

A High School's Guide to Concurrent Enrollment at Connors State College

Registering for the Semester

There are four main steps for Concurrent Enrollment registration.

- 1. Apply for admissions**
 - Students complete the online application for admission by clicking the Apply Online icon at www.connorsstate.edu and providing the requested information. Students will need to submit an application 2 days prior to attempting to schedule an academic advisement appointment.
- 2. Submit the Concurrent Enrollment paperwork and supporting documentation.**
 - Before the student can be admitted, Connors State will need the Concurrent Enrollment paperwork and supporting documentation on file.
- 3. Setting up C-Key**
 - Once the student has been admitted, they will be sent information on setting up their C-Key. This is important because their Connors State e-mail is the official form of communication and advisors are unable give out information to any other email address.
- 4. Requesting advisement and registering for courses.**
 - Concurrent Enrollment students must schedule an appointment to meet with a Connors State academic advisor to register for courses. They can request that appointment by completing the online form at www.connorsstate.edu/aar/rar.

If a student was registered for Concurrent Enrollment the previous semester, they will only need to complete steps 2 and 4 to register for the next semester.

If you have a Concurrent Enrollment senior in their spring semester wishing to register for courses after they graduate, they will need resubmit an application as a first-time freshman.

How to Submit Concurrent Enrollment Paperwork & Documentation

Transcripts, the Concurrent Enrollment Form, and the Concurrent Course Schedule can be submitted in two ways:

- You can e-mail them to cscadmissions@connorsstate.edu with the student's name in the subject line (*preferred method*).
- Students can drop them off to the Office of Admissions on either campus.

Adding, Dropping, &/or Withdrawing from a Course

The steps to add, drop, or withdraw from a Connors State course are:

1. Submit an updated Concurrent Course Schedule.
2. The student requests an academic advisement appointment or emails cscadvising@connorsstate.edu from their Connors State email with a statement of their intent.
3. The student works with the Connors State academic advisor to adjust their registration.

It is the responsibility of the Concurrent Enrollment students to understand and adhere to all academic deadlines. Important dates for the semester are included in the course syllabus and the online calendar at <https://connorsstate.edu/my-csc/>.

Dropping ALL Courses

The steps to drop all courses from Connors State prior to the drop deadline are:

1. Submit an updated Concurrent Course Schedule.
2. The student emails cscadvising@connorsstate.edu from their Connors State email with a statement of their intent.
3. The student works with the Connors State academic advisor to drop all their courses.

It is the responsibility of the Concurrent Enrollment students to understand and adhere to all academic deadlines. Important dates for the semester are included in the course syllabus and the online calendar at <https://connorsstate.edu/my-csc/>.

Processing a Total Withdrawal (Withdrawing from ALL Courses)

The steps to withdraw all courses from Connors State prior to the total withdrawal deadline are:

1. Submit an updated Concurrent Course Schedule.
2. The student emails cscregistrar@connorsstate.edu from their Connors State email with a statement of their intent.
3. The works with the Connors State Registrar to withdraw from all their courses.

It is the responsibility of the Concurrent Enrollment students to understand and adhere to all academic deadlines. Important dates for the semester are included in the course syllabus and the online calendar at <https://connorsstate.edu/my-csc/>.

Viewing & Printing a Course Schedule

Students can find an online copy of their schedule on Banner and print it from there.

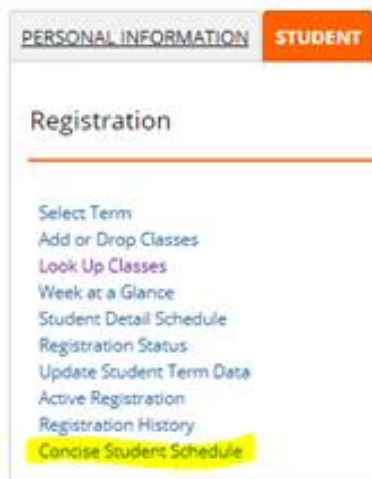
1. To access Banner, they will need their login address and password.
2. They can find the link to Banner in the Students section [MyCSC](#), which is on the top right of the connorsstate.edu homepage.



3. Once the student is logged into Banner, they will click Self-Service.



4. From there they click Student, then Registration. This will bring up a list where they can find Concise Student Schedule and click that link.



5. Once on the Concise Student Schedule, they should be able to print the screen or take a screenshot depending on the web browser they are using.

How to Request a Transcript & Final Grades as a Student

There are two ways for a student to request their transcript and/or final grades.

1. Parchment
 - In order to request and send their official CSC transcript, they will need to go to the link that follows:
https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=ogMVcJa9GIHHyFJT.
 - *If they have not used Parchment to send transcripts in the past, they will need to use the "Create Account" option near the bottom of the page and follow the prompts.*
2. In-Person
 - The student can also request an official transcript in person at the Office of Admissions on either campus.

How to Request a Transcript & Final Grades as a High School Administrator

Provided that the student has a complete and up to date Concurrent Enrollment Form on file, a high school administrator can email the Registrar at cscregistrar@connorsstate.edu to request the student's final grades.

