



High School
HUB

RCC HIGH SCHOOL HUB
HANDBOOK
2026 - 2027



RANDOLPH
COMMUNITY COLLEGE



QUALIFICATIONS

Career and College Promise

The Career and College Promise Operating Procedures, in accordance with State Board Code, define the eligibility requirements for College Transfer, Career and Technical Education, Career and College Ready, and Cooperative-Innovative High School pathway students as well as provide guidelines for program Facilitation.

College Transfer Pathway (CTP)

Curriculum: Juniors and Seniors

1. 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 and mathematics and ACA 122 College Transfer and Career Success.
2. To be eligible for enrollment in a College Transfer Pathway, a high school student must meet the following criteria as of the first day of the applicable term:
 - ✓ Be a high school junior or senior, **and**
 - ✓ Have unweighted, cumulative GPA of 2.8 on high school courses, **or**
 - ✓ Demonstrate college readiness on an approved assessment or placement test (See attachment A for college readiness scores), **or**
 - ✓ Prior completion of required supplemental coursework
3. 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. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
4. Students who are successfully progressing towards high school graduation have access to the College Transfer Pathway for one year as a junior and one year as a senior.
5. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date. Students participating in CCP may not delay high school graduation in order to maintain enrollment.
6. A student may enroll in one College Transfer Pathway and may not substitute courses in one program for courses in another.



High School **HUB**

Curriculum: Freshmen and Sophomores

1. 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 and mathematics and ACA 122 College Transfer Success.
2. To be eligible for enrollment in a College Transfer Pathway, a high school student must meet the following criteria as of the first day of the applicable term:
 - ✓ Be a high school freshmen or 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 Attachment A 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.
3. 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 for each academic term.
 - ✓ A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
4. Students who are successfully progressing towards high school graduation have access to the College Transfer Pathway for one year as a freshman, one year as a sophomore, one year as a junior and one year as a senior.
5. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date. Students participating in CCP may not delay high school graduation to maintain enrollment.
6. A student may only enroll in one College Transfer Pathway and may not substitute courses in one program for courses in another.

College Readiness Benchmarks (Attachment A):

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	Accuplacer Classic (Scale: 20-120)	Accuplacer Next Gen. (Scale: 200-300)
English/ Writing	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 and Tier 2 (See RISE placement Guide)	Sentence Skills 86	Score not available
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22			80	253
Mathematics	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	70 or higher on Tier 1 and Tier 2 and Tier 3 (See RISE placement Guide)	Arith. 55 Elem. Algebra 75	QAS 254

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 (CTE)

Curriculum: Juniors and Seniors

1. 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.
2. To be eligible for enrollment in a Career and Technical Education pathway, a high school student must meet the following criteria:
 - ✓ Be a high school junior or senior as of the first day of the applicable term, **and**
 - 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**
 - Prior completion of required supplemental coursework. **or**
 - ✓ Be a high school junior or senior as of the first day of the applicable term, **and**
 - Have the recommendation of the high school principal or his/her designee and have the high school principal or his/her designee's rationale for recommendation in place of GPA requirement, **and**
 - Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator.
3. A recommendation for eligibility will not be permitted for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s).
4. 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.
5. High school counselors should consider students' assessment scores in making pathway recommendations.
6. 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.
7. 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. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress (SAP).
8. 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.
9. 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.
10. A student may be awarded a Career and Technical Pathway (CTE) certificate, diploma, or AAS degree prior to high school graduation.

Career and College Ready Pathway (CRP)

Curriculum: Juniors and Seniors

“§ 115D-30.20 “Gateway to College Programs”, Section 1D SBCCC 400.11(e), and 1D SBCCC 400.8 (b)(1), permit high school students who are enrolled in Gateway to College Programs to enroll in supplemental courses based on an assessment of their individual student needs. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. Upon completion of the required supplementary coursework, High school students may enroll in a College Transfer Pathway and/or a Career and Technical Education Pathway.

1. Career and College Ready pathway coursework leads into an approved College Transfer pathway and/or Career and Technical Education pathways. Students who may satisfy required supplementary courses may have access to gateway courses, align with a selected CTP or CTE pathway.
2. To be eligible for enrollment in a Career and College Ready pathway, a high school student must meet the following criteria:
 - ☑ Be a high school junior or senior as of the first day of the applicable term.
3. 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. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress (SAP).
4. Students who are successfully progressing towards high school graduation have access to the Career and College Readiness (CCR) Pathway for up to two years — one year as a junior and one year as a senior.
5. 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.
6. A student may not substitute courses in one program for courses in another.

Articulated Credit

To receive credit through the High School/Community College (HS/CC) Articulated Agreement (AA), the articulated course(s) must be included in a selected program of study. Additionally, students must enroll at Randolph Community College within two years of high school graduation and meet the following criteria:

- ☑ A final grade of B or higher in the course **and**
- ☑ Proof of Learning (POL)
 - I CTE post assessment*
 - I Score of 90 or higher
 - I Performance-based Measurement (PBM)
Meets course proficiency
 - I Industry Credentials
Courses that have industry credentials as proof of learning will follow the procedure for Credit for Prior Learning as outlined in NC Community College System Curriculum Procedures Reference Manual (<https://www.nccommunitycolleges.edu/academicprograms/curriculum-procedures-reference-manual-cprm>).

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. The student may be responsible for student fees, insurance, and supply costs for these courses. Only certain public schools are approved for each Continuing Education pathway. Check with your High School Hub representative to see which programs are available.

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> (If you have your Social Security number, please input it in the application. If you do not, please skip that part.)

