



# **CONCURRENT ENROLLMENT STUDENT HANDBOOK**

**Rochester Community and Technical College**

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*The Concurrent Enrollment* program is administered by Rochester Community and Technical College (RCTC) through the Minnesota State Colleges and Universities (Minnesota State) P-20 Program. When enrolled in a RCTC course through concurrent enrollment, you are eligible to receive credit at both the high school and RCTC. You get a jump start on college while concurrently satisfying high school requirements.

Concurrent courses are taught during the regular high school day by exceptional high school instructors at your school. Concurrent teachers are selected and supported by RCTC collaborating faculty. As you walk into a concurrent enrollment class, remember that your teacher has been appointed as affiliated faculty for RCTC. Concurrent teachers have elected to take on the considerable load of teaching a college course and will expect the same hard work from you as any other college instructor.

### **Concurrent Courses**

The content, assignments and assessments of concurrent courses are the same as RCTC's oncampus courses. Students successfully completing a course receive college academic credits which are transferable to other colleges. Simply put, as a concurrent student you are a real college student.

### **The Benefits of Concurrent Enrollment**

Over the years, some students refer to their concurrent participation as taking "the fast track" to earning their college degree. Some of the benefits identified were:

- Getting a jump-start on college

Earning college credits that can be used at colleges and universities for advanced placement into a diploma or degree program.

- Gaining a competitive edge

Learning to cope with the rigors of college course work while taking only one or two college courses.

- Enjoying flexibility when you become a full-time college student

Completing college requirements in high school gives you greater flexibility when you enter college. Some students find they are able to pursue second majors, study abroad opportunities, and/or internships because of the concurrent courses they have taken in high school.

- Learning college skills before your freshman year

The critical thinking, writing and reading skills developed in concurrent courses will prepare you for success.

- Demonstrating your learning just as you will in college.

College courses typically assess your learning through several means; examinations, papers, lab reports, etc. RCTC courses administered through concurrent enrollment will assess your learning in this manner as well. You will not however, be faced with a single, high stakes test, such as with AP, to demonstrate your knowledge and skills.

- Reduce the overall cost of a college education

Concurrent Enrollment course tuition is paid for by the high school.

### **Admission**

You are eligible for admission to the concurrent enrollment program if you are a high school junior with a 3.0 or a senior with a 2.5 cumulative grade point (GPA) average. As part of the concurrent enrollment admission process, you will be asked to complete an application, provide a high school transcript, complete

the college assessment (Accuplacer) if necessary and complete a data enrollment form. You will be asked to provide a birthdate and Social Security number (optional) in order to ensure a correct RCTC academic record. Personal information is highly secure in the student records system and will not be shared with anyone other than the college community.

In some cases students having less than the required GPA may appeal to enroll in concurrent enrollment courses. Appealing requires that both you and your counselor write a letter of appeal stating why you feel you can be successful and identifying the courses in which you wish to register. The appeal information is submitted to the Director of High School Collaborations for multiple department review and you will receive written notification of your acceptance or denial.

Please refer to the PSEO website for more rules on eligibility and course prerequisites.  
<http://www.rctc.edu/pseo/>

### **Assessment – Accuplacer or ACT Scores or MCA scores**

Minnesota State and RCTC policy requires a college course placement exam, the Accuplacer, when applying to the concurrent program. The Accuplacer assesses your reading and math skills to determine college academic readiness and the scores earned determine in which concurrent courses you will be eligible to enroll. You may take the Accuplacer on your high school campus or the RCTC campus.

<https://www.rctc.edu/admissions/getting-started/new-student-assessment/>

The Accuplacer re-test policy will only allow you to take the exam twice within ninety days with a maximum of testing three times within a year so preparing is critical. Sample exams may be found on the following websites:

<http://www.collegeboard.com/student/testing/accuplacer/> <https://www.rctc.edu/admissions/getting-started/new-student-assessment/>

Students may substitute an ACT score of 21 or higher in Reading for English 1117, a score of 21 or higher in Reading to enroll in all other Liberal Arts courses and a score of 22 or higher in Math for college level Math courses.

Students may substitute a MCA Reading score of 1047 or higher for college-level coursework that designate college-level reading skills as a prerequisite. Students may substitute a MCA Mathematics score of 1148 or higher for Math 1111 or Math 2208 or a Mathematics score of 1158 or higher for MATH 1115.

