office for further formal disciplinary action.

Classroom Etiquette and Behavior Issues at the Remote Site

Concurrent high school students are considered college students and should behave as college students in the high school classroom or college classroom environment. You can refer to the Student Conduct Code section of the Student Handbook as a guide. Any behavioral problems of concurrent students should be reported to both the high school counselor and the Concurrent Enrollment Office at Rose State.

School Calendar Conflicts

- Concurrent students must realize that college semester start and end dates differ from high school start and end dates and should plan accordingly.
- Concurrent students are expected to follow both calendars, so it is important to be aware of any conflicting dates for spring break, holidays, teachers' meetings days, etc.
- When the high school is closed for inclement weather, students are still expected to attend their college classes if the college remains open. If this is the case, be sure to post a message to Canvas as to whether the class will be held on Zoom or if there are other directions to follow.

- If the college is closed but the high school remains open, the class does not meet. However, students should always check Canvas for any updates or assignments.

Excused Absences for High School Activities

The high school student is expected to adhere to the same attendance policy as the college student. The only exception is if a student misses class due to a school sanctioned event.

High school students' absences are excused if the professor is notified before the school-sponsored event and if a counselor/advisor will confirm the event. It is the student's responsibility to contact the professor before the missed class period for course work and to establish a due date.

If high school events interfere with college testing, the student is responsible for taking the test during the established testing time frame in the Rose State College Academic Testing Center or for making arrangements with the professor to take the exam at the high school under appropriate supervision.

Keys to Success

- Attend on-campus classes and/or ITV classes regularly or log in to Canvas regularly for an online class.
- Active participation, whether online or in person
- Ask questions of your professor in class, via email, or during the professor's office hours.
- Be prepared for class participation, tests, and quizzes.
- Read the textbook and/or the instructional materials on the Canvas home page.
- Complete your homework and submit it on time.
- Check Canvas regularly for any course announcements.

What if I don't do well in my college course(s)?

In order to continue as a Rose State concurrent student, you must maintain a 2.0 grade point average at minimum. Concurrent students must maintain a 2.0 GPA. A student who fails a Rose State class will need to work with their high school to complete the credit for graduation.

Helpful College Services and Resources

Tutoring Center

The Tutoring Center, located in LRC 250, is a quiet space where students can study and receive tutoring assistance when needed. Tutoring is not a replacement for prerequisite coursework. We ask that students refrain from loud or prolonged social conversations while using the Tutoring Center. Free tutoring is available to Rose State College students on a drop-in basis or by scheduled appointment for many general-education courses (subject to tutor availability). Students that need in-depth assistance may schedule an immediate session with an available tutor or a later time when it is more convenient. The Tutoring Center has many current math and science textbooks that students may reference while studying in the Tutoring Center. Scientific and graphing calculators are also available for use in the Tutoring Center. For more information, please click on the link to the [Rose State Tutoring Center](#).

The Tutoring Center also offers several STEM resources including textbook and graphing calculator check-out and other helpful links and resources. Please click on this link for [STEM resources](#).

Writing Lab

The Rose State Writing Lab provides one-on-one help with any Rose State writing project at no charge. It's open to all students; no referral is required.

A quiet, comfortable place for writers to work, the Writing Lab is staffed with qualified lab instructors and faculty members who are prepared to help with any Rose State writing project and can provide tutorials to help students evaluate and correct common punctuation, grammar, and writing problems. Lab instructors are pleased to assist students with assignments by helping them brainstorm, outline, draft, edit, and proofread; however, they cannot correct an entire essay for the students. They will provide examples and assistance as the student makes appropriate improvements.

The Writing Lab is open Monday through Friday and is located in the Learning Resources Center, Room 250E. There is also an online option. Please click this link to get more information on the [Rose State Writing Lab](#).

Student Success Office

The Student Success Office, located in Room 213/214 in the Diversity Center, is designed to help students' personal growth, professional development and academic progress from enrollment through graduation. Our goal is to connect students with resources, guidance and other services to ensure their success. In keeping with this mission, we offer study skills workshops, learning styles assessments and other valuable tools to help students make the most out of their college experience. Click this link to discover all that the [Student Success Office](#) has to offer.

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Counseling Services

Rose State College Counseling Center provides counseling and referral services to students, including concurrent students. Licensed and license-eligible counselors assist those experiencing difficulties that are impacting their education or ability to perform their responsibilities. Short-term, solution-focused counseling can effectively assist individuals utilize adaptive coping mechanisms to help alleviate current stress. Counseling sessions may occur in the campus office or online. For more information on this wonderful opportunity, please click on the link for [Rose State Counseling Services](#).

Campus Resource Guide

For a listing and description of all Rose State College resources, please consult the following website for [information on Raider Resources](#).

Benefits of Continuing Your Education at Rose State after High School Graduation (Benefits of Finishing What You Started at Rose State)

- Cost (avoiding / minimizing education debt)
 - Ticket to Rose
 - Other in-house scholarships
- Location
- Campus Life
 - Sports, clubs, & other activities similar to larger colleges/universities
 - Student Housing
- Smaller class sizes
- All classes taught by professors, not TAs/GAs
- Transferability of an Associate's versus course-by-course credits

Campus Map

Please click the following link to a handy [campus map](#).

For More Information

Concurrent Enrollment Office

Office Hours: 7:30AM-5PM (additional time by appointment)

Phone: 405.733.7951

Email: concurrent@raider.rose.edu

Main Office: LRC 204

Visitor Parking: Building visitors may park in *Student* or *Accessible* parking spots on the **south** side of the building.

The Concurrent Enrollment Team

Director of Concurrent Enrollment: Mrs. Jan Bugby, Senior Director in Academic Outreach
jbugby@rose.edu

Terrance Grayson, Director of Specialized Enrollment in Academic Outreach tgrayson@rose.edu

Krista Walker-Frederick, Advisor for Specialized Enrollment kwalker@rose.edu

