



**HIGH SCHOOL**

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**HUB**

**HANDBOOK**

*\*This handbook is not to be regarded as an irrevocable contract. Randolph Community College reserves the right to modify, revoke, and add to this handbook as it sees fit.*

# QUALIFICATIONS

## College Transfer Pathway

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 two programs of study, the Pathway Leading to the Associate in Science (AS) or Pathway Leading to the Associate in Arts (AA).

To be eligible for enrollment, a high school student must:

- a. Be a junior or senior;
- b. Be making academic progress toward high school graduation;
- c. 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)\*;
- d. Meet all college course prerequisites.

## Score Requirements if GPA requirement is not met:

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	75 or higher on Tier 1 <u>and</u> Tier 2  <i>(See 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	75 or higher on Tier 1 <u>and</u> Tier 2 <u>and</u> Tier 3  <i>(See 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
<p>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.</p> <p>* Option available only to Cooperative Innovative High School (CIHS) students</p> <p>** Cooperative Innovative High School (CIHS) students who successfully complete their gateway English and math courses with a C or better prior to their senior year will be exempt from CCRG.</p>				A Level Math	C or higher
				A Level Mathematics -Further	C or higher

Students in the AA or AS pathway can take courses available within their specific pathway. 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 Technical Pathway**

By taking the Career and College Promise Career Technical Education Pathways (CTE), juniors and seniors can earn a certificate or diploma aligned with a high school career cluster.

To be eligible for enrollment, a high school student must:

- a. Be a junior or senior;
- b. Be making academic progress toward high school graduation;
- c. Have an unweighted GPA of 2.8 or demonstrate college readiness in English, Reading, and Mathematics on an assessment test(s) (PLAN, PSAT, SAT, or ACT)\* or have the principal's recommendation unless a pathway has UGETC courses. (CTE pathways with UGETC courses now require either an unweighted 2.8 GPA or demonstrations of college readiness.);
- d. Meet the prerequisites for the courses in the career pathway.

### **Articulated Credit**

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

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

### **Continuing Education**

High school students may enroll in Continuing Education classes to earn credentials for specific career interests and some courses count as high school credits. Some Continuing Education courses may have specific requirements for enrollment and may only be offered during certain times of the academic year. Additionally, these classes may have age requirements and certification fees. The enrollment process for these classes is different from the enrollment process for curriculum courses. Please see your High School Hub Representative with questions.

# 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 pathway in which they plan to take courses. This would include the Pathway Leading to the Associate of Arts, the Pathway Leading to the Associate of Science, or a Career Technical Education pathway. 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. The application is located on the CCP page of the Randolph Community College website and can be found here: <https://www.randolph.edu/career-college-promise.html>.

## Pathways

Students should remain in the same pathway to work towards completion of a certificate. **A student may change pathways only once. A first semester Junior status CCP student should only enroll in one pathway until their second semester.**

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 in the fall as a business major, so she wants to take Psychology and Business Management. These courses are in different pathways — Psychology is in the College Transfer Pathway and Business 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.

## 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 CCP courses based on availability.

## 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 complete a course request form, and then complete academic planning in the online portal, Self-Service. **The request form is routed to admissions 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.**

## Expectations

Students must check their RCC email accounts for all communication regarding college courses. At times it may be difficult to pull students from their high school courses to communicate with them; therefore, email will be the first method of communication.

Students should make an effort to keep in contact with their High School Hub Representative 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. Career Coaches, parents, and school personnel are **not** allowed to communicate with Instructors on the student's behalf.

## GRADES

### **Academic Policies**

All CCP students must maintain a 2.0 GPA in college coursework after completing two courses. Students are on *Academic Probation* if they fall below a 2.0 at the completion of one course. When a student is on *Academic Probation*, they must create an academic success plan for the following semester to avoid *Academic Suspension*. A CCP student who falls below a 2.0 GPA after completing two college courses will be placed on *Academic Suspension*. Students on *Academic Suspension* are not eligible to register for curriculum courses the following semester.

Failure of an academic course can affect the student's completion rate, and, in turn, affect Financial Aid at RCC once a student graduates from high school.

### **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. Faculty members also reserve the right to withdraw students who accumulate absences in two consecutive weeks. There is still an attendance policy for online courses and students may fail a course based on attendance alone regardless of their grades on other assignments in the course.

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. To withdraw, students must complete the Withdrawal Form. Please speak with your 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 withdrawal deadline, there will be a "W" on their college transcript, which will not affect the student's GPA at RCC. If a student decides to withdraw after RCC's deadline, then the student will receive a "WF" on their transcript, which is a withdrawal failing. A "WF" will affect the student academically as if they received an "F" for the course.

Students that drop their RCC course from their high school schedules, but have not communicated with their High School Hub Representative or completed the necessary

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 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 or in Self-Service by clicking on the MyRCC tab 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.

