



College of the Muscogee Nation Concurrent Enrollment Policy

PO Box 917
2170 Raven Circle
Okmulgee, Ok. 74447
918-549-2847
918-759-6941
admissions@cmn.edu

Concurrent Enrollment – (Non-Degree Seeking)

Concurrent enrollment at CMN allows high school, home study, or unaccredited high school students to take college-level courses while still in high school.

To be considered for admission, a student must have the following:

- Minimum composite score of 19 ACT, Pre-ACT (10th grade), 990 SAT (or)
- Have a high school GPA of 3.0 or higher on a 4.0 scale
- Be a junior or senior 16 years of age or older
- Satisfy all curriculum requirements for graduation from high school
- Approval to enroll by a high school counselor or administrator
- Permission to enroll from a parent(s) or legal guardian

Enrollment Requirements (Re-submit each term)

- Concurrent application
- Concurrent signature form
- High school transcript
- High school schedule
- Vaccination records
- Copy of legal identification (driver's license, birth certificate, social security card, and photo ID)
- Copy of tribal citizenship card (if applicable)
- College transcripts (if applicable)
- Proof of academic proficiency, as explained under "academic proficiency"
 - Multiple measures may not be considered for concurrent students
 - Concurrent students may not enroll in remedial coursework except for the summer trimester following their senior year

1. ACT; Pre-ACT (10th grade) subject scores of 19 or above in subject area(s).
2. SAT or PSAT

Reading and Writing	480
Math	530

3. ACCUPLACER

Writing	246
Reading	243
Arithmetic	234
College Algebra - AAF	222
Science (Read + Math)	Read 243 + QAS 234

4. Multiple measures may be considered, if course enrollment requirements are not met due to unforeseen circumstances.

Concurrent students may not enroll in remedial coursework except for the summer trimester following their senior year. For continued CMN enrollment, concurrent students must maintain a 2.0 or higher GPA in subsequent terms. Students not meeting eligibility requirements can contact the Admissions office to see if an exception may be considered. Exceptions requested must be in writing, these requests will be reviewed on a case-by-case basis.

Course workload - A high school student may enroll in a combined number of high school and college-level courses per trimester not to exceed a course workload of 19 credit hours (excluding non-academic courses, such as athletics, band, etc.). For calculating workload, one-half high school unit shall be equivalent to three credit hours of college work.

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College of the Muscogee Nation

Application for Concurrent Enrollment

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918-549-2847
918-759-6941
admissions@cmn.edu

Student Information

Last Name _____ MI _____ First Name _____

Address _____ City _____ State _____ Zip _____

County _____ Home Phone _____ Cell Phone _____

Date of Birth _____ SSN # _____ Email Address _____

Emergency Contact: _____
Name (Must be parent or legal guardian) Phone Work Phone

US Citizen: Yes No **Gender:** Male Female **Ethnicity:** Hispanic/Latino Not Hispanic/Latino Decline

Race: ☐ American Indian/Alaskan Tribal Affiliation _____
☐ Asian ☐ Black/African American ☐ White ☐ Native Hawaiian/Pacific Islander ☐ Unknown

The above information is collected to comply with the Title VI of the Civil Rights Act of 1964 and Title IX of the 1964 and Title IX of the Education Act of 1972 to be used for reporting purposes and does not determine admission to CMN.

High School Information

High School Attending _____ Expected Graduation Date _____

Number of High School courses enrolled in for applied term _____

High School Official

I recommend this student for concurrent enrollment at CMN. I certify that the student will be eligible to satisfy high school graduation requirements (including curricular requirements for college admission) no later than the spring semester of the senior year. The student has taken the ACT and achieved the required ACT composite or has the high school GPA required to be admitted to CMN. In addition, I certify that this student will not be enrolled in a combined total to exceed 19 semester credit hours as a concurrent student.

Signature of High School Principal or Counselor: _____ Date _____

Parent/Guardian

I grant permission for my child to enroll as a Concurrent High School student at CMN. I understand that as a concurrent student, my child will not be eligible to receive Title IV, HEA funds and will be responsible for all charges incurred while my child is enrolled as a concurrent student. CMN offers institutional scholarships, for additional information, please see the Admissions office.

