



College Now and Early College Handbook for High School Partners

*A Rogue Community College guide for High School
teachers, administrators, counselors and coordinators.*

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High School Partnerships, TRC-A Room 137

Table Rock Campus

7800 Pacific Ave, White City, OR 97503

541-956-7311

<https://roguecc.edu/collegenow/>

College Now Teachers and Partners, Courses, Sponsorships, Registration/Withdraw
Early College Courses, Registration/Withdraw, General Help

Contracted Courses with High School Partners

Contact: Laura Bowles, High School Partnerships Program Coordinator

Email: lbowles@roguecc.edu

Call: 541-956-7311

Visit: <https://roguecc.edu/collegenow/>

Admission/Placement Process for High School Students

Contact: Fiona Nevin, RCC Transition Specialist

Email: FNevin@roguecc.edu or the recruitment staff at recruitment@roguecc.edu.

Call: 541-956-7217

Visit: <https://www.roguecc.edu/Recruitment/dualCredit.asp>

Welcome to Rogue Community College's Dual Credit and Dual Enrollment Programs!

Dear High School Partners,

A big, warm welcome to new and continuing high school partners!

Rogue Community College is committed to providing college credit opportunities to high school students. Students in 9th to 12th grade who are attending high school can participate in RCC's College Now and Early College programs, if eligible.

Over the past several years, around 1,200 – 1,500 high school students have enrolled in dual credit and dual enrollment opportunities at RCC per year, earning thousands of credits, and saving over a million dollars in tuition and fees.

This College Now and Early College Handbook for High School Partners outlines the policies and procedures for College Now and Early College and the opportunities available to high school students at RCC.

We look forward to working with you throughout the year ahead!

Sincerely,

Laura Bowles
Program Coordinator
High School Partnerships
College Now and Early College
LBowles@rogucecc.edu

Fiona Nevin
Transition Specialist
Admissions and Recruitment
FNevin@rogucecc.edu

Rogue Community College does not discriminate in any programs, activities, or employment practices on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws. For further policy information and for a full list of regulatory specific contact persons visit the following webpage: www.rogucecc.edu/nondiscrimination.

Accelerated Learning College Credit Programs

RCC's Commitment to Accelerated Learning

RCC's College Now program is predicated on the collegial interactions between high school teachers and college instructors. The sharing of content, research, ideas, methods, and assessment techniques all contribute to the professional development of the high school teacher and the increased likelihood of success among students. RCC's High School Partnerships staff are committed to facilitating relationships with our high school partners, the continued success of our students, and the growth and continuing improvement of RCC's High School Partnerships programs.

College Now:

This dual credit program allows high school students to earn college credit at no cost in select high school classes at the same time they are earning credit toward their high school diploma. College Now courses are taught at the high school by high school teachers who have worked with various RCC academic departments to become certified to teach RCC courses. These courses align the content of their high school class to mirror RCC's courses. These classes are dual credit, meaning that they can apply to both the high school and college transcripts.

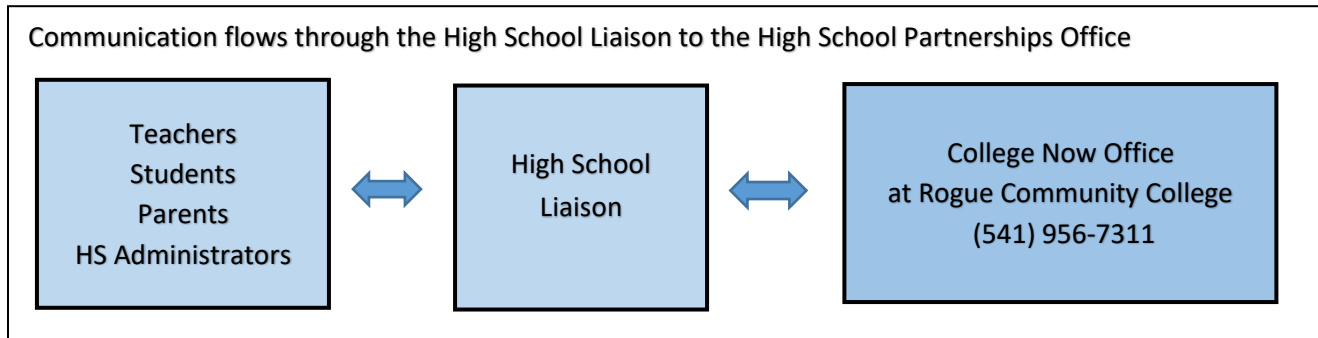
Early College Program

High school students often need a course(s) for their plan of study beyond what is available through their high school's free College Now offerings. Early College students take RCC courses, taught by RCC faculty, either on campus or online with the intention of completing a RCC certificate or education plan. Courses are billed to the high school with prior approval.

Contracted College Courses

Occasionally high schools will arrange for an RCC contracted college class whereby the high school is funding an RCC faculty member to travel to and teach the college class at the high school. These courses are not published in the schedule of classes and are exclusively offered to students at the sponsoring high school. Contact the High School Partnerships office at 541-956-7311 for details.

