



# Early College Rogue Ready Checklist

## For high school counselors/administrators

<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div style="background-color: #4a90e2; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">1</div> <div> <h3>Meet with high school student</h3> <ul style="list-style-type: none"> <li>Is student's RCC course of interest appropriate? Does the student meet course prerequisites? <a href="http://www.roquecc.edu/CourseDescriptions/">http://www.roquecc.edu/CourseDescriptions/</a></li> <li>Can the RCC course apply to a high school diploma?</li> <li>Is their timing right? <a href="https://www.roquecc.edu/Calendar/PDF/timezonecalendar.pdf">https://www.roquecc.edu/Calendar/PDF/timezonecalendar.pdf</a></li> <li>Will your high school pay for the course? Books? Will student pick up books?</li> </ul> </div> </div>
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div style="background-color: #4a90e2; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">2</div> <div> <h3>Direct student to RCC registration steps:</h3> <ul style="list-style-type: none"> <li>➤ <b>Optional: Student completes RCC interest form</b> if student wants help from an RCC Admission Coach <a href="https://web.roquecc.edu/enrollment-services/admission-coaches">https://web.roquecc.edu/enrollment-services/admission-coaches</a></li> <li>a. <b>Student obtains a RCC ID#</b> <a href="http://www.roquecc.edu/admissions">www.roquecc.edu/admissions</a> Some students will already have an RCC ID—check the school's RCC ID list sent to liaison each term. Rogue Central: 541-245-7501 or <a href="mailto:rcs@roquecc.edu">rcs@roquecc.edu</a></li> <li>b. <b>Student takes placement test</b> Offered at the high school or RCC <a href="http://www.roquecc.edu/placementtest/">http://www.roquecc.edu/placementtest/</a></li> <li>c. <b>Student registers for classes</b> Student logs in to their myROGUE account, selects "Register for Classes" at <a href="http://www.roquecc.edu/StudentResources.asp">http://www.roquecc.edu/StudentResources.asp</a></li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Advising note:</b> students should check their myROGUE "Program Planner" to see if they have an advising hold. If they do, they will need to contact advising:  Grants Pass: 541-956-7306/Medford: 541-245-7552/White City: 541-245-7863  Students may also email their advisor through their myROGUE program planner  <b>Advising hours:</b> <a href="http://web.roquecc.edu/counseling/hours-locations">http://web.roquecc.edu/counseling/hours-locations</a></p> </div> </div> </div>
<input type="checkbox"/>	<div style="display: flex; align-items: center;"> <div style="background-color: #4a90e2; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">3</div> <div> <h3>Complete billing form (each term)</h3> <p><b>Email Sarah Wofford, Accounting Specialist II, <a href="mailto:swofford@roquecc.edu">swofford@roquecc.edu</a>:</b></p> <ul style="list-style-type: none"> <li><b>Attach RCC 3rd Party Voucher ASAP &amp; before term begins.</b> This tells RCC that your school can be invoiced for the student's course(s): <ul style="list-style-type: none"> <li><a href="http://www.roquecc.edu/HS/EarlyCollege/billingvoucher.pdf">http://www.roquecc.edu/HS/EarlyCollege/billingvoucher.pdf</a></li> <li>Sample: <a href="http://www.roquecc.edu/HS/EarlyCollege/billingvouchersample.pdf">http://www.roquecc.edu/HS/EarlyCollege/billingvouchersample.pdf</a></li> </ul> </li> <li><b>Note any planned books and supply purchases</b> planned for your school account. <ul style="list-style-type: none"> <li>Indicate a maximum amount authorized for student books and any amounts for supplies separately. Indicate if staff member or student will pick up books (at least a few days prior to arriving at bookstore).</li> </ul> </li> </ul> <p>RCC Bookstore textbook info: <a href="https://bookstore.roquecc.edu/courselistbuilder.aspx?">https://bookstore.roquecc.edu/courselistbuilder.aspx?</a>  RCC Bookstore arrangements: Nadean Friesen <a href="mailto:nfriesen@roquecc.edu">nfriesen@roquecc.edu</a> (541)956-7258</p> </div> </div>