



## RCC College Now New Instructor Approval Process

### Apply Online for Approval to Articulate Dual Credit at Your High School

- Review the instructor Qualifications (see below for link) to ensure that you meet the state required guidelines. We will have limited resources for high school teachers who do not meet the qualifications.
- Complete the Request for Transcripts form and email it to [LBowles@roguecc.edu](mailto:LBowles@roguecc.edu). The request will be forwarded to your school district to send RCC a certified copy of your transcripts.
- Email your unofficial transcripts and resume/CV to [LBowles@roguecc.edu](mailto:LBowles@roguecc.edu) when you submit your application.
- Complete the online application at this link: [Instructor Online Application](#)
- 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 emailed to [LBowles@roguecc.edu](mailto:LBowles@roguecc.edu) when you submit your application.
- Once all of your documents are received in the College Now office, they will be reviewed for completion and then forwarded to the Dual Credit Department Coordinator of the academic department for review.
- 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 <https://go.roguecc.edu/department/college-now/college-now-syllabi-outlines>

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

Contact Laura Bowles, College Now Program Coordinator, at [lbowles@roguecc.edu](mailto:lbowles@roguecc.edu) or 541-956-7311.