The High School's Liaison to RCC for College Now and Early College



In order to ensure that our high school programs run smoothly and stay streamlined, RCC requests that one staff member at each high school be designated as the high school's RCC liaison for College Now and Early College.

The high school RCC liaison:

- Is often a counselor or teacher but can be any staff member that the high school administration designates.
- Helps teachers, students, parents, and administrators with general information regarding RCC's College Now and Early College programs.
- Provides consistent messaging of RCC's College Now and Early College programs.
- Communicates specific questions directly to the High School Partnerships office or Early College contact (eg. RCC Advisor, Admissions and Recruitment)

High school liaisons can help students explore how the College Now program will fit into an overall academic plan by reviewing the information at www.roguecc.edu/collegenow/

- Course offerings at your high school.
- High School Program Options, which includes the Oregon Transfer Module and recommended RCC certificates for high school students.
- The College Now Handbook for Students.

Additionally, Liaisons should be knowledgeable about:

- Future financial aid implications of earning college credit while in high school. More information is found at: www.roguecc.edu/RCCfinAid/PDF/2023-24/23-24_SAP-FA-Policy.pdf
- Important dates for registering, dropping, withdrawing, and grading: www.roguecc.edu/collegeNow/partnerCalendar.asp.

Comparison chart of dual credit opportunities available to high school students:

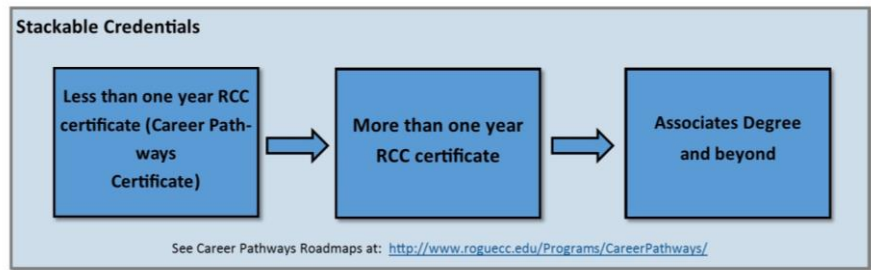
	College Now	Early College
Cost	Free	<i>Billed to high school at a discounted rate (student/family may have partial responsibility for cost). Current tuition rates and fees can be found at: www.roguecc.edu/businessOffice/tuitionRates.asp High school must also send in a 3rd party voucher prior to the payment deadline.</i>
Location	High School	Any RCC campus, Zoom, online (web), or hybrid
Instructor	High School Teacher	RCC Faculty
Transcript	Always on college transcript, high school choice if added to high school transcript	Always on college transcript, high school choice if added to high school transcript
Course Placement	Approval by high school teacher	Students will complete the placement process to determine course and pre-requisite eligibility: https://www.roguecc.edu/Recruitment/placement.asp RCC prerequisites listed in the Course Catalog at www.roguecc.edu/catalog/cd/default.asp
Admissions	Complete the RCC admissions application for College Now students www.roguecc.edu/admissions/new.asp?profile=ECC	Complete the RCC admissions application for Early College students www.roguecc.edu/admissions/new.asp?profile=HS
Registration	Teachers will supply students a link to a College Now Information Form for each class they take. This form will include the permission code for the class. Students use the myRogue portal to register using the permission code at roguenet3.roguecc.edu/StudentResources/login.asp?jumpTo=%2FStudentResources%2FDefault%2Easp	Students use the myRogue portal to register for a RCC course roguenet3.roguecc.edu/StudentResources/login.asp?jumpTo=%2FStudentResources%2FDefault%2Easp

Stackable Credentials

Rogue Community College specializes in stackable certificates that can open doors to employment opportunities and apply to further education.

Career Pathways Certificates require just a few courses and are self-paced. These certificates are perfect for high school students who need a competitive edge when applying for an entry-level position. Each pathway includes the core entry-level courses a student will need to start in that career field.

Students may apply the courses they earn in a Career Pathways Certificate (less-than-one-year certificate) to further credentials, such as one-year certificates, Associate's Degrees, or Bachelor's Degrees and beyond. The goal is to make a series of obtainable credentials that can build upon each other to give the student greater career and educational opportunities as they progress through obtainable steps.



Career Pathways Roadmaps

A roadmap is a graphic display of the educational path from the first certificate of completion to the two-year or four-year degree (and beyond). The roadmaps are a helpful tool for high school students looking to see how certificates apply to further education. The roadmaps detail employment information at each step of the pathway, corresponding with the education obtained. For more information about pathways available at RCC, visit www.roguecc.edu/Programs/CareerPathways/Certificates.asp

High School Program Options

High school students are encouraged to take college courses to complete a certificate or plan of study rather than courses at random. In this manner, students leave high school not only with a high school diploma but also with college courses that will apply to further education and can also be listed on a resume right away.

