Application Checklist

This checklist is provided in your admissions packet as a guide to all documentation that is required. You may use the right side of the checklist as you are preparing for your visit.

Application:  □ New  □ Returning  □ Audit  □ Online  □ Special  □ Concurrent

CMN Use  Student

Documentation

_________ CMN Application  Program ______________________________ Area ______________________

_________ Enrollment Agreement

_________ CMN Scholarship Application (Must be enrolled in the Muscogee (Creek) Nation.)

_________ CMN Tuition Waiver/Grant Application (Must be enrolled member of a federally recognized tribe.)

_________ Vaccination Records □ or  Waiver □

_________ OFFICIAL high school transcript or HS Equivalency test Score _______________________
(Official transcripts are sealed and come directly from the high school. HSE Scores may be copies)

_________ Copy of ACT Scores

_________ Assessment test scores (Waived if score is 19 or greater in each test area of the ACT)

_________ OFFICIAL college transcripts from each higher education institution
(Official transcripts are sealed and come directly from the educational institution attended)

School Attended: ___________________________  CMN Use
School Attended: ___________________________  Only
School Attended: ___________________________

_________ Copy of tribal citizenship card (Must be copied by CMN personnel) _________________

_________ Copy of Driver’s License or State issued ID ________________________________
(Birth certificate and social security card may be submitted)

_________ FAFSA Complete (Free Application for Federal Student Act) www.fafsa.ed.gov
(Must be completed for some tribal programs and grants) School Code: 042249

_________ CMN Residential Life Contract (if applicable)

For CMN Use Only

<table>
<thead>
<tr>
<th>For CMN Use Only</th>
<th>Student Master</th>
<th>Application Folder</th>
<th>Education Folder</th>
<th>Test Scores</th>
<th>School Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Emergency Contact</td>
<td>Document Tracker</td>
<td>Enrollment Wizard</td>
<td>Letter</td>
<td>FERPA</td>
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HOLD
Admissions Requirements

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

- Concurrent Application
- Official High School Transcript
- High School Schedule
- Test Scores
- Official College Transcript (if applicable)

Juniors and Seniors

A junior or senior high school student must meet one of the following requirements to enroll at CMN as a concurrent student. Minimum composite score of 19 ACT, Pre-ACT (10th grade), ACT Residual, 990 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.

Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admissions). Concurrent students may not enroll in remedial coursework. Concurrent students must maintain a 2.0 or higher GPA.

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.

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 purposes of calculating workload, one-half high school unit shall be equivalent to three credit hours of college work.

Course Enrollment Requirements

Students may enroll only in those subject areas where they have proven academic proficiency. Proficiency is established by achieving the scores in each subject listed below. A student must achieve one of the reading scores listed below in order to enroll in any subject area other than English, Mathematics and Science.

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

<table>
<thead>
<tr>
<th>Reading and Writing</th>
<th>480</th>
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<tbody>
<tr>
<td>Math</td>
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- ACCUPLACER

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<th>Writing</th>
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<tr>
<td>Reading</td>
<td>243</td>
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<tr>
<td>Arithmetic</td>
<td>234</td>
</tr>
<tr>
<td>College Algebra - AAF</td>
<td>222</td>
</tr>
<tr>
<td>Science (Read + Math)</td>
<td>Read 243 + QAS 234</td>
</tr>
</tbody>
</table>
College of the Muscogee Nation
Application for Concurrent Enrollment

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 educations 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.
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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
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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#
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 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.
▪ 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.

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.
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: http://www.fafsa.ed.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 affiliation 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 with a minimum grade point average of 2.0.
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 a Bachelor’s degree or a combination of Two Associate Degrees and/or certificates in one area of specialization. If a student has either Two Associate Degrees and/or certificates in one area of specialization or a Bachelor’s a student may apply for Institutional Consideration to determine possible eligibility.
8. 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.
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.fafsa.ed.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.
6. The College of the Muscogee Nation will not be responsible for repaying this balance by using CMN Scholarship money or any other means.
7. 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.
8. I am responsible for reporting additional financial resources to CMN as soon as I become aware that I will receive the financial aid.
9. 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.
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: http://www.fafsa.ed.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 affiliation 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 with a minimum grade point average of 2.0.

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 a Bachelor’s degree or a combination of Two Associate Degrees and/or certificates in one area of specialization. If a student has either Two Associate Degree’s and/or certificate in one area of specialization or a bachelor’s a student may apply for Institutional Consideration to determine possible eligibility.

8. 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.
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.

STATEMENTS OF UNDERSTANDING RELATING TO FINANCIAL AID

1. I am strongly encouraged to fill out the Free Application for Federal Student aid at www.fafsa.ed.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.