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 of Learning and Workforce Development/CAO. 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 and their parent/guardian will sign a Course Request Form which is sent to the high school for approval. Once the high school designee signs the form, it is routed to the Office of Enrollment Management 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 six courses in each fall or spring semester and three courses in the summer.** Students are registered for courses based on availability.

Required Expectations

1. Students are required to complete the CCP online orientation course (in Moodle) before their first semester starts.
2. College Transfer students are required to take ACA 122, College and Transfer Success, during either their first or second semesters enrolled.
3. Students must check their RCC email accounts for all communication regarding college courses and should try to keep in contact with their instructor about 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 using their RCC email. 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 **may continue to take classes, however, 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 need to check with their high school counselors regarding high school drop dates.** 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 who 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 their exam. Students should communicate with their instructors regarding testing monitoring and/or refer to their syllabus.

Transcripts and Final Grades

At the semester's completion, 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.

Leon's Law

Leon's Law is a North Carolina state law that allows eligible parents or legal guardians to request certain education records for students who are under 18 and enrolled in college coursework. The law works alongside FERPA, the federal student's privacy law.

Leon's Law applies when: The student is under 18; The student is enrolled in college courses (including CCP or Early College); The parent or guardian claims the student as a dependent on their most recent U.S. federal tax return; If these conditions are not met, FERPA rules apply and student consent is required (see below).

With a verified request, RCC may share:

- Final grades
- Course schedules
- Academic standing
- Attendance records
- Disciplinary records
- Other official education records allowed under FERPA

Randolph Community College is committed to balancing family involvement with student privacy and legal compliance: All requests are carefully reviewed; Records are released only to authorized individuals; Information sharing is limited to what the law permits; College staff cannot provide informal updates or unofficial access

More information about Lein's Law can be accessed through this link: randolph.edu/academics/high-school-opportunities/leons-law.aspx.

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 and access codes for public school students enrolled in Randolph Community College classes through the Career and College Promise Program. *Some courses require kits or extra materials, and the cost of 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. Required textbooks are listed on their course syllabus.*

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



Career & College Promise offers students the option to choose from these pathways:

✂ College Transfer

Designed for students planning to continue their education beyond high school to eventually achieve an associate or bachelor's degree at a community college or university. In North Carolina, there are 30 private universities and 16 public universities in our transfer agreements.

✓ Career and College Ready

The CCP Career and College Ready Pathway will provide high school students with a unique opportunity for career exploration and college preparatory coursework. Facilitating a smooth transition to college or the workforce, upon completion of the required supplemental coursework, students may qualify for any approved Career and College Promise Pathway available at participating colleges.

⚙ Career & Technical Education

Allows students to begin a certificate or diploma program in a particular technical field or career area. Additionally, RCC collaborates with area four-year colleges and universities to offer courses in particular disciplines, creating an opportunity for students to complete a baccalaureate degree through special partnerships with local universities.

↻ 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.



Need more info?
Contact the High School Hub team
at highschoolhub@randolph.edu
or 336-318-4913.



✂ COLLEGE TRANSFER

- Pathway Leading to the Associate in Arts in Teacher Preparation
- Pathway Leading to the Associate in Science in Teacher Preparation
- Pathway Leading to the Associate in Arts
- Pathway Leading to the Associate in Science

✓ Career and College Ready

⚙ Career & Technical Education

- | | |
|--|--|
| Agriculture Certificate | Early Childhood Education |
| Accounting and Finance | Early Childhood Education - Special Education Certificate |
| Automation Engineering Technology - PLC | Electrical Systems Technology Wiring |
| Automation Engineering Technology - Robotics | Graphic Design |
| Automotive Light Diesel Duty Technology - Certificate | Horticulture Certificate |
| Automotive Light Diesel Duty Technology - Diploma | Industrial Systems Technology - Exploring Manufacturing |
| Automotive Systems Technology - Apprenticeship Randolph | Industrial Systems Technology - Mechatronics - AR |
| Automotive Systems Technology - Diagnostics | Information Technology - Apprenticeship Randolph |
| Automotive Systems Technology - EV | Information Technology - CISCO Networking |
| Automotive Systems Technology - HVAC | Information Technology - Cloud Virtualization Specialist |
| Automotive Systems Technology - Powertrain | Information Technology - Data Analytics Specialist |
| Automotive Systems Technology - Undercar | Information Technology - IT Tech Support |
| Business Administration | Information Technology - Network and Cyber Security Specialist |
| Business Administration - Marketing | Informational Technology - Programming Certificate |
| Computer-Integrated Machining - CNC | Information Technology - Support Specialist |
| Computer-Integrated Machining - Fundamental Machining | Interior Design - Kitchen and Bath |
| Computer-Integrated Machining - Fundamental Machining - AR | Interior Design - Architectural Tech. and Sustainable Design |
| Computer-Integrated Machining - Product Inspection and Metrology | Medical Office Administration |
| Cosmetology | Picturing Light - Intro to Photography |
| Criminal Justice Technology | Social and Human Services |
| Criminal Justice Technology - Community Support Services | Welding Diploma |
| | Welding Technology - MIG |
| | Welding Technology - TIG |
| | Zoological Horticulture |

↻ CONTINUING EDUCATION

- | | |
|---|----------------------------------|
| Certified Production Technician | Plumbing 1 & Plumbing 2 |
| Collision Repair & Refinishing Technology | Phlebotomy |
| Emergency Medical Technician | Small Engine Repair |
| Firefighter | Veterinary Assistant (year-long) |
| HVAC 1 (Heating & Air) & HVAC 2 | |
| Manicuring/Nail Technology (year-long) | |
| Pharmacy Technician | |

NOTES



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