Six High School Entry Points

Six guided pathways have been identified by RCC as ideal avenues for high school students in southern Oregon:

1. [Applied Technology](#)
2. [Arts/Humanities/Communication](#)
3. [Business](#)
4. [Health Professions/Public Safety](#)
5. [Science/Engineering/Math \(STEM\)](#)
6. [Social and Behavioral Sciences/Education](#)

General Information

Teacher and School District Agreements

The High School Partnerships office sends an Articulation Agreement form to approved College Now teachers in August to document the courses they are planning on articulating with RCC during the current school year. This data is used to populate College Now courses in RCC's database for student registration.

Rogue Community College generates the following Agreements in regards to dual credit and dual enrollment courses:

- A three-year Intergovernmental Agreement (IGA) stating the guidelines, expectations and discount structure for College Now, Sponsored Dual Credit, and Early College signed by the school district.
- A one-year Data Sharing Agreement and a one-year Information Sharing Agreement: Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99). The information will be used to support analysis and evaluation of the following:
 - Student enrollment in dual credit and dual enrollment courses
 - Student outcomes for dual credit and dual enrollment courses
- Aggregate data may be shared in an unsuppressed format.

The agreements cover information communicated between RCC and teachers/administrators who have an educational right to know.

Expectations of High School Administration

These expectations are covered in the Intergovernmental Agreement that is signed by the school Superintendent. High school teachers and counselors have a right to read the information contained therein.

Why College Credit in High School?

There are many benefits to earning college credit while in high school:

- **Provides Students a Head Start:** By taking college classes while in high school (College Now, Early College, traditional classes), students may shorten the time it takes to earn a college certificate or degree after high school. Some students may be able to earn a RCC certificate or degree with their high school diploma.
- **Saves Students/Families Money:** Students can save up to \$15,000 on tuition, fees, books, and living expenses per year.
- **Provides Students with Future Opportunities:** The college credits students earn now may save them time in the future for other opportunities, such as adding a dual major or minor in their college plan, getting a jump start on further education or entering the workforce by being workforce ready.
- **Helps Students Achieve Their Goals:** College courses give students the opportunity to work towards a RCC certificate, an Associate's Degree, the Oregon Transfer Module, the AAOT, or other RCC academic plans while in high school.
- **Gives Students College Knowledge:** Students will learn about college classes, content, processes and rigor, while still being supported at their high school.

I heard that taking dual credit college courses while in high school “starts the clock” on the financial aid I can receive. Is this true?

The “clock” is not measured in years or months but in credits. Federal rules state that students:

- Must complete a degree or certificate for no longer than 150% of the average credit length of their program (not including up to 45 credits that are less than 100-level college credits).
- Maintain a 2.0 cumulative GPA.
- Successfully complete two-thirds of hours attempted to remain eligible for aid (pace needs to be above 67%).

See also: Financial Aid Implications for Dual Credit Programs, pg. 12.

Placement Assessment in the High Schools

Participating high schools should have at least 1 staff member that has been trained and approved as a RCC placement assessment proctor for RCC’s Accuplacer Next Gen. An approved placement assessment proctor administers the test at the high school. The proctor will schedule the assessment day and time.

High School freshmen and sophomores interested in Early College courses need to take the RCC Accuplacer Next Gen assessment prior to enrollment. Please refer to the placement webpage at www.roguecc.edu/PlacementAssessment/ for information regarding the placement process. Juniors and seniors will complete the self-guided placement process at www.roguecc.edu/webforms/Recruitment/selfPlacement.asp

For placement requirements for specific classes, please refer to the RCC Course Descriptions at: catalog.roguecc.edu, Schedule of Classes at: www.roguecc.edu/schedule/

Advising

All students should seek advising first from their high school counselor or designated RCC liaison. In addition, College Now students may contact a RCC Academic and Career Coach to make sure the classes they take apply to a RCC certificate or education plan. Early College students **must** contact RCC’s Advising Office to receive a program plan and clearance to register.

- In-Person: TRC RVC RWC campuses Monday- Thursday, 8am - 5pm.
- Call-in: Front Desk at (541) 956-7192, (8am- 5pm Mon-Thur) and the next available advisor will contact you as soon as they are available.

Note that all drop in advising is on a first come, first served basis, starting with in-person students.

Dropping/Withdrawing from Classes

Students should keep their high school counselor or RCC liaison informed about their Early College course progress and if they are encountering any difficulty. Students should discuss dropping a course with their high school liaison and get their approval **prior** to dropping any course through their myRogue account. Review the Add/Drop Deadline/Withdraw Period on the Academic Calendar www.roguecc.edu/Calendar/academic/.

If a student withdraws from a course after the deadline to add or drop a class date listed on the Academic Calendar, the high school will be responsible for paying the (dropped) class tuition and fees incurred after the add/drop date.

Financial Aid Implications for Dual Credit and Dual Enrollment Programs

The credits high school students earn through RCC's dual credit programs may impact student eligibility for future financial aid at RCC and other institutions. RCC encourages students to discuss this with their high school counselor and a RCC Financial Aid Advisor prior to enrolling. Please see the Satisfactory Academic Progress policy at www.roguecc.edu/RCCfinAid/PDF/2023-24/23-24_SAP-FA-Policy.pdf

It is important for students to realize that the college transcript they are building in high school is permanent and can affect their future ability to fund their post-high school academic goals.