Signature of Parent or Legal Guardian: _____ Date _____

Non-Academic Criteria

- ☐ Yes* ☐ No Have you ever been suspended, expelled, denied admission or re-admission or facing pending disciplinary charges at any other education institution (s)?
- ☐ Yes* ☐ No Do you have conviction or pending charges of a felony in any state, country, and/or tribal jurisdiction?
- ☐ Yes* ☐ No Do you have conviction or pending charges for any behavior involving drugs (*controlled substance*), violence, firearms, weapons, or harm to others in any state, country, and/or tribal jurisdiction?

**If yes to any of the above questions, please see Admissions for a Non-Academic Review Request form.*

Trimester of Enrollment: Fall Spring Summer **Year:** _____

Courses that I wish to be enrolled in at CMN _____

I understand that I must meet the concurrent guidelines and policies set forth in the CMN catalog and student handbook. This is to acknowledge that I agree to abide by all rules, regulations, policies, and practices set forth by the administration of CMN. In addition, by enrolling concurrently I grant permission for my high school to have access to my education records.

Signature of Student _____ Date _____

In accordance with the American with Disabilities Act, CMN provides equal access to its programs, services, and facilities to students, employees, and members of the public, regardless of disability. Requests for accommodations will require further documentation.



College of the Muscogee Nation Consent to Release of Personal Information/Education Records

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended ("FERPA"), for College of the Muscogee Nation (CMN) to release any personal identifiable information from my education and financial records not defined as "Public/Directory Information" under the College FERPA policy.

I _____ hereby authorize access to my educational and financial records to the following:
(Student Name Print)

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

This permission may be revoked at any time by providing notification in writing.

I further understand that College of the Muscogee Nation and/or its staff/employees cannot be responsible for confidentiality of information disclosed after said information has been released pursuant to this authorization, and I hereby release College of the Muscogee Nation, and its staff/employees from any liability arising from such a disclosure.

Acknowledging the above, with attached signature, I hereby give authority to proceed as directed herein.

Student Signature

Date

Student ID#

RETURN COMPLETED FORM TO:

Office of Enrollment Management
2170 Raven Circle, Okmulgee, OK 74447 (918) 549-2847 / FAX: (918) 759-6941



College of the Muscogee Nation

Enrollment Agreement

Student Name: _____

Academic Term: _____

This agreement is a legally binding instrument when signed by the student and accepted by the school, College of the Muscogee Nation (CMN). Your signature acknowledges that you have been given notice of availability of CMN consumer publications, which can be found on the CMN.edu website.

Student Agreement

- I understand that the school reserves the right to reschedule the start date of academic courses.
- I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the CMN Catalog and Student Responsibilities section of the Student Handbook. These documents are located on our website, CMN.edu, and a printed version is available in the Student Affairs office.
- I declare that the information provided by me on the application is true, correct, and complete to the best of my knowledge. It is my understanding that failure to list previously attended colleges or universities or the submission of false information and/or academic records is grounds for denial of admission or immediate suspension. I give release to CMN to obtain information regarding my non-academic history and background.
- I agree to submit all required documentation, including those specifically listed and realize that failure to do so will result in a hold being placed on my academic records and denial of admission to CMN.
- I agree that the above information may be shared between CMN and Tribal/State/Federal Programs.
- I understand that I must maintain a GPA of 2.00 or higher in order to remain eligible for enrollment at CMN.
- I understand the College of the Muscogee Nation does not guarantee transferability of credits to a college, university, or institution. Any decision on the compliancy, appropriateness, and applicability of credit, and whether they should be accepted is the decision of the receiving institution.
- I received notification vaccination information, requirements, and consumer information.
- I understand in the event of a public health emergency and/or disease outbreak, CMN will take precautionary measures to ensure a safe and healthy environment. Precautionary measures may include students being prohibited from entering the campus for their protection, and for the protection of other students at the college. In addition, medical documentation may be required before returning to campus.

Students Right to Cancel

The student has a right to cancel enrollment within the add/drop period and obtain a reversal of charges. If you wish to withdraw totally from the program, you may cancel enrollment by completing the Student Withdrawal Request. The bill will reflect any change in enrollment status and consequent tuition balance.

Bursar and Financial Aid

I consent to receive financial notifications from CMN via electronic means. I authorize my Title IV Pell Grant funds to be applied to all educationally related charges on my account for the entire period of my enrollment. I understand I may withdraw my consent by sending a written notice to the Bursar's Office. I further agree that the CMN Bursar's Office may endorse and deposit all financial checks issued and apply payment to my account. Any remaining amount would be refunded to me, policies are located in the CMN Consumer publications. I agree to report any outside scholarships received and funding sources to the CMN Financial Aid and Scholarships office.

