



College of the Muscogee Nation

Application for Concurrent Enrollment

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

The following documents must be submitted, each trimester, to apply for Concurrent Enrollment at
College of the Muscogee Nation

1. **Application for Concurrent Enrollment**
2. **Official High School Transcript**
3. **ACT or SAT scores**

Admissions Requirements

To be admitted as a concurrent student to College of the Muscogee Nation (CMN) the student must meet the following performance requirements and satisfy the curricular requirements.

Juniors and Seniors:

Minimum composite score of 19 ACT/ACT Residual, 900 SAT, or have a 3.0 GPA on a 4.0 scale.

Classification of Senior begins the summer after the junior year is completed.

Classification of Junior begins the summer after the sophomore year is completed.

Home Study or Unaccredited High School Students:

Concurrent students who are receiving instruction at home or from an unaccredited high school must be 17 years of age and meet the requirements for high school seniors as listed above or be 16 years of age and meet the requirements for high school juniors as listed above.

Curricular Requirements:

Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admissions) no later than the spring of their senior year.

Course Enrollment Requirements

To be enrolled as a concurrent student at College of the Muscogee Nation the student must earn a score of 19 or higher on the ACT/ACT Residual subject test for the area(s) in which they want to enroll. Subject tests include English, Reading, Mathematics and Science Reasoning. An ACT subject score of 19 in Reading is required for enrollment in any subject area other than English, Mathematics and Science Reasoning. Institutional Accuplacer testing may not be used for placement. Concurrent students may not enroll in remedial (zero-level) coursework offered by college designed to remove high school deficiencies.

Course Workload

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



College of the Muscogee Nation

Application for Concurrent Enrollment

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

Student Information: Name _____

Date of Birth _____ SSN # _____ Email Address _____

Address _____ City _____ State _____ Zip _____

County _____ Phone Number _____ Alt Phone Number _____

Emergency Contact: _____

Name (Must be parent or legal guardian) Phone Work Phone

*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.

The below 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.

Resident of Oklahoma: Yes No	US Citizen: Yes No	Gender: Male Female
Marital Status: Single Married	Ethnicity: Hispanic/Latino Not Hispanic/Latino Decline	
Race: <input type="checkbox"/> American Indian/Alaskan Tribe _____ Paternal Maternal Both Unknown		
<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian/Pacific Islander Unknown		

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 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 does offer institutional scholarships, for additional information about scholarships, 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 from a college or university as a result of non-academic and/or non-financial issue?

Yes* No Have you ever been convicted of a felony or lesser crime involving moral turpitude, or do you currently have any outstanding criminal charges or warrants of arrest pending against you in Oklahoma, another state or jurisdiction, federal or tribal court?

*If yes to either question, please see Admissions for a Non-Academic Review Request form.

*If a student has a felony conviction(s), then it *MAY* preclude said student from gaining employment within certain fields. Please be advised that a student with a felony conviction(s) may not be eligible for licensure and subsequent employment with a law enforcement agency or a gaming facility.

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 educational records.

Signature of Student _____ Date _____

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.

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 the 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.

Bursar and Financial Aid

I consent to receive financial notifications from CMN via electronic means. 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. I agree to report any outside scholarships received and funding sources to the CMN Financial Aid and Scholarships office.

Students Right to Cancel

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

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 available in the Student Affairs office located in the Administrative Building.
- I declare that the information provided by me on this form 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 in regards to 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.
- Because it is at the receiving institution's discretion, 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.

This is to acknowledge that I agree to abide by all rules, regulations, policies, and practices set forth by the administration of CMN.

Signature

Parent/Guardian (If under 18 years old)

Date



College of the Muscogee Nation

Consent to Release of Personal Information/Education Records

PO Box 917
2170 Raven Circle
Okmulgee, OK 74447
(918) 549-2800
Fax: (918) 549-2881
www.mvsktc.org

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:

CMN Admissions & Registrar's Office
2170 Raven Circle, Okmulgee, OK 74447 (918) 549-2800 / FAX: (918) 549-2881