Career Related Learning Credit Options

Students may be able to apply for a RCC course to meet the Senior Capstone requirement for their high school. Students need to arrange a plan with their high school counselor/liaison during the fall of their junior or senior year to see if this option is available at their high school. Typically, the credit total for the capstone course is 4.0 RCC credits = 1.0 HS credits.

Transcripts

Students registered for RCC courses through the various dual credit programs receive grades that are recorded on their RCC transcript. Grades post to student transcripts on the Wednesday following the end of the college term.

Students can access their unofficial transcript for Rogue Community College at any time by:

- Logging into their myRogue account from the RCC homepage (www.roguecc.edu), click on the “myRogue” link).
- Clicking on the “Unofficial Transcript” link to view and/or print their courses and grades that have posted.
- Students can also order their official transcript:
 - Online through the National Student Clearinghouse at: <https://tsorder.studentclearinghouse.org/school/select> or
 - Through RCC's Official Transcript Request Form at: <https://www.roguecc.edu/enrollmentServices/transcripts.asp> Currently, official transcripts cost \$6 for the first transcript and \$1 for each additional transcript per order.

Official transcripts have a 3-5-business day processing time. You should order an official transcript to be sent to other institutions you plan to attend for transfer credit evaluation.

Ideas in Facilitating a College-Going Culture

- Advertise RCC's program of issuing graduation honor cords for students earning 15 or more RCC credits by the time of high school graduation. Students are encouraged to wear the cords at graduation ceremonies if their high school allows this.
- Invite RCC Staff to participate in parent nights, financial aid and career days to provide information for students and their families.
- Show the RCC-SOU video for early college credit at student assemblies and parent nights.
- Advertise your school's RCC's College Now courses and Early College (if available) on high school website, parent night, in flyers in campus hallways, and in student/parent handbook.
- Send your counselors and administrators to RCC trainings and College Now meetings.
- Post RCC's list of certificates and degrees in hallway, or in classrooms.

- Have regular campus field trips organized. See **Campus Tours** at <https://www.roguecc.edu/webforms/campustours/campusTours.asp>
- Invite underrepresented high school graduates now attending college to speak at student events. Feature these students in newsletters or on posters in the halls of the high school.
- Hold multiple college and career nights; make College Now, and Early College a discussion in 8th grade orientation nights.
- Encourage graduating seniors to report back on college progress and how dual credit is helping them once they have met with their college Academic and Career Coach. Share their stories with current students as appropriate.
- Have a day of the week dedicated where high school teachers wear college shirts. Encourage this with your middle and elementary school partners.
- Post banners in classrooms “This is a college classroom. Ask me how”
- Strive for 100% FASFA completion by holding FASFA completion day.
- Make regular college announcements over the loudspeaker, a completely free medium for increasing a college-going culture.
 - Announce student’s college successes.
 - Encourage students to bring college admission letters to high school principals for announcing to the school for underclassmen to hear on a regular basis.
 - Announce student progress towards college certificates (where students are willing).

About College Now

Teachers - Frequently Asked Questions

Where can I check to see if I meet the qualifications to teach a dual credit College Now course?

Each course has different qualification requirements. The minimum qualifications are listed on the webpage: www.roguecc.edu/BOE/policies/AP7211.asp

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 syllabus template that includes a course description and course outline that can be reviewed at. www.roguecc.edu/collegeNow/collegeNow-syllabi.asp

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

Contact the High School Partnerships Program Coordinator at 541-956-7311, or lbowles@roguecc.edu.

I offer dual credit through AP (Advanced Placement), Southern Oregon University, and Rogue Community College. I am unsure of the difference between these options. Which option do I encourage my students to choose?

Students only need college credit one time for a class, and it is a personal decision. Cost is an important factor; RCC College Now credits are free, whereas SOU Advanced Southern Credits may be discounted. The AP assessment also has a cost (unless you are exempt) and college credit is only granted for AP scores if you perform at a score determined by your transfer school.

Why Become a College Now Teacher?

- You are helping your students:
 - earn college credit while in high school. Students leave high school with a RCC transcript.
 - save money on college. College Now credits are free.
 - be motivated to pursue more college after high school. Dual credit students are more likely to pursue further college after high school graduation.
 - gain college preparation skills.
 - ease the transition to college.
- You are helping your school expand dual credit opportunities and increase rigor of high school courses.
- It is great for resume-building and professional development.

Instructor and Course Approval Process

Are you interested in aligning your high school course to be a College Now course? Information on how to apply can be found on the website at www.roguecc.edu/collegeNow/hs-teachers.asp, click on “I am ready to become a College Now teacher!

Syllabus Requirements

College Now syllabi must be in the approved Rogue Community College format. As described in the course approval process, syllabi must be approved by the department chair or coordinator in order for the teacher to be approved to offer the course.