Americans with Disabilities Act (ADA)

In accordance with section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, CMN recognizes the fundamental principles of nondiscrimination and accommodation in academic programs. The Dean of Academic Affairs is the designated campus resource for verifying and coordinating reasonable academic accommodations for students with academic disabilities.

The Dean of Student Affairs is the designated campus resource for verifying and coordinating reasonable accommodations for students with other disabilities. Students are required to submit documentation to process accommodations.

Faculty members have an obligation to respond when they receive official notice of accommodations from the appropriate Dean's Office but are under no obligation to provide retroactive accommodations. For more information contact the Dean of Academic Affairs at 918-549-2806 or Dean of Student Affairs at 918-549-2817.

Authorization for Medical Treatment

In the event of an emergency, I do hereby authorize any and all medical treatment to be provided to me including, without limitation, emergency treatment and transportation, X-ray, anesthetic, dental, medical or surgical diagnosis or treatment by any licensed physician or dentist, as applicable, and any hospital services that might be rendered on my behalf. I hereby assume all responsibility for the expenses associated with the performance of such services. This permission may be revoked at any time by providing notification in writing to the Admission's Office.

Directory Information

Under the Family Education Rights and Privacy Act of 1974, you may restrict the release of your directory information. No other information will be released to a third party, except as provided by law, without your prior written consent. If you wish to restrict the release of your directory information, you must file a signed statement to that effect with the CMN Registrar's Office. For a full list of directory information, please see the CMN Catalog.

Media Release

I grant CMN irrevocable rights and permission to procure, use, publish, and retain copyright to all images, video, audio, and other likenesses of me for editorial, advertisement, reporting, and other purposes. If you wish to restrict the media release items above, you must file a signed statement to that effect with the CMN Registrar's Office.

Raven Alert

Raven Alert sends class cancellations and emergency notifications via text message, voice message, and CMN email. CMN does not charge students to send or receive text messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. I understand that I may opt out of phone notifications at any time by visiting the CMN Student Affairs Office.

Computer Usage

I understand that use of CMN's computers, networks, and Internet access is a privilege granted by the college. I agree to follow the policies set forth by CMN. I understand that violation of these policies may result in my network ID, password, and/or email address being removed from the server without notice. Anyone who accesses, uses, destroys, alters, or damages CMN information resources, properties, or facilities without authorization may be guilty of violating tribal, state, or federal law, and/or threatening the integrity of information kept within CMN's systems. Such conduct is unethical, and will result in disciplinary action by the college, including suspension, and/or loss of computing system privileges. For further details, refer to the CMN website under Consumer Information.

CONTRACT ACCEPTANCE

My signature below certifies that I agree to abide by all rules, regulations, policies, and practices set forth by the administration of the school.

Student Signature: _____ Date: _____
(Parent/Guardian (If under 18 years old))

Do not sign this agreement before reading it in its entirety.

Submit to: Office of Admissions - admissions@cmn.edu - (918) 549-2847



TOKNAWA VNICKV

FINANCIAL AID & SCHOLARSHIPS

CMN SCHOLARSHIP APPLICATION

PO Box 917
2170 Raven Circle
Okmulgee, OK 74447
(918) 549-2800
Fax: (918) 759-6941
TDD.TTY-711
financialaid@cmn.edu
www.cmn.edu

Hensci,

This CMN Scholarship has been provided by the legislation and funding of the Muscogee (Creek) Nation to help citizens of the Muscogee (Creek) Nation pay for cost(s) associated with CMN coursework, fees, required textbooks, on-campus housing, meal plans, and other CMN educational expenses associated with the educational certificates and degree programs that are offered at CMN. Students applying for the CMN Scholarship are strongly encouraged to submit the FAFSA every award year in order to determine eligibility for federal, state, and tribal funds. Students in a degree-seeking program at CMN may be eligible for federal and state grants through the U.S. Department of Education and Oklahoma State Regents for Higher Education.

Please see Eligibility Requirement 3 below for further instructions on completing the FAFSA. The amount of your CMN Scholarship may vary each trimester.

