



Concurrent Enrollment Registration Checklist

- 1. Online Admission Application** *(New students only * students who have never taken a concurrent course through SAU Tech)*
 - Complete the online application for admission at www.sautech.edu.
 - **MUST** be completed before any paperwork will be processed.

- 2. Registration**
 - Registration/Consent Form — must be completed with ALL required signatures, course codes and section numbers. Registration/Consent forms must be turned in **every** semester. Forms without all required information **will not** be accepted or processed.
 - Registration/Consent Form must be turned in by the registration deadline. Forms submitted after the deadline **will not** be accepted or processed. See your high school counselor for registration deadline.
 - Test scores must be submitted along with the registration/consent form. Registrations without test scores **will not** be accepted or processed.
 - Students not meeting all course requirements will not be registered for class.

- 3. Payment**
 - Pay all tuition and fees not covered by your school district by the payment deadline. See your high school counselor for the payment deadline.
 - You may pay in person at the Business Office or over the phone with a credit or debit card.
 - Payment is required each semester.



High School Student Concurrent Enrollment Memorandum of Understanding

To participate in Southern Arkansas University Tech's Concurrent Enrollment Program (CEP), please review the regulations, and have your parent/guardian and school official sign and date this form. For additional details about the program, you may review the Concurrent Student Handbook at www.sautech.edu/concurrent-enrollment. For questions, please call 870-574-4476 or email lwilliam@sautech.edu.

- I understand I must complete an online application for admission, www.sautech.edu, by the date established by SAU Tech. If I do not, I may not be eligible to participate.
- I understand I must submit my complete concurrent registration form and meet concurrent course requirements by the date established by SAU Tech. If I do not, I may not be eligible to participate.
- I understand I must comply with SAU Tech's Code of Conduct or I may be dismissed from the program permanently. Students who do not comply with their high school's code of conduct may also be dismissed from the program permanently. Dismissal from the program may result in a failing grade.
- I understand, by choosing to enroll in concurrent courses, I will earn college credits that will become part of my permanent academic record.
- I understand concurrent high schools students are not eligible to enroll in developmental courses in reading, mathematics and English.
- I understand the GPA I earn in my college courses may impact my high school GPA, and may also impact my future college admission and federal aid.
- I understand enrolling in college courses will incur tuition and fees.
- I understand I am responsible for any course related expenses or fines I incur that are not paid by my school district or SAU Tech.
- I understand for courses taken directly on the university campus, I will be responsible for paying full tuition if my school district does not pay all or part of tuition.
- I understand for courses taken at the high school, I will be responsible for paying half-tuition if my school district does not pay all or part of tuition.
- I understand for courses taken online, I will be responsible for paying half-tuition and fees if my school district does not pay all or part of tuition.
- In compliance with the **Family Educational Rights and Privacy Act (FERPA) of 1974**, the student gives permission to SAU Tech to report absences, disciplinary issues, and the release of grades, transcripts, in progress grade, class schedules, and billing information, as available, to the High School/School District noted below for any courses enrolled under the Concurrent Enrollment Program. Student information will not be provided to a parent/guardian without separate written permission from the student.
- I have been provided an academic calendar with important semester dates and deadlines.
- I understand that I may enroll in a maximum of 11 college credit hours per semester.

Please sign in pen.

Student's Legal Name (print)

Student Signature

Date

Parent/Guardian's Name (print)

Parent/Guardian's Signature

Date

High School Official's Name (print)

High School Official's Signature

School/District



Concurrent Enrollment
Registration & Consent Form

Return Completed
Form to Counselor

- New students must complete the Admissions Application online at www.sautech.edu
- Enrollment is limited to 11 credit hours
- Placement scores and/or course prerequisites must be met prior to registration

Student	Term: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year: _____ SSN: _____			
	Student Name: Last: _____		First: _____ DOB: _____	
	Street Address: _____			
	City: _____		State/Zip Code: _____	
	Phone Number: _____		E-mail Address: _____	
	High School/Grade Level: _____			
	<p>As a student enrolled in SAU Tech's Concurrent Enrollment Program, I grant SAU Tech permission to release information to the parent/guardian whose name and signature appears below, thereby waiving my rights to privacy under the Family Educational Rights and Privacy Act (FERPA)</p> <p>Student Signature: _____</p>			
Courses	Course Number	Course Title	Section	
Parent	<p>I hereby consent to my child's enrollment in SAU Tech's Concurrent Enrollment Program. In addition to such consent, I hereby acknowledge and accept the following:</p> <ol style="list-style-type: none"> 1. My child will be subject to all rules, regulations, and policies of SAU Tech. My child can earn college credit as a result of his/her enrollment and successful completion of this program. The academic record earned from this coursework will be a permanent part of my child's collegiate record. Poor grades can affect their academic future in such areas as admission to colleges/universities, eligibility for financial aid, and academic probation. 2. My child's SAU Tech record is protected under the Family Educational Rights and Privacy Act (FERPA) and as a parent, I will not have access without my child's written consent. 3. Tuition is \$54 per credit hour. *Check with your school for the amount you are required to pay. Note: Classes taken through SAU Tech's Career Academy or the Aviation program for high school students are FREE. <p>Parent/Guardian Name: _____ Date: _____</p> <p>Parent/Guardian Signature: _____</p>			
	High School Approval	<p>The above named student is authorized to enroll in the courses listed above for concurrent credit in SAU Tech's Concurrent Enrollment Program. Additionally, I confirm the student has the appropriate prerequisites and placement scores. By signing this form, I certify the information below is accurate.</p> <p>Student GPA: _____ NSL: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Completed Student Success Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Print Name/Title: _____</p> <p>Counselor/Principal Signature: _____ Date: _____</p>		