



HIGH SCHOOL
HUB

RCC HIGH SCHOOL HUB
HANDBOOK
2023 - 2024



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QUALIFICATIONS

College Transfer Pathways

The Career and College Promise College (CCP) Transfer Pathways are a head start on general education courses for students who plan to pursue a degree at a two-year or four-year college or university. Students can choose one of four programs of study, the Pathway Leading to the Associate in Arts (AA), the Pathway Leading to the Associate in Science (AS), the Pathway Leading to the Associate in Arts in Teacher Preparation (AATP), or the Pathway Leading to the Associate in Science in Teacher Preparation (ASTP).

The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges, including transfer courses in English, mathematics, and ACA 122: College Transfer Success

To be eligible for enrollment, a high school student must meet the following criteria as of the first day of the applicable term:

- ✓ Be a sophomore, junior, or senior;
- ✓ Be making academic progress toward high school graduation;
- ✓ Juniors or seniors must:
 - Have an unweighted GPA of 2.8 or higher on high school courses OR demonstrate college readiness in English, Reading, and Mathematics on an assessment test(s) (PLAN, PSAT, SAT, or ACT)*;
 - Meet all college course prerequisites.
- ✓ Sophomores must:
 - Be a high school sophomore and
 - Be identified as gifted by
 - Local AIG plan in English/reading and math, or
 - An aptitude and achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on the aptitude and the achievement test included in the current Mental Measurements Yearbook published by the Buros Institute of Mental Measurements, and
 - Demonstrate college readiness in English, reading and mathematics on an approved assessment; (See below for college readiness scores), and
 - Receive recommendation verifying the student has the maturity to enroll from high school principal or equivalent administrator; and receive recommendation of AIG Coordinator (if one is employed by the district), and
 - Receive approval of college president or the college's chief student development administrator or the college's chief academic officer, and
 - Receive written consent of the student's parent/guardian, and
 - Receive academic advising prior to enrollment in the program.

To maintain eligibility for continued enrollment, a student must:

- ✓ Continue to make progress toward high school graduation, and
- ✓ Maintain a 2.0 GPA in college coursework after completing two courses, and
- ✓ Submit an updated high school transcript each academic term.

Students who are successfully progressing towards high school graduation have access to the College Transfer Pathway for one year as a sophomore, one year as a junior, and one year as a senior.

Score Requirements:

Test	PSAT 10 and PSAT/NMSQT (2015 and Future)	SAT (March 2016 and Future)	Pre-ACT and ACT	NC DAP (NCCCS Cut Score)	RISE Placement Test
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for Evidenced-Based Reading and Writing	18	Composite score of 151 or higher	70 or higher on Tier 1 <u>and</u> Tier 2 (See <i>RISE placement Guide</i>)
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22		
Mathematics	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	70 or higher on Tier 1 <u>and</u> Tier 2 <u>and</u> Tier 3 (See <i>RISE placement Guide</i>)

Advanced Placement (AP)		International Baccalaureate (IB)		Cambridge International Examinations	
English, Language and Composition	3 or higher	IB English A (Standard or Higher Level)	4 or higher	AS Level English Language	C or higher
English, Literature, and Composition	3 or higher	IB Mathematics (Higher Level)	4 or higher	A Level English Language	C or higher
Calculus AB	3 or higher	IB Advanced Mathematics (Higher Level)	4 or higher	AS Level Language and Literature in English	C or higher
Calculus BC	3 or higher	IB Mathematical Studies (Standard Level)	4 or higher	AS Level Math	C or higher
<i>*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. College Readiness may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with a 480 on SAT composite score for evidenced-based reading and writing to demonstrate college readiness.</i>				A Level Math	C or higher
				A Level Mathematics -Further	C or higher

Students in the AA, AS, AATP, or ASTP pathways can take courses available within their specific pathways. Additionally, students are limited to the number of classes they can take under a specific category (i.e., social sciences, humanities, math, etc.). Please see a High School Hub Representative with questions regarding this policy.

Career and Technical Education Pathways

Curriculum: Juniors and Seniors

The Career and College Promise Career and Technical Education Pathway (CTE) for high school juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

To be eligible for enrollment in a Career and Technical Education pathway, a high school student must be a high school junior or senior as of the first day of the applicable academic term and meet the following criteria:

- ☑ Have an unweighted, cumulative GPA of 2.8 or higher on high school courses, or
- ☑ Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores), or
- ☑ Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) and
- ☑ Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, and
- ☑ A recommendation for eligibility will not be permitted for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s).

