

OPPORTUNITY IN EVERY MOMENT

RARITAN
VALLEY
COMMUNITY COLLEGE



Get Ready
Get Ahead

CONCURRENT ENROLLMENT PROGRAM

AN EARLY COLLEGE EXPERIENCE

Get Ready Get Ahead

The "Early College Experience" Concurrent Enrollment Program at Raritan Valley Community College (RVCC) enables high school students to **get ready and get ahead** by earning college credits while still in high school.

The Concurrent Enrollment Program (CEP) is a partnership between the College and area high schools to provide qualified high school students the opportunity to enroll in challenging college courses as part of their high school day. CEP students earn academic credit that simultaneously fulfills high school and RVCC requirements.

Who can participate?

High school students who:

- Are juniors or seniors.
 - Have earned at least a B average.
- Exceptions may be made with a letter of support from a teacher in the relevant discipline.
- Have met the testing prerequisites for the college courses chosen.

What are the benefits?

By enrolling in CEP and earning college credits, high schools students:

- Earn credits towards a college degree
- Receive significantly reduced tuition
- Enhance their opportunities for challenging work
- Prepare for their future college education or career
- Set themselves apart from other college applicants

What about transfer?

College credits earned can be applied toward RVCC degree programs. Transfer equivalence decisions are made with the receiving college. To find transfer information about course equivalencies from RVCC to New Jersey four-year colleges and universities visit www.njtransfer.org or contact institution directly.

Students choosing to attend other colleges can obtain their RVCC transcript by accessing www.getmytranscript.com.

What courses are offered?

Each high school, in conjunction with RVCC, determines the course(s) that can be offered through the Concurrent Enrollment Program. Courses that satisfy basic requirements in a broad range of majors and have an excellent record of transferability are usually offered. All CEP courses are equivalent to those offered at RVCC. RVCC faculty and administration monitor the courses to ensure that curriculum and grading standards in CEP courses are identical to those sections taught at RVCC.

How much does it cost?

High school students pay only \$200* per CEP course (application fee waived for early college students). This represents a tuition and fee savings of more than 70% for a three-credit course. There may be an additional cost for textbooks and supplies.

*Check website for updated information — www.raritanval.edu

Important Information

Students will be registered as non-matriculated, part-time students. After completing high school, students choosing to enroll at RVCC will be required to complete the standard RVCC Application for Admission.

All CEP course grades earned become part of the student's permanent college record. If a student does not take the course after signing up, it is the student's responsibility to withdraw from the RVCC CEP course. Failure to do so can result in an F grade. Refunds may be issued if notification is received by RVCC's Office of Programs and Partnerships within two weeks of the start of the class.

"This class has helped so much, and it definitely gave me an edge when writing my first college papers. I definitely felt more confident in college than I would have without this CEP class."
(English Composition I)

—Aparna P.
Franklin High School
Class of 2011
Boston University

Questions about the Concurrent Enrollment Program?

- Call: Office of Academic Programs & Partnerships 908-526-1200, ext. 8367 or ext. 8314

How to enroll

Step 1—Complete Online Admission. ***This step is not necessary for students previously enrolled in a CEP program.*

- Go to www.raritanval.edu and click on **APPLY TO RVCC**. Disregard \$25 application fee request. Fee waived for early college students.
- Go to **Click here to APPLY ONLINE**
- Click on **First time user account creation**
- Create Log in ID and Pin (Make note of these for future use.)
- Click on Log in, Select High School Early Admit
- Proceed with completing the online application.

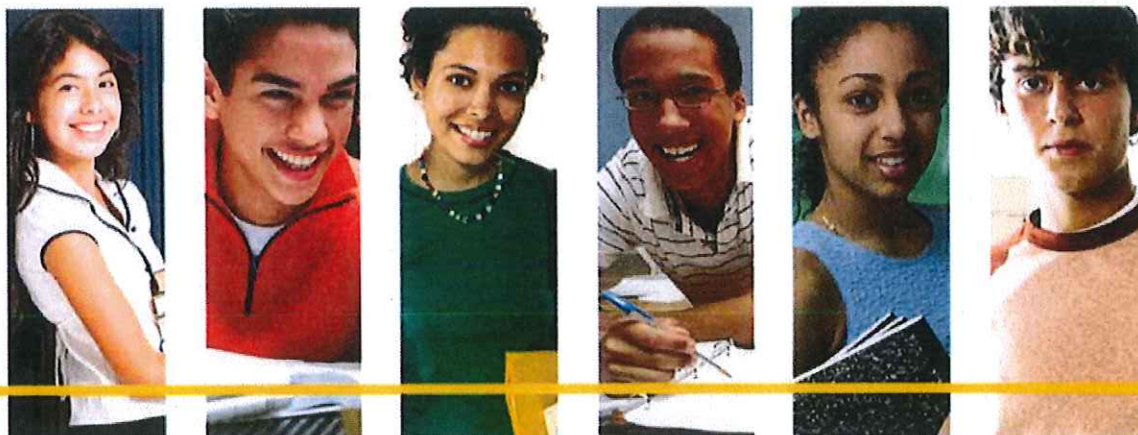
You will know that the online application is complete when each section has a check mark next to it. Important: You must enter your high school's CEEB code (Click on Look up High School code.)

