

Educational Partnerships Programs



Dual Credit Handbook for High School Staff

A Rogue Community College guide for High School teachers, administrators, counselors and coordinators.



EDUCATIONAL PARTNERSHIPS

Updated 1/29/2020

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Educational Partnerships Office Contact Information



Rogue Community College

EDUCATIONAL PARTNERSHIPS

Educational Partnerships
Rogue Community College
Table Rock Campus
7800 Pacific Avenue
White City, OR 97503

Dual Credit Contact:

General Email: HSA@rogucecc.edu

Educational Partnerships Website: www.rogucecc.edu/EdPartnerships

Educational Partnerships Staff Directory:

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Director
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Phone 541-245-7865
lbowles@rogucecc.edu

Michelle Rhodes
Program Support Specialist IV
541-245-7806
mrhodes@rogucecc.edu

RCC Department Contacts for Early College:

- **Admission Coach (for student interest in Early College):** recruitment@rogucecc.edu or 541-956-7217
- **Advising:** 541-245-7589 (Riverside Medford Campus); 541-956-7198 (Redwood Grants Pass campus) or 541-245-7863 (Table Rock White City Campus)
- **High School Invoicing:** Sarah Wofford, Budget and Finance, 541-956-7020, swofford@rogucecc.edu
- **Rogue Central (for general and specific student account questions):** 541-245-7501



Educational Partnerships

Opportunities for high school students

Welcome to Rogue Community College's Educational Partnerships Programs!

Dear High School Staff and Faculty,

A big, warm welcome to new high school teachers and our continuing high school partners!

Rogue Community College is committed to providing college credit opportunities to all high school students. RCC's Educational Partnerships programs refer to all of the dual credit programs and high school partnership agreements between Rogue Community College (RCC) and all Jackson/Josephine County high schools. Ninth-twelfth grade students who are attending high school can participate in RCC's Educational Partnerships programs.

Over the past several years, College Now teachers have enrolled around 1,800-2,000 students per year, granting 10,000-15,000 free credits, saving students over a million dollars in tuition savings. Our Early College program, where high school students take traditional discounted RCC campus or online courses, will now be serviced directly by the departments overseeing each step (Admission Coaches, Advisors, Budget and Finance Department, and Rogue Central Services).

This Educational Partnerships Handbook for High School Staff outlines the policies and procedures for dual credit as well as all of the Educational Partnerships opportunities available to high school students at Rogue Community College.

We look forward to working with you throughout the year ahead!

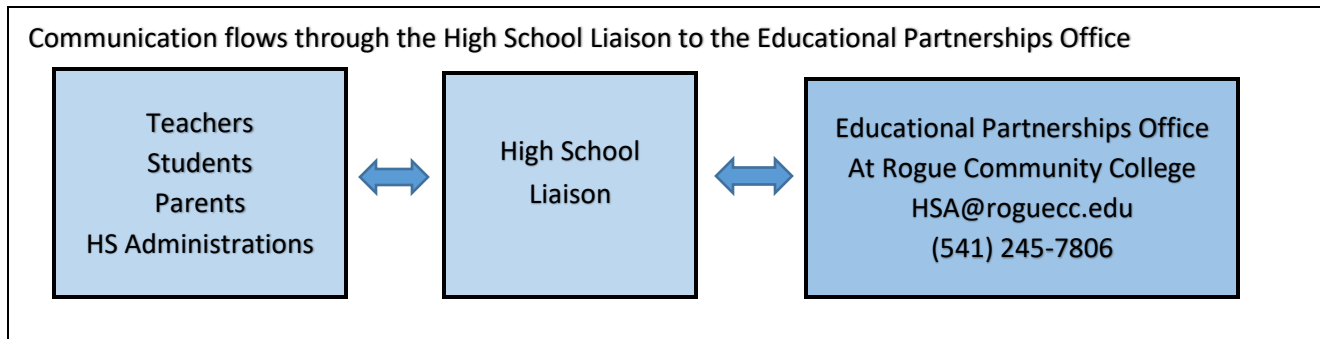
Sincerely,

Daye Stone M.Ed.

Director

"Rogue Community College does not discriminate in any programs, activities, or employment practices on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws. For further policy information and for a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination."

The High School's Liaison to RCC



In order to ensure that our high school programs run smoothly and stay streamlined, the Educational Partnerships Office requests that one staff member at each high school be designated as the high school's RCC liaison with the Educational Partnerships Office.

The High School RCC Liaison:

- Is often a counselor or teacher but can be any staff member that the high school administration designates.
- Helps teachers, students, parents and administrators with general information regarding RCC's Educational Partnerships programs.
- Provides a consistent message with the understanding of RCC's Educational Partnerships programs.
- Communicates specific questions directly to the Educational Partnerships Office.

High school liaisons can help students see how the Educational Partnerships programs will fit into an overall academic plan by reviewing the following:

- College Now Courses at Your High School (<https://go.rogucecc.edu/department/college-now/college-now-classes-available-your-high-school>): Lists the current free College Now course offerings at each participating high school.
- Early College Program (<https://go.rogucecc.edu/department/early-college>): Traditional RCC courses offered at a discount rate if approved by and billed to the high school. Students are encouraged to pair the free College Now course offerings at their high school with Early College courses to complete an RCC certificate or plan of study.
- CTE Academy Program (<https://go.rogucecc.edu/department/cte-programs/cte-academy>): Traditional RCC courses that go towards industry specific employment (offered at a discount rate if approved by and billed to the high school).
- High School Program Options (<https://go.rogucecc.edu/department/educational-partnerships/high-school-program-options>): Details the Oregon Transfer Module and the recommended RCC certificates for high school students.
- Educational Partnerships Handbook for Students:
<http://www.rogucecc.edu/HS/Handbooks/StudentHandbook.pdf>

Additionally, liaisons should be knowledgeable about:

- Future financial aid implications of earning college credit while in high school, see pg. 30.
- Who the approved placement assessment proctor is at each high school:
<https://go.rogucecc.edu/department/educational-partnerships/accuplacer-proctors>

Comparison chart of dual credit opportunities available to high school students:

	College Now	Early College
Cost	Free	Discounted/billed to high school <i>(student cost responsibility varies per high school)</i>
Location	High School	One of the three RCC campuses or online
Instructor	High school teacher	RCC faculty
Transcript	Always dual credit <i>(students receive college credit on HS transcript and RCC transcript)</i>	Sometimes dual credit <i>(students receive college credit on RCC transcript; high school determines if credit applies to HS diploma)</i>
Course Placement	Determined by high school <i>with RCC rules for:</i> <ul style="list-style-type: none"> • ENG 104/SP111/SPAN101 & WR121 courses require a 3.0 cumulative HS GPA • WR115 requires a 2.6 cumulative HS GPA • CS125ss has HS algebra requirements 	Accuplacer Next Gen (placement assessment) https://web.roguecc.edu/admissions/prerequisites-and-placement-process RCC prerequisites listed in the Catalog at: https://www.roguecc.edu/PDF/catalog2019-20.pdf or Index at: https://www.roguecc.edu/CourseDescriptions/
Registration	Student Registration Flyer (permission code provided) <i>(teacher distributes flyer at HS)</i>	Early College Checklist Flyers is located at: https://go.roguecc.edu/department/early-college (scroll to bottom of page)

Accelerated Learning College Credit Programs

College Now: This dual credit enrollment program allows high school students to earn college credit at no cost in selected high school classes at the same time they are earning credit toward their high school diploma. College Now courses are taught by high school teachers at the high school. These teachers have put in extra time to become a College Now instructor, working with the various RCC academic departments to get approved to teach RCC courses that align the content of their high school classes to mirror RCC's courses. These classes are "dual credit" meaning that they apply to both the high school diploma and college transcript.

There are many benefits to earning College Now credit:

- **Provides Students a Head Start:** By taking college classes, students may get their RCC certificate or degree with their high school diploma. The college credit students can earn while in high school can shorten the time it takes to earn a college certificate or degree after high school. Students may be able to get the first year or so of college classes completed by the time they graduate high school.
- **Saves Students Money:** Students can save up to \$15,000 on tuition, fees, books, and living expenses.
- **Provides Students With Future Opportunities:** The college credits students earn now will mean saving them time in the future for other opportunities, such as: adding a dual major or minor in their college plan, getting a jumpstart on further education or entering the workforce by being workforce ready, and obtaining their degree (built off of program certificates).
- **Helps Students Achieve Their Goals:** College Now gives students the opportunity to work towards, or possibly complete, a RCC certificate, an Associate's Degree, the Oregon Transfer Module, the AAOT, or other RCC academic plans while in high school by combining free College Now classes with discounted traditional Early College classes.
- **Gives Students College Knowledge:** Students will learn about college classes, content, processes and rigor in the supportive, familiar environment of their high school.

