Admissions & Enrollment Information

Use as reference with the COURSE SCHEDULE

2016 – 2017

- Summer Semester: May 23 - July 21
- Fall Interim: July 25 - August 5
- Fall Semester: August 10 – December 9
- Spring Interim: January 2 – 6
- Spring Semester: January 9 – May 12

Poteau Campus
1507S. McKenna
Poteau, OK 74953
(918) 647-1200

Sallisaw Campus
1601 Opdyke
Sallisaw, OK 74955
(918) 775-6977

Virtual Campus
www.carlalbert.edu
(918) 647-1471
STUDENT INFORMATION

CONTACT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poteau Main Number</td>
<td>918-647-1200</td>
</tr>
<tr>
<td>Sallisaw Main Number</td>
<td>918-775-6977</td>
</tr>
<tr>
<td>ACT Testing</td>
<td>918-647-1264</td>
</tr>
<tr>
<td>ACT Testing @ Sallisaw campus</td>
<td>918-775-6977</td>
</tr>
<tr>
<td>Admissions</td>
<td>918-647-1300</td>
</tr>
<tr>
<td>Bookstore</td>
<td>918-647-1390</td>
</tr>
<tr>
<td>CAAP Testing</td>
<td>918-647-1407</td>
</tr>
<tr>
<td>COMPASS/Accuplacer Testing</td>
<td>918-647-1310</td>
</tr>
<tr>
<td>Cashier/Business Office</td>
<td>918-647-1325</td>
</tr>
<tr>
<td>Enrollment &amp; Retention Center</td>
<td>918-647-1393</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>918-647-1343</td>
</tr>
<tr>
<td>Graduation Applications</td>
<td>918-647-1307</td>
</tr>
<tr>
<td>Housing</td>
<td>918-647-1374</td>
</tr>
<tr>
<td>Library</td>
<td>918-647-1310</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>918-647-1371</td>
</tr>
<tr>
<td>Tours</td>
<td>918-647-1372</td>
</tr>
<tr>
<td>Tutoring Poteau</td>
<td>918-647-1316</td>
</tr>
<tr>
<td>Veterans Certification</td>
<td>918-647-1307</td>
</tr>
</tbody>
</table>

VIKECONNECT

VIKECONNECT is the student’s personal CASC information and enrollment center. Here, students can enroll in classes, view grades and unofficial transcript, and more. Students must create their VIKECONNECT account first, and before logging into their Student Webmail and Blackboard accounts.

(Click on VIKECONNECT > click on Reset Password. Insert created password and prompted identifiers. Username will be given in pop-up dialog box. Insert newly created Password and Username to LOGIN.)

www.carlalbert.edu > Quicklinks > VIKECONNECT

CASC STUDENT WebMail

Webmail is email – it is where the college “mails” billing notices, financial aid awards, degree checks, and other important announcements and reminders. So, once enrolled, students are assigned webmail account to which the college will begin “mailing” correspondence. Remember, the college does not mail out bills; students must use their CASC issued webmail for this purpose.

www.carlalbert.edu > Quicklinks > VIKECONNECT > CASC Student WebMail

WEB CLASSES

Students may access their Blackboard accounts using the same USERNAME and PASSWORD the student generated for their VIKECONNECT and Student Web Mail.

Don’t see your class in Blackboard? Have you checked your course schedule and are your enrolled? You must be enrolled before the class appears in Blackboard.

Students enrolling in the online sections of Math, Accounting, or other identified courses may have additional charges to purchase Computer Codes to access the course. Students may contact the Bookstore or instructors for log-in instructions.

www.carlalbert.edu > Quicklinks > VIKECONNECT > Online Classes

In compliance with Titles VI and VII of the Civil Rights Acts of 1964, amended, Title IX of the Education Amendments of 1972, American Disabilities Act of 1990, and other federal laws and regulations, Carl Albert State College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but not limited to admissions, employment, financial aid, and educational services. Please contact our ADA Coordinator at 918-647-1319 if you have questions regarding services for students with disabilities.