If you have any questions, please refer to our website, www.cmn.edu or contact the Financial Aid Coordinator at (918) 549-2811 financialaid@cmn.edu

Eligibility Requirements:

1. Students must be an enrolled member of the Muscogee (Creek) Nation. Students must present an original **Muscogee (Creek) Citizenship Card** to be copied and included in the application (**no CDIB cards**).
2. Once per academic/award year students are **strongly encouraged** to complete the **Free Application for Federal Student Aid (FAFSA)**. This may be done online at: studentaid.gov and sent to CMN School Code **042249**. The priority filing deadline for Oklahoma grant funding is January 15.
3. For housing and meal plan expenses to be covered, students must live on campus. Commuting students are eligible for one commuter meal plans per trimester.
4. Complete the CMN Scholarship Application during the admissions process. From that point forward, you do not need to complete the application again; however, if your tribal status changes you are responsible for updating that information with the CMN Registrar.
5. Non-degree seeking students taking a class for credit must earn at least 1 credit hour per trimester and must make Satisfactory Academic Progress (SAP).
6. Students must make Satisfactory Academic Progress (SAP). Refer to the CMN Consumer Information Guide located on our website www.cmn.edu for the full SAP policy.
7. The CMN Scholarship will be limited to two associate degrees, in one area of specialization, and/or certificates, or a combination of the two, regardless of institution. If a student has either two associate degrees and/or certificates, or a combination of the two, the student must apply for Institutional Consideration to determine possible eligibility.
8. CMN Scholarship is not awarded to students who have earned a bachelor's degree or higher. If a student has a bachelor's degree or higher, the student must apply for Institutional Consideration to determine possible eligibility.
9. A degree seeking student without a high school diploma or equivalent must apply for Institutional Consideration to determine eligibility.

*Application for the CMN Tuition Waiver/Grant does not guarantee applicant will be awarded a tuition waiver. If there is a zero-balance on a student's CMN Bursar account after other financial aid grants and scholarships have been applied, a CMN Scholarship will not be awarded.



TOKNAWA VNICKV

FINANCIAL AID & SCHOLARSHIPS
CMN SCHOLARSHIP APPLICATION

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www.cmn.edu

The goal of the CMN Financial Aid & Scholarships office is to ensure that students receive financial aid to meet their documented financial need and to make students aware of financial aid issues that may affect their continued enrollment. Therefore, these **Statements of Understanding** are to provide students information relating to the packaging of financial aid.

1. I am strongly encouraged to fill out the Free Application for Federal Student aid at www.studentaid.gov and send it to CMN. The Federal School Code for CMN is 042249.
2. If additional funding received causes my award package to exceed my cost of attendance, it could result in a reduction in my financial aid.
3. In the event my award package cannot be reduced in future trimesters, I will be responsible for paying back the financial aid.
4. If any federal and/or state aid is returned, I will be responsible for paying back the financial aid. I will not be able to register for the next trimester if I have a balance due on my account.
5. The College of the Muscogee Nation will not be responsible for repaying this balance by using CMN Scholarship money or any other means.
6. If my financial need increases due to hardship, I will make an appointment with the CMN Financial Aid & Scholarships office to provide documentation and discuss my options.
7. I am responsible for reporting additional financial resources to CMN as soon as I become aware that I will receive the financial aid.
8. The CMN Scholarship will be credited to my CMN Bursar balance for CMN expenses.

"I hereby certify that the application information I have provided is true and correct to the best of my knowledge. It is my responsibility to contact the Financial Aid Office regarding any questions concerning the CMN Scholarship. I understand all of the conditions and I agree to fulfill all of the requirements listed in this application. I understand if I fail to meet any of these conditions and/or requirements it may result in the loss of the CMN Scholarship."

Student Signature

Date

Student Printed Name

ID Number

**PLEASE SUBMIT THIS COMPLETED APPLICATION ALONG WITH YOUR MUSCOGEE
(CREEK) NATION CITIZENSHIP CARD.**



TOKNAWA VNICKV
FINANCIAL AID & SCHOLARSHIPS
CMN TUITION
WAIVER/GRANT APPLICATION

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Okmulgee, OK 74447
(918) 549-2800
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financialaid@cmn.edu
www.cmn.edu

Hensci,

For Non-Muscogee citizens who are enrolled in a federally recognized tribe, the College of the Muscogee Nation (CMN) Tuition Waiver/Grant may award up to \$2000.00 toward a CMN student's CMN Bursar balance to pay toward the cost(s) associated with CMN coursework, required textbooks, fees, on-campus housing, meal plans, and other CMN educational expenses associated with the educational certificates and degree programs that are offered at CMN. Students applying for the CMN Tuition Waiver/Grant are strongly encouraged to submit the FAFSA every award year in order to determine eligibility for federal, state, and tribal funds. Students in a degree seeking program at CMN may be eligible for federal and state grants through the U.S. Department of Education and Oklahoma State Regents for Higher Education.