College Now Sponsored Dual Credit

RCC began offering sponsored dual credit in the 2021/22 school year. This program matches a high school dual credit teacher with a RCC faculty mentor as the instructor of record when the high school teacher’s educational background does not meet the qualifications as set by the state. This allows the high school teacher to continue offering college credit with oversight of the course by the college.

Substitute Teachers, Student Teachers, and Personnel Changes

A substitute teacher who teaches more than 20% of an articulated course may not offer College Now credit unless the substitute has been approved as a College Now dual credit teacher by RCC.

Student teachers may not teach in a College Now class without prior approval in the content area. Such practice will result in voiding all college credit for that class.

Any change in personnel in a College Now class must be reported by email to lbowles@roguecc.edu or 541-956-7311 as soon as possible, but no later than the first day of class. Students will not receive credit if a non-certified instructor is teaching more than 20% of the course.

Expectations of College Now Teachers

- **Meet grading deadlines:** College Now teachers are expected to submit student grades online during the RCC term the credit is earned. View the College Now Calendar at: www.roguecc.edu/collegeNow/partnerCalendar.asp It is very important that grades are submitted at the end of the high school course.

- **Attend mandatory dual credit meetings:** College Now teachers are expected to attend yearly dual credit meetings; these meetings are very important. Two mandatory meetings are required: 1.) a fall dual credit meeting held at the high school or by Zoom with High School Partnerships staff, and 2.) an academic department-specific meeting for curricular discussions held with RCC College Now department coordinators. Regular topics of discussion include course and policy changes, outcomes, assessment methods, and other possible course articulations, etc.
- **Check GPA:** GPA checks are completed for winter, spring, and year-long Humanities specific dual credit courses. For winter term courses, GPA checks are due by Nov 1, and for spring, and year-long (registered in spring term) courses, GPA checks are due by March 1. Students must have a cumulative high school GPA of 3.0 (2.6 for WR115 and foreign language courses) at the beginning of the academic year to be eligible to enroll in the Humanities course and earn college credit.
- **Check roster:** Teachers must check their rosters periodically within the registration timeline. This ensures only approved students have registered.
- **Monitor student registration:** Students are required to register themselves online. Teachers are to keep students aware of required deadlines and facilitate class registration and drops as necessary, www.roguecc.edu/collegeNow/partnerCalendar.asp.
- **Market program/provide handbook to students:** Teachers are expected to promote College Now to their students. Teachers should ensure clarity to students about what their responsibilities are in order to earn college credit. Students should view the College Now Handbook for Students on the website at www.roguecc.edu/HS/Handbooks/StudentHandbook.pdf
- **Encourage students to complete the course evaluation:** Emails are sent to College Now teachers with a link to the course evaluation. Be sure to forward this link to students so they can complete the course evaluation. This is a mandatory item for College Now.
- **Maintain current course content:** College Now courses are to cover the same outcomes, content and expectations in the high school classroom as is covered in the RCC classroom. Once the course syllabus is approved, the High School Partnerships Program Coordinator is responsible for making RCC changes/updates in all syllabi whenever RCC updates information. Those updates are discussed at annual dual credit meetings; the syllabus needs to be updated to reflect any changes in the high school portion by the College Now teacher and resubmitted by March 1 of every year.
- **Ask content questions:** RCC department contacts are available via email and it is anticipated that College Now teachers will contact them whenever they have course content questions. RCC instructors will respond in a timely manner. If you would like to schedule a visit by a specific RCC department, or would like to bring students to tour a department, please contact the department chair directly.
- **Follow the processes for students with disabilities:** Make accommodations for IEP and 504 students in accordance with your school's identified process. See the Students Experiencing Disabilities section of this handbook, pg. 22. RCC Access and Disability Services should also be contacted if the student will be using any RCC resources (Learning Center, Library, etc.).

Dual Credit Non-Compliance Policy

At any time, if there is a reason to believe that a dual credit teacher that is partnering with Rogue Community College (RCC) is not complying with the course expectations as detailed in the College Now

and Early College Handbook for Partners or the Revised Oregon Dual Credit Standards (2019), the following steps shall be followed to resolve the non-compliance issue:

1. Once a potential non-compliance issue is indicated, the party having knowledge of the issue must communicate the issue to the Program Coordinator of High School Partnerships. The Dean of Curriculum and Academic Support and Vice-President of Student Learning and Success will be made aware of the issue.
2. The issue will be fully investigated by RCC with input from all parties involved. The results of the investigation will be shared with the appropriate RCC personnel as needed to determine the action to be taken.
3. The results of the non-compliance investigation will be communicated in a meeting, and in writing, to the appropriate high school personnel (dual credit Liaison, Principal or Designee, and the dual credit teacher) with a plan of action to meet compliance by a specified date.
4. Depending on the outcome of the investigation, the dual credit teacher may be placed on conditional status and a follow-up meeting will be scheduled to review compliance with the standards that are set by RCC. If at the follow-up meeting compliance is met, the teacher will be removed from conditional status.
5. Failure of the dual credit teacher to comply with the communicated plan of action may result in the termination of the partnership between RCC and the dual credit teacher.
6. The high school can request reinstatement of the dual credit teacher with documented action that addresses the issue that led to the partnership ending.
7. A dual credit teacher may appeal termination to the RCC Vice- President of Student Learning and Success.
8. The decision on an appeal is final.

