

**EXPANDED OPTIONS EDUCATION PLAN AND PAYMENT VOUCHER**  
**Form must be submitted to RCC by term deadlines**

Term	Submission Deadline	Payment Deadline
Fall 2009	September 8, 2009	October 9, 2009
Winter 2010	December 14, 2009	January 15, 2010
Spring 2010	February 16, 2010	April 9, 2010
Fall 2010	August 30, 2010	October 8, 2010

**A. PERSONAL INFORMATION** (completed by student)

 Name \_\_\_\_\_  
Last
First
MI
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 statement in the policy section of the class schedule 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. Translations in other languages are available.

Social Security Number \_\_\_\_\_ High School ID # \_\_\_\_\_

 Mailing Address \_\_\_\_\_  
Street/PO Box
City
State
Zip

 Phone \_\_\_\_\_ Birth date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month
Day
Year
**B. EDUCATION PLAN** (completed by high school counselor)

High School \_\_\_\_\_ School District: \_\_\_\_\_

RCC Reading Placement \_\_\_\_\_ Writing Placement \_\_\_\_\_ Math Placement \_\_\_\_\_

 Student is authorized to select electives:  Yes  No Grade Level:  11<sup>th</sup>  12<sup>th</sup>  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

Counselor'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 the Expanded Options Program requirements as explained in the Expanded Options Program Steps to Success document. I understand I may register for other courses but only those listed above will be paid for by my high school. I give permission for information to be shared between any representative of my high school, school district, parents, RCC, Oregon Board of Education and disability support services. The purpose of sharing information from my record is my success at RCC. I understand that revocation of this permission is my responsibility.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Required if student is under 18

## Getting Started

If you are interested in participating in the Expanded Options Program (EOP) you must complete this High School Authorization form with your high school counselor according to school district policy. Upon authorization, you must:

Complete an RCC Underage Enrollment Form and submit it to RCC's Rogue Central counters on any campus. The Underage Enrollment Form is only required if you have never taken a credit class at RCC or have been away from RCC for more than one year. Note that you must submit a High School Authorization Form prior to registration for each term in which you intend to register. See term deadlines on the High School Authorization Form.

Take the RCC Placement Test: RCC's placement test is required for all underage students taking credit classes. The goal of this test is to measure your current skill levels in reading, writing and math in order to select the most appropriate courses. The placement test is given on a computer and results are available immediately. Most people complete the test in 1½ to 2 hours. Go online to make an appointment for a placement test <http://www.rougecc.edu/PlacementTest/ptsignup> or call 245-7552 in Jackson County or 956-7306 in Josephine County. To request placement testing with accommodations due to a disability, contact RCC Support Services in Medford 245-7865 or Grants Pass 956-7337 at the intended campus of attendance at least three weeks prior to the start of the first term of enrollment at RCC.

Take Placement Test Results to High School Counselor: EOP candidates must place into WR115 and RD30 to be eligible for the EOP at Rogue Community College. Take your placement test results to your high school counselor for education plan preparation and authorization.

Attend a student orientation to receive your Student ID number and OK to register. Bring your completed High School Authorization form to the new student orientation. Your parents/guardians are encouraged to attend with you.

Register for classes on your registration day and time. New students will receive this information at their orientation, continuing students will check the RCC registration web site for priority registration dates and times.

### 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.
2. District employee will order and pay for books and supplies online at the RCC online bookstore: <https://www.rougecc.edu/Bookstore>

Upon completion of classes, books become the property of the school district. Contact your high school counselor for details.

Attend class! Students must attend fifty percent of each class session during the first week of the term. If you miss a class, you may automatically be dropped and can only re-register if there is space available.

## **Maintaining Program Requirements**

Registration and Submission of School District Authorization Form to RCC: After the first term, you must continue to submit a High School Authorization Form and see the Underage Student Counselor prior to registration for the upcoming term (see authorization deadlines on the form).

### Accommodations for Disabilities

Each term students with a disability must re-contact 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 Z (no basis for a grade) 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: 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. End of term grades are available on the Wednesday following the end of each term. Grades are available online only and can be accessed using your RCC Student ID and PIN/password. To access your transcript go to <http://www.roquecc.edu/StudentResources>.

### RCC Policies

Students are solely responsible for meeting all college policies, expectations, and deadlines associated with enrollment and instruction as outlined in the RCC College Catalog, see: <http://www.roquecc.edu/Catalog>

## **Student Privacy**

### FERPA

The Family Educational Rights and Privacy Act (FERPA), as it applies to post-secondary education, 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, performance and behavioral information with your high school, school district, parents/guardians and the State Board of Education on the Underage Enrollment Form and on the High School Authorization Form. If you wish to have this information released to anyone other than those listed on the aforementioned forms, you must complete a "Release of Information" form and submit it in person, to Rogue Central on any campus. 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 with the student's written permission. 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 about the Expanded Options program and your eligibility; for questions about registration contact Rogue Central at RCC: 245-7501, 956-7501, or