Early College: This dual credit enrollment program allows students at participating high schools to become RCC students during their high school years. High school students take traditional RCC campus or online courses taught by RCC faculty with the intention of completing a RCC certificate or education plan. Students typically first complete the Oregon Transfer Module before pursuing the AAOT: Associate of Arts Oregon Transfer degree (or other academic plan agreed upon by an RCC Advisor and the high school – see **High School Program Options** at: <https://go.roguecc.edu/departments/educational-partnerships/high-school-program-options>). High schools oversee course selections and may grant credit towards a student's high school diploma. Students will need to talk with their high school counselor/liaison to discuss the courses of their interest, if the RCC courses can be applied to their high school diploma, and if the high school has funding to help cover the costs of the courses. RCC bills these courses to the high school at a discounted rate (but student cost responsibility can vary by high school; some high schools may ask for reimbursement). Early College courses, in conjunction with College Now classes, can help students complete a RCC certificate or education plan. Refer to our website at: <https://go.roguecc.edu/departments/early-college/early-college-participating-high-schools-liaisons>) for a current list of participating high schools.

As College Now offerings alone are often not sufficient to complete a student's academic goal, students are encouraged to **take a combination of College Now courses and Early College courses with the intention of completing a RCC certificate**, or the Oregon Transfer Module which leads to the Associate of Arts Oregon Transfer degree (AAOT), or other path as determined with their advisor. See recommended High School Program Options on pg. 11.

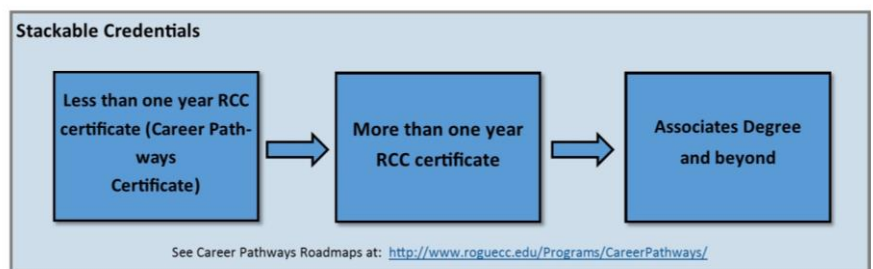
CTE Academy: This program allows high school students to take courses towards industry specific employment. Course offerings vary per year and may be taught online or onsite at any of RCC's three main campuses by an RCC instructor. These Academies are aligned with career and technical education, knowledge and skills that are found in all sectors of manufacturing, electronics, and health care industries. Upon high school approval, students that enroll may be able to use earned college credit towards their high school diploma.

Stackable Credentials

Rogue Community College specializes in stackable certificates that can open doors to employment opportunities and apply to further education.

Career Pathways Certificates require just a few courses and are self-paced. Such certificates are perfect for high school students who need a competitive edge when applying for an entry-level position. Each pathway includes the core entry-level courses a student will need to start in that career field.

Students may apply the courses they earn in a Career Pathways Certificate (less-than-one-year certificate) to further credentials, such as one-year certificates, Associate's Degrees, or Bachelor's Degrees and beyond. The goal is to make a series of obtainable credentials that can build upon each other to give the student greater career and educational opportunities as they progress through obtainable steps. See RCC's **Career Pathways Certificate/Roadmaps** published at: <https://www.roguecc.edu/Programs/CareerPathways/Certificates.asp>

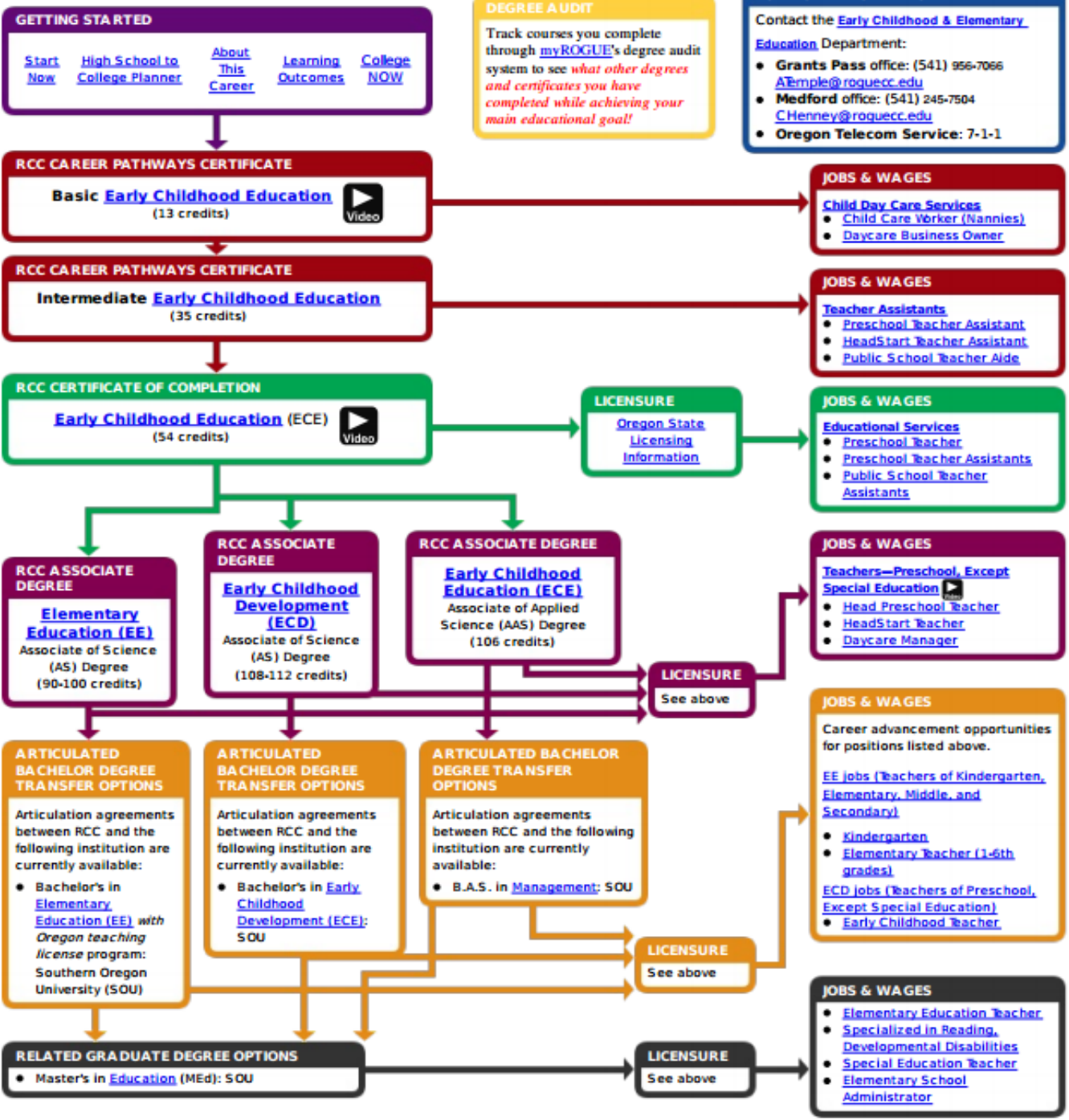


Career Pathways Roadmaps

A roadmap is a graphic display of the educational path from the first certificate of completion to the two-year or four-year degree (and beyond). The roadmaps are a helpful tool for high school students looking to see how certificates apply to further education. The roadmaps detail employment information at each step of the pathway, corresponding with the education obtained.

RCC CAREER PATHWAYS Early Childhood and Elementary Education

Oregon Skill Set: Human Resources



High School Program Options

Six high school guided pathways have been identified by RCC as ideal avenues for high school students in the Rogue Valley:

- 1.) Applied Technology
- 2.) Arts/Humanities/Communication
- 3.) Business
- 4.) Health Professions/Public Safety
- 5.) Science/Engineering/Math
- 6.) Social and Behavioral Sciences/Education

See our website at: <https://go.roguecc.edu/department/educational-partnerships/high-school-program-options> for more information on the pathways listed above.

Students can meet with an RCC advisor to see about other fields of interest. Other program options are available at: <https://web.roguecc.edu/degree-and-certificate-programs>.



College Now Program

College Now is Rogue Community College's largest Educational Partnerships Program in terms of the number of students participating. College Now courses make up 25% of the total RCC student population.

RCC's College Now dual credit courses are taught by high school teachers at the high schools. College Now currently serves between 1900-2000 students each year in Jackson and Josephine counties (and a few out of area high schools). It is a free program saving families over a million dollars of tuition each year.

Students are encouraged to utilize both free College Now courses available at their high school and discounted RCC Early College courses (taught by RCC faculty on campus or online) to complete a certificate or other RCC plan of study while in high school (see High School Program Options pg. 11).

History of College Now

Rogue Community College's College Now program began in March 1988 when a group of high school and college faculty members got together to discuss the idea of early college credit for business courses in the high schools. Originally the project was called TWO PLUS TWO (2+2), and the original articulation agreements were developed by teachers from Grants Pass High School (Judy Krohn and Dee Taylor), Hidden Valley High School (Theda Craig and Sharon Croucher), Illinois Valley High School (Georgina Seals), North Valley High School (Judy Johnson), Roger River High School (Lisa Laing and Allan Tiff), and Rogue Community College (B.C. Lamb and Rex Chapman). The group met monthly to develop common course statements and competency checklists.

