College Now Handbook for Students

A Rogue Community College guide for high school students

RCC
Rogue Community College
COLLEGE NOW

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College Now Office, Room 137
Table Rock Campus
7800 Pacific Ave, White City, OR 97503
541-956-7311
www.roguecc.edu/collegenow/

College Now Teachers and Partners, Courses, Sponsorships, Registration/Withdraw
Contact: Laura Bowles, College Now Program Coordinator
Email: lbowles@roguecc.edu
Call: 541-956-7311
Visit: www.roguecc.edu/collegenow/

Admission/Placement Process and Early College Information
Contact: Rachel Ostroskie, RCC Transition Specialist
Email: rostroskie@roguecc.edu or the recruitment staff at recruitment@roguecc.edu.
Call: 541-956-7217
Visit: www.roguecc.edu/Recruitment/dualCredit.asp

Welcome to RCC's College Now Program!

Dear high school students,

Did you know students can earn college credit in some classes they are already attending at their high school? These classes are considered dual credit and may apply to both college and high school transcripts. 9th to 12th grade students may be eligible. To see which high schools participate in College Now, visit the website: www.roguecc.edu/collegeNow/students.asp and click on "Participating High Schools."

RCC Admission for College Now

Talking with the high school teacher, counselor, or liaison is the first step to earning dual credit. These high school staff work with students to determine if earning college credit is right for them, the benefits of earning college credit, the importance of selecting the right courses, college expectations, and registration deadlines. The admissions steps are easy and RCC staff are also here to help. If a student needs assistance with the admissions process, contact the RCC Admissions Team:

Contact: Rachel Ostroskie, RCC High School Transition Specialist
Email: ROstroskie@roguecc.edu or the recruitment staff at recruitment@roguecc.edu.
Call: 541-956-7217
Schedule a meeting with Rachel: www.roguecc.edu/Recruitment/appointment.asp
Visit: www.roguecc.edu/Recruitment/dualCredit.asp

College Now Teachers/Liaisons, Registration/Withdraw, and Course Availability

The College Now Program Coordinator works with high school teachers to be able to offer College Now courses in their high school classroom. Each high school has different College Now offerings based on teacher availability for dual credit. The Program Coordinator ensures teachers have the support to help register students.

For questions about class offerings, or to see what classes your high school offers for College Now, visit the website: www.roguecc.edu/collegeNow/students.asp

Laura Bowles, College Now Program Coordinator
Email: lbowles@roguecc.edu
Phone: 541-956-7311

We are excited to welcome high school students to Rogue Community College. We wish all students continued success in their college and career endeavors.

Expectations of College Now Students

- Read this handbook which outlines important information, dates, and deadlines;
- Register in College Now courses at www.roguecc.edu through the myRogue student account using the permission code found in the College Now Information Form from your high school teacher;
- Know the add/drop/withdraw deadlines for RCC courses; Important dates can be found at: www.roguecc.edu/collegeNow/partnerCalendar.asp
- Complete college-level course work;
- Communicate with the high school College Now teacher if there are struggles in completing a course;
- Review the RCC academic transcript for accuracy after each course;
- Initiate contact with the high school College Now instructor regarding any grade concerns or any course that is missing from the college transcript

Important College Now Information

- Free to high school students taking the class in their high school classroom
- Taught by the high school teacher. Student must be enrolled in the appropriate teacher's class to earn college credit for the course
- Students must have completed the admissions application for high school students at www.roguecc.edu/admissions/new.asp?profile=ECC
- Students complete a College Now Information Form by accessing a link given to them by their teacher This form includes a permission code to be used in the myRogue portal to register for the RCC course associated with their high school class
- The grade earned is permanent on the students college transcript
- High schools may also give the student credit towards their high school diploma for passing the college course

How to Get Started

To be able to take classes as an RCC student, all students must complete the Admissions application and receive a RCC student ID#. There is no cost to complete an Admissions application. College Now students can access and complete the application at www.roguecc.edu/admissions/new.asp?profile=ECC. It is multiple pages and takes about 15 minutes.

For any questions about Admissions, please contact recruitment@roguecc.edu

Please note: if a student has taken Drivers Education with RCC or earned other credits with RCC, that student already has a RCC ID#. Please contact recruitment@roguecc.edu or lbowles@roguecc.edu if there is uncertainty or if a student needs to know their RCC ID#.

All RCC students are provided with a RCC email address that RCC uses for all communication. Students will receive their RCC email address at the time of admission. Students are encouraged to set this email up and use it so they receive important information. To do so, click on myRogue at www.roguecc.edu and follow directions on the "Log In and Email FAQs" page in the Virtual Student Center. Students will also find their email address at the top right corner in their myRogue account.

Advising

All students should seek advising first from their high school counselor or designated RCC liaison to ensure the classes they take in the College Now program apply to a RCC certificate or education plan. Students are also welcome to contact RCC's Advising Office at 541-956-7192 or email staff at advisingfrontdesk@roguecc.edu to schedule an appointment. If it is a quick question, feel free to reach us at advising@roguecc.edu Monday through Friday.