Forgot your RCC Login (username and password)?

If a College Now teacher cannot remember their RCC username and/or password, they will follow these instructions:

Send **a separate email with no subject** to it-ns@roguecc.edu, that contains a password you want to use which meets the criteria below:

1. At least 12 characters minimum
2. At least one Capitol letter
3. At least one Number
4. At least one Special Character (@ % + \ / ' # \$ ^ ? [()] ~)
5. Password cannot be or contain a portion of your name

Once that is received, someone from IT Services will apply the password and e-mail you back.

College Now Important Dates and Deadlines

All College Now deadlines can be found at: www.roguecc.edu/collegeNow/partnerCalendar.asp

Grading Procedures

Information on grading can be found at

catalog.roguecc.edu/content.php?catoid=2&navoid=46&hl=%22grading%22&returnto=search%23course-grading

Grade Changes

Rogue Community College requires that the instructor/teacher of the course authorize any grade changes, and it is the responsibility of the student to contact the teacher about a grade concern. Grades can be changed by dual credit teachers through their RCC faculty accounts for up to one year after the course ends. If you are unable to change a grade through your faculty online account, email registrar@roguecc.edu with the course name, term, student name, and correct grade.

Missing College Now Credit and Grades

Students are encouraged to review their RCC unofficial transcript in their myRogue account regularly following the end of each RCC term to ensure they received a grade and credit as expected for each College Now class.

It is the student's responsibility to contact their high school teacher(s) regarding any missing College Now credit or grades on their RCC transcript as soon as possible.

Textbooks and Course Materials

For College Now courses, it is highly recommended that the high school course uses the same textbook as the corresponding RCC course. Some RCC courses have moved to Open Educational Resource (OER) books, which are inexpensive and sometimes even free. A limited number of College Now courses mandate that a particular textbook is used. Whether or not the exact book is used, high school content must allow students to meet the Outcomes as listed in the syllabus for each course.

Additional Course Information (Handbooks)

Please refer to additional Department handbooks for special course requirements:

- [MATH](#)
- [SCIENCE](#)
- [WORLD LANGUAGES](#)
- [WR121/ENG104](#)

High School and RCC Term Alignment

High school courses often span the entire year, a semester, or a trimester while RCC terms are 11 weeks (summer term is 8 weeks). The RCC term that is chosen for alignment is the term that is closest to the end of the high school course. Therefore, if the high school course ends in January, then the RCC term that would be chosen for the course would be winter term. If the high school course ends in June, then the RCC term that would be chosen for the course would be spring term. High school teachers must follow the grading deadlines as given by the High School Partnerships office.

College Now Student Information

Expectations of Students

- Register themselves in College Now courses through their online myRogue student account.
- Check RCC email on a regular basis.
- Read the College Now Handbook for Students, which details important information regarding College Now, and Early College.
- Complete college-level work.
- Monitor their RCC academic transcript for accuracy. Students are expected to initiate contact with their College Now teacher regarding any grade concern.
- Communicate with their teacher if they are struggling in a class prior to dropping or withdrawing from the course(s) they are enrolled in. Students taking a College Now class can access RCC's Tutoring Center for additional help at no cost at www.roguecc.edu/dept/academicSuccess/tutor.asp.
- Know the drop/withdraw deadlines and drop/withdraw themselves from any RCC course prior to the published deadlines for any course they feel they will not be successful in. See drop/withdraw information on pg. 21.
- Check with their high school liaison to inquire if they have already obtained an RCC ID# prior to completing the RCC online admissions application.

College Now Student Grade Level

College Now courses are available to students in high school grades 9-12.

WR121 and ENG104 courses are limited to senior classes (or junior classes aligned with AP classes).

College Now Courses Available at each High School

The College Now courses available at each high school are published on the College Now website:

www.roguecc.edu/collegeNow/students.asp. Be aware that the offerings may change each academic year.

Prerequisites

Many college courses require prerequisites. Prerequisites are conditions that must be met so a student can take a particular college level class. These conditions are usually met by the completion of another course, certain placement assessment scores, or department/instructor approval. In the College Now program, a high school teacher allowing a student to register confers the student's ability to meet the prerequisite.

RCC Course Permission Codes

Each College Now course is assigned a unique permission code, by teacher, for each term the course is offered. Permission codes change every term. Students will be given a link to a College Now Information Form that they need to complete during the registration period for the RCC term aligned. The form will have a permission code and instructions for registering.

College Now Student Admissions

Students interested in taking a College Now class need to complete an Admissions application one time to be accepted as a student at RCC. Students will be assigned a RCC ID# and email address at that time. The link to the Admissions page is: www.roguecc.edu/admissions/new.asp?profile=ECC

If there are issues with completing this process, please contact recruitment@roguecc.edu.

