Rock Valley College

Dual Credit/Dual Enrollment Registration

Student Name: _____ **Date of Birth:** _____ **Date:** _____

Phone Number: _____ **Email Address:** _____

RVC ID Number: _____ **High School:** _____

Anticipated High School Graduation Date (Month/Year)*: _____
**Please contact the RVC Admissions Office once graduated from high school.*

Optional: Do you have an IEP or 504 plan? _____ Would you like to explore accommodations at RVC?** _____
*** by answering yes, you will be provided with information on requesting accommodations at RVC.*

Select One: _____ **Dual Enrollment** (RVC credit only) _____ **Dual Credit** (High School and RVC credit)

Semester: _____ Fall _____ Winterim _____Spring _____ Summer **Year:** _____

RVC Course (Subject-Number-Section): _____	HS Course: _____
RVC Course (Subject-Number-Section): _____	HS Course: _____
RVC Course (Subject-Number-Section): _____	HS Course: _____
RVC Course (Subject-Number-Section): _____	HS Course: _____
RVC Course (Subject-Number-Section): _____	HS Course: _____
RVC Course (Subject-Number-Section): _____	HS Course: _____

By signature, student and parent/guardian, grant Rock Valley College officials permission to share information regarding student's academic record (i.e. test scores [ACT, SAT, Accuplacer], transcript, grades, attendance) and financial account with the articulated high school and parent/guardian for the duration of the student's enrollment at RVC as a high school student. Please note that sharing information does not equate to providing documents, such as transcripts. Students are responsible for securing their transcripts via the RVC website if needed. Students are also responsible for policies and procedures in the RVC Student Handbook: **https://rockvalleycollege.smartcatalogiq.com/**

I, (student name) **_____, give permission to Rock Valley College to share this information and register me for the above courses.**

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Information can be shared with the following:

Name: _____ Relationship to Student: _____

Name: _____ Relationship to Student: _____

High School Administrative Approval: _____ Granted _____ Denied **Date:** _____

Counselor, Principal, or Administrative Name: _____

Counselor, Principal, or Administrative Signature: _____

This form must be submitted by to the Early College office before the first day of the enrolled semester.

RVC-EC@RockValleyCollege.edu • (815) 921-4080 • Jacobs Center for Science and Math (JCSM) 2037
RVC is an equal opportunity educator and employer.

Rock Valley College

Early College Dual Credit/Dual Enrollment Agreement

What is Early College?

Early College at Rock Valley College is dedicated to providing high school students with higher education opportunities. Qualified students can work with their high school counselor and Early College specialists/coordinators to take dual credit or dual enrollment courses at RVC.

Dual Credit: When an academically qualified student takes a course through RVC to count towards both their high school and college transcripts. The high school must approve the course.

Dual Enrollment: When an academically qualified student takes a course through RVC to count only towards their college transcript. All homeschool students are considered dual enrolled.

Student Responsibilities

Students are responsible for tuition, fees, textbooks, supplies, & transportation. High school students are not eligible for financial aid until high school transcripts have been submitted to RVC with the official graduation date listed. Students with previous balances or debts to RVC must pay in full before enrolling in Dual Credit/Dual Enrollment courses.

Students are responsible for communicating and confirming their course(s) appropriately meet their high school requirements and transferability to their chosen 4-year institutions (if applicable). Students are responsible for securing their transcripts via the RVC website if needed. Students are responsible for providing their final grades to their high school at the end of the semester if they will be receiving dual credit.

Academic Performance Notes

As students in Early College are working on courses that will appear on their official their college transcript, students need to meet the College's Satisfactory Academic Progress (SAP) policy to ensure they remain eligible for financial aid and scholarships after high school.

We are setting forth academic expectations to make sure Early College students are being supported as they continue in both high school and college.

SATISFACTORY ACADEMIC STATUS Students must meet or exceed the minimum satisfactory academic progress requirements of a cumulative 2.0 GPA and 67% Completion Rate.

ATTENDANCE POLICY Students are expected to attend every class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

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MAINTAINING ACADEMIC INTEGRITY Please refer to the Student Handbook on the RVC website: http://www.rockvalleycollege.edu/

ACADEMIC EARLY WARNING Transitioning from high school to college can be a challenge and students may find it difficult to adjust. The Early Warning System is designed to assist students by alerting the Dean of Students office of any student who misses class or struggles academically within the first few weeks of school. This early intervention is intended to make a difference in the student's academic performance before midterm and set a pattern of success for the rest of the semester. Notification to the Dean of Students is dependent upon faculty report.

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP) If a student earns an unsatisfactory grade at midterm, they must meet with their Early College advisor to go over the grade report. If a student ends the semester with a "D," "W," or "F," they must meet with the Early College specialist once a month during the following semester and complete an Individual Academic Recovery Plan (IARP). If at the end of the semester, the student ends with an "F," they must take one semester off from any dual credit/dual enrollment courses at RVC.

Assistance to improve academic performance is available by taking advantage of the following:

- Meet with instructors to review course expectations and create a plan of action. Instructor office hours can be found on the course syllabus.
- Visit the Tutoring Center, Writing Center, and/or Math Lab for instruction, tutoring, and study skills enhancement. These services are free to RVC students.
- Students must proactively self-identify and contact RVC Disability Support Services if they have a documented disability (as outlined in Section 504 of the Rehabilitation Act, the ADA of 1990, and the ADA Amendments Act of 2008) and require academic accommodations. This will initiate the process for determining eligibility for academic aids, services, or accommodations.

By signature, I indicate that I have read and understand the above information and grant Rock Valley College officials permission to share information regarding student's academic record (i.e. test scores [ACT, SAT, Accuplacer], transcript, grades, attendance) and financial account with the articulated high school and parent/guardian for the duration of the student's enrollment at RVC as a high school student. Please note that sharing information does not equate to providing documents, such as transcripts. Students are responsible for securing their transcripts via the RVC website if needed. Students are also responsible for policies and procedures in the RVC Student Handbook: https://rockvalleycollege.smartcatalogiq.com/

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