

# High School Concurrent Student Enrollment Memorandum of Understanding 2024-2025



Dear Student and Parents:

To participate in the Concurrent Enrollment Program (CEP) at all Arkansas Tech University campuses (Russellville, Ozark, and the Arkansas Tech Career Center (ATCC)), 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 <http://www.atu.edu/concurrent> (Russellville). You may also contact us with questions at 479-880-4247 (Russellville) or 866-225-2884 (Ozark/ATCC).

- I understand I must submit my complete concurrent application and meet admission requirements by the date established by my school district and ATU. If I do not, I may not be eligible to participate.
- I understand I must comply with the Arkansas Tech University 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 with the CEP courses taught through my high school, I must meet the deadlines set forth by my school district to be eligible for tuition and fee assistance.
- I understand I am responsible for any course related expenses or fines I incur that are not paid by my school district, Ozark Campus, or ATCC.
- I understand for courses taken directly through the university campus (on-campus or online) rather than through my high school, I will be responsible for paying 50% of undergraduate tuition and 100% of fees, plus any required course materials.
- I understand that I will receive electronic bills and can access my bill via ATU OneTech.
- I agree to check my ATU OneTech and Blackboard account regularly.
- I have been provided an academic calendar with important semester dates and deadlines. The calendar may be viewed online at <https://www.atu.edu/catalog/undergraduate/calendar.php>.
- I understand that after taking CEP classes, if I have a break in enrollment terms (fall/spring), I must complete the application process for the CEP before I will be able to enroll again.
- I understand that I may enroll in a maximum of 15 hours of concurrent courses per semester. Maximum semester hours include all college credit courses offered through ATU to include both the Russellville and Ozark campuses.

**Please sign in pen.**

\_\_\_\_\_  
Student's Legal Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name (print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Name

\_\_\_\_\_  
High School Official's Signature

\_\_\_\_\_  
Date