



College Now Handbook for Students

A Rogue Community College guide for high school students



Rogue Community College
COLLEGE NOW

Updated
11/15/2021

Table of Contents

College Now Contact Information	1
RCC Admissions for College Now	2
RCC College Now Information	2
Expectations of College Now Students	3
How to Get Started	3
Advising	3
Underage Process for Students	3-4
Returning Students	4
International High School Students	4
Homeschooled High School Students	4
Students who Experience Disabilities	4
Credits with A Purpose/Intentional Credit	5
Add/Drop/Withdraw from Classes	5
High School and RCC Term Alignment	5
Why Earn College Credit While in High School?	5
Financial Aid Implications for Dual Credit Programs	5
Career Related Learning Credit Options	6
College Now Courses Available at Your High School	6
Ways to Earn College Credit While in High School	6-7
College Now Grading	7
Obtaining Your RCC Transcript	7
Transfer of Credits	7
High School Program Options- Guided Pathways	7-8
Science, Engineering, Math	8
Applied Technology	8
Health Professions, Public Safety	8
Business	8
Social & Behavior Science, Education	8
Arts, Humanities, Communication	8
Student Rights, Freedoms, and Responsibilities – AP-003	8
Student Conduct/Academic Honesty	8-9
Discrimination and Harassment – AP-3430	9
Prohibition of Sexual Harassment (AP-3433) and Title IX	9
Non-Discrimination – AP-3410	9
Privacy Policy	9-10
College Now FAQ's	10-11
Tutorial Links	11



College Now Office, 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

Contact: Laura Bowles, College Now Program Coordinator
Email: lbowles@roguecc.edu
Call: 541-956-7311
Visit: <https://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: <https://web.roguecc.edu/admissions/earning-college-credit-high-school-dual-credit>



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 the 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: <https://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 this process, contact the RCC Admissions Team:

Contact: Rachel Ostroskie, RCC Transition Specialist

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

Call: 541-956-7217

Schedule a Meeting: Schedule a meeting with Rachel: <https://web.roguecc.edu/admissions/meet-staff>

Visit: <https://web.roguecc.edu/admissions/earning-college-credit-high-school-dual-credit>

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

Laura Bowles works with high schools to identify what classes are being offered at each school as dual credit. She works with teachers to identify students that are interested in earning college credit and ensures teachers have the support to help register students.

For questions about class offerings please contact Laura, or to see what classes your high school offers in College Now, visit the website: <https://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;
- Enroll in College Now courses at www.roguecc.edu through the online myRogue student account using the permission code provided by the high school teacher;
- Know the add/drop deadlines and drop from any RCC course prior to the published drop deadline if successfully completing the class is not going to happen. Important dates can be found at: https://www.roguecc.edu/collegeNow/dualCredit_AcaCalendar.asp;
- Complete college-level course work;
- Communicate with the College Now instructor if there are struggles in completing a course;
- Monitor the RCC academic transcript for accuracy;
- Initiate contact with the high school College Now instructor regarding any grade concern or any course that is missing from the college transcript

How to Get Started

To be able to take classes as a RCC student, all students must complete the Admissions application and receive a RCC student ID#. There is no cost to complete an Admissions application. Simply go to <https://www.roguecc.edu/admissions/new.asp?profile=ECC> and complete the application. 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 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 towards the bottom of the main screen titled “Student Email.” Students will also find their email address at the top right corner of 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 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 there is a quick question, feel free to reach us at advising@roguecc.edu Monday through Friday.

Underage Processes for Students (under 18 / high school students)

RCC wants high school students to be successful.. Understanding processes and policies will help students navigate the college environment. As a high school student applying for acceptance into Rogue Community

College and enrolling as an underage student, please review these expectations:

<https://web.roguecc.edu/admissions/expectations-underage-students>.

The college reserves the right to approve or deny a request for enrollment by underage students. Please see RCC's Admissions Policy for more information. <https://web.roguecc.edu/admissions/rccs-admissions-policy>

Returning Students

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

- Please work with the high school advisor, counselor, or liaison at the high school to ensure the ability to register for classes is open.
- RCC needs to verify that students are in the correct major (program and program version). This will allow the correct classes to be offered to students. Please contact recruitment@roguecc.edu.

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 take RCC faculty taught courses at any RCC campus or online just as any other high school student can. However, the discounts associated with RCC's Early College program cannot be extended to home schooled students at this time unless the student is enrolled in one of the participating high schools who have a contracted agreement with RCC. Home schooled students are encouraged to contact a high school participating in RCC's Early College for further information and to see about eligibility of participating and funding.

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.

High school students taking RCC courses taught by an RCC faculty member should contact RCC's Access and Disability Resources Office at 541-956-7337 to get information on the types of services offered.

High schools and colleges operate under different guidelines (ADA and Section 504) for students with disabilities. High schools operate under a success model whereas colleges operate under an access model. 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 student learning outcomes and the assessment rigor of the course to be eligible for 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.

<https://web.roguecc.edu/admissions/credits-purpose>.