Check VIKECONNECT for latest updates on newly added classes or class/instructor changes.

Enroll at www.carlalbert.edu
HOW TO BE ADMITTED

Welcome to Carl Albert State College! Students will find that CASC offers low tuition, small class sizes, expansive on-line course selection, excellent faculty, and a caring student services staff. Use the following for successful admissions and enrollment.

STUDENT ENROLLMENT CATEGORIES

All students must submit an application and the following IDs for admissions. Students must also submit credentials based on their enrollment category, such as the First-Year or Transfer or Concurrent (as found below). Students are encouraged to “bundle” their credentials and submit them as a “bundle” after completing an online application or as one packet with the paper application.

1. Application for Admissions
2. Driver’s License ID
3. Social Security Card ID

First-Time Freshman Admission

First-time entering freshman have never attended college or have completed 6 hrs or less after high school or completed some college coursework under concurrent enrollment. Freshmen must submit the following credentials with their online or paper application:

1. Application for Admissions, Driver’s License, and Social Security Card.
2. Official high school transcript (final with 12th year term grades, graduation date, & seal)
3. ACT scores

Transfer Admission

Transfer students have previously attended college and earned 7 college hours or more. Transfer students must submit the following credentials with their online or paper application:

1. Application for Admissions, Driver’s License, and Social Security Card.
2. Official transcripts from all colleges attended
3. Official high school transcript and test scores when transferring with less than 24 college hours, or when deficiencies or prerequisites not completed

Students may enroll with unofficial documents, but, may not re-enroll in the next term until the official documents are received, and will not have Financial Aid processed until received. Transfer students who have not taken a college-level orientation course previously may enroll in the LIB or Library research course for orientation credit.

Non-Degree Seeking Admission

Students who do not seek a college degree or are a “guest” student from another college may enroll in no more than 9 cr-hrs per semester without submitting credentials, except, when prerequisites must be met to enroll in certain college courses (ex. ENGL 1113 before ENGL 1213). ACT tests and transcripts may be required to prove prerequisite has been met. Non-degree seeking students enrolling in 10 or more cr-hrs per term are considered DEGREE-SEEKING and will be classified as Transfer or First-Year, and then be required to provide college transcripts, and/or test scores. Non-degree seeking students are not eligible for financial aid or scholarships.

Concurrent Admission

High school seniors are eligible for admissions with a high school GPA of 3.0 or National ACT composite of 19. Juniors are eligible for admissions with a 3.5 GPA or 21 ACT. Students may then enroll in subjects in which a 19 ACT test score or higher was earned. Homeschooled students age 16 in August are considered a Junior; students 17 are considered a Senior.

Concurrent students must submit the following credentials with their paper application packet (do not submit online application):

1. Permissions Form
2. Petition for Overload
3. Official high school transcript
4. National ACT test scores

Check VKECONNECT for latest updates on newly added classes or class/instructor changes.

Enroll at www.carlalbert.edu
Re-Admissions to CASC

Students re-enrolling with CASC after one semester or longer absence should complete the Re-Admission Application to update records (address, cell phone, residency, etc). Former CASC students may submit either an online or paper application, and any test scores or other college transcripts completed since last attending CASC.

STUDENTS MUST TEST FOR ADMISSIONS

Students must test for admissions with ACT (SAT accepted), COMPASS or Accuplacer (new for fall 2016). These test scores are used to place students into the appropriate college-level courses or to identify the need for remedial or refresher classes before college course enrollments.

- **First-time students** under age 21 must test with ACT either National ACT or CASC Residual ACT is accepted.
- **First time students** (21 years or older) may test with either ACT or COMPASS or Accuplacer.
- **High School Concurrent** students must test with the National ACT.

Students will be required to remediate when test scores are low, as measured by ACT, SAT, COMPASS, or Accuplacer testing. Remediation may be met with successful completion of refresher courses or by re-testing.

**ACT Testing**

CASC is a test center for National ACT. On-line registration for the National ACT is available at [www.act.org](http://www.act.org). Study and test prep materials may be found online at ACT’s website (click on Products & Services > ACT Online Prep).