Steps to Register for Classes

If a student needs guidance on registering for a course, there is a tutorial at this link:

www.roguecc.edu/earlyCollege/PDF/HowToRegisterPermissionCode.pdf

Students are responsible for checking their myRogue account online at www.roguecc.edu to ensure they are registered for the course. The course will appear in their student schedule after registration. Students can also access their printable student schedule at any time by logging into their myRogue account.

Add/Drop Deadline/Withdraw Period

- Posted on the College Now webpage at www.roguecc.edu/collegeNow/dualCredit_AcaCalendar.asp. It is the second Tuesday of the term after classes, begin at 11:59 pm.
- The last day that a student can add a class (permission codes will not work after this day).
- The last day that a student can drop a class without the class appearing on their RCC transcript.
- Dates that a student can withdraw from a class without receiving a grade.
 - Withdrawing from a class can have financial aid implications. Information on Satisfactory Academic Progress can be found at www.roguecc.edu/RCCfinAid/PDF/2023-24/23-24_SAP-FA-Policy.pdf

Students are responsible for dropping or withdrawing from their RCC course as desired, but should have a conversation with their high school teacher prior to dropping or withdrawing from a course.

About Early College

High school students often need course(s) for their plan of study beyond what is available through their high school's free College Now offerings.

How Early College Works

Students follow the Early College steps listed on the Early College Checklist at:

www.roguecc.edu/earlyCollege/ecChecklist.asp

Students work directly with RCC Transition Specialists, Academic and Career Coaches, and Departments to complete the admissions application, placement process, and to register for classes.

High Schools submit the 3rd Party Voucher Form to our Budget and Finance Office as soon as possible, but not later than the third week of the RCC term to alert RCC to bill tuition and fees for the course (and books, materials, if desired) to the school district.

RCC Early College courses are:

- Located at one of the three RCC campuses, or taught online by RCC faculty via Zoom or Web. Additionally, a few classes are taught in a hybrid setting where you attend mostly online (Zoom or web) but also have a few in class classes.
- Offered through the standard RCC **Schedule of Classes** (www.roguecc.edu/schedule/) that is available to the general student population.

- Available to high school students, provided the courses are arranged through the high school's liaison and billed directly to the high school. Students should check with their high school counselor about student costs and if the school has any available funding for course costs and/or books.
- Recorded on a student's RCC transcript. The high school determines if the course(s) will apply to students' high school diploma.

It is the student's responsibility to apply to RCC, keep track of their RCC ID and password, complete the placement process prior to their first term, register in course(s), know the add/drop dates and other deadlines on the **Academic Calendar** at: www.roguecc.edu/Calendar/academic and work with their high school liaison to determine if the courses will apply to their high school transcript. RCC is not responsible for monitoring student's enrollment in Early College courses.

Students are encouraged to utilize both College Now courses available at their high school and Early College RCC courses to complete a RCC certificate, or other plan of study while still in high school.

GPA Recommendation

It is recommended that all Early College students have a cumulative high school GPA of 2.5. College coursework is challenging and our main goal is to ensure that students are successful in pursuit of their academic goals.

Early College Student Information

Students are responsible for and required to:

- Meet placement and prerequisite requirements. Such requirements are listed in the RCC Course Descriptions at catalog.roguecc.edu/index.php?catoid=2
- Complete the Admissions application, keep track of their RCC ID and password, take placement assessments (9th and 10th grades) prior to first term or use the placement process (11th and 12th grades), meet with an RCC Academic and Career Coach, register themselves in courses, know add/drop and other deadlines on the academic calendar (www.roguecc.edu/Calendar/pdf/AcademicCalendar23-24.pdf), and work with their high school liaison/counselor to determine if the courses will apply to their high school diploma. RCC is not responsible for monitoring students' enrollment.
- High schools often purchase and order RCC textbooks; however, this can vary. Students need to purchase or rent textbooks if their high school is not providing them.

How to Become an Early College Student

For Information on becoming an Early College student, refer to the Early College Checklist at: www.roguecc.edu/earlyCollege/ecChecklist.asp. This page walks a student through the process from start to finish.

Steps to Register for Classes

If a student needs guidance on registering for a course, there is a tutorial at this link:

www.roguecc.edu/Advising/PDF/HowtoRegister.pdf

Students are responsible for checking their myRogue account online at www.roguecc.edu to ensure they are registered for the course. The course will appear in their student schedule after registration. Students can also access their printable student schedule at any time by logging into their myRogue account.

For Early College course drops, students should inform their high school counselor prior to dropping.

To drop or withdraw from a course:

- Students should discuss dropping a course with their high school liaison and get their approval **prior** to dropping any course through their myRogue account. Review the Add/Drop Deadline/Withdraw Period on the Academic Calendar www.roguecc.edu/Calendar/academic/.
- Students will log into their myRogue account and click on “Drop/Withdraw from Classes.” Follow the steps all the way through the process.
- Students will verify the course has been dropped by checking their student schedule.
 - The course will no longer show on the schedule if the drop was successful.
 - The course will show a “W” grade if the withdraw was successful.
- Failure to properly drop or withdraw from a course could result in the student receiving a failing grade that will appear on their RCC student transcript.