Please see Eligibility Requirement 2 below for further instructions on completing the FAFSA. The amount of your CMN Tuition Waiver/Grant may vary each trimester.

If you have any questions, please refer to our website, www.cmn.edu or contact the Financial Aid Coordinator at (918) 549-2811 financialaid@cmn.edu

Eligibility requirements:

1. Students must be an enrolled member of a federally-recognized tribe. Students must present an original **Tribal Enrollment Card** to be copied and included in the application (**no CDIB cards**).
2. Once per academic/award year students are **strongly encouraged** to complete the **Free Application for Federal Student Aid (FAFSA)**. This may be done online at: studentaid.gov and sent to CMN School Code **042249**. The priority filing deadline for Oklahoma grant funding is January 15.
3. Seek funding from the tribe in which you are enrolled.
4. Complete the CMN Tuition Waiver/Grant Application during the admissions process. From that point forward, you do not need to complete the application again; however, if your tribal status changes you are responsible for updating that information with the CMN Registrar.
5. Non-degree seeking students taking a class for credit must earn at least 1 credit hour per trimester and must make Satisfactory Academic Progress (SAP).
6. Students must make Satisfactory Academic Progress (SAP). Refer to the CMN Consumer Information guide located on our website www.cmn.edu for the full SAP policy.
7. The CMN Tuition Waiver will be limited to two associate degrees, in one area of specialization, and/or certificates, or a combination of the two, regardless of institution. If a student has either two associate degrees and/or certificates, or a combination of the two, the student must apply for Institutional Consideration to determine possible eligibility.
8. CMN Tuition Waiver is not awarded to students who have earned a bachelor's degree or higher. If a student has a bachelor's degree or higher, the student must apply for Institutional Consideration to determine possible eligibility.
9. A degree seeking student without a high school diploma or equivalent must apply for Institutional Consideration to determine eligibility.

*Application for the CMN Tuition Waiver/Grant does not guarantee applicant will be awarded a tuition waiver. If there is a zero-balance on a student's CMN Bursar account after other financial aid grants and scholarships have been applied, a CMN Tuition Waiver/Grant will not be awarded. Likewise, if the balance on a student's CMN Bursar account is less than \$2,000 after other financial aid grants have been applied, the CMN Tuition Waiver/Grant will be only for the balance that remains.



TOKNAWA VNICKV
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CMN TUITION
WAIVER/GRANT APPLICATION

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STATEMENTS OF UNDERSTANDING RELATING TO FINANCIAL AID

1. I am strongly encouraged to fill out the Free Application for Federal Student aid at www.studentaid.gov and send it to CMN. The Federal School Code for CMN is 042249.
2. If additional funding received causes my award package to exceed my cost of attendance, it could result in a reduction in my financial aid.
3. In the event my award package cannot be reduced in future trimesters, I will be responsible for paying back the financial aid. If any aid is returned, I will be responsible for paying back the financial aid.
4. I will not be able to register for the next trimester if I have a balance due on my account.
5. The College of the Muscogee Nation will not be responsible for repaying this balance by using CMN Tuition Waiver/Grant money or any other means.
6. If my financial need increases due to hardship, I will make an appointment with the CMN Office of Financial Aid & Scholarships to provide documentation and discuss my options.
7. I am responsible for reporting additional financial resources to CMN as soon as I become aware that I will receive the financial aid.
8. The CMN Tuition Waiver/Grant will be credited to my CMN Bursar balance for CMN expenses.

"I hereby certify that the application information I have provided is true and correct to the best of my knowledge. It is my responsibility to contact the Financial Aid Office regarding any questions concerning the CMN Tuition Waiver. I understand all of the conditions and I agree to fulfill all of the requirements listed in this application. I understand if I fail to meet any of these conditions and/or requirements it may result in the loss of the CMN Tuition Waiver/Grant."

Student Signature

Date

Student Printed Name

ID Number

**PLEASE SUBMIT THIS COMPLETED APPLICATION ALONG WITH YOUR
FEDERALLY RECOGNIZED TRIBAL ENROLLMENT CARD.**