

## ***High School Concurrent Admissions***

### ***Policies and Procedures***

*Effective as of Fall 2006*

**Please read the following pages carefully. Documents MUST be received by the published deadlines. Incomplete application packets will not be accepted.**

Note: High schools students attending RCC may be exposed to discussions, readings, and visual materials of a mature nature. Students will be creating a permanent college academic record at RCC and will be interacting socially with adult college students.

***To apply to be an RCC High School Concurrent student you must submit documents each term you wish to attend.***

#### **Admission Requirements**

Students must be at least 16 years of age or have completed the tenth grade, attend high school at least a minimum day, and fulfill any RCC prerequisites or equivalencies.

Students with a 2.0 or higher cumulative high school grade point average (GPA) may attend RCC if they demonstrate college readiness level in Math, English, and Reading. RCC uses a multiple measures test (RCC Concurrent Test) and high school GPA to determine students' eligibility.

Students with a GPA below 2.0 are not eligible to apply.

- [Apply online at www.rcc.edu](http://www.rcc.edu) if you are a new or returning student
  - The application will ask for your Enrollment Status. Choose: *Enrolling in high school (or lower grades) at the same time.*
  - Print the *Online Application Confirmation Page* twice, one for your records and the other for RCC.
- [Take the RCC Concurrent Admissions Test](#) (not needed if you have previously taken the test and met placement levels) View [sample questions](#).

[Go online for special Concurrent Admissions Test testing hours](#) or contact the Assessment Center at Riverside (951) 222-8451, Moreno Valley (951) 571-6492 or Norco (951) 372-7156. Note: The test cannot be taken until RCC application is on file (it takes 24 hours excluding weekends and holidays for an online application to be processed). The test is administered on a first come first served basis, and priority is given to RCC college students. If you wait until the deadline you may not be able to take the test. Don't forget to take a picture ID with you.

Students who demonstrate college readiness do not need to take the Concurrent Admissions Test again. They should keep the original results and submit a copy of the test results each term they apply to be a high school concurrent student. Students who do not meet minimum placement levels must wait one year before retesting.

- Print the [School/Parent Approval Form](#) (this is the concurrent enrollment form for all high school students – must be filled out each term)

## **Required Documents to be Submitted by Deadline:**

***Submit the following documents together as a packet (if you demonstrated college readiness level on the RCC Concurrent Test) each term you would like to attend RCC. Check deadline dates below.***

- **Your [RCC Online Application Confirmation Page](#)**—If you are currently attending RCC as a concurrent student DO NOT submit another application or signature page. If you need to apply go to [www.rcc.edu](http://www.rcc.edu)
- A copy of your Concurrent Admission Test results. (Remember to keep a COPY for your records) Important: Students who do not meet minimum levels must wait one year before retesting. (if you previously qualified with placement scores you do not need to retest)
- **[School/Parent Approval Form](#) with all signatures including your own.**

**Important Note:** Check the [High School Certified Official List](#) online to be sure the name of the principal or designee who signs this form is on file at RCC Admissions; otherwise the application will be denied. If your school is not on the list you can print out the [High School Designee form](#), have your school complete it and fax it to Admissions and Records at 951 328-3503.

- Official High School Transcript (must be in sealed envelope, within 90 days of the issued date, and have the school seal)

## **Deadlines to submit documents**

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Fall: March 1 - July 31                      Winter: October 1 – November 30  
Spring: October 1 – January 15        Summer: March 1 – May 31

- *If the deadline falls on a weekend or holiday the deadline moves to the next school day.*

**After the deadlines have passed students must wait until they are notified** as to whether their admission is approved or denied. Information will not be available about the status of the application packet prior to this notification. Approved students will receive a special high school Registration Card.

**The eligible student is sent a *High School Concurrent Enrollment Registration Card*** that lists classes students are approved to take. If these classes are not available students may attempt to enroll in other classes. Confer with a high school counselor to determine which replacement courses are appropriate. Note: You will be required to take the RCC Placement Test if you need to meet prerequisites for a class.

- **Approved students may attempt to register ON THE FIRST DAY OF CLASS** by presenting the approved *High School Concurrent Enrollment Registration Card* and asking the instructor for an authorization code or instructor signature. Enrollment is contingent on (a) meeting prerequisites, (b) course availability, and (c) instructor approval.
- Eligible students may register for 8 units or less for the fall and spring semesters And 5 units or less for winter and summer terms.
- High school students are not allowed to take PE classes
- High school students who are under the age of 16 are not allowed to take any foreign language classes including American Sign Language.
- High school students are not eligible for admission to impacted RCC programs.

### **Fees**

While enrollment fees are currently waived, there is a mandatory health fee (\$14 for fall and spring, \$11 for winter and summer) and an optional student service fee (\$10 for fall and spring, \$2 for winter and summer). Students may also purchase a parking permit (\$40 for fall and spring, \$20 for summer).

### **RCC Grades / Transcripts**

Students can print out unofficial transcripts on [WebAdvisor at www.rcc.edu](http://www.rcc.edu)

Official RCC transcripts can be ordered on WebAdvisor or requested at Norco, Moreno Valley, and Riverside Campuses. The first two are free. After that there is a \$3.00 charge.

For questions about the application process please call (951) 222-8000 ext. 4214.

Note: If you plan to continue attending RCC after exiting high school you must submit a new RCC application. The application will ask for your enrollment status. Choose: *First-time student in college (after leaving high school).*