Add/Drop/Withdraw from Classes

College Now classes have different timelines than other processes at the college. Please talk to high school teacher about these dates or visit the College Now website at

https://www.roguecc.edu/collegeNow/dualCredit_AcaCalendar.asp to view important dates.

High School and RCC Term Alignment

Most RCC terms are 11 weeks (summer term is 8 weeks), but high school courses usually 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 arranged 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:

<https://web.roguecc.edu/admissions/why-earn-college-credit-while-high-school>

Financial Aid Implications for Dual Credit Programs

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: <https://web.roguecc.edu/enrollment-services/satisfactory-academic-standing-sap-policy>

Career Related Learning Credit Options

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

College Now Courses Available at Each High School

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

<https://www.roguecc.edu/collegeNow/students.asp> Be aware that the offerings change each academic year.

All College Now students must complete the College Now registration process by the registration deadline for the term.

Ways to Earn College Credit While in High School

College Now- Earning college credits in the high school classroom while being taught by the high school teacher.

- o RCC's College Now dual enrollment program allows high school students to earn college credit for free in select high school classes at the same time they are earning credit toward their high school diploma.
- o High school teachers who have been approved to teach College Now courses align the content of their course(s) to mirror courses taught at RCC.
- o Students are encouraged to utilize College Now courses available at their high school. In addition, Early College courses, and/or traditional RCC courses can help a student complete a certificate or other accelerated learning plan while in high school.
- o Courses are recorded on a student's RCC transcript. The high school determines if the course(s) will apply to students' high school transcript/diploma.

Early College- RCC's Early College program allows high school students at participating schools to take RCC campus or online courses.

- o Available to high school students with the approval of the high school. Students must check with their high school counselor regarding participation, student costs, and if the school has any available funding for course and/or book costs.
- o Taught by RCC faculty online or at any RCC campus.
- o Offered through the standard RCC schedule of classes and available to the general student population.
- o Recorded on a student's RCC transcript. The high school determines if the course(s) will apply to students' high school transcript/diploma.

Paying out of Pocket- Student/family pays for courses out of pocket while student is still in high school.

- o Students are able to take RCC courses without a connection to their high school.
- o Students/families pay full tuition rates and fees. Current tuition rates can be found at <https://web.roguecc.edu/enrollment-services/tuition-rates>

College Now Grading

Each student 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 enrollment 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 enrollment classes are able to use the RCC Tutoring Center to have a tutor help them for free. Students can read more about tutoring at <https://go.roguecc.edu/department/academic-success/tutoring-services>

Obtaining an 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. <https://web.roguecc.edu/enrollment-services/rcc-transcripts>

Transfer of Credits

To check Transfer Course Equivalencies, please visit RCC's Transfer Center website at: <https://web.roguecc.edu/transfer-center> or feel free to make an appointment with an RCC Advising Case Manager at advisingfrontdesk@roguecc.edu.

High School Program Options- Guided Pathways

Why Guided Pathways?

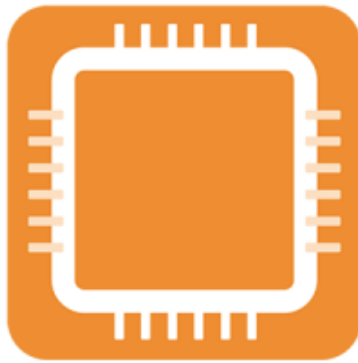
Students without a clear sense of what they want out of college often end up either quitting without a degree, with a great many elective credits, and/or a mountain of student loan debt. Not at RCC. We aim to keep students on their chosen path and get to graduation in the least amount of time and expense.

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](#)



[Business](#)



[Social & Behavior Science,
Education](#)



[Arts, Humanities,
Communication](#)

Student Rights, Freedoms and Responsibilities (AP-003)

<https://web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003>

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:

- <https://web.roguecc.edu/board-policies/ap-5999-student-rights-freedoms-and-responsibilities-0>
- <https://web.roguecc.edu/about-rcc/consumer-information>
- <https://web.roguecc.edu/board-policies/ap-3501-campus-security-and-access>
- <https://web.roguecc.edu/enrollment-services/ferpa>

Student Conduct/Academic Honesty

Students enrolled in the College Now dual credit programs, 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 -

<https://web.roguecc.edu/administrative-procedures/student-rights-freedoms-and-responsibilities-ap-003> 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. <https://web.roguecc.edu/board-policies/bp-3430-prohibition-discrimination-and-harassment>

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

All RCC students have the right to be free from sexual harassment and sexual assault. For more information, please visit <https://web.roguecc.edu/board-policies/ap-3433-prohibition-sexual-harassment-under-title-ix>

Alternatively, RCC's Title IX and Sexual Misconduct webpages: <https://web.roguecc.edu/title-ix-and-sexual-misconduct> or by searching Title IX on the College's website.

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 (AP-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 <https://web.roguecc.edu/enrollment-services/ferpa>. 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; <https://web.roguecc.edu/enrollment-services/forms-students>.
- 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 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 parents 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 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>