### **Registration**

Upon completion of the application process your high school counselor will notify you of your acceptance to RCTC and that you are ready to select your concurrent course(s). Review the course description to determine if the course meets your academic needs and if you have the prerequisite(s) required for the course(s). The course descriptions and prerequisite information can be found in the college catalog online at <http://www.rctc.edu/catalog/>. Registration for both fall and spring semester courses occurs during April and May as part of your regular high school registration. Your high school counselor will assist you with the registration process. Once your registration is complete, your high school counselor will send your registration materials to the RCTC staff who will verify your information and will input your course(s) into the College's Student Records System. In general the concurrent staff completes all registrations by June 30<sup>th</sup>. In July you will go online at <http://www.rctc.edu/eservices/> to view your concurrent schedule. You will need

your Tech ID, STAR ID and password to access your information. Please contact Admissions and Records if you have questions. You may also contact your high school counselor for your course schedule.

### Step by Step Registration Process

1. RCTC College Transition Advisor assists students with application process and subsequently proctors Accuplacer placement assessment on site at each high school in February and March.
2. Upon completion of the application process the high school counselor will notify students of their acceptance to RCTC and that they are ready to select their concurrent enrollment course(s).
3. Students, with the assistance of their high schools counselor, review the course description to determine if the course meets their academic needs and if they meet the prerequisite required for the course. The course descriptions and prerequisite information can be found in the college catalog online at <http://www.rctc.edu/catalog/>.
4. Registration for both fall and spring semester courses occurs during April and May as part of the student's regular high school registration. The high school counselor and the RCTC College Transition Advisor assist students with the registration process which includes completing registration cards complete with student signature.
5. Once course choices are complete, the high school counselor and the RCTC College Transition Advisor will send the registration materials to the RCTC Admission and records staff who will verify information, including prerequisite requirements for each course, and input the courses into the College's Student Records System. In general the RCTC staff complete all registrations by June 30th.
6. In July the student will go online at <http://www.rctc.edu/eservices/> to view their concurrent enrollment course schedule. Students will need Tech ID, STAR ID and password to access the information. Students are asked to contact Admissions and Records if questions.

### **Information about Your Concurrent Course**

- **What to Expect**  
When you walk into a concurrent course, you are walking into an RCTC classroom. Not only will you be working with the same content as on-campus students, your concurrent instructor(s) will be using the same curriculum, assignments and assessment methods as the on-campus faculty. Expect the course to be a faster pace, requiring you to have greater personal responsibility, and maintain higher standards than a typical high school course. Also, other students in the course will share your high level of motivation and the competition will be great.
- **You are a RCTC Student**  
When you enroll in a RCTC class offered through concurrent, you become a RCTC student and are responsible for knowing and abiding by all of the policies that affect students enrolled at RCTC. Some college policies will not be the same as what you have come to expect in high school. It is important to review RCTC Student policies to understand the differences.  
<https://www.rctc.edu/policies/student/>

- **Course Syllabus**

The first step toward success in any college class is to carefully read the course syllabus because it will contain vital information on course expectations, key dates, class attendance, textbook(s), other course resources, and grading criteria. Think of the syllabus as a course roadmap.

RCTC will keep your concurrent course syllabus on file because you may need this information when seeking transfer credits at other colleges and universities. If you need your concurrent syllabus, you may contact the administrative assistant to the Executive Vice President of Academic Affairs at 507-285-7292.

**Family Education Rights and Privacy Act (FERPA)** <https://www.rctc.edu/admissions/admissions-resources/access-student-information/>

You Can't Always Get The Information You Want  
(Unless You Know These Rules)

Would you like Rochester Community and Technical College (RCTC) to be able to provide you with information such as your student's academic progress or even tuition balance? If so, read on. You may be surprised to learn that in most cases, RCTC will need your student's written consent. We hope that this information will help you understand RCTC's duty to protect student privacy and encourage you to act now to ensure access to student information when you need it – or at least avoid the frustration of being caught unaware of the rules.

Why do colleges and universities say they need to protect the privacy of student records?

It's not just a school policy, but it's the law. Minnesota State Colleges and Universities are subject to federal law, the Family Educational Rights and Privacy Act (FERPA), and state law, the Minnesota Government Data Practices Act (MGDPA), which contain detailed rules about student record privacy. One key provision of those laws is that college and university students have the right to control disclosure of private education records about themselves to third parties – including parents, spouses or other family members. These rights apply to all college or university students – even if they are minors.\*

What is an "education record"?