CASC also offers Residual ACT testing at both Sallisaw and Poteau campuses. Several changes have been made to testing procedures. Students must pre-pay the $40.00 testing fee, and present this paid receipt, picture ID, Social Security Number card or number to gain admissions to Residual Testing. Students desiring to enroll under High School Concurrent enrollment must test with the National ACT and may not use ACT Residual test results to determine Concurrent Enrollment eligibility. Residual ACT test scores are only valid at CASC.

**Residual ACT Test Schedule (2016)**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5, 19</td>
<td>(dates valid for both Poteau &amp; Sallisaw campus locations)</td>
</tr>
<tr>
<td>May 10, 17</td>
<td></td>
</tr>
<tr>
<td>June 13</td>
<td></td>
</tr>
<tr>
<td>Other dates TBA</td>
<td></td>
</tr>
</tbody>
</table>

**Poteau**

ACT Residual tests are held in OCAE 1318. Student must call in advance (918-647-1264) to reserve a seat and confirm day and time. Students must present paid receipt, picture ID, and their social security number. Pencils and ACT approved calculator allowed.

**Sallisaw**

Student must call in advance (918-775-6977) to reserve a seat and confirm day and time. Students must present paid receipt, picture ID, and their social security number. Pencils and ACT approved calculator allowed.

**ACCUPLACER - Placement Testing**

New beginning with the fall 2016 term is the ACCUPLACER placement examinations will be phased-in and will replace the COMPASS exams in the fall 2016 semester. Both the COMPASS and ACCUPLACER test results are used to measure a student’s readiness to enroll into college level courses, such as ENGL 1113, MATH 1513, science and history courses.

Students may find ACCUPLACER study guides at: [https://accuplacer.collegeboard.org/students/accuplacer-tests](https://accuplacer.collegeboard.org/students/accuplacer-tests).

**REMEDINATION OF LOW TEST SCORES**

CASC tests students upon initial admissions to measure readiness to enroll into college-level courses of English 1113 Freshman Composition I, math, science, or American History. When tests scores are below the required cut-off score on the ACT, COMPASS, or ACCUPLACER tests, then a deficiency is identified and remediation is required. Students may remove the remedial requirement by retesting or enrollment into the appropriate zero-level refresher course.

Therefore, once the deficiency in that subject area is remediated by either retest or successful completion of the refresher course, the student may then enroll into college-level subjects in that area. Further, students are required to remediate and successfully remove deficiency in the first 24 credit-hours of enrollment or face an ADMISSIONS Hold on future enrollments.

(New for fall 2016) CASC has revamped its developmental studies to include an alternate “fast-track” enrollment where eligible students may co-enroll into the college-level course with a one “refresher” lab. Another new introduction uses high school measurements of GPA and math core completions in combination with the ACT to determine remediation or fast track or college readiness.

The table below outlines cut-off scores and new ways to measure remediation or placement.

Check VIKECONNECT for latest updates on newly added classes or class/instructor changes.
## Placement and Remediation Assessments

CASC has revamped its Assessment Plan to include high school performance measurements, fast-track course completions, and the ACCUPLACER placement exam (new in fall 2016). CASC tests students upon initial admissions using ACT, COMPASS, or ACCUPLACER tests and places them into English 1113, math, science, or American History (reading course), or, when tests scores fall below the required cut-off scores, into remedial courses or into the new fast-track courses. The Office of Admissions will evaluate student credentials, provide students with a summary sheet, and post results in VIKECONNECT.

Note: The high school GPA is the unweighted GPA (HS senior or final HS GPA). High school concurrent students are not eligible for remediation or fast track enrollments. COMPASS will be phased out in the fall 2016 term and replaced with ACCUPLACER.