Returning Students

Students who have earned college credit at RCC do not need to apply again.

- Please work with the high school advisor, counselor, liaison or teacher at the high school to ensure the ability to register for classes is open.

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 College Now program does not track a student's international status. As a high school student, there may be eligibility for college credit in the high school class as long as the teacher is approved to offer college credit as a College Now teacher.

Home schooled High School Students

Home schooled high school students may have access to College Now courses at their local high school. Please contact your high school to inquire.

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. Note: College Now teachers are not to alter their curriculum as an accommodation for students receiving college credit.

Credits with a Purpose/Intentional Credit

If a student chooses to earn college credits while in high school, it is important to select those credits with a purpose. We recommend earning credits that are relevant to the student's career and college goals, as those credits are more often transferable and may count towards the selected degree program after high school.

Why does it matter what college credits are earned in high school? While the credits may be free as a high school College Now student, they might have an impact on future financial aid availability. www.roguecc.edu/RCCfinAid/

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High School and RCC Term Alignment

Most RCC terms are 11 weeks (summer term is 8 weeks), but high school courses can span the entire year, a semester, or a trimester.

Check with the high school College Now teacher regarding which RCC term the high school class is aligned with. The RCC term that is typically assigned is the term that is closest to the end of the high school course. The majority of College Now high school classes are aligned with RCC winter or spring terms.

Why Earn College Credit While in High School?

By taking dual credit college classes while in high school, students get a head start on their RCC certificate or degree. The college credit a student earns while in high school can shorten the time it takes to earn a college certificate or degree after high school. Students may be able to get the first year or so of college classes completed by the time they graduate high school. For more information, check out: www.roguecc.edu/collegeNow/

Financial Aid Implications for College Now Students

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.

Students should be intentional about the courses and grades they allow to post to their college transcript. It is recommended that students only have passing grades of A, B, C and P (passing) show on their transcript. A student with D's, F's and W's on their college transcript may find that they are at risk of not meeting Satisfactory Academic Progress standards when they apply for financial aid, which is defined by each college per federal guidelines for financial aid awards (federal and state grants, student employment, and student loans). See website for more details: www.roguecc.edu/RCCfinAid/PDF/2023-24/23-24_SAP-FA-Policy.pdf

College Now Courses Available at Each High School

The College Now Courses available at each high school are published on the website: www.roguecc.edu/collegeNow/students.asp Be aware that the offerings change each academic year.

Add/Drop/Withdraw from Classes

College Now classes have different timelines than other processes at the college. Please talk to your high school College Now teacher about these dates or visit the College Now website at www.roguecc.edu/collegeNow/partnerCalendar.asp to view important dates.

College Now Grading

Students will be given a RCC course syllabus for each College Now class they are registered in. A syllabus is a document which gives the course overview and informs students of the content of the course, proficiencies and achievement needed in coursework, and how work will be evaluated.

State and college regulations/policy dictate that all students in dual credit classes are graded on the same standards

and under the same guidelines as any regular college student. That means that College Now students can earn A - F, I, W, Z, P, and NP grades that will show on their RCC official college transcript.

Students are responsible for ensuring they are registered in the right course within the registration period. If at any time a student is struggling in class, it is highly recommended that they seek help through their high school teacher or counselor. Students taking dual credit classes are able to use the RCC Tutoring Center to have a tutor help them for free. Students can learn more about tutoring at www.roguecc.edu/dept/academicSuccess/tutor.asp.

Obtaining a RCC Transcript

Students who have taken a class, or classes, at Rogue Community College, have a transcript. There are many reasons a student might need their college transcript; most commonly transcripts may be required for employment or when applying or transferring to another college www.roguecc.edu/enrollmentServices/transcripts.asp

Transfer of Credits

To check Transfer Course Equivalencies, please visit RCC's Transfer Center website at: www.roguecc.edu/collegeTransfer/or feel free to make an appointment with a RCC Academic and Career

Coach at advisingfrontdesk@roguecc.edu.
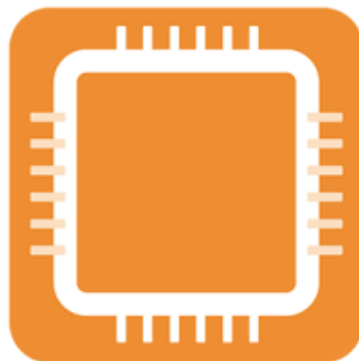
High School Program Options- Guided Pathways

Students without a clear sense of what they want out of college often end up either quitting without a degree, with many elective credits, and/or a mountain of student loan debt. Not at RCC! We aim to keep students on their chosen path and get to graduation in the least amount of time and expense.

Colleges that use Guided Pathways have higher graduation rates and lower levels of student debt.

RCC's six Pathways are listed here. Click on a pathway to see the programs in that pathway.