"Education records" that are subject to these privacy laws encompass a wide scope of information. Examples of education records include: grades, housing information, class enrollment, attendance information, counseling or medical records from campus health centers, disciplinary records, tuition balance information – and much more. Most education records are classified as "private."

Schools may release private education records to third parties – including family members – only if the law permits or if the student has signed a valid authorization.

Of course, students themselves may release their own information as they wish.

When may school officials release private education records to family members? In most circumstances, family members will need to show a signed, dated authorization for release of information. A form that has been developed for this use is located in the Admissions and Records Office or on-line. However, any document that includes the following would be valid: who is authorized

to release the information; to whom the information may be released; what information may be released; the purpose for which the information may be used; the student's notarized signature; and a date. A simple e-mail or phone call from the student is not a sufficient authorization.

Send the completed form to: RCTC Admissions and Records Office.

An original release form is not required. School officials may honor a copy of a valid release, including a fax. An authorization could permit disclosure of information by phone or e-mail so long as an otherwise valid release is on file. A form could also authorize on-going disclosures, such as grades each semester.

We encourage you to discuss with your student signing a release before issues of access arise. Releases may be as broad or as limited as desired. You may want to remind your student of the potential negative consequences of not permitting you to have access to information like tuition balance!

Doesn't the fact that I pay my child's tuition give me automatic access to information? No. You will generally need the student's written consent for private information, even if you financially support the student in whole or in part.

Can't a college or university require students to sign a release to parents?

No. Any release of privacy rights requested by the school must be voluntary.

Is there any information that is public about students at a college or university?

Each college or university defines certain information about its students as "directory." Directory data is available to anyone and no student consent is required to release it. However, students have the right to suppress their directory data so that it is treated as "private." For those students, school officials may not release their directory data without written consent or other legal authority. RCTC's definition of "directory" data can be found at the end of this document.\*\* Note that it is subject to change.

Where can I go for further information on the privacy of student records?

Contact the RCTC Data Practices Compliance Official, Steve Schmall, regarding student record policies. For questions regarding day-to-day operations and record keeping, please contact the following individuals:

Student Records	Melanie Callister
Employee Records	Kimberly Peters
Records	Beth Diekmann
Finance Records	Steve Schmall

\*Records of a PSEO student are routinely shared with the high school where the student is also in attendance. Parents are presumed to have access to a student's records at the high school unless the student is age 18 or older.

## **Directory Data**

The following items are considered “directory data” at Rochester Community and Technical College and will be made available to the public unless the student submits a completed Request for NonDisclosure form to the Admissions and Records Office:

- student name
- program of study
- enrollment status (enrolled-full time or part time, graduated, withdrawn)
- dates of enrollment
- degrees, honors, and awards received, as well as dates of receipt

## **Limited Directory Data**

Rochester Community and Technical College designates the following information as limited directory data, which may be released subject to specific limitations on parties, purposes, or both, but not available to the general public:

- student contact information may be disclosed to other Minnesota State institutions for the purpose of marketing transfer opportunities.
- student contact information may be disclosed to the Rochester Community and Technical College Foundation.
- student contact and schedule information may be shared with the RCTC Campus Security Department for investigative purposes.
- graduating student contact information may be disclosed to the contracted commencement photographer for the purpose of providing a proof and order information.
- graduating student contact information may be disclosed to the Workforce Center for the purpose of providing employment assistance and/or other Workforce Center services.
- STAR IDs and email addresses may be shared internally for providing services and technical support to students and for publication in the online Student Directory. Courses which use online methods of instruction may require that email addresses be shared among class members.
- student participation in officially recognized activities and sports, along with height, weight, and high school of athletic team members, for use in RCTC publications.
- student hometown, for use in RCTC publications
- photographs of students, individually and in groups (stills or motion), for use in RCTC publications, student ID cards, and security purposes

## **Americans with Disabilities Act (ADA) Section 504 and Americans with Disabilities Act**

<https://www.rctc.edu/services/academic-support-center/disability-support-services/>

Rochester Community and Technical College (RCTC) is in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) which mandates equal opportunity for the qualified disabled person in education programs and activities of all recipients of federal financial aid assistance. Section 504 prohibits discrimination on the basis of disabilities and offers to disabled persons opportunity to participate fully in all educational programs and activities. RCTC is in compliance with



the Americans with Disability Act. The ADA ensures that each program, service or activity that RCTC provides, is accessible to and usable by individuals with disabilities. If any student feels that the provisions listed here are not being met, the student should contact the Director of Disability Support Services.