### ENGLISH ASSESSMENT

<table>
<thead>
<tr>
<th>COURSE ENROLLMENT</th>
<th>ACT English</th>
<th>COMPASS Writing</th>
<th>ACCUPLACER Writing</th>
<th>High School GPA</th>
<th>ACT English and High School GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Freshman Comp I (No Remediation Required)</td>
<td>19+</td>
<td>77+</td>
<td>98+</td>
<td>None required</td>
<td>17-18 and 3.00+</td>
</tr>
<tr>
<td>ENGL 1113 Freshman Comp I and ENGL 0121 Fast Track Writing Lab</td>
<td>16-18</td>
<td>54-76</td>
<td>82-97</td>
<td>3.00+</td>
<td>---</td>
</tr>
<tr>
<td>ENGL 0123 Intro to College Writing (Remediation Required)</td>
<td>0-15</td>
<td>0-53</td>
<td>0-81</td>
<td>below 3.00</td>
<td>---</td>
</tr>
</tbody>
</table>

### READING ASSESSMENT

<table>
<thead>
<tr>
<th>COURSE ENROLLMENT</th>
<th>ACT Reading</th>
<th>COMPASS Reading</th>
<th>ACCUPLACER Reading</th>
<th>High School GPA</th>
<th>ACT Reading and High School GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>College-Level Courses (No Remediation Required)</td>
<td>19+</td>
<td>81+</td>
<td>90+</td>
<td>None required</td>
<td>17-18 and 3.00+</td>
</tr>
<tr>
<td>HIST 1483/1493 American History and ENGL 0111 Fast Track Reading Lab</td>
<td>16-18</td>
<td>73-80</td>
<td>70-89</td>
<td>3.00+</td>
<td>---</td>
</tr>
<tr>
<td>ENGL 0113 Intro to College Reading (Remediation Required)</td>
<td>0-15</td>
<td>0-72</td>
<td>0-69</td>
<td>below 3.00</td>
<td>---</td>
</tr>
</tbody>
</table>

### MATHEMATICS ASSESSMENT

<table>
<thead>
<tr>
<th>COURSE ENROLLMENT</th>
<th>ACT Math</th>
<th>COMPASS Pre-Algebra Algebra</th>
<th>ACCUPLACER Arithmetic Elem Algebra</th>
<th>High School GPA</th>
<th>Successful Completion of High School Math Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1513 College Algebra (No Remediation Required)</td>
<td>19+</td>
<td>58+ (PA) 35 (A)</td>
<td>103+ (A) 97+ (EA)</td>
<td>None required</td>
<td>None required</td>
</tr>
<tr>
<td>MATH 1513 College Algebra (No Remediation Required)</td>
<td>17-18</td>
<td>43-57 (PA) 27-34 (A)</td>
<td>79-102 (A) 63-96 (EA)</td>
<td>3.00+</td>
<td>Algebra I, Algebra II, &amp; Geometry</td>
</tr>
<tr>
<td>MATH 1513 College Algebra and MATH 0111 Fast Track Math Lab</td>
<td>16-18</td>
<td>36-57 (PA) 23-34 (A)</td>
<td>59-102 (A) 43-96 (EA)</td>
<td>None required</td>
<td>None required</td>
</tr>
<tr>
<td>MATH 1513 College Algebra and MATH 0111 Fast Track Math Lab</td>
<td>13-15</td>
<td>19-35 (PA) 16-22 (A)</td>
<td>30-58 (A) 28-42 (EA)</td>
<td>3.00+</td>
<td>Algebra I, Algebra II, &amp; Geometry</td>
</tr>
<tr>
<td>MATH 0123 Intermediate Algebra (Remediation Required)</td>
<td>13-15</td>
<td>19-35 (PA) 16-22 (A)</td>
<td>30-58 (A) 28-42 (EA)</td>
<td>below 3.00</td>
<td>None required</td>
</tr>
<tr>
<td>MATH 0113 Developmental Math (Remediation Required)</td>
<td>0-12</td>
<td>0-18 (PA) 0-15 (A)</td>
<td>0-29 (A) 0-27 (EA)</td>
<td>below 3.00</td>
<td>None required</td>
</tr>
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</table>

