### Enrollment Dates
#### Spring 2015

#### Dates to Enroll

<table>
<thead>
<tr>
<th>PRE-ENROLLMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For Advisor Assisted, Walk-in Enrollment</td>
<td>November 3, 4</td>
</tr>
<tr>
<td>Current CASC Sophomore Pre-Enrollment (priority enrollment)</td>
<td>November 5, 6, 7</td>
</tr>
<tr>
<td>Current CASC Freshman &amp; Sophomore Pre-Enrollment (priority enrollment)</td>
<td>November 5, 6, 7</td>
</tr>
<tr>
<td>Open to New, Returning, Transfer, Current (except Concurrent)</td>
<td>November 10 – December 12</td>
</tr>
<tr>
<td>Concurrent Pre-Enrollment (1st day enrollment permitted)</td>
<td>November 13 – December 12</td>
</tr>
<tr>
<td>Pre-Enrollment Closes; Last day to pre-enroll until January 5, 2015</td>
<td>December 12</td>
</tr>
</tbody>
</table>

- **Campus Closed for Christmas Break**: December 13 – January 4
- **Interim Class Week (interim enrollment closes at 1200 noon January 5)**: January 5 – January 9
- **Spring Enrollment** – Open to all students: January 5 – January 20
- **On-Line Enrollment** – remains open 24-7 throughout enrollment period: November 3 – January 20

<table>
<thead>
<tr>
<th>Spring Classes Begin</th>
<th>January 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Class Enrollment Closes – Last day to add classes for Spring term</td>
<td>January 20</td>
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</tbody>
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### ENROLLMENT FAQ

- First, understand the dates you may enroll. Be prepared and bring credentials with you (or have previously delivered).
- For expedited admissions, students are strongly encouraged to “bundle” their documents and submit them as a “bundle” one week after submitting an online application or as a one packet with the paper application.
- If testing with COMPASS, call the Testing Office before you come to campus to enroll and verify testing is available at that time (918-647-1319).
- Students may self-enroll on-line through VIKECONNECT or by afternoon appointment with their Faculty Advisor. Students may contact their Advisor by telephone, sign-up sheet or email to schedule enrollment session with the assistance of that Advisor. Faculty are generally available after 1:00 pm.
- The ENROLLMENT CENTER is available for “walk-in” enrollment assistance (918-647-1393). Appointments are not necessary.
- Poteau campus students may visit the ENROLLMENT CENTER in Hemphill Hall and be directed to an advisor. Sallisaw campus students may visit the front office and be directed to an advisor.
- In order to verify your identity, students who visit an Advisor must know their Social Security Number, Date of Birth, and CASC ID#.
- Students with HOLDs due to Business Office unpaid balance, Financial Aid, or Missing Credentials will not be permitted to enroll until the Hold is removed.
- Transfer students will be permitted to enroll when official transcripts from all colleges previously attended are provided to the Office of Admissions.
- Students may view a list of Advisors on-line at www.carlalbert.edu > Academics > Advisors

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**Poteau campus**

1507 So McKenna • Poteau, OK 74953
918-647-1200

**Sallisaw campus**

1601 Opdyke • Sallisaw, OK 74955
918-775-6977

**Online**

www.carlalbert.edu