If a CTE pathway contains a UGETC (Universal General Education Component) course, the student must meet the same eligibility criteria as a College Transfer Pathway student.

College Career and Technical Education courses may be used to provide partial or full fulfillment of a high school career cluster. Where possible, students should be granted articulated credit before high school graduation based on the local or state North Carolina High School to Community College Articulation Agreement.

To maintain eligibility for continued enrollment, a student must:

- ☑ Continue to make progress toward high school graduation, and
- ☑ Submit an updated high school transcript each academic term, and
- ☑ Maintain a 2.0 in college coursework after completing two courses.

Students who are successfully progressing towards high school graduation have access to the Career and Technical Education (CTE) Pathway for up to two years – one year as a junior and one year as a senior.

Colleges may request a graduation plan verifying what high school courses remain to complete high school and the anticipated high school graduation date. High school students participating in CCP may not delay high school graduation to maintain enrollment

A student may be awarded a Career and Technical Pathway (CTE) certificate, diploma or AAS degree prior to high school graduation

A student may not substitute courses in one program for courses in another.

With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:

- ☑ One College Transfer Pathway and one curriculum Career and Technical Education Pathway, or
- ☑ Two curriculum Career and Technical Education Pathways, or
- ☑ One curriculum Career and Technical Education Pathway and one Workforce Continuing Education Pathway.

Articulated Credit

Criteria used to award college credit for identified CTE courses include:

- ☑ A final grade of B or higher in the course.
- ☑ A 93 scaled score on the standardized CTE post-assessment test.
- ☑ Students must enroll at the community college within two years of their high school graduation date to receive Articulated Credit.

Continuing Education

Allows students to earn an employable credential in a specific technical field – whether it is helping people or pets or learning a building trade. These pathways do not earn college credit and the state currently waives tuition for public school students only. Only certain public schools are approved for each Continuing Education pathway.

ENROLLMENT PROCESS

Applications

Once students have met the requirements for enrollment, they must complete an online CCP application to have their information sent to admissions at RCC. On the application, students must select a College Transfer or a Career and Technical Education pathway in which they plan to take courses. This application is different from the traditional college application. Financial Aid and Residency Determination (RDS) do not need to be completed for the CCP program. Application information is located on the CCP page of the Randolph Community College website and can be found here: <https://www.randolph.edu/highschoolhub>.

Pathways

Students should remain in the same career field pathways to work towards completion of a credential or program. ***A student may change/add pathways within their same career field, but may change outside their career field only once. A first semester CCP student should only enroll in one pathway until their second semester in the program.***

Depending on a student's academic and career plan, they may be allowed to enroll in two pathways. For example: Susie plans to attend UNCG as a business major, so she wants to take Psychology and Principles of Management. These courses are in different pathways – Psychology is in a College Transfer pathway which allows her to get her General Electives and Principles of Management is in a CTE pathway. Susie may take both courses if she submits appropriate documentation for approval by the Vice President for Instructional Services. Documentation should include a degree plan from the college/university showing both requested classes as requirements for the degree.

Advising

Once students have completed the CCP online application, they will meet with their High School Hub Representative for an academic planning session. The student will sign a Course Request Form, and then their guardian will sign. Once the high school designee signs the form, it is routed to the Admissions department to be processed, which may take some time. **The course request form is a REQUEST for courses. Completion of a course request form does NOT guarantee a seat in the course.**

Course Load

Once students register for college classes, their enrollment generates a college transcript that follows them beyond high school. As such, students are limited to no more than five courses in each of the fall or spring semesters. RCC's summer term only offers eight-week courses so students are limited to three courses in the summer session. Students are registered for courses based on availability.

Expectations

Students must complete the CCP online orientation course (in Moodle) prior to the start of their first semester. Students must check their RCC email accounts for all communication regarding college courses and should make an effort to keep in contact with their instructor regarding their academic progress. If a student has an issue with a grade or needs to reach out to an instructor for any reason, then the student must communicate directly with the instructor. Parents and school personnel are **not** allowed to communicate with instructors on the student's behalf.

GRADES

Academic Policies

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, diploma, or degree. At the end of each semester, a student's cumulative and term grade point average is examined. The grade point average is computed based on grades assigned as described in the Grading System policy (XII B 2). Curriculum students who have a cumulative grade point average below a 2.0, will be placed on academic probation. When a student is placed on probation, they are notified in writing. Any student on academic probation must complete all required interventions to maintain enrollment. Failure to comply may result in academic suspension.