### **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](mailto:twcheek@randolph.edu) or 336-633-0200. Information on accommodations for students at Randolph Community College can be accessed at this link:

<https://www.randolph.edu/student-success/accommodations-for-students-with-disabilities.html>

### **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.

## **TEXTBOOKS**

Public school system personnel purchase textbooks for all students enrolled in Randolph Community College classes through the Career and College Promise Program. The High School Hub representatives are responsible for ensuring that books are ordered, but high school personnel oversee the delivery and distribution of books. **If students have trouble obtaining books, then they must see the designated staff member in charge of books at their high school.**

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.

## **OTHER**

Please make sure to visit the RCC/CCP website for important dates, academic forms, and other pertinent information regarding CCP. High School Hub representatives are available to assist with any needs related to advising, forms, and deadlines.



## STUDENT/PARENT CCP CONTRACT

# Career and College Promise Contract

*This contract must be submitted to the High School Hub Representative prior to registration for RCC classes. Students will not be registered until this contract has been submitted.*

1. The student understands that their high school has the right to revoke CCP privileges each semester they are enrolled.
2. The student understands that CCP classes are REQUESTED and completion of the registration forms is not a guarantee of registration. **Completion of a course request form does NOT guarantee a seat in the course.**
3. The student understands that, unless otherwise indicated on the course request form, Parents/Guardians do not have access to student enrollment, academic progress, disciplinary matters and or attendance due to the Family Educational Rights and Privacy Act. <https://www.randolph.edu/ccp-ferpa-faq.html>
4. The student understands that their Parents/Guardians are not able to contact instructors on the student's behalf.
5. The student understands that the books and materials required for class are the property of the student's high school.
6. The student understands that they must abide by the instructor's requirement for the online monitoring software program used for testing.
7. The student understands that during usage of the online testing monitoring software, that testing sessions will be recorded and reviewed by instructors to verify the test taker's identity.
8. The student will continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two courses to maintain eligibility for continued enrollment. A student who does not meet the 2.0 GPA after two courses will be on Academic Suspension and must sit out the subsequent semester.
9. The student understands that their enrollment in these courses will generate a college transcript that could affect my academic and financial statuses beyond high school.
10. The student understands that they must review the syllabus and complete the syllabus quiz for each course they are enrolled in. Failure to do so will result in the student being dropped from the class.

Please sign below, indicating that you (the student) and your guardian are aware of the above requirements and policies of taking a community college course with Randolph Community College.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Students with disabilities must contact the Office of Student Services to obtain information about reasonable accommodations. If you have further questions, you can refer to the Career and College Promise Handbook:

# S T A F F



**Isai Robledo**

**Director of Educational  
Partnerships & Initiatives**

☎ Phone: 336-625-6085

☎ Fax: 336-629-4695

🏫 Schools: Uwharrie Charter, private / homeschool  
students

✉ [irobledo@randolph.edu](mailto:irobledo@randolph.edu)

📅 [Schedule an appointment  
with Isai](#)

**Main point of contact:**



**Andi Wilson**

**High School Hub  
Enrollment Specialist**

☎ Phone: 336-318-4913

✉ [highschoolhub@randolph.edu](mailto:highschoolhub@randolph.edu)



## Montgomery Hall

High School Career Coach

☎ Phone: 336-318-4913

☎ Fax: 336-629-4695

📖 Schools: Trinity High School and Wheatmore High School

✉ [mmhall@randolph.edu](mailto:mmhall@randolph.edu)

📅 Schedule an appointment with Montgomery



## Lindsay Hylton

High School Career Coach

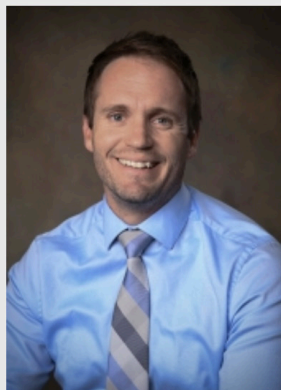
☎ Phone: 336-328-1764

☎ Fax: 336-629-4695

📖 Schools: Eastern Randolph High School and Providence Grove High School

✉ [lfhylton@randolph.edu](mailto:lfhylton@randolph.edu)

📅 Schedule an appointment with Lindsay



## Lee C. Miller

High School Outreach Liaison & Career Coach

☎ Phone: 336-328-1764

☎ Fax: 336-629-4695

📖 Schools: Southwestern Randolph High School and Uwharrie Ridge 6-12

✉ [lcmliller@randolph.edu](mailto:lcmliller@randolph.edu)

📅 Schedule an appointment with Lee



## Misty West

High School Career Coach

☎ Phone: 336-328-1764

☎ Fax: 336-629-4695

📖 Schools: Asheboro High School and Randleman High School

✉ [mdwest@randolph.edu](mailto:mdwest@randolph.edu)

📅 Schedule an appointment with Misty



## **Career and College Promise**

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