Science, Engineering, and Math   Applied Technology   Health Professions, Public Safety

Student Rights, Freedoms and Responsibilities (AP 5999)

Rogue Community College strives to meet the needs of its students and help them make informed decisions about attending this college. To assist students in this effort, RCC provides the following Student Right-to-Know, Consumer Information, Campus Security Act Information and Privacy Policies (FERPA) at the following links:

Student Rights, Freedoms and Responsibilities
www.roguecc.edu/aboutRCC/consumerInfo.asp
Campus Security and Access
Family Education Rights and Privacy Act (FERPA)

Student Conduct/Academic Integrity

Students enrolled in the College Now program , may earn both high school and college credit. Students therefore are expected to follow student conduct policies of both the high school and the college. RCC student polices are found at: Student Rights, Freedoms and Responsibilities. Please review these policies so there is an understanding of student rights and responsibilities as a college student.

Discrimination and Harassment (BP-3430)

Students have the right to attend RCC free from discrimination and harassment. The college does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, marital status or disability in employment, or in any of its educational programs, or in the provision of benefits and services to students. www.roguecc.edu/BOE/policies/BP3430.asp

Prohibition of Sexual Harassment (BP-3433) and Title IX

All RCC students have the right to be free from sexual harassment and sexual assault. For more information, please visit RCC's Title IX and Sexual Misconduct webpage: www.roguecc.edu/BOE/policies/BP3433.asp

Title IX of the Educational Amendments of 1972 is a federal law that requires colleges to take steps to prevent and address sexual discrimination, harassment, and violence.

RCC is committed to the safety of our students, faculty, staff and community members; and takes its responsibility to provide an educational environment free from discrimination and harassment very seriously.

RCC is committed to learning and working environments that are free from all forms of discrimination and harassment, including sexual harassment. Therefore, it is a violation of College policy for any employee, student or third-party at RCC to engage in discrimination, harassment, or violence.

RCC has a zero tolerance for sexual assault, stalking, intimate partner violence, domestic violence, dating violence and workplace violence. Anyone found participating in any of these activities will be subject to disciplinary action and prosecuted in accordance with RCC policies and procedures as well as Oregon state laws.

RCC's Title IX policy provides remedies to members of the RCC community who have been the victim of discrimination, harassment, or assault.

Non-Discrimination (BP-3410)

Rogue Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any college program or activity. Gender-based harassment and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from college programs or activities.

Privacy Policy

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)** – see www.roguecc.edu/enrollmentServices/FERPA.asp. 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; must check "Allowing Representation" box and enter parent/guardian name.
- With submission of the **Underage Enrollment Form** or the **Academic & Behavior Information Release Form** found at; 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 allow student information to be shared confidentially between the college and high school in the interest of best serving the students.

College Now Frequently Asked Questions

I'VE FORGOTTEN MY RCC ID# AND CAN'T LOG IN. How do I access my myRogue account?

DO NOT CREATE ANOTHER ACCOUNT TO GET AN RCC ID#. If a social security number was entered during the process of obtaining a RCC ID#, that number can be used instead of the RCC ID# for the log in.

If not, contact the counselor/liaison at the high school who will be able to assist with retrieving the RCC ID#. Students can also call a high school transition specialist at Rogue Community College at 541-956-7217, or email recruitment@roguecc.edu.

I'VE FORGOTTEN MY RCC PASSWORD AND CAN'T LOG IN. How do I access my myRogue account?

It is very important to always use a personal email address and not the high school email address.

- Students will only be able to reset their password if they use their personal email. The password reset link will not go to the high school email address because the schools firewall blocks most RCC email addresses.
- Click on myRogue on the RCC home page (www.roguecc.edu).
- Click on "Forgot Password" on the myRogue login page. The system will email password reset instructions to the personal email address that is on file.
- If a student has also forgotten the email address that is associated with their RCC student account, check with the student's parent(s) to see if they have received an email (students that have, or are, taking high school Drivers Training through RCC may have their parent's email on file in their RCC student account). If a student needs to change the email address that is on file, they will log into their myRogue account and update it. If a student needs help with the process, contact RCC's Registrar's office at 541-956-7427 for assistance.

MY TEACHER OFFERS 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 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 a student is exempt) and college credit is only granted for AP scores if a student performs at a score determined by the transfer 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%).

Tutorial Links

1. How to obtain a RCC ID number:
   https://www.roguecc.edu/HS/Tutorials/HowtoObtainRCCID.pdf

2. How to reset a RCC student account password:
   https://www.roguecc.edu/HS/Tutorials/PasswordReset.pdf

3. How to register with a permission code:
   https://www.roguecc.edu/HS/Tutorials/RegisterwithPermissionCode.pdf

4. How to drop/withdraw from courses:
   https://www.roguecc.edu/HS/Tutorials/DropWithdrawfromCourses.pdf

5. How to update email:
   https://www.roguecc.edu/HS/Tutorials/UpdateEmail.pdf

6. How to update high school and/or graduation year:
   https://www.roguecc.edu/HS/Tutorials/UpdateHighSchoolGradYear.pdf

7. How to update personal information:
   https://www.roguecc.edu/HS/Tutorials/UpdatePersonalInformation.pdf