### **Academic Dishonesty**

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in concurrent courses are expected to complete course work responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own will result in disciplinary action. The Student Code of Conduct defines Academic Integrity as follows:

Academic dishonesty means: "plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, awards, or professional endorsement; or altering, forging, or misusing a college academic record; or fabricating or falsifying of data, research procedures, or data analysis." For the complete RCTC Student Conduct Code, visit: <https://www.rctc.edu/policies/education/academic-integrity/>.

### **Grading Scale**

The grade you receive in a concurrent course is recorded on your transcript and automatically becomes part of your permanent college academic record. All concurrent grades adhere to an A-F scale based on an honor point system:

**A** – Achievement outstanding relative to the level necessary to meet course requirements (A = 4 grade points).

**B** – Achievement significantly above the level necessary to meet course requirements (B = 3 grade points).

**C** – Achievement meeting the basic course requirements in every respect (C = 2 grade points). **D** – Achievement worthy of credit even though it does not fully meet the basic course requirements in every respect (D = 1 grade point).

**F** – Performance failing to meet the basic course requirements (0 grade points). **W** – Withdrawal (Leaving course before completion of course requirements.)

**I** – Incomplete (A critical event that allows you to make up course work after the official end date for the course.) 'I' grades allow one semester to complete the work and will turn into an 'F' at the end of the next semester or if the work is not complete.

### **Grade Point Average**

The grade point average (GPA) is determined by adding all grade points earned and dividing by the sum of all credits in courses where letter grades were received. Courses with grades of I or W do not apply toward GPA calculations. A semester example is shown below.

Grade	Credits	Grade Points X Credits
A	3	4.00 x 3 = 12.00
B	4	3.00 x 4 = 12.00
C	4	2.00 x 4 = 8.00
F	1	0.00 x 1 = 0
Total Credits Taken 12		Total Points Earned 32

GPA equals 32 divided by 12 credits which equal 2.66 GPA. Both the term GPA and the cumulative GPA show on a grade report and a transcript. Students who do not maintain a 2.0 or higher cumulative GPA will be put on academic probation/suspension. A cumulative 2.0 GPA is required for graduation.

### **Withdrawing from a Concurrent Course**

If you wish to officially withdraw from a concurrent course, you may do so:

- Within the first two weeks of the high school term

The first two weeks are equal to 10 academic sessions. The course will not appear on your transcript. (Students in a yearlong course have ten academic days into the next term to officially withdraw.)

- After the second week, you may withdraw fifteen days before the final class day of the high school term.

What if a student withdraws from a course? A student may withdraw from a class by completing the necessary form with the Registrar. Students should consult with their instructor, their high school counselor, and an RCTC Advisor prior to withdrawing from a course. Students may NOT withdraw from a course after the last date to withdraw that is shown for a specific course that is offered on RCTC Campus. The withdrawal date is calculated in the system at 80% of the time frame of the course. If it is a class that is required for high school graduation, the student may not be eligible to graduate.

A 'W' (Withdrawal) will automatically appear on your transcript. (In a yearlong course a 'W' will appear if you withdraw later than 10 days into the next term.) *All concurrent students experiencing course difficulty should first communicate with their concurrent instructor, then their high school counselor. If a student should fail to communicate with their high school and contact an RCTC counselor, the RCTC counselor will contact your high school. Serious consideration should be exercised prior to enrolling in a concurrent course. Withdrawing from a concurrent course could potentially have serious consequences on your future college pursuits. Be sure to discuss the options with both your high school and college counselor and with your parents.*

*NOTE: If you are experiencing difficulty after the withdrawal deadlines due to personal reasons, mid-point of the course, consult with your instructor to determine your options. Concurrent instructors are under no obligation to offer the option to receive a grade of 'I' or 'incomplete'. If your concurrent instructor does allow for this option, you may receive an 'I' if, in the opinion of the instructor, there is a reasonable expectation that you can successfully complete the work of the course before the end of the next high school term. You and the instructor should arrive at a clear written understanding in advance whether you may receive an 'I' and, if you can, determine what the conditions will be. Upon successful completion of the course work, the 'I' is changed to a permanent grade. An 'I' that is not completed within one high school academic term automatically becomes an F.*

### **Obtaining Your Concurrent Grades**

Printed grade reports are not mailed to students. To obtain or verify your grade(s) or to print an unofficial transcript, go to <https://www.rctc.edu/eservices/student-records-view-grade-reports/>.