Step 2—After completing the Online Admission, submit all of the following to **Amanda Kucowski at Hunterdon County Polytech**.

- ☐ The completed Student/Parent Agreement Form. **You do not need to take placement testing or obtain a transcript. Polytech will submit your transcript and sign as the guidance counselor.**
- ☐ The completed Registration Form.
- ☐ A \$200 payment (Check or Money Order made payable to RVC College). Payment by credit card can be made at www.raritanval.edu – A-Z Directory, Finance, Student Account Payment
***Students who qualify for free or reduced lunch should contact Mrs. Kucowski regarding potential scholarships for CEP tuition.*

All items are due no later than Friday, May 19th, 2017.

Questions? Please contact: Amanda Kucowski, Supervisor
akucowski@hcpolytech.org
8 Bartles Corner Road, Suite 2, Flemington, NJ 08822





CONCURRENT ENROLLMENT PROGRAM (CEP) REGISTRATION FORM

Social Security Number	Legal Name (Last, First, Middle)	Former names		
Mailing Address	City	State	Zip	County
Home Phone Number	Email Address			

Name of High School Hunterdon County Polytech

If any of the above information has changed since your last registration, please complete a Change of Personal Information form at www.raritanval.edu, A - Z Directory, Registration.

COURSE SELECTIONS

CRN (5 numbers)	COURSE (4 letters, 3 numbers - ex: ENGL 112)	SECTION (2 numbers)	COURSE TITLE	CREDITS

REGISTRATION INFORMATION

Return this form with your tuition payment to your designated high school contact. If this is your first time in the CEP Program, you must also complete the online CEP Application and submit the Student/Parent Agreement Form.

PAYMENT INFORMATION

Preferred method of payment is check or money order made payable to "RVC College."

☐ Check or Money Order included

☐ Pay by credit card online at www.raritanval.edu

Go to A-Z Directory, -Finance, -Student Account Payment (\$200 per CEP course)

In response to state and federal regulations regarding identity theft, RVCC no longer accepts credit card information by phone, fax or mail.

In the event that the financial obligations contained in this agreement are referred to an agency or attorney for collection, the student agrees to pay all reasonable collection costs and attorney's fees equal to a maximum of fifty percent (50%) of the outstanding balance.

My signature here indicates that I have read this form and that the information I have provided is complete and accurate.

SIGN HERE ---->

Signature (Student)

Date



Concurrent Enrollment Program Student/Parent Agreement Form

Legal Name (Last, First, Middle)	Date of Birth
Name of High School	Date of Graduation

☐ I have completed the Online Admission.

To qualify for the RVCC Concurrent Enrollment Program, a student must:

- Be a junior or senior.
- Have earned at least a B average. Exceptions may be made with a letter of support from a teacher in the relevant discipline.
- Take the RVCC Placement test if needed. If you are interested in taking an English or Mathematics course, you will need to take a placement test.
 - For an English course, the placement test can be waived if you can provide a score report showing an SAT Critical Reading score of at least 540 or an ACT English score of at least 24.
 - For a Math course, the placement test can be waived if you can provide a score report showing an SAT Math score of 530 or ACT Math score of 22 for select college level Math courses or an SAT math score of 550 or ACT Math score of 23 for Pre-calculus or Statistics. You have the option to test for placement into the calculus sequence.
- Receive signature of parent/guardian and guidance counselor to enroll in the course(s).
- Adhere to the RVCC attendance policy. Students are expected to attend all classes for every course in which they are enrolled. Students who know they will miss class should notify their instructor. Only illness, observance of religious holidays, or serious personal matters may excuse an absence.
- Notify the Office of Academic Programs and Partnerships if they