### SCIENCE ASSESSMENT

<table>
<thead>
<tr>
<th>COURSE ENROLLMENT</th>
<th>ACT Science</th>
<th>COMPASS</th>
<th>ACCUPLACER</th>
<th>High School GPA</th>
<th>Successful Completion of High School Math Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>College-level science courses</td>
<td>19+</td>
<td>When Science ACT subject test score is below 18, then, Science remediation is required. Science remediation is met when math deficiency is met.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check VIKECONNECT for latest updates on newly added classes or class/instructor changes.
Step 2: Enrollment

Students may self-enroll in the CASC VIKECONNECT, visit with their Academic Advisor or counselor in the Enrollment Center. Advisors can offer assistance with course selection and degree planning.

- Students are asked to contact their Faculty Advisor and make an appointment after 1:00 p.m. to register for classes.
- Advisor list may be found on-line (go to Academics < Advisor)
- Degree Plans are found on-line (go to Academics < Degrees Offered), on file in the Admissions Office, or with their Advisor.
- Students must remove deficiencies before taking college courses and do so in the first 24 cr-hrs.

ORIENTATION

All first-time entering students should enroll in ORI 1111 Freshman Orientation. LEAD 1413 CASC Leadership and COSU 1103 College Success are approved substitutions for orientation.

Transfer Students who have not previously completed a college-level freshman orientation class may alternately enroll in CASC’s LIBRARY (LIB 1011) research course.

Step 3: Check List of “things to do before I go to class”

Once admitted to CASC and enrolled into classes, students should also complete the following tasks:

- Apply early for financial aid (early is at least 6-8 weeks before classes begin).
- Pick up a parking decal in the Business Office.
- Pay tuition & fees (see Admissions > Tuition & Fees Chart to estimate costs; or see VIKECONNECT > Student tab to view Account Balance Information or make a payment).
- Have your CASC picture ID Card made.
- Buy textbooks at Poteau or Sallisaw campus.

Step 4: GO TO CLASS!!

Attendance is important for successful completion of any course. So, students should go to class!

When students enroll into classes, a seat is reserved for them, charges are figured, instructors are secured, and financial aid is determined. Students are expected to attend classes on day one! However, life happens and if you see that you are unable to attend your class, then, drop your class through the Office of Admissions. Students are given a 100% refund when classes are dropped before the Last Day to Drop Classes with 100% Refund. After this date, student is fully liable and 100% responsible for tuition/fees charges.

Add/Drop Period: Students must contact the Office of Admissions to drop classes they do not attend. Students may drop any class without charges or transcript record when drops occur before the 10th day of classes in the fall/spring terms and the 5th day in the summer term or what is known as the Last Day to Drop with 100% Refund.

In Person: Admissions Office at 918-647-1300 for OFFICIAL withdrawals, or Sallisaw at 918-775-6977.

By Fax: Fax request to 918-647-1306 with Driver’s License and contact number. Students who fax in requests for withdrawal are strongly advised to contact the Admissions Office for verification of withdrawal.

After Add/Drop Period: Students who drop a course after the Last Day to Drop with 100% Refund will owe 100% of tuition/fees and receive either “W” or “F” grade (see Academic Calendar for drop dates). Depending on date of drop, students may also be required to pay back all or part of any federal financial aid TITLE IV funds when drops occur before the 60% completion period of the term.
FINANCIAL AID
Students should find ways to finance their educational costs by filing the FAFSA each year and apply for grants, loans, tuition waivers, scholarships, Veterans benefits, Tribal Education programs, work-study, etc.

The speed by which Financial Aid is processed and money awards are determined depends on volume of applications received -- so, apply early! Students should check their email for correspondence from the Financial Aid Office. When the Financial Aid Office needs any documents to complete Financial Aid packaging, then, those requests will be made to the students’ email. So, watch your email and act quickly to submit the document identified or sign award papers.

Disbursement of funds. Dates of disbursement of funds will be published (on-line & email) by the Financial Aid Office and Business Offices. Students are responsible for unpaid tuition/fee balance after full disbursement of aid is received.

