



## RCC College Now New Instructor Approval Process

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

- [Instructor Online Application](#)
- Complete the online application, meeting the deadlines as follows:
  - Summer term course, application deadline: April 7
  - Fall term course, application deadline: April 7
  - Winter term course, application deadline: September 22
  - Spring term course, application deadline: January 22
- Included in the application is a link to complete a syllabus/course outline for the class(es) you are interested in articulating. This must be completed and uploaded when you submit your application.
- Attach 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.

## 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 at this link: [Dual Credit Instructor Qualifications and Curricular Requirements](#).

### **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 Laura Garrett, Educational Partnerships Program Coordinator, at [lgarrett@rogucecc.edu](mailto:lgarrett@rogucecc.edu) or 541-245-7865.