### **Website Course Access**

Your courses will be available in RCTC's website classroom management system; Brightspace Desire to Learn (D2L.) Each of your RCTC courses will have a separate course site. Go to RCTC the website ([www.rctc.edu](http://www.rctc.edu)); click on "Enrolled Students" on the upper right side of the page and then click on the Brightspace D2L icon or popular list D2L name on left side of page. Before you begin your classes you are required to enroll in the D2L tutorial to assist in site navigation. On the front page of the main D2L page you will find the online tutorial you can self enroll in and complete.

### **Satisfactory Academic Progress Policy**

RCTC and Minnesota State Board Policy 2.9 require that all students make satisfactory academic progress to remain in good standing. All students are required to maintain a 2.0 cumulative grade point average (GPA). Satisfactory Academic Progress monitoring begins with the first attempted credit. Students who do not meet the 2.0 minimum cumulative GPA standard after one semester will be placed on probation. Those failing to meet the 2.0 GPA for two semesters will be placed on Academic Suspension. RCTC monitors students GPA each term. Grades of A, B, C, D, and F will be included in the GPA calculation.

All students are required to complete a minimum of 67% of their cumulative/attempted registered credits. Monitoring begins with the first attempted credit. Students who do not meet the 67% cumulative completion percentage will be placed on probation after one semester and suspension if they fail to meet the standard for two semesters in a row.

RCTC evaluates Satisfactory Academic Progress at the end of each term. If a student has failed to meet the standards after two semesters they will be suspended from the concurrent program. Their Academic Progress will be reflected in their permanent record and could affect future college enrollments.

### **Using Your Credits after High School**

Now that you know how to request the official record of your RCTC credits earned through concurrent, here are some instructions that will help you use those credits after high school. If you apply to RCTC, you don't need to worry about transferring credits. Thanks to your work in concurrent enrollment you already have a permanent transcript at RCTC. Be sure, however, to mention on your undergraduate admission application that you've already completed course work at RCTC.

If you apply to another college or university, be aware that the decision whether to grant credit recognition rests entirely with that institution. However, data collected over the years indicate that the vast majority of students find success in securing recognition for their RCTC credits earned through concurrent enrollment.

### **Types of Credit Recognition**

Recognition of your RCTC credits earned through concurrent can come in several forms. Be aware of these distinctions as you apply to other colleges and universities.

Credits may...

- Be directly transferred toward your chosen degree
- Be accepted as elective credits

- Exempt you from taking a required course
- Make you eligible for placement into a higher level course

### **Tips for Securing Credit Recognition**

- Save your class syllabus and all your written work so that you can submit evidence of the level of work your concurrent course required.
- Clearly indicate on the college application forms that you have taken course work at another college.
- Include an official RCTC transcript as part of your application.
- Should a college have questions about the concurrent course you have taken, present a portfolio of assignments and examinations to the college with the request that the portfolio be evaluated on an individual basis.

### **E-mail Account**

Every RCTC student is issued an email account which provides you access to the college network. The college will send important notices and information via your college account. Use of this account becomes even more important if you also take PSEO courses with college faculty. All communications with college faculty and personnel are expected using this email account. You are expected to check this email account frequently. To activate your account, visit <https://www.rctc.edu/services/technology/email/>

### **College TECH ID Number**

You will be given college identification, TECH ID, when you complete your concurrent application materials. This ID number will be your permanent RCTC identification number.

### **College Identification Card**

A RCTC identification card will be sent to your high school during the first semester of your concurrent enrollment. This card not only identifies you as a RCTC student, but gives you access to college sponsored college activities such as plays, athletic events and special events. The card may also be used at local businesses for purchasing discounts. Your RCTC Student ID will be sent to your high school counselor, if you do not receive your ID card, please contact your high school counselor to have one sent to you.