Pay Back of funds. Students who receive Pell Grant may be required to payback money when classes are dropped after add/drop period. Students should contact the Financial Aid Office to discuss options.

Help filling out FAFSA? Contact an EOC Counselor at 918-647-1396, located at either the Poteau or Sallisaw campuses. Please bring tax return information and W-2’s. Contact the Financial Aid Office at 918-647-1343.

[Hint: Grants and scholarship are monies given to you that you, generally, do not have to pay back. LOANS are monies you borrow and must pay back with interest one day in the future].

Business Office
Students should understand the cost to attend college includes the cost of tuition and fees and other expenses such as dorm room, meals, books, supplies, etc. The cost to attend CASC amount can be paid by the student directly, or by Financial Aid such as Pell Grant, loans, scholarships, Oklahoma Promise, GI Bill, tribal assistance. So, cost to attend minus all aid equals what is owed by the student.

- Students should check their VIKECONNECT > Student tab for account balance or to make payment on-line.
- The Business Office Cashier may be contacted at 918-647-1325 for account or payment information.
- Any unpaid balance will prevent re-enrolment, and distribution of official transcript and diploma.
Carl Albert State College
Expanded Academic Calendar for 2016-2017

<table>
<thead>
<tr>
<th>Semester Dates</th>
<th>Summer 2016</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST DAY OF SEMESTER</td>
<td>May 23 (8 weeks)</td>
<td>August 10 (16 weeks)</td>
<td>January 09 (16 weeks)</td>
</tr>
<tr>
<td>Last day to ADD classes</td>
<td>May 25</td>
<td>August 16</td>
<td>January 13</td>
</tr>
<tr>
<td>Last day to DROP without Charges or Grade</td>
<td>May 27</td>
<td>August 23</td>
<td>January 20</td>
</tr>
<tr>
<td>Last day to drop with automatic “W”</td>
<td>July 7</td>
<td>November 4</td>
<td>April 11</td>
</tr>
<tr>
<td>Last day to drop with “W” or “F”</td>
<td>July 19</td>
<td>December 2</td>
<td>May 5</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>July 20 and 21</td>
<td>December 5 – 9</td>
<td>May 8 – 12</td>
</tr>
<tr>
<td>LAST DAY OF REGULAR CLASSES</td>
<td>July 21</td>
<td>December 9</td>
<td>May 12</td>
</tr>
<tr>
<td>Commencement</td>
<td>(Annual ceremony held in May)</td>
<td>(none)</td>
<td>(none)</td>
</tr>
</tbody>
</table>

No Classes are held on the following dates:

- No Classes: Memorial Day May 30 and 31
- No Classes: Independence Day July 4 and 5
- No Classes: Labor Day September 5
- No Classes: Fall Break October 13 and 14
- No Classes: Thanksgiving Holiday November 21 – 25
- No Classes: President’s Day February 20
- No Classes: Spring Break March 13 – 17
- No Classes: Easter Holiday April 13 and 14

