

**EXPANDED OPTIONS EDUCATION PLAN AND PAYMENT VOUCHER  
RCC by term deadlines**

Term	Term Start Date	Payment Deadline
Fall 2013	September 30, 2013	October 11, 2013
Winter 2014	January 6, 2014	January 17, 2014
Spring 2014	March 31, 2014	April 11, 2014

**A. PERSONAL INFORMATION** (completed by student)

Student's Name - Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

**Social Security # (SSN)**

Social Security Number Disclosure: Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Please read the statement in the policy section of the class schedule that describes how your number will be used. Providing your social security number means that you consent to use of the number in the manner described. Translations in other languages are available.

**High School ID #**

Mailing Address - Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 ( ) \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Phone \_\_\_\_\_ Email address \_\_\_\_\_ Month Day Year

**B. EDUCATION PLAN** (completed by high school counselor)

High School \_\_\_\_\_ School District \_\_\_\_\_

RCC Reading Placement \_\_\_\_\_ Writing Placement \_\_\_\_\_ Math Placement \_\_\_\_\_

Student is authorized to select electives: Yes No Grade Level: 11<sup>th</sup> 12<sup>th</sup> Other \_\_\_\_\_

Student is: New Returning Student is authorized to attend RCC: Full-Time Part-Time

Education Plan Requirements	HS Units of Credit	RCC Course	RCC Credits

For information regarding accommodations for students with disabilities: Disability Services – 956-7337 or 245-7537

Counselor's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Phone number \_\_\_\_\_ Date \_\_\_\_\_

**C. FUNDING** (Completed by School District Administration)

The District agrees to provide: Tuition/Fees Books PO# \_\_\_\_\_ Books not to exceed \$ \_\_\_\_\_

Funding Authority Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Phone number \_\_\_\_\_ Date \_\_\_\_\_

**D. AGREEMENTS AND REQUIRED SIGNATURES** (completed by student and parent)

I understand and agree to all the Expanded Options Program requirements as explained in the Expanded Options Program Steps to Success document. I understand I may register for other courses but only those listed above will be paid for by my high school. I give permission for information to be shared between any representative of my high school, school district, parents, RCC, Oregon Board of Education and disability support services. The purpose of sharing information from my record is my academic success at RCC and payment of my tuition, fees, and books. I understand that revocation of this permission is my responsibility.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (Required if student is under 18) \_\_\_\_\_ Date \_\_\_\_\_

## Getting Started – things to do at least one month before the term begins:

If you are interested in participating in the Expanded Options Program (EOP) you must complete this **High School Authorization** form with your high school counselor according to school district policy. You must submit the High School Authorization form **prior** to registration for **each** term in which you intend to register. If you have never taken a credit class at RCC or have been away from RCC for more than one year, you must also submit RCC's **Underage Enrollment** form. You can turn these forms in at the RCC Rogue Central counter on any campus on or before the day you register for classes. See term deadlines on the top of this High School Authorization form.

### Next steps:

1. **Apply for Admission:** Complete RCC's online admission at: [www.roguecc.edu/Students/Start/highschool.asp](http://www.roguecc.edu/Students/Start/highschool.asp)
  2. **Take the RCC Placement Test:** RCC's placement test is required for all underage students taking credit classes. The goal of this test is to measure your current skill levels in reading, writing, and math in order to select the courses most appropriate for you. The placement test is given on a computer and the results are available immediately. Most prospective students complete the test in 1½ to 2 hours. Make an appointment for a placement test at [www.roguecc.edu/placementtest](http://www.roguecc.edu/placementtest)  
To request placement testing with disability accommodations contact RCC Disability Services at the intended campus of attendance at least three weeks prior to the start of the first term of enrollment at RCC. Call 541-245-7865 in Medford or 541-956-7337 in Grants Pass.
  3. **Take Placement Test results to your High School Counselor:** EOP candidates must place into WR115 and RD30 to be eligible for the EOP at RCC. Take your placement test results to your high school counselor for education plan preparation and authorization.
  4. **Attend a new student orientation:** For academic advising and to get your OK to register. You can take your completed High School Authorization and Underage Enrollment forms to Rogue Central at this time if you haven't already done so. Your parents/guardians are encouraged to attend with you.
  5. **Register for classes:** New students will receive this information at their orientation about their registration day and time. Continuing students will check the RCC registration website for priority registration dates and times.
  6. Buy Required Books and Supplies. Check with your school to see which option you have for buying books.
    1. RCC will set up an RCC Bookstore charge account (min/max amounts to be determined) upon receipt of a High School Authorization form. Students may charge only books and supplies related to courses approved on the High School Authorization form.
- OR
2. Your high school will order and pay for books and supplies online at the RCC online bookstore: [www.roguecc.edu/Bookstore](http://www.roguecc.edu/Bookstore)
- Upon completion of classes, books become the property of the school district. Contact your high school counselor for details.
7. **Attend class!** Students must attend at least fifty percent of class sessions for each class during the first week of the term. If you miss a class during the first week of the term without contacting your instructor, you may automatically be dropped and can only re-register if there is space available.

## Maintaining Program Requirements

### Accommodations for Disabilities

Each term students with a disability must re-contact Disability Services immediately after registering for classes to request classroom accommodations.

Completion of courses and grade requirements: Grades of D, F, NP (No Pass), AU (audit), I (Incomplete), W (Withdrawal) or Z (no basis for a grade) will not satisfy RCC prerequisite or program requirements. All grades earned in RCC classes become part of your permanent academic record at the college.

Submission of RCC transcripts to High School Counselor: Unofficial transcripts and grades are available online at [www.roguecc.edu/myRogue](http://www.roguecc.edu/myRogue). In order to confirm successful completion of college coursework it is your responsibility to submit an unofficial RCC transcript to your high school counselor at the end of each term. Grades are available the Wednesday following the end of each term.

### RCC Policies

Students are responsible for meeting all college policies, expectations, and deadlines associated with enrollment and instruction as outlined in the RCC College Catalog, see: [www.roguecc.edu/Catalog](http://www.roguecc.edu/Catalog)

### **Student Privacy**

#### FERPA

The Family Educational Rights and Privacy Act (FERPA), as it applies to college, mandates that institutions obtain written consent from students before disclosing certain personally identifiable information from their education records. RCC has obtained your signature allowing permission from you to share your educational, attendance, payment of tuition, fees, and books, and performance and behavioral information with your high school, school district, parents/guardians, and the State Board of Education on the Underage Enrollment form and on the High School Authorization form. If you want to have this information released to anyone other than those listed on the aforementioned forms, you must complete an "Academic and Behavioral Information Release" form at [www.roguecc.edu/Enrollment/forms](http://www.roguecc.edu/Enrollment/forms). Submit the signed form in person to Rogue Central on any campus. Revocation of this permission is your right and your responsibility.

#### Communication

In the spirit of student development, RCC staff and faculty *may* communicate with parents/guardians. Grading standards, classroom behavior, or academic progress are topics best discussed with students. If agreed to and when appropriate, a parent/guardian *may* accompany a student for faculty consultations. RCC does not hold parent/teacher conferences. Faculty at RCC are not required to communicate with parents/guardians.

### Questions?

Contact your high school counselor with questions about the Expanded Options program and your eligibility.  
For questions about registration contact Rogue Central at RCC:  
[rcs@roguecc.edu](mailto:rcs@roguecc.edu)