



## Concurrent Tips for High School Counselors and Students Guiding Students through the Concurrent Process

Concurrent students are considered college students and need to be prepared for a successful college experience. The following tips will assist students as they learn to successfully navigate the TCC system.

### Who is eligible for Concurrent Enrollment?

- Juniors and seniors who are eligible to graduate from high school in the spring of their senior year may enroll starting the summer before the Junior year.
- Students must participate in the ACT or SAT test for admission.
- To be **admitted** as a concurrent student juniors must have a composite score of 21 (ACT) or 980 (SAT) **or** a 3.5 un-weighted GPA. Seniors must have a composite score of 19 (ACT) or 900 (SAT) **or** a 3.0 un-weighted GPA.
- To **enroll** in classes, students must show proficiency in the area in which they wish to enroll. Students must have a 19 subject score on the ACT in English, Mathematics and/or Science Reasoning to enroll in these courses. TCC requires that a student score a 20 (ACT) in Math to enroll in MATH 1513 (College Algebra). Additionally, students must have a 19 (ACT) in Reading to enroll in any other college courses.
- **Re-enrollment is contingent upon the student achieving a cumulative 2.0 GPA for college work.**

### Residual ACT Test or National ACT Test?

Students who opt to take TCC's residual ACT test will only be allowed to use the first test taken during the year for admission and placement purposes. (For testing purposes, the year starts Nov. 1 and ends the following Oct. 31).

Students who take the National ACT Exam can repeat the test without consequence.

The Residual ACT is offered at TCC's Northeast Campus Testing Center. For more information, please contact them at 918-595-7534 or <http://www.tulsacc.edu/testing>

### How students enroll in a class:

TCC strongly prefers students enroll in person due to the restrictions placed on concurrent students. TCC places holds on the students' accounts so we can monitor their enrollment and ensure they are choosing the right courses. When enrolling, students will need the following:

- TCC Application for Admission (students should complete online application prior to enrolling)  
<http://www.tulsacc.edu/admission>
- Current High School Transcript
- ACT scores
- TCC Concurrent Form—signed by high school principal, counselor and student's parent. **The high school course section must be filled out by the high school.** This helps determine how many hours a student may enroll in at TCC. (Students may not exceed 19 credit hours per fall/spring semester or 9 credit hours per summer term.) <http://www.tulsacc.edu/programs-and-courses/admissions/forms-and-documents>
- Concurrent students are **not** eligible to take developmental course work or physical education activity courses.

### What if a student needs to change his/her schedule?

In an effort to ensure that high schools are aware of when students change their schedules, TCC now requires the high school counselor's signature on any schedule adjustments and withdrawals.

- When a student **drops** a class (within the proper time frame for that semester/course), it is removed from the schedule and the student is not responsible for paying for the course. **Any schedule adjustment requires the high school counselor's signature.**  
<http://www.tulsacc.edu/programs-and-courses/admissions/forms-and-documents>
- When a student **withdraws** from a class, it stays on the transcript with a grade of "W" and the student is responsible for paying for the course. **Any withdrawal requires the high school counselor's signature.**  
<http://www.tulsacc.edu/programs-and-courses/admissions/forms-and-documents>
- Concurrent students must change their schedules in person by going to any campus Enrollment Services (Admission/Registration) Office with the completed copy of the schedule adjustment and withdraw form.

### Billing and Course Fees:

Billing statements are **not** mailed. Student account balances may be viewed via MYTCC. Students must pay for classes/fees prior to the start of class or sign-up for a payment plan through the Student Account System link on MYTCC. Students who do not drop unwanted classes will still be responsible for tuition and fees.

Concurrently enrolled high school students are eligible for the TCC ACE Concurrent Tuition Waiver. Ace Tuition Waivers are awarded on a "first come-first served basis" as funds are available. Students must be enrolled in a minimum of three (3) and the ACE waiver will cover a maximum of six (6) credit hours per semester and must follow the policy regulations including graduation from high school in the spring of the senior year.

Students on the ACE Tuition Waiver must pay applicable fees within the semester's deadline. Students are also responsible for purchasing their textbooks.

### How do students get their textbooks?

Textbooks may be purchased at the campus bookstore where the class will be attended or online [www.tccstores.com](http://www.tccstores.com), other online textbook suppliers, or TEXT2TRADE.COM (electronic bulletin board service provided free of charge by TCC)

### Additional Tips for students:

- Students should read, understand and refer to the instructor's course syllabus throughout the semester.
- The TCC Learning Resource Center (library) is a great resource to assist students. It is fully accessible on-line.
- Concurrently enrolled students may use the Technology Learning Center (TLC) which provides free reading, writing, math and science tutoring, as well as computer use.
- TCC students (including concurrent students) have a free MyTCC student email account. Use this account for all academic, business and student services correspondence, including instructor communication. **It is crucial that students check their MyTCC email frequently.**
- Blackboard is the technology system used by TCC to support student learning. Most instructors use Blackboard to support their classroom instruction. For help in navigation, complete the Blackboard Orientation
- For additional technical support, please contact the Call2000 help desk at 918-595-2000.
- Student IDs and parking permits are required for on campus classes.
- Students may use the Fitness Center located on all TCC campuses.