Additional members were added to the group including KathiSue Summers, a teacher at Prospect High School, (and later a long-term teacher at Rogue River High School), and Dr. Randy Wade, RCC Business Technology Department Chair. KathiSue recalls that the group of business instructors met at the Redwood Campus H Building to discuss course alignment possibilities, and then sought advice from Clackamas Community College who had already established a dual credit program. At the launch of the RCC program for the 1988-89 academic year, high school students were offered five dual credit college courses: Accounting I and II (later to become Bookkeeping), Typing/Keyboarding I & II, and Word Processing. It was a paper registration process with a flat cost of \$10 to participating students. These classes were offered through the Business Department and the Office Administration Department. Both departments combined in March 1989 to form the Business Technology Department, chaired by Randy Wade. After success of the initial program, other courses such as Introduction to Business, 10-key Skill Building, Shorthand, and Introduction to Computers were added as College Now offerings.

Since that time, College Now has grown into a free program with online registration, over 80 course offerings, and approximately 130 approved (and pending) instructors. Over the last few academic years, College Now averages between 18-25% of the entire RCC student headcount, serving between 1700-2000 (unduplicated) students at 22 high schools in Jackson and Josephine Counties.

RCC's Commitment to College Now

RCC's College Now program is predicated on the collegial interactions between high school teachers and college instructors. The sharing of content, research, ideas, methods, and assessment techniques all contribute to the professional development of the instructor and the increased likelihood of success among students. Educational Partnerships staff are committed to facilitating relationships with our high school partners, the continued success of our students, and the growth and continuing improvement of RCC's College Now program.

College Now Program Geographical Area

Public and private high schools in Jackson and Josephine counties are eligible to participate in RCC's College Now program.

High school teachers outside of Jackson or Josephine County should work with their local community college to develop dual credit. Out-of-area teachers will only be considered for RCC's College Now program if their local community college does not have an equivalent course offering available for dual credit at that college. A letter of release from the local community college is required for every course of interest, and must indicate local course availability and an indication of approval/denial of the teacher collaborating with an out-of-area college for dual credit.

High School and RCC Term Alignment

High school courses often span the entire year, a semester, or a trimester while most RCC terms are 11 weeks (summer term is 8 weeks). The RCC term that is chosen for alignment is typically the term that is closest to the end of the high school course. Therefore, if the high school course ends in January, then the RCC term that would be chosen for the course would be winter term. If the high school course ends in June, then the RCC term that would be chosen for the course would be spring term. For instance, PE185 is a year-long class and aligns with spring term, with final grades issued in June. High school teachers must follow the grading deadlines for the published RCC term that their course is aligned with. Certain courses have a GPA prerequisite, which is requested during November.

College Now Student Grade Level

College Now courses are available to students in high school grades 9-12.

WR121 and ENG104 course articulations are limited to senior classes (or junior classes aligned with AP classes).

College Now Courses Available at the High School

The College Now Courses available at the high school are published on the Educational Partnerships website: <https://go.roguecc.edu/department/college-now/college-now-classes-participating-schools>. Be aware that the offerings change each academic year. Teachers must have certain qualifications and go through the College Now approval process with RCC in order for a College Now class to be offered at the high school.

All College Now students must complete the College Now registration process by the add/drop deadline for the term, which is the second Wednesday of the term, by 11:59 pm. Students are graded A-F, I, W, P and NP.

Signed Teacher Agreement

The Educational Partnerships Office generates the following signed agreement in regards to College Now:

- An annual Articulation Agreement for each high school teacher which is signed by the high school instructor, principal, the RCC Department Chair, and the RCC College Now Program Coordinator. This document states the active College Now articulations for the current year.

Rogue Community College generates the following contract in regards to dual credit courses:

- A three year Intergovernmental Agreement (IGA) stating the guidelines, expectations and discount structure for College Now, Sponsored Dual Credit, CTE Academy and Early College signed by the school district. Additionally:
- A one-year FERPA agreement signed by the Superintendent; outlines release of student information policies.
 - Date Sharing Agreement: The purpose of this agreement is to facilitate the secure transfer of personally identifiable educational information and course data between the parties consistent with the requirements as specified in the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99). The information will be used to support analysis and evaluation of the following:
 - Student enrollment in Dual Credit courses
 - Student outcomes for Dual Credit courses
 - Information Sharing Agreement: The purpose of this agreement is to facilitate the communication of educational information between the parties consistent with the requirements as specified in the Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99). The information will be used to support communication of the following:
 - Student enrollment in Dual Credit courses
 - Student outcomes for Dual Credit courses
 - Aggregate data may be shared in an unsuppressed format.

The agreement covers information communicated between the parties to individuals who have an educational right to know.

Benefits of Being a College Now Teacher

- You are helping your students:
 - Earn college credit while in high school. Students leave high school with an RCC transcript.
 - Save money on college. College Now credits are free.
 - Be motivated to pursue more college after high school. Dual credit students are more likely to pursue further college after high school graduation.
 - Gain college preparation skills.
 - Ease the transition to college.
- You are helping your school expand dual credit opportunities and increase rigor of high school courses.
- It is great for resume-building and professional development.

Tuition/Fee Waiver

- For professional development, current and prospective College Now teachers are offered the opportunity to take RCC course(s) from a current RCC instructor that they believe they have the qualification to teach as College Now, tuition and fee free. See [College Now Tuition and Fee Waiver](#).

Instructor and Course Approval Process

Are you interested in aligning your high school course to be a College Now course?

Apply Online for Approval to Teach Dual Credit at your High School

- **Instructor Online Application** at: <https://go.roguecc.edu/department/college-now/webform/application-teach-college-now-courses?wssl=1>.
- Complete the online application, meeting the deadlines as follows:
 - Year-long course application deadline: April 7
 - Summer term course application deadline: April 7
 - Fall term course application deadline: April 7
 - Winter term course application deadline: September 1
 - Spring term course application deadline: September 1
 - Applications for Science articulations are due by December 15. The process (site visits, reflective essay, etc.) will be completed by June 15 and will be able to be articulated the following school year.
- Included in the application is a link to complete a syllabus/course outline for the class(s) you are interested in articulating. This must be completed and uploaded when you submit your application.
- Email your unofficial transcripts to the application before you submit your application.
- Once received in Educational Partnerships, your application will be reviewed and then forwarded to the Dual Credit Department Coordinator of the academic department you are applying to teach for.
- You may be contacted by the Dual Credit Department Coordinator to fulfill other academic department requirements/meetings as required by the department before approval is granted.
- Final approval is given once all requirements are met.

Teacher Forgot RCC Login (username and password)

If at any time a College Now teacher cannot remember their RCC username and password, the teacher will need to contact the User Account Control group at UAC@roguecc.edu and request this information. This group will assist teachers with their username and resetting their password.

Frequently Asked Questions

Where can I check to see if I meet the qualifications to teach a Dual Credit College Now class?

Each course has different qualification requirements. The qualification expectations are listed on the **Dual Credit Instructor Qualifications and Curricular Requirements** at:

<https://www.roguecc.edu/HS/COLLEGENOW/InstructorQualifications2019-20.pdf>

Where can I review the RCC College Now courses available and the curricular requirements before applying?

Each College Now eligible course has a link to a class description and course outline that can be reviewed at the link above.

What if I am interested in a course that is not on the College Now approved list?

Contact the Educational Partnerships Program Coordinator at 541-245-7865.

Syllabus Requirements

College Now syllabi must be in the approved Rogue Community College format. As described in the course approval process, syllabi must be approved by the department chair or coordinator in order for the teacher to be approved for the course. Each syllabus is to include course-specific outcomes, assessment methods, course description and course calendar, grading expectations, required materials and activities. Outcomes **must** match RCC stated course outcomes, although classroom activities may differ.

It is the responsibility of the high school teachers, **within the first week of class**, to provide a copy of their course syllabus to their students, and to inform them of the status of the class as a College Now offering through RCC (class syllabi should contain this information). It is recommended that College Now teachers regularly remind students of this fact.

Placement Assessment/Multiple Measures

College Now classes taught by high school teachers require students to meet Multiple Measure or take the RCC Accuplacer Next Gen Assessment. Each high school has an approved staff member to administer Accuplacer Next Gen at the school. See: <https://go.roguecc.edu/departments/educational-partnerships/placement-test-proctors> for list of approved proctors.

College Now Prerequisites

Many college courses require prerequisites. Prerequisites are conditions that must be met so a student can take a particular college level class. These conditions are usually the completion of another course, certain placement assessment scores, or department/instructor approval.