### **StarID**

The StarID is a single user name that can be used to log into any enabled system across Minnesota State Colleges and Universities (Minnesota State). You will use it to log into campus-related technology systems including campus computers, Desire 2Learn (D2L), e-services and the RCTC email system. For more information and set up instructions, visit <https://starid.minnstate.edu/>

### **Library Access**

Goddard Library serves RCTC and WSU-Rochester students, faculty, and staff with an academic library experience enriched with high quality facilities and study spaces; state of the art technology; and a strong collection of on-line, print, and electronic materials. Goddard Library has approximately 95,000 books with over 12,000 e-books

available via full-text on-line. Over 80 periodical databases are available containing thousands of periodicals in full-text. The library has a large collection of DVDs and videos and has recently added over 6,000 streaming video titles. The library has varied study environments from private group study rooms to comfortable living room style seating. All areas of the library are served by wireless network access. The Library Technology Center (LTC) is located on 3rd floor of the library with over 100 personal computers available for student use. The Technology Support Center (TSC) is located on the first floor of the Goddard Library Building where staff is available to assist students with a wide range of technology support including student network access and e-mail. You may access the library at <https://www.rctc.edu/services/library/>. If you wish to order library materials you will need to have your TECH ID card or number.

### **Quick Reference Guide to Resources**

Rochester Community and Technical College (RCTC) Web Address:

[www.rctc.edu](http://www.rctc.edu)

Rochester Community and Technical College (RCTC) Address:

851 30<sup>th</sup> Avenue SE Rochester, MN  
55901

Rochester Community and Technical College (RCTC) Phone Numbers

(507) 285-7210 Local

1-800-247-1296 Toll Free

#### **Concurrent Enrollment Staff**

Associate Dean of Career and Technical Education

Lori Jensen 507-529-2720 [Lori.jensen@rctc.edu](mailto:Lori.jensen@rctc.edu)

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Director of Admissions and Records

Alicia Zeone

507-280-3509 [Alicia.Zeone@rctc.edu](mailto:Alicia.Zeone@rctc.edu)

Registrar

Melanie Callister

507-280-2926

[Melanie.Callister@rctc.edu](mailto:Melanie.Callister@rctc.edu)

#### **Questions**

General: Lori Jensen 507-529-2720

Course Information: High School Counselor

Grade Concerns: Concurrent Instructor

## **Web Links for Information**

PSEO Concurrent Web Address:

<http://www.rctc.edu/pseo/>

College Course Information – Descriptions and Outlines:

<https://secure.rctc.edu/apps/catalog/courses/>

College Course Information – Schedule of Classes:

<https://eservices.minnstate.edu/registration/search/basic.html?campusid=306&searchrcid=0306&searchcampusid=306>

Records & Registration:

<https://www.rctc.edu/eservices/>

Bookstore:

<https://www.rctc.edu/services/bookstore/>

Event Calendars:

<https://www.rctc.edu/studentlife/events/>

Library:

<https://www.rctc.edu/services/library/>

Student Learning Center:

<https://www.rctc.edu/services/learningcenter/>

Student Support Center:

<https://www.rctc.edu/services/academic-support-center/>

Accuplacer: <https://www.rctc.edu/admissions/getting-started/new-student-assessment/>

Academic Advising and Counseling Services:

<https://www.rctc.edu/services/advising/>

Academic Resources: <https://www.rctc.edu/services/>

GPS LifePlan: <https://mygpslifeplan.org/>

Student Life:

<https://www.rctc.edu/studentlife/>

Desire2Learn/Brightspace (D2L):

<https://rctc.learn.minnstate.edu/>

**Star ID:**

<https://starid.minnstate.edu/>

## **Important Dates**

**Apply to RCTC:**

Work with your high school counselor to complete the required online application early spring semester.

**Take the Accuplacer Exam:**

Spring semester – your high school will arrange a date for the exam at your high school. If you miss that date, it will be your responsibility to register for one of the RCTC on-campus Accuplacer test dates.

**Complete & Submit Your Concurrent Application to your High School Counselor:**

Complete early spring semester once your course eligibility has been determined by your Accuplacer score.

RCTC will use Your Registration Forms to Register You for Your Courses: April and May

Verify Your Course Schedule on the RCTC Website: August

Check Your Final Grades:

January (Fall Semester) June (Spring Semester)

RCTC adheres to its policies on ADA and Non-discrimination as found in the RCTC Policies and Procedures web pages – <http://www.rctc.edu/policies/>