How to Request Midterm Grades as a High School Administrator

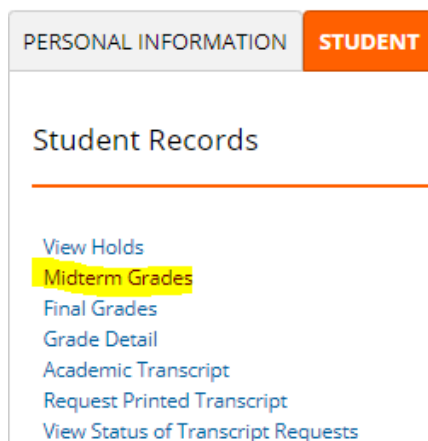
Provided that the student has a complete and up to date Concurrent Enrollment Form on file, a high school administrator can email the Concurrent Enrollment Coordinator, Ms. Tosha Stout, at tosha.stout@connorsstate.edu to request the student's midterm grades.

How to View Midterm Grades as a Student

1. Students can view their Midterm grades by logging into Banner. They can access Banner in the Students section of <https://connorsstate.edu/my-csc/>.
2. Once the student is logged into Banner, they will click Self-Service.



3. From there they click Student, then Student Records. This will bring up a list where they can find a link to their Midterm Grades and click it.



How to Reset the C-Key

1. They will visit the C-Key website: <http://ckey.connorsstate.edu>.
2. Click the "Reset password" link.
3. Enter their C-Key email address. Click the "Next" button to continue.
4. Select the TOKEN delivery method they wish to use:

- I already have my token - Select this option if you already have your TOKEN. You will be required to input the TOKEN you have received.
 - Alternate Email Address - Select this option to have your TOKEN emailed to your alternate email address. You will be required to check this email account and input the TOKEN you have received on the next screen.
 - Text Message - Select this option to have your TOKEN sent via text message to your cell phone. You will be required to check this email account and input the TOKEN you have received on the next screen.
5. Click the "Next" button to continue.
 6. Insert their TOKEN. Click the "Next" button to continue.
 7. Read the notice to users. Click the "Continue" button to continue.
 8. They will need to read the password requirements then create a new password or select one of the preset passwords provided. They will need to remember this password as they will use it to login to their email, Canvas, the CSC network, etc. Click the "Next" button to continue.
 9. Once they see their personal profile, the account should now be reset.

Once they arrive at the personal profile screen, please allow a minimum of 10-15 minutes for the system to properly update the account before attempting to login to the network, email, etc.

If they run into any issues, please have them contact the IT Helpdesk at (405) 744-4357.

Key Terms & Resources

Adding: Adding the process of registering for a course. Provided that there are seats, students can add a 16-week course through the 2nd week of classes. For an 8-week course, they can add through the first week.

Banner: Also known as SSB, Banner handles Connors State's administrative processes. In Banner, students will be able to view their Concise Student Schedule, pay their Bursar balance, and view midterm and final grades. They can access Banner in the Students section of <https://connorsstate.edu/my-csc/>.

Canvas: Connors State uses the virtual learning platform called Canvas. In Canvas, students will have access to any course content that the instructor posts, submit assignments, view current grades, etc. They can access Canvas in the Students section of <https://connorsstate.edu/my-csc/>.

C-Key: The C-Key is the single username and password that Connors State students utilize to access all of Connors State's systems including e-mail, Banner, and Canvas. If students need assistance resetting their C-Key, they can contact the IT Helpdesk at (405) 744-4357.

Connors State E-Mail: Every Connors State student is assigned an e-mail address upon acceptance and it is the official form of communication while registered. Students are expected check their email at least once a day and to utilize their Connors State e-mail when corresponding with faculty

and staff. They can access their Connors State e-mail in the Students section of <https://connorsstate.edu/my-csc/>.

Course Catalog: The Course Catalog details all the current policies and requirements at Connors State College. You can find this document on the Connors State website in Resources under the Academics header.

Course Descriptions: Found in the back of the Course Catalog, course descriptions provide vital information about each course including content, if the course meets a general education requirement, and any prerequisites.

Dropping: Dropping is the registration process when a student unenrolls from a course prior to the drop deadline. Students dropping a course will not be charged for the course. Students can drop a 16-week course through the 2nd week of classes. For an 8-week course, they can drop through the first week.

General Education Requirements: Also known as Gen Ed, General Education Requirements are courses that are common to all students that provide a foundation to all degree plans.

Midterm Grades: Posted after the 6-week mark in our fall and spring semesters, Midterm Grades are intended to inform students of their standing in a course. They are important for Concurrent Enrollment students as they have the minimum GPA requirement of a 2.0 for the semester. Students can view their Midterm Grades in Banner.

Schedule: The Schedule is a class list by semester of the days and times when our courses are offered. You can find the Schedule in Resources under the Academics on the Connors State website.

Total Withdrawal: Also known as a Complete Withdrawal. A Total Withdraw is the registration process when a student unenrolls from ALL their course after the drop deadline. The Total Withdrawal deadline can be found in the course syllabus and the online calendar at <https://connorsstate.edu/my-csc/>.

Tutor.com: Every Connors State student has access to resources at Tutor.com including 24/7 one-on-one professional tutoring. They can access this resource through a link in Canvas.

Withdrawal: Withdrawing is the registration process when a student unenrolls from a course after the drop deadline, but prior to the withdrawal deadline. Students withdrawing from a course **will** be charged for the course. Students can withdraw from a 16-week course through the 12th week of classes. For an 8-week course, they can process a withdrawal through the 6th week of classes.