Please refer to the Department handbooks for special course requirements:

- [MATH](#)
- [SCIENCE](#)
- [SP111](#)
- [SPAN101](#)
- [WR121/ENG104](#)

RCC Course Permission Codes

Each College Now course and section is assigned a unique permission code for each term the course is offered. Permission codes change every term. Students will be given a registration flyer from their high school teacher during the enrollment period for the RCC term aligned. The registration flyer will have a permission code and full instructions for registering.

College Now Student Admissions Instructions

Steps to Obtain your RCC ID#:

- Go to www.roguecc.edu
- On the right hand side click “Start Now”
- Click on “Find Your Path”
- Click on “Under 18”
- Click on “Ways to Earn College Credit”
- Click on “College Now”
- Click on “Apply Today”
- Complete the requested information and click “Begin Admissions”
 - It is required that you use a personal email address
- Complete requested information in the next several screens:
 - Check the box allowing representation and enter parent/guardian names. ***If your parents call RCC, student information cannot be released unless you have completed this step. The only way to add a name afterwards requires paperwork to Rogue Central Services.***
 - Finish requested information and click “Certify Application and Submit”
- Your RCC ID# will be presented to you upon completing the online admissions application. Print this page for your records and write down your ID# in a secure location to have on hand for referencing as needed.
- If there are issues with completing this process, please contact recruitment@roguecc.edu.

Steps to Register for Classes:

- Go to www.roguecc.edu
- Click on myROGUE
- Log in using your RCC ID and password
- Click on “Personal Information”
- Verify your email address, high school name and graduation date
- If incorrect, select “Update” and correct the appropriate fields
- Check the box at the very bottom of the page and click on “Update Personal Information”
- Click on “Go to Student Resources Menu”
- Click on “Register with Permission Code” (**not register for classes**)
- Enter the 4-digit permission code per course, click “Submit”
- After all courses have been entered, click “Advance to Checkout”
- Read the Student Code of Conduct and click on checkbox
- In the tuition payment policy box, Click on “I AGREE”
- Click on “Finish and View Payment Options”
- Click on “I Agree to Pay Later” (College Now courses are free)
- Review your Student Schedule and print to keep for your records
- Monitor deadlines and communicate with your instructor(s) regarding your progress in your RCC course(s)
- Review your RCC unofficial transcript after term grades post

The screenshot shows a registration page for a College Now course. At the top, it says 'Enroll in College Now for Dual Credit' and 'RCC Rogue Community College EDUCATIONAL PARTNERSHIP'. Below that, it says 'Steps to Register for Classes' and 'CHHS-111/Michael Torguson-ECOH1115-H1-Introduction to Economics'. There is a registration box with 'Cred[IT]: 3', 'Summer Term 2019-20', and a 'Permission Code' field with 'XXXX'. The page includes detailed instructions for registration, including steps for logging in, verifying information, and accessing the student schedule. It also lists important dates for the Summer Term 2019-20, such as the registration deadline of July 8 and the late add deadline of July 11.

Students are responsible for checking their myROGUE account online at www.roguecc.edu to ensure they are registered for the course. The course will appear in their student schedule after registration. Students can also access their printable student schedule at any time by logging into their myROGUE account.

College Now Registration Deadlines and Important Dates 2019-20

RCC Fall Term: Sept. 23-Dec. 6, 2019

- College Now online registration starts when your high school begins in the fall.
- **Students are to be registered by the first day of the RCC term: Sept. 23, 2019.**
- Late registrations allowed through October 2, 2019 (permission codes expire the following day).
- Withdraw period (with a “W” on transcript) is: October 3–November 15, 2019.
- RCC grades available online December 11, 2019.
- RCC scholarship applications open on November 1, 2019.

RCC Winter Term: January 6-March 20, 2020

- College Now online registration starts November 25, 2019
- Students should be registered for RCC Winter term in December prior to school departing for Winter Break.
- **Students are to be registered by the first day of the RCC term: January 6, 2020.**
- Late registrations allowed through January 15, 2020 until (permission codes expire the following day).
- Withdraw period (with a “W” on transcript) is: January 16–February 28, 2020.
- RCC grades available online March 25, 2020.
- RCC scholarship applications are due on March 1, 2020.

RCC Spring Term: March 30-June 12, 2020

- College Now online registration starts March 2, 2020.
- Students should be registered for RCC Spring term sections as soon as possible in March 2020.
- **Students are to be registered by the first day of the RCC term: March 30, 2020.**
- Late registrations allowed through April 8, 2020 (permission codes expire the following day).
- Withdraw period (with a “W” on transcript) is: April 9–May 22, 2020.
- RCC grades available online June 17, 2020.

Textbooks and Course Materials

For College Now courses, the high school course will use the same textbook as the corresponding RCC course. However, budget restrictions may make it impossible to use the same text. High school content must be the same regardless of what text is used. A limited number of College Now courses mandate that a particular textbook is used. Contact HSA@roguecc.edu if you need assistance with books.

For CTE Academy and Early College courses, the high school official that is submitting the 3rd party voucher form to the Budget and Finance Office will need to enter the amount of the book cost, and supplies cost if applicable, on the appropriate columns that are on the form if the school wishes to pay for these costs.

Grading Policy and Procedures

Grading Policy

Individual RCC courses and departments may have specific criteria that must be met before a student is eligible to earn college credit, (i.e. all College Now math students are required to take the RCC math final exam). It is the responsibility of the College Now instructor to maintain the integrity of the course by ensuring that all requirements are met. Requirements for individual courses are available on the College Now website.

In awarding grades, the college seeks to inform its students of their proficiencies in coursework. As a means to this end, faculty are asked to establish and communicate on a syllabus:

- The evaluation of course achievement.
- The type and degree of proficiency anticipated.
- Grading method (i.e., A-F, I, W, or P, NP)

Students likewise have an obligation to measure their own desires and abilities relative to the study tasks before them. Any time a task seems excessive in this regard, it is recommended that students seek help through the instructor, high school counselor or the RCC Counseling Department. The quality of student work is measured by a system of grades consisting of five letter grades which are used in calculating grade point average.

State and college regulations/policy dictate that all students in College Now or other dual enrollment classes are graded on the same standards and under the same guidelines as any regular college student. That means that College Now students can earn A-F, I, W, P and NP grades that will show on their official college transcript. RCC **Grading Policy** is at: <http://web.roguecc.edu/satisfactory-academic-standing-and-progress/grading-policy>.

Grading Procedure

College Now teachers are expected to enter their grades electronically through the RCC website, following grading deadlines.

Grades can be submitted anytime during the term and as soon as your class is over. You do not have to wait until the end of the term to submit grades for classes that end before the term is over. The deadline for grade submission is 12:00 p.m. the first Monday following the end of each term. If the first Monday is a holiday, then grades are due at 12:00 p.m. on the first Tuesday after the term ends. Please refer to the current [academic calendar](#) for the exact due date. Grades can be submitted multiple times; each new submission overrides the previous submission.

Meeting the submission deadline is necessary so students can access their grades online in a timely manner, and so advisors have an accurate record of student progress. Grades are available online to students on the first Wednesday after the term ends (first Thursday for summer term).

Grades Used in Calculating Grade Point Average (GPA):

A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	No credit	0

Instructors may affix a plus or minus (+ or -) to grades A through D. However, plus or minus does not affect GPA.

A "D" grade will not satisfy prerequisite or program requirements at RCC.

Grading definitions:

- Pass ("P") or No Pass ("NP") is used for most academic skills development classes. A "P" grade indicates the student has earned a "C" or better.
- Generally "P" and "NP" grades may not be used for students in core program courses, nor are "A"

through "F" grades used if students are in academic skills development classes.

- Withdraw ("W") is assigned when a student withdraws from a class after the second Wednesday of the term. NOTE: Classes can be DROPPED through the second Wednesday of the term and will not appear on the transcript; after the second Wednesday, a "W" will show on the transcript. Grades of "W" are not included in GPA calculations.
- Pending ("Y") is used to indicate a grade has not been received from an instructor.

College Now teachers are discouraged from assigning I grades and may do so only on an approved basis. Contact HSA@rogucecc.edu to discuss the specific situation. Definition of I grade:

- Incomplete ("I") is assigned when a student has completed at least 75 percent of the coursework, but a prolonged excusable absence causes inability to finish the course by the end of the term.

Entering Grades

The assignment of a grade is the responsibility of the instructor of record and must be entered by the published deadline. Faculty must have a RogueNet User Account in order to access Faculty Resources to submit grades. Paper grade rosters are not accepted. Contact the Educational Partnerships Office for assistance in acquiring a RogueNet User Account. Grades are to be input online at <https://www.rogucecc.edu/>, click on Intranet then log in. The interface will be available at the beginning of the term.

Grade Changes

Rogue Community College requires that the instructor of the course authorize any grade changes, and it is the responsibility of the student to contact the instructor about a grade concern. Grades can be changed by dual credit teachers through their RCC faculty accounts for up to one year after the course ends. If you are unable to change a grade through your faculty online account, email HSA@rogucecc.edu with the course name, term, student name, and correct grade.