If a student withdraws from a course after the deadline to add or drop a class date listed on the Academic Calendar, the high school will be responsible for paying the (dropped) class tuition and fees incurred after the add/drop date.

RCC Student E-mail

RCC uses email as a form of communication to all RCC students. As such, students are provided with a free RCC email address. Students should check this email address often for important updates from RCC regarding end of term activities, due dates, financial aid information. Instructions in the form of a video to forward email from this address to a personal address can be found at www.roguecc.edu/dept/studentComputerSupport/faq.asp#forward.

Important College Information

Privacy Policy/FERPA

RCC follows all applicable state and federal laws, rules, and regulations that apply to student records. At the college level, parents have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student under FERPA (Family Educational Rights and Privacy Act).— The webpage www.roguecc.edu/enrollmentServices/FERPA.asp shows more information regarding FERPA and student records. Records may be released to the parents only under the following circumstances:

- Student has authorized RCC staff to talk to a family member/representative during Step 2 of the admissions process. If missed, a release form can be completed at the above website.
- With submission of the Underage Enrollment Form or the Academic & Behavior Information Release Form found at: <https://www.roguecc.edu/enrollmentServices/forms.asp>
- Through the written consent of the student;
- In compliance with a subpoena;
- By submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152). In the case of a dependent student, information may be exchanged without the written consent of the student for the sole purpose of completing a student's financial aid application or the payment of tuition and fees.

RCC has FERPA and other signed agreements with each high school. These agreements comply with FERPA provisions which allows student information to be shared confidentially between the college and high school in the interest of best serving the student.

Student Conduct/Academic Integrity

Students enrolled in dual credit programs may be earning both high school and college credit (it is up to the high school if the credit transfers to their high school transcript). Students therefore are expected to follow student conduct policies of both the high school and the college. RCC student policies are found at: Student Rights, Freedoms and Responsibilities at www.roguecc.edu/BOE/policies/AP5990.asp.

Nondiscrimination

Rogue Community College does not discriminate in any programs, activities, or employment practices on the basis of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws. For further policy information and for a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination.

Title IX and Sexual Misconduct

Notice of Non-Discrimination

Please review the information in full found on the webpage at www.roguecc.edu/titleIX/

Title IX

Please review the FAQ's page for information: www.roguecc.edu/titleIX/faq.asp.

Students who Experience Disabilities

Access and Disability Resources

High schools and colleges operate under different guidelines for students with disabilities. Students enrolled in RCC's various dual credit programs must meet the college requirements to be eligible for the college credit. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course may be possible, but all students must meet the course learning outcomes and the assessment rigor of the course to be eligible for college credit.

Services for students who experience disabilities:

- High school students taking College Now classes taught by high school teachers at the high school are to work with their high school for accommodations or adjustments.
High school students who also take RCC courses at an RCC campus should contact RCC's Access Office:
Redwood Campus
Phone: 541-956-7337; Fax: 541-471-3550; Oregon Relay Service: 7-1-1
Riverside and Table Rock Campuses
Phone: 541-956-7337; Fax: 541-245-7649; Oregon Relay Service: 7-1-1

For more information, go to Access and Disability Resources www.roguecc.edu/accessResources/.

Homeschooled High School Students

Homeschooled high school students may take RCC faculty taught courses at any RCC campus just as any other high school student can. However, the discounts associated with RCC's Early College program cannot be extended to homeschooled students at this time. Homeschooled students are encouraged to contact a high school participating in RCC's Early College program for further information and to see about eligibility of participation and funding. Refer to RCC Tuition Rates at:

www.roguecc.edu/businessOffice/tuitionRates.asp for In-state and Out-of-state course costs.

International High School Students

It is the international student's responsibility to understand the limitations of their visa and if taking college courses is allowed under the conditions of their visa. The RCC High School Partnerships department does not track a student's international status. Refer to RCC Tuition Rates at:

www.roguecc.edu/businessOffice/tuitionRates.asp for International Student's course costs.

Tutorial Links

Teachers

1. How to access RCC course rosters:
www.roguecc.edu/HS/Tutorials/ViewCourseRosters.pdf
2. How to enter RCC grades:
www.roguecc.edu/HS/Tutorials/EnterGrades.pdf

Students

1. How to obtain an RCC ID number:
www.roguecc.edu/HS/Tutorials/HowtoObtainRCCID.pdf
2. How a student can reset a RCC password:
www.roguecc.edu/HS/Tutorials/PasswordReset.pdf
3. How to register with a permission code:
www.roguecc.edu/HS/Tutorials/RegisterwithPermissionCode.pdf
4. How to drop/withdraw from courses:
www.roguecc.edu/HS/Tutorials/DropWithdrawfromCourses.pdf
5. How to update email:
www.roguecc.edu/HS/Tutorials/UpdateEmail.pdf
6. How to update high school and/or graduation year:
www.roguecc.edu/HS/Tutorials/UpdateHighSchoolGradYear.pdf
7. How to update personal information:
www.roguecc.edu/HS/Tutorials/UpdatePersonalInformation.pdf