Accelerated Classes

<table>
<thead>
<tr>
<th></th>
<th>Summer 2016</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week Interim (all 3 cr-hr classes)</td>
<td>(none)</td>
<td>July 25 – July 29</td>
<td>January 2 – 6</td>
</tr>
<tr>
<td>Last day to Add &amp; Drop without Charges or Grade</td>
<td></td>
<td>July 25</td>
<td>January 2</td>
</tr>
<tr>
<td>Last day to Drop with automatic “W”</td>
<td></td>
<td>July 27</td>
<td>January 4</td>
</tr>
<tr>
<td>Last day to Drop with “W” or “F”</td>
<td></td>
<td>July 28</td>
<td>January 5</td>
</tr>
<tr>
<td>2 Week Interim (science classes only)</td>
<td>(none)</td>
<td>July 25 – Aug 5</td>
<td>None</td>
</tr>
<tr>
<td>Last day to Add &amp; Drop without Charges or Grade</td>
<td></td>
<td>July 25</td>
<td>None</td>
</tr>
<tr>
<td>Last day to Drop with automatic “W”</td>
<td></td>
<td>August 3</td>
<td>None</td>
</tr>
<tr>
<td>Last day to Drop with “W” or “F”</td>
<td></td>
<td>August 4</td>
<td>None</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>1ST 4 Weeks</th>
<th>1ST 8 Weeks</th>
<th>1ST 8 Weeks</th>
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</thead>
<tbody>
<tr>
<td>Session I</td>
<td>May 23 – June 21</td>
<td>August 10 – Oct 5</td>
<td>January 9 – March 7</td>
</tr>
<tr>
<td>Last day to Add &amp; Drop without Charges or Grade</td>
<td>May 23</td>
<td>August 16</td>
<td>January 13</td>
</tr>
<tr>
<td>Last day to Drop with automatic “W”</td>
<td>June 14</td>
<td>September 21</td>
<td>February 17</td>
</tr>
<tr>
<td>Last day to Drop with “W” or “F”</td>
<td>June 20</td>
<td>October 3</td>
<td>March 3</td>
</tr>
<tr>
<td>2nd 4 Weeks</td>
<td>June 22 – July 21</td>
<td>October 6 – Dec 9</td>
<td>March 8 – May 12</td>
</tr>
<tr>
<td>Session II</td>
<td>June 24</td>
<td>October 12</td>
<td>March 21</td>
</tr>
<tr>
<td>Last day to Drop with automatic “W”</td>
<td>July 7</td>
<td>November 18</td>
<td>April 27</td>
</tr>
<tr>
<td>Last day to Drop with “W” or “F”</td>
<td>July 20</td>
<td>December 7</td>
<td>May 10</td>
</tr>
</tbody>
</table>

DEADLINES TO DROP CLASSES

LAST DAY TO DROP WITH 100% REFUND: Students may drop course with 100% refund and have no grade recorded to the transcript.

LAST DAY TO DROP WITH AUTOMATIC “W” GRADE: Students may drop course with zero refund and “W” grade posted to the transcript.

LAST DAY TO DROP WITH “W” OR “F” GRADE: Students may drop course with zero refund and “F” or “W” (instructor assigns grade).

60 % Withdrawal Date: Students who accept financial aid through Pell Grant, SEOG Grant, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent PLUS Loan may be required to payback all or part of their aid when withdrawal or last date of attendance is made before the 60% of the semester. Note: Students should contact the Financial Aid Office when dropping below full-time hours or all classes in the term.

COMPLETE WITHDRAWAL: Students who need to drop all classes must contact the Enrollment Center, and Financial Aid Offices for assistance and counseling to avoid payback of funds or other funding/grade consequences.
Carl Albert State College

BUILDING DIRECTORY
1. Costner-Balentine Student Center (Viking Bookstore)
2. F.L. Holton Business Center (BC)
3. Hamilton Auditorium
4. Hamilton Complex (HC)
5. Johnson Hall (JH)
6. Dr. Joe E. White Library
7. Hemphill Hall (Admissions, Financial Aid, Business, Enrollment Center)
8. Health Science Center (HS)
9. Thompson Fitness Center & Viking Field House (TF)
10. Technical Occupations Building & Early Childhood Center (HT)
11. Physical Plant
12. Women’s Athletic Dorms
13. Softball Field
14. Baseball Field
15. Men’s Athletic Dorms
16. Choctaw Headstart Center
17. Baptist Student Union
18. W.D. Hoffman Scholar Dorm
19. Bill J. Barber Scholar Dorm
20. Student Laundry Center
21. Gedosh Scholar Dorm
22. Hoyle Dorm
23. Ollie Dorm
24. McBee Dorm
25. AES McMillian Dorm
26. Armory
27. Vike House
28. Ollie Center for Academic Excellence (OCAE)
29. Deanna J. Reed Science & Math Center (RC)
30. Kiamichi Technology Center

Note: SE or SC are classrooms at Sallisaw campus.

10/2016