Missing College Now Credit and Grades

Students should be encouraged to review their RCC unofficial transcript in their myROGUE account regularly following the end of each RCC term to ensure they received a grade and credit as expected for each College Now class.

It is the student's responsibility to contact their high school instructor(s) regarding any missing College Now credit or grades on their RCC transcript as soon as possible, and within two years of when the class was taken. Transcripts cannot be changed after two years and the Educational Partnerships Office will not accept requests to review such situations after this length of time.

If you are the high school instructor and agree that the student earned credit for a College Now course that did not post to their RCC record, Rogue Community College's Educational Partnerships Office requires the instructor to email HSA@rogucecc.edu to inform us of the situation, the grade that was earned, and to stipulate that all requirements were met. The Educational Partnerships Office will then review the request.

Substitute Teachers, Student Teachers, and Personnel Changes

A substitute teacher who teaches more than 20% of an articulated course may not offer College Now credit unless the substitute has been approved as a College Now dual credit teacher by RCC.

Student teachers may not teach in a College Now class without prior approval in the content area. Such practice will result in voiding the articulation agreement for that class.

Any change in personnel in a College Now class must be reported by email to HSA@rogucecc.edu at the time of the change. Students will not receive credit if a non-certified instructor is teaching more than 20% of the course.

Expectations of College Now Teachers

High School Teachers are expected to:

- **Meet grading deadlines:** College Now teachers are expected to submit student grades online during the RCC term the credit is earned (i.e., the end of semester 1 is during RCC winter term); see the RCC **Academic Calendar** at: <https://www.rogucecc.edu/Calendar/Academic/>. It is very important that grades are submitted on time.
- **Attend mandatory dual credit meetings:** College Now teachers are expected to attend yearly dual credit meetings; these meetings are very important. Two mandatory meetings are required: 1.) a fall dual credit meeting held at the high school with Educational Partnerships staff, and 2.) an academic department-specific meeting for curricular discussions held with RCC Department Chairs. These meetings are an opportunity to clarify any questions or concerns, have meaningful discussions with peers, and discuss curriculum with RCC instructors. Regular topics of discussion include course and policy changes, outcomes, assessment methods, and other possible course articulations, etc.
- **Check GPA:** GPA checks are completed for winter term and year-long Humanities specific dual credit courses. For winter term courses, GPA checks are due by Nov 1, and for year-long (spring term) courses, GPA checks are due by March 1. Students must have a cumulative high school GPA of 3.0 (2.6 for WR115 courses) at the beginning of the academic year (or the beginning of the semester in a semester-long course) to be eligible to enroll in the Humanities course and earn college credit.
- **Check roster:** Teachers must check their rosters by the first day the class starts, and also periodically within the registration timeline. Teachers will receive an email from Educational Partnerships reminding them to check their rosters for accuracy. The teachers are required to respond to the email letting Educational Partnerships know their roster is accurate.
- **Monitor student registration:** Students are required to register themselves online (see student registration process, pg. 18). Students are to obtain their RCC ID# before registering for the course(s). Instructors should keep students aware of required deadlines and facilitate class registration and drops as necessary, see add/drop and withdraw deadlines, pg. 29. Instructors will be provided with the course permission code that students will need for course registration.
- **Market program/provide handbook to students:** Teachers are expected to promote College Now to their students. Students need to be clear about what their responsibilities are in order to earn college credit. Students should view the Educational Partnerships **Handbook for Students** on the website at <http://www.rogucecc.edu/HS/Handbooks/StudentHandbook.pdf>.

- **Give students the required syllabus:** College Now teachers will submit their course syllabi in the approved format to be reviewed and approved each year by the corresponding RCC department. Your course must be approved before you can begin offering college credit. The course syllabus must be given to students within the first week of when the class starts.
- **Encourage students to complete the What Do You Think course evaluations:** Emails are sent to high school teacher and student email addresses. Be sure to check your RCC email regularly, or have it forwarded to an email you do check regularly, and notify students when it is time to complete the survey.
- **Maintain current course content:** College Now courses are to cover the same outcomes, content and expectations in the high school classroom as they do in the RCC classroom. Once the instructor and course syllabus are approved, the College instructor is responsible for making changes in course content whenever the RCC course is updated. Those updates are discussed at annual dual credit meetings; the syllabi needs to be updated to reflect any changes and resubmitted.
- **Ask content questions:** RCC department contacts are available via email and it is anticipated that College Now instructors will contact them whenever they have course content questions. RCC instructors will respond in a timely manner. If you would like to schedule a visit by a specific RCC department, or would like to bring students to tour a department, please contact the department chair directly.
- **Alert us with any changes in personnel:** If a College Now approved instructor relinquishes their class to another teacher for whatever reason (illness, retirement, etc.), the replacement teacher is not automatically approved. The new teacher must go through the application and approval process. Notify the Educational Partnerships Office of any changes to the approved course teacher at HSA@rogucecc.edu.
- **Follow the processes for students with disabilities:** Make accommodations for IEP and 504 students in accordance with your schools identified process. See the Students Experiencing Disabilities section of this handbook, pgs. 33-34. RCC Disability Services should also be contacted in case the student will be using any RCC resources (Learning Center, Library, etc.).
- It is also suggested that teacher's visit articulated classes at RCC at least once yearly.

Expectations of High School Administration

High School Administrators are expected to:

- Sign the Articulation Agreement.
- Establish a staff member to be the Educational Partnerships liaison for their school.
- Nominate 1 or 2 staff members to be approved placement assessment proctors.
- Facilitate the scheduling of College Now meetings.
- Update their high school's College Now course offerings list with the Educational Partnerships Office at the beginning of each school year, based on prior approval by RCC departments.
- Read the Faculty, Staff and Student handbooks.
- Educate students about the benefits of College Now and the other RCC programs such as Early College and CTE Academy.
- It is appreciated if administrators can ask their dual credit teachers if they have submitted College Now grades prior to that teacher checking out with the school in June.

Expectations of Students

Students are expected to:

- Register and enroll themselves in College Now courses through their online myROGUE student account.
- Check and verify that the email address in their myROGUE account is correct and is a personal email.
- Read the Educational Partnerships Handbook for Students, which details important information regarding College Now, CTE Academy and Early College.
- Complete college-level work.
- Monitor their RCC academic transcript for accuracy. Students are expected to initiate contact with their College Now instructor regarding any grade concern.
- Communicate with their instructor if they are struggling in a class prior to dropping or withdrawing from the course(s) they are enrolled in.
- Know the drop/withdraw deadlines and drop/withdraw themselves from any RCC course prior to the published deadlines for any course they feel they will not be successful in. See drop/withdraw policy, pg. 28.
- Check with their high school liaison if they have already obtained an RCC ID# prior to completing the RCC online admissions application.

College Now Frequently Asked Questions

What is the difference between Educational Partnerships, College Now and Early College?

- **Educational Partnerships** is the umbrella term for all of our high school programs at RCC.
- **College Now**, which was previously known as 2+2, is an Educational Partnerships program that is distinguished by high school teachers teaching RCC courses at the high schools. These classes are free to students.
- **Early College**, which was known as Extended Options, is exclusively for any traditional RCC courses taken by high school students at any RCC campus (in-person or online) taught by RCC instructors and paid for by the high school. These courses are billed at a discounted rate.

I've forgotten my RCC ID# and can't log in. How do I access my myROGUE account?

- **DO NOT CREATE ANOTHER ACCOUNT TO GET AN RCC ID#.** If you entered your social security number during the process of obtaining your RCC ID#, you can use that instead of your RCC ID# for your log in.
- If not, contact your high school's RCC liaison who can assist you with retrieving your RCC ID#. You can also call Rogue Central Services at 541-245-7501.

I've forgotten my RCC password and can't log in. How do I access my myROGUE account?

- It is very important to always use your personal email and not your high school email. You will only be able to reset your password if you use your own personal email. The password reset link will not go to the high school email address because the schools firewall blocks the email.
- Click on "myROGUE" on the RCC home page (www.roguecc.edu).

- Click on “Forgot Password” on the login page. The system will email password reset instructions to the email address that is on file.
- If you have also forgotten your email address that is associated with your RCC student account, check to see if your parents have received an email (students that have or are taking High School Drivers Training through RCC will always have their parents email on file in their RCC student account). If you need to have the email account that is on file changed, contact Rogue Central Services at 541-245-7501 for assistance or refer to the [How to Update Email](#) tutorial.

My teacher offers dual credit through AP (Advanced Placement), Southern Oregon University, and Rogue Community College. I am unsure of the difference between these options. Which option do I choose?

- Students only need college credit one time for a class, and it is a personal decision. Cost is an important factor; RCC College Now credits are free, whereas SOU Advanced Southern Credits are discounted. The AP assessment also has a cost (unless you are exempt) and college credit is only granted for AP scores if you perform at a score determined by your transfer school.

I heard that taking dual credit college courses while in high school “starts the clock” on the financial aid I can receive. Is this true?

