

A. PERSONAL INFORMATION (completed by student)

Student's Name - Last _____ First _____ MI _____

Social Security # (SSN)

Social Security Number Disclosure: Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Please read the Social Security Disclosure Statement in the [RCC Catalog](#) that describes how your number will be used. Providing your social security number means that you consent to use of the number in the manner described.

High School ID #

Mailing Address - Street/PO Box _____ City _____ State _____ Zip _____

() _____ Birth date ____/____/____
 Phone _____ Email address _____
 Month Day Year

B. EDUCATION PLAN (completed by high school counselor)

High School _____ School District _____

RCC Writing Placement _____ Math Placement _____

Student is authorized to select electives: Yes No Grade Level: 11th 12th Other _____

Student is: New Returning Student is authorized to attend RCC: Full-Time Part-Time

Education Plan Requirements	HS Units of Credit	RCC Course	RCC Credits

For information regarding accommodations for students with disabilities: Disability Services – 956-7337 or 245-7537

High School Counselor or High School Liaison's Signature _____ Print Name _____

Phone number _____ Date _____

C. FUNDING (Completed by School District Administration)

The District agrees to provide: Tuition/Fees Books PO# _____ Books not to exceed \$ _____

Funding Authority Signature _____ Print Name _____

Title _____ Phone number _____ Date _____

D. AGREEMENTS AND REQUIRED SIGNATURES (completed by student and parent)

I understand and agree to all requirements outlined on the subsequent pages of the High School Authorization Form. I acknowledge that I may register for additional courses; however, only the courses listed above will be funded by my high school.

I understand that I am financially responsible for any additional courses not covered by my high school, including all associated tuition and fees. If I am under 18 years of age, my parent/guardian, by signing this form, accepts full financial responsibility for these costs.

I authorize the release and exchange of relevant information between representatives of my high school, school district, parents/guardians, Rogue Community College (RCC), the Oregon Department of Education, and Disability Support Services. This information will be used to support my academic success and to coordinate payment of tuition, fees, and books.

I understand that it is my responsibility to revoke this authorization in writing if I choose to do so.

Student Signature _____ Date _____

Parent/Guardian Signature (Required if student is under 18) _____ Date _____

Getting Started: If you are interested in participating in college classes at Rogue Community College, you must complete this High School Authorization form with your high school counselor according to school district policy. You must submit the High School Authorization form prior to registration.

Ways to submit this form:

- A. Scan and email this signed form to HSP@rogucecc.edu
- B. Turn this form in at Rogue Central on any campus on or before the day you register for classes. <https://www.rogucecc.edu/locations/>
- C. Turn this form into your high school counselor or high school liaison.

Next steps:

1. **Apply for Admission:** Complete RCC's online admission at: <https://rogucommunitycollege.my.site.com/apply>
2. **Complete the Placement Process:** To complete the placement process, you can do this one of many ways. You can:
 - Complete the self guided placement form (<https://www.rogucecc.edu/Recruitment/selfPlacement.asp>)
 - Submit the following documents to HSP@rogucecc.edu (if you have any of these)
 - unofficial college transcripts
 - unofficial test scores (GED® or Accuplacer)
 - unofficial AP, ACT or SAT scores

To request placement testing with disability accommodations contact RCC Access & Disability Services at least three weeks prior to the start of the first term of enrollment at RCC. Email accessoffice@rogucecc.edu or call 541-956-73373. Candidates must place into WR115 to be eligible to enroll at RCC.

3. Meet with High School Partnerships Staff: For academic advising and to get your OK to register. Email HSP@rogucecc.edu or call 541-500-4274.

4. Register for classes: New students will receive this information after they connect with someone from High School Partnerships. Continuing students will check the RCC registration website for priority registration dates and times. Students will log into their myRogue account and review the course schedule to find their class(es) to complete registration.

5. Buy Required Books and Supplies: Check with your school to see which option you have for buying books:

1. RCC will set up an RCC Bookstore charge account (min/max amounts to be determined) upon receipt of a High School Authorization form. Students may charge only books and supplies related to courses approved on the High School Authorization form. **OR**
2. Your high school will order and pay for books and supplies online at the RCC online bookstore: www.rogucecc.edu/Bookstore. Upon completion of classes, if the high school paid for the tuition, fees and books – the books become the property of the school district. Contact your high school counselor for details.

6. Attend class! Students must attend at least fifty percent of class sessions for each class during the first week of the term. If you miss a class during the first week of the term without contacting your instructor, you may automatically be dropped and can only re-register if there is space available.

Maintaining Program Requirements Accommodations for Disabilities: Each term students with a disability must re-connect with Access & Disability Services immediately after registering for classes to request classroom accommodations.

Completion of courses and grade requirements: Grades of D, F, NP (No Pass), AU (audit), I (Incomplete), W (Withdrawal) or NA (Never Attended) will not satisfy RCC prerequisite or program requirements. All grades earned in RCC classes become part of your permanent academic record at the college.

Submission of RCC transcripts to High School Counselor: Unofficial transcripts and grades are available online at www.rogucecc.edu/myRogue. In order to confirm successful completion of college coursework it is your responsibility to submit an unofficial RCC transcript to your high school counselor at the end of each term. Grades are available the Wednesday following the end of each term. RCC Policies states that students are responsible for meeting all college policies, expectations, and deadlines associated with enrollment and instruction as outlined in the RCC College Catalog, see: www.rogucecc.edu/Catalog

Student Privacy FERPA: The Family Educational Rights and Privacy Act (FERPA), as it applies to college, mandates that institutions obtain written consent from students before disclosing certain personally identifiable information from their education records. RCC has obtained your signature allowing permission from you to share your educational, attendance, payment of tuition, fees, and books, and performance and behavioral information with your high school, school district, parents/guardians, and the State Board of Education on the High School Authorization form. If you want to have this information released to anyone other than those listed on the aforementioned forms, you must complete an "FERPA Information Release" form found in your myRogue student account at https://myrogue.rogucecc.edu/ICS/FERPA_Consent/. Revocation of this permission is your right and your responsibility.

Communication: In the spirit of student development, RCC staff and faculty may communicate with parents/guardians. Grading standards, classroom behavior, or academic progress are topics best discussed with students. If agreed to and when appropriate, a parent/guardian may accompany a student for faculty consultations. RCC does not hold parent/teacher conferences. Faculty at RCC are not required to communicate with parents/guardians.

Questions? Contact your high school counselor with questions or contact High School Partnerships at HSP@rogucecc.edu or call 541-500-4274.