Curriculum students on probation who fail to make satisfactory improvement in their grade point averages by earning at least a 2.0 term grade point average will be placed on academic suspension. Students on academic suspension are not eligible to register for curriculum courses the following semester. After the duration of suspension is completed, students may request readmission within the parameters established by the Readmission policy (XII A 6).

More information can be found here: <https://www.randolph.edu/policy-manual/xii-student-services/b-6-academic-matters-academic-probation-and-suspension.aspx>.

Attendance Policy

There are no excused absences in college courses so students must abide by their instructor's attendance expectations for the course. Students may be dropped from their course if they have not completed the syllabus quiz before the due date. Each instructor will have their attendance policy listed on the syllabus.

It is the student's responsibility to read the syllabus at the beginning of each course and to communicate with the instructor regarding any questions or concerns with attendance, including testing.

Withdrawal from Courses

Students may withdraw from a course before the RCC deadline, however, high school deadlines may differ from the College's deadlines. Students must complete the Official Course Withdrawal Form to withdraw from a class and can speak to their academic advisor for assistance with the withdrawal process. Please refer to the academic calendar on the RCC website for deadlines:

<https://www.randolph.edu/curriculum-tools/college-calendar.html>.

When a student withdraws before the College's withdrawal deadline, there will be a "W" on their college transcript, which will not affect the student's GPA at RCC.

Students that drop their RCC course from their high school schedules, but have not completed the necessary college paperwork, are still enrolled in the RCC course. *Students are expected to communicate any drop from a course with their High School Hub Representative to ensure that the proper steps are taken to reflect the drop appropriately on the college and high school transcripts.*

Testing

Online courses may require students to log into a secure site for proctoring of their exam. Students should communicate with their instructors regarding testing monitoring and/or refer to their syllabus.

Transcripts and Final Grades

At the completion of the semester, Randolph Community College will send electronic transcripts to the data managers at each high school. Grades earned at Randolph Community College will be evaluated and entered on the high school transcript based on the course taken and credit hours earned.

Students who need an official transcript must follow the steps on the RCC website to order an official transcript. Students may view their final grades in Moodle, AVISO, or in Self-Service by clicking on the MyRCC portal on the RCC website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of eligible students enrolled in a postsecondary institution in relation to their education records.

"Eligible student" is defined as a student 18 years of age or older, or a student who enters a postsecondary institution at any age. "Education record" is defined as those records that contain information directly related to the student and that are maintained by the educational institution.

The law provides eligible students with specific rights under FERPA:

- ✓ The right to inspect and review information contained in their education records within 45 days after the institution receives the request.
- ✓ The right to request that a school amend records that are believed to be inaccurate or misleading; to have a hearing if the outcome of the request is unsatisfactory; and submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable.
- ✓ The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202) concerning alleged failures by the institution to comply with FERPA requirements.
- ✓ The right to provide written consent prior to the institution disclosing personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Release of Directory Information

FERPA permits the release of some general student information known as “directory information” without written approval of students. Although these items have been deemed directory information and may be released without consent, it is the practice of the college to avoid releasing a student’s address and telephone number without written authorization, unless the third-party requesting the directory information meets one of the exceptions to consent requirements.

Randolph Community College may disclose any of the above items without prior written consent, unless notified in writing to the contrary. Notification must be made to the Registrar’s Office within seven days after registration of the current term of enrollment.

Students with Disabilities

Policies regarding accommodations for college classes are different from policies for high school classes so students with disabilities must contact Tammy Cheek in the Office of Student Success and can do so at twcheek@randolph.edu or 336-633-0246. Information on accommodations for students at Randolph Community College can be accessed at this link:

<https://www.randolph.edu/student-success/disability-support-services.aspx>.

TEXTBOOKS

Public school system personnel purchase textbooks for public school students enrolled in Randolph Community College classes through the Career and College Promise Program. The High School Hub personnel work with school personnel to assist in the delivery and distribution of books. Some courses require kits or extra materials, and those may or may not be covered by the school system. *If students have trouble obtaining books, then they must see the designated staff member in charge of books at their high school.*

Home and private school students must purchase their own textbooks and access codes.

If students are enrolled in courses with access codes to online textbooks, and they have been given the appropriate codes during textbook distribution, then any issues with the textbook/access codes should first be communicated with the instructor of the course.



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highschoolhub@randolph.edu • 336-318-4913
www.randolph.edu/highschoolhub



629 Industrial Park Blvd. • Asheboro, NC 27205
www.randolph.edu • 336-633-0200