The “clock” is not measured in years or months but in credits. Federal rules state that students:

- Must complete a degree or certificate for no longer than 150% of the average credit length of their program (not including up to 45 credits that are less than 100-level college credits).
- Maintain a 2.0 cumulative GPA.
- Successfully complete two-thirds of hours attempted to remain eligible for aid (pace needs to be above 67%).

See also: Financial Aid Implications for Dual Credit Programs, pg. 30.



Early College Program

High school students often need course(s) for their plan of study beyond what is available through their high school's free College Now offerings.

RCC Early College courses are:

- Located at one of the three RCC campuses or taught online by RCC faculty.
- Offered through the standard RCC **Schedule of Classes** (<http://www.roguecc.edu/Schedule/>) that is available to the general student population.
- Available to high school students at a discounted rate, provided the courses are arranged through the high school's liaison and billed directly to the high school. Students should check with the high school about student costs and if the school has any available funding for course costs and/or books.
- Recorded on a student's RCC transcript. The high school determines if the course(s) will apply to students' high school diploma.

It is the student's responsibility to apply to RCC via online, keep track of their RCC ID and password, register in course(s), complete the placement process prior to the term, watch the add/drop dates and other deadlines on the **Academic Calendar** at: <https://www.roguecc.edu/calendar/academic/> and work with their high school liaison to determine if the courses will apply to their high school diploma. RCC is not responsible for monitoring student's enrollment in Early College courses.

Students are encouraged to utilize both College Now courses available at their high school and Early College traditional RCC courses to complete a RCC certificate, or other plan of study while still in high school.

*Please note: The Early College Program is no longer serviced by the Educational Partnerships Department. Refer to the Early College contact information on pg. 4.

How Early College Works

Students follow the Early College steps listed on the **Early College Checklist Flyer** at: https://go.roguecc.edu/sites/go.roguecc.edu/files/dept/EduPartner/PDF/earlyCollege_checklist.pdf

Students work directly with RCC Admission Coaches, Rogue Central and Advising Departments to get registered for classes.

High Schools submit the 3rd Party Voucher form to our Budget and Finance Office prior to the term to alert RCC to bill the class (and books, materials, if desired) to the school district.

Students are responsible for and required to:

- Meet placement and prerequisite requirements. Such requirements are listed in the **RCC Course Descriptions** at <http://www.roguecc.edu/CourseDescriptions/>.
- Apply to the college online, keep track of their RCC ID and password, meet with an RCC advisor, register themselves in courses, take placement assessments prior to term or use Multiple Measures, watch add/drop and other deadlines on the academic calendar, and work with their high school liaison to determine if the courses will apply to their high school diploma. RCC is not responsible for monitoring students' enrollment.
- High schools often purchase and order RCC textbooks; however, this can vary. Students need to purchase or rent textbooks if their high school is not providing them.

Career Related Learning Credit Options

Students may be able to apply for a RCC course to meet the Senior Capstone requirement for their high school. Students need to arrange a plan with their high school counselor/liaison during the fall of their junior or senior year to see if this option is available at their high school. Typically, the credit total for the capstone course is 4.0 RCC credits = 1.0 HS credits.

Placement Assessment in the High Schools

Most participating high schools have 1-2 staff members that have been trained and approved as RCC placement assessment proctors for RCC's Accuplacer Next Gen. Approved placement assessment proctors administer the test at the high school. The proctor will schedule the assessment day and time (see the list of **Placement Assessment Proctors** for each school at <https://go.roguecc.edu/department/educational-partnerships/placement-test-proctors>).

College Now and Early College students may need to take the RCC Accuplacer Next Gen assessment prior to enrollment, refer to the [prerequisites and the placement process](#) webpage for information regarding the placement process and Multiple Measures. **The assessment is free.** Students will need to obtain an RCC ID#, if they do not already have one, by completing the online RCC admission application process three days prior to taking the placement assessment.

The Accuplacer Next Gen Assessment takes about 2 hours, but students have up to three hours to complete it. Students should print their scores immediately following the assessment for future reference. A student can retest in just one, two, or all three subjects depending on how well they placed (the assessment needs to be taken in its entirety the first time). Students are allowed two retests per subject. Testing a third time will require a student to meet with an RCC academic advisor to get approval. RCC always uses the highest placement assessment score.

Students should inquire with their high school liaison to find out more information about the RCC placement assessment administered at their high school. Prior to the assessment, students are encouraged to review the Accuplacer sample questions.

Placement Assessment Recommendations

It is recommended that students study for the placement assessment prior to them taking it to be best prepared. Preparing for the placement assessment is highly effective for increasing scores. Placement assessment preparation information and sample assessment questions are available on the Accuplacer website at: <https://accuplacer.collegeboard.org/student/practice>.

For placement requirements for specific classes, please refer to the RCC **Course Descriptions** at: <https://www.roguecc.edu/coursedescriptions/>, **Schedule of Classes** at: <https://www.roguecc.edu/Schedule/>, or the RCC **Catalog** at: <https://www.roguecc.edu/PDF/catalog2019-20.pdf>

GPA Recommendation

It is recommend that all Early College students have a cumulative high school GPA of 2.5. College coursework is challenging and our main goal is to ensure that students are successful in pursuit of their academic goals.

Enrolling in Classes

Refer to **Early College Checklist Flyers** at: <https://go.roguecc.edu/department/early-college> for Early College enrollment processes. At the bottom of the page is a checklist for students and a checklist for staff.

Dropping Classes

Students need to keep their high school counselor or RCC liaison informed about their Early College course progress and if they are encountering any difficulty. Students should discuss dropping a course with their high school liaison and get their approval *prior* to dropping any course through their myROGUE account. If a student drops a course without approval, their high school may decide to not allow the student to continue this program in the future. Review the Add/Drop Deadline/Withdraw Period, pg. 29.

If a student drops a course after the “drop with refund date” listed on the **Academic Calendar** at: <http://www.roguecc.edu/Calendar/academic/>, **the billing entity for the course (typically the high school) will be responsible for paying the dropped class tuition and fees incurred after the add/drop date (and some schools ask students to reimburse them).**

Contracted Early College Courses

Occasionally high schools will arrange for an RCC contracted Early College class whereby the high school is funding an RCC faculty member to travel to and teach the college class at the high school. These courses are not published in the schedule of classes and are exclusively offered to students at the sponsoring high school. Contact the Educational Partnerships Office for details.



General Information for all Educational Partnerships Programs

RCC's Add/Drop Deadline/Withdraw Period

Add/Drop Deadline is:

- Posted on the Academic Calendar (pg. 38). It is the second Wednesday of the term after classes begin at 11:59 pm.
- The last day that a student can add a class (permission codes will not work after this day).
- The last day that a student can drop a class without the class appearing on their RCC transcript. For Early College students, drops after this day result in charges on student accounts and the high school is billed.

Withdraw Period is:

- Posted on the Academic Calendar pg. 38. The withdraw period begins the day after the add/drop deadline (second Thursday of the term) through the eighth Friday of fall, winter, and spring terms (fifth Friday of summer term).
- Withdraws during this time result in a "W" on a student's RCC transcript. Grades of "W" are not included in GPA calculations; however, a student should avoid a lot of "W"s on their transcript for financial aid implications, which can eventually impact satisfactory academic progress, see pg. 30.
- After the withdraw deadline, the only option is to receive the grade earned.

Students are responsible for dropping or withdrawing from their RCC course as desired (*for Early College and CTE Academy course drops, students should inform their high school counselor first prior to dropping*).

To drop or withdraw from a course:

- Students need to log into their myROGUE account and click on "Drop/Withdraw from Classes."
- Students need to verify the course has been dropped by checking their student schedule. The course will no longer show on the schedule if the drop was successful.
- Failure to properly drop or withdraw from a course could result in the student receiving a failing grade that will appear on their RCC student transcript.

Advising

All students should seek advising first from their high school counselor or designated RCC liaison to make sure the classes they take apply to a RCC certificate or education plan. Students are also welcome to contact RCC's **Advising Office** (<https://web.roguecc.edu/advising>) to arrange an appointment. To speak with the Transfer Advisor, please contact the Redwood Campus in Grants Pass at 541-956-7198.

Financial Aid Implications for Dual Credit Programs

The credits high school students earn through RCC's Educational Partnerships programs may impact their eligibility for future financial aid at RCC and other institutions. RCC encourages students to discuss this with Rogue Central Services prior to enrolling.

It is important for students to realize that the college transcript they are building in high school is permanent and can affect their future ability to fund their post-high school academic goals.

Students should be intentional about the courses and grades they allow to post to their college transcript. It is recommend that students only have passing grades of A, B, C and P (passing) show on their transcript. Students should refer to the drop policy and drop (or withdraw) from courses they will not be successful in prior to the add/drop deadline or withdraw within the established timeline.

A student with D's, F's and W's on their college transcript may find that they are at risk of not meeting **Satisfactory Academic Progress** standards when they apply for financial aid, which is defined by each college per federal guidelines for financial aid awards (federal and state grants, student employment and student loans).

See website for more details: <https://web.roguecc.edu/satisfactory-academic-standing-and-progress>

Students will want to ensure good academic progress on their RCC transcript. For financial aid reasons, this means that students should have an RCC cumulative GPA above a 2.0, maintain a pace (completed credits/ attempted credits) of at least 66.67%, and complete their intended program within 150% of the number of credits it requires (i.e. – if a student eventually intends to complete a 90 credit AA degree, they need to complete it within 135 credits (90 credits x150%).

For further details regarding Satisfactory Academic Progress, contact RCC's Rogue Central Services for assistance with your financial aid questions.

Grading

Grades Used in Calculating Grade Point Average (GPA):

A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	No credit	0

Instructors may affix a plus or minus (+ or -) to the grades A through D. However, a plus or minus does not affect GPA. A "D" grade will not satisfy prerequisite or program requirements at RCC.

Grading Definitions:

- Pass (“P”) or No Pass (“NP”) is used for most academic skills development classes. A “P” grade indicates the student has earned a “C” or better.
 - Generally, “P” and “NP” grades may not be used for students in core program courses.
- "A" through "F" grades are not used if students are in academic skills development classes.
- Withdrawal (“W”) is assigned when students withdraw from a class **after** the second Wednesday of the term. After the second Wednesday, a “W” will show on the transcript. Grades of “W” are not included in GPA calculations.
- Incomplete (“I”) is assigned when you have completed at least 75 percent of the coursework but a prolonged excusable absence causes inability to finish the course by the end of the term.
- For grades F or NP, an instructor will report your last date of attendance, which may impact your financial aid eligibility.

Students’ grades are posted on their RCC unofficial transcript which can be found in their myROGUE account. For dates, see Registration Deadlines and Important Dates, pgs. 18-19, or the RCC Academic Calendar pg. 38.

Transcripts

Students registered for RCC courses through the various Educational Partnerships programs receive grades that are recorded on their Rogue Community College transcript. Grades post to student transcripts on the Wednesday following the end of the college term, see Academic Calendar pg. 38.

Students can access their unofficial transcript for Rogue Community College at any time by:

- Logging into their myROGUE account from the RCC homepage (www.roguecc.edu), click on the “myROGUE” link).
- Clicking on the “Unofficial Transcript” link to view and/or print their courses and grades that have posted.
- Students can also order their official transcript:
 - Online through the **National Student Clearinghouse** at:
<https://secure.studentclearinghouse.org/tsorder/schoolwelcome?FICEcode=01018200> or
 - Through RCC’s **Official Transcript Request Form** at:
<https://web.roguecc.edu/sites/web.roguecc.edu/files/Sites/Enrollment/Forms/OfficialTranscriptRequest.pdf>

Currently, official transcripts cost \$5 for the first transcript and \$1 for each additional transcript per order. Official transcripts have a 10-day processing time. You should order an official transcript to be sent to other institutions you plan to attend for transfer credit evaluation.

RCC Student E-mail

All RCC students are provided an RCC email address and are encouraged to set it up and use it. Be sure to have students check that the email address listed is current and a personal one.

Privacy Policy

RCC follows all applicable state and federal laws, rules, and regulations that apply to student records. At the college level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student under **FERPA (Family Educational Rights and Privacy Act)** see - <https://web.roguecc.edu/enrollment-services/ferpa>. Records may be released to the parents only under the following circumstances:

- Student has authorized RCC staff to talk to a family member/representative during Step 2 of the admissions process; must check “Allowing Representation” box and enter parent/guardian name.
- With submission of the **Underage Enrollment Form** or the **Academic & Behavior Information Release Form** found at: <https://web.roguecc.edu/enrollment-services/forms-students>.
- Through the written consent of the student;
- In compliance with a subpoena;
- By submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152). In the case of a dependent student, information may be exchanged without the written consent of the student for the sole purpose of completing a student's financial aid application or the payment of tuition and fees.

RCC has FERPA and other signed agreements with each high school. These agreements comply with FERPA provisions which allows student information to be shared confidentially between the college and high school in the interest of best serving the student.

Student Conduct/Academic Honesty

Students enrolled in Educational Partnerships dual credit programs are earning both high school and college credit. Students therefore are expected to follow student conduct policies of both the high school and the college. RCC student policies are found at: **Student Rights, Freedoms and Responsibilities** (<https://web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003>).

Nondiscrimination

Rogue Community College does not discriminate in any programs, activities, or employment practices on the basis of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws. For further policy information and for a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination.

Title IX and Sexual Misconduct

Notice of Non-Discrimination

Rogue Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any college program or activity. Gender-based harassment and sexual harassment, including sexual violence, are forms of sexual discrimination in that they deny or limit an individual's ability to participate in or benefit from college programs or activities. See RCC's **Procedure on Gender-Based and Sexual Misconduct** at:

<https://web.roguecc.edu/sites/web.roguecc.edu/files/Sites/GIAP/pdf/Title%20IX%20AP-047.pdf>

Title IX

Title IX of the Educational Amendments of 1972 is a federal law that requires colleges to take steps to prevent and address sexual discrimination, harassment, and violence.

RCC is committed to the safety of our students, faculty, staff and community members; and takes its responsibility to provide an educational environment free from discrimination and harassment very seriously.

RCC is committed learning and working environments that are free from all forms of discrimination and harassment, including sexual harassment. Therefore, it is a violation of college policy for any employee, student or third-party at RCC to engage in discrimination, harassment, or violence.

RCC has a zero tolerance for sexual assault, stalking, intimate partner violence, domestic violence, dating violence and workplace violence. Anyone found participating in any of these activities will be subject to disciplinary action and prosecuted in accordance with RCC policies and procedures as well as Oregon state laws.

RCC's Title IX policy provides remedies to members of the RCC community who have been the victim of discrimination, harassment or assault.

Students who Experience Disabilities

Students who experience a disability that may require some accommodation in order to participate in a Rogue Community College class or activity should notify Disability Services at 541-245-7537 (Medford and White City Campus); 541-956-7337 (Grants Pass Campus) or disabilityservices@roguecc.edu at least 5 business days in advance.

Services for Students Who Experience Disabilities:

- High school students taking College Now classes taught by high school teachers at the high school are to work with their high school for accommodations or adjustments. **Note: College Now teachers are not to alter their curriculum as an accommodation for students receiving college credit.**
- High school students taking RCC courses taught by an RCC faculty member should contact RCC's Disability Services Office at <http://web.roguecc.edu/disability-services> to get information on the types of services offered.

High schools and colleges operate under different guidelines (ADA and Section 504) for students with disabilities. High schools operate under a **success** model where colleges operate under an **access** model. Students enrolled in RCC's various Educational Partnerships dual credit programs must meet the college requirements to be eligible for the college credit. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course may be possible, but all students must meet the student learning outcomes and the assessment rigor of the course to be eligible for college credit.

Homeschooled High School Students

Homeschooled high school students may take RCC faculty taught courses at any RCC campus just as any other high school student can. However, the discounts associated with RCC's Early College or CTE Academy program cannot be extended to homeschooled students at this time unless the students enroll in one of the participating high schools who have a contracted agreement with RCC and is billed for the college courses. Homeschooled students are encouraged to contact a high school participating in RCC's Early College or CTE Academy program for further information and to see about eligibility of participating and funding. Refer to RCC **Tuition Rates** at: <https://web.roguecc.edu/enrollment-services/tuition-rates> for In-state and Out-of-state course costs.

International High School Students

It is the international student's responsibility to understand the limitations of their visa and if taking college courses is allowed under the conditions of their visa. The RCC Educational Partnerships Department does not track a student's international status. Refer to RCC **Tuition Rates** at: <https://web.roguecc.edu/enrollment-services/tuition-rates> for International course costs.

Law Affecting Student Privacy: FERPA

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of students' educational records. For purposes of definition, education records are those records which are:

- Directly related to a student
- Maintained by an institution or a party acting for the institution.

FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Furthermore, students have other rights, including the right to request amendment of records, and to have some control over the disclosure of personally identifiable information from these records. Under FERPA, RCC cannot release to anyone other than the student:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Enrollment status
- If a student has applied to RCC
- Personal identifying information such as birth dates, RCC ID, and Social Security numbers.

For students enrolled in both high school and college at the same time, FERPA provisions allow the two schools to exchange information. By completing the RCC online application, students authorize Rogue Community College and the high school to share educational records. RCC's Educational Partnerships Office acts as the go-between for any sharing of information to ensure security; high school staff are to work through RCC Educational Partnerships staff when student information is needed.

Additionally, the online application that students complete provides the option for students to grant another person (parents, guardians, etc.) access to their educational records.

The public posting of grades, either by name or social security number, is a violation of FERPA whether done via paper source or online. Instructors who post grades should use a confidential system.

Oregon Dual Credit Standards

Background on the state standards

On May 7, 2009, the Unified Education Enterprise (UEE) approved the following motion. The below verbiage is what was published:

Oregon's dual credit programs create the opportunity for our students to take college-level courses while still in high school. The Dual Credit Task Force found that, in 2005-06, one in seven Oregon juniors and seniors took advantage of this opportunity, saving approximately \$9 million in tuition. Through its pilot analysis of the subsequent academic performance of these students, the Task Force also found that "in most cases, dual credit students match or outperform their college-prepared counterparts in both community college and university settings."

Thus, dual credit is currently a viable option for qualified students to begin post-secondary learning early, and it can contribute significantly to meeting Oregon's 40-40-20 goal. As dual credit programs grow, it is important to have a consistent set of standards and ways to ensure the standards are met. This is the impetus for adopting the Oregon Standards for Dual Credit "College Now" Programs. Guided by those standards the Task Force specifically recommends:

- **Strengthening faculty connections**
 - Regular, collegial interactions between high school faculty and their counterparts at sponsoring college and universities are key to the success of these programs. Such interactions characterize some programs already, but they need to be developed and maintained throughout the state.
 - The pool of high school teachers qualified to participate in dual credit programs should be expanded.
- **Adopting systematic application and review processes for dual credit programs**
 - A standardized application process for new programs is needed.
 - Individual programs should take advantage of system-level (CCWD and OUS) studies of the subsequent academic performance of dual credit students. These biennial studies, which were piloted in AY2007-08, will be supplemented on the "off year" by more focused analysis of questions or trends that emerge from the data (for example: persistence of dual credit students in math or writing).

- A sustainable means for verifying program quality is needed.
- **Enhancing public understanding of dual credit programs**
 - Dual credit programs should be continued and effectively publicized. They should be recognized as one of the key paths for academic acceleration.
 - Evidence of best practices and student success should be gathered systematically and shared regularly – both with faculty in the programs and with the public.

The College Now program at Rogue Community College is sincere in implementing these recommendations and the resulting below state standards and uses them to guide the growth and maintenance of College Now and our other Educational Partnerships programs. Educational Partnerships staff are focusing on streamlining processes for both faculty and students, working with RCC faculty to add new College Now course articulations and instructors, and continuing to foster relationships with our high school partners to align with these standards.

Dual Credit Non-Compliance Policy

At any time, if there is a reason to believe that a Dual Credit Teacher that is partnering with Rogue Community College (RCC) is not complying with the course expectations as detailed in the Dual Credit Handbook for Staff or the Revised Oregon Dual Credit Standards (2014), the following steps shall be followed to resolve the non-compliance Issue:

1. Once a potential non-compliance issue is indicated, the party having knowledge of the issue must communicate the issue to the Director of Educational Partnerships. The Vice-President of Instruction will be made aware of the issue.
2. The issue will be fully investigated by RCC with input from all parties involved. The results of the investigation will be shared with the appropriate RCC personnel as needed to determine the action to be taken.
3. The results of the non-compliance investigation will be communicated in a meeting, and in writing, to the appropriate high school personnel (Dual Credit Liaison, Principal or Designee, and the Dual Credit Teacher) with a plan of action to meet compliance by a specified date.
4. Depending on the outcome of the investigation, the Dual Credit Teacher may be placed on conditional status and a follow-up meeting will be scheduled to review compliance with the standards that are set by RCC. If at the follow-up meeting compliance is met, the teacher will be removed from conditional status.
5. Failure of the Dual Credit Teacher to comply with the communicated plan of action may result in the termination of the partnership between RCC and the Dual Credit Teacher.
6. The High School can request reinstatement of the Dual Credit Teacher with documented action that addresses the issue that led to the partnership ending.
7. A Dual Credit Teacher may appeal termination to the Vice- President of Instructional Services.
8. The decision on an appeal is final.

Sponsored Dual Credit and Assessment-Based Learning Standards

In June 2016, the State of Oregon’s Higher Education Coordinating Commission released a new set of state standards for **Sponsored Dual Credit teaching partnerships and Assessment-Based Learning dual credit options** (<https://www.oregon.gov/highered/policy-collaboration/Pages/college-credit-high-school.aspx>).

Contact the Educational Partnerships Program Coordinator for more information.

Ideas in Facilitating a College-Going Culture

- Advertise RCC's program of issuing graduation honor cords for students earning 15 or more RCC credits by the time of high school graduation. Students are encouraged to wear the cords at graduation ceremonies if their high school allows this.
- Invite Educational Partnerships to participate in parent nights, financial aid, and career days to provide information for students and their families.
- Show the RCC-SOU video for early college credit at student assemblies and parent nights.
- Advertise your school's RCC's College Now courses and Early College and CTE Academy funding (if available) on high school website, parent night, in flyers in campus hallways, and in student/parent handbook.
- Send all of your counselors and administrators to RCC trainings and all College Now meetings.
- Post RCC list of certificates and degrees in hallway, as well as other local schools.
- Have regular campus field trips organized. See **Campus Tours** at <https://web.roguecc.edu/admissions/campus-tours-information>.
- Invite underrepresented high school graduates now attending college to speak at student events. Feature these students in newsletters or on posters in the halls of the high school.
- Invite underrepresented high school students taking early college and CTE Academy classes to the middle school.
- Hold multiple college and career nights. Make College Now, Early College and CTE Academy a discussion in 8th grade orientation nights.
- Encourage graduating seniors to report back on college progress and how dual credit is helping them once they have met with their college academic advisor. Share their stories with current students as appropriate.
- Have a day of the week dedicated where high school teachers wear college shirts. Encourage this with your middle and elementary school partners.
- Post banners in classrooms "This is a college classroom. Ask me how"
- Strive for 100% FASFA completion by holding FASFA completion day.
- Make regular college announcements over the loudspeaker, a completely free medium for increasing a college-going culture.
 - Announce about student's college successes.
 - Encourage students to bring college admission letters to high school principals for announcing to the school for underclassmen to hear on a regular basis.
 - Announce student progress towards college certificates (where students are willing).

EDUCATIONAL PARTNERSHIPS (COLLEGE NOW) 2019 – 2020 TIMELINE CALENDAR

	2019 Summer	2019 Fall	2020 Winter	2020 Spring
Registration	May 28 – July 8	Sept. 3 – Sept. 25	Nov. 25 – Jan. 6	Mar. 2 – Mar. 27
Check rosters for accuracy	July 8 – July 15	Sept. 23 – Sept. 30	Jan. 6 – Jan. 13	Mar. 30 – April 5
Add/Drop deadline	July 8	Sept. 25	Jan. 8	Mar. 27
Withdraw period	July 18 – Aug. 8	Oct. 3 – Nov. 15	Jan. 16 – Feb. 28	April 4 – May 22
Standard term begins	July 8	Sept. 23	Jan. 6	Mar. 30
GPA checks due		Nov. 1		April 1
Graduation application deadline			Feb. 15	
Standard term ends	Aug. 29	Dec. 6	Mar. 20	June 12
WPE grading dates			Early Feb. (TBA)	Early May (TBA)
Commencement				June 13
Standard break between terms (no classes)	Sept. 2 – Sept. 20	Dec. 9 – Jan. 3	Mar. 23 – Mar. 27	June 15 – July 3
Grades due	Sept. 3	Dec. 9	Mar. 23	June 15
Grades available online	Sept. 5	Dec. 11	Mar. 25	June 17

The college will be closed on the following dates:

July 4, 2019: Independence Day
All Fridays July 5, 2019 - September 6, 2019
 September 2, 2019: Labor Day
 November 11, 2019: Veteran's Day
 November 28 – 29, 2019: Thanksgiving
 December 23 – 31, 2019: Winter Closure

January 1, 2020: New Year's Day
 January 20, 2020: Martin Luther King Jr. Day
 February 17, 2020: President's Day
 May 8, 2020: In-service
 May 25, 2020: Memorial Day (observed)

Dates are subject to change. Check www.roguecc.edu for current information.

Tutorial Links

Teachers

1. How to access RCC course rosters:
<https://www.roguecc.edu/HS/Tutorials/ViewCourseRosters.pdf>
2. How to enter RCC grades:
<https://www.roguecc.edu/HS/Tutorials/EnterGrades.pdf>

Students

1. How to obtain an RCC ID number:
<https://www.roguecc.edu/HS/Tutorials/HowtoObtainRCCID.pdf>
2. How to reset RCC password:
<https://www.roguecc.edu/HS/Tutorials/PasswordReset.pdf>
3. How to register with a permission code:
<https://www.roguecc.edu/HS/Tutorials/RegisterwithPermissionCode.pdf>
4. How to drop/withdraw from courses:
<https://www.roguecc.edu/HS/Tutorials/DropWithdrawfromCourses.pdf>
5. How to update email:
<https://www.roguecc.edu/HS/Tutorials/UpdateEmail.pdf>
6. How to update high school and/or graduation year:
<https://www.roguecc.edu/HS/Tutorials/UpdateHighSchoolGradYear.pdf>
7. How to update personal information:
<https://www.roguecc.edu/HS/Tutorials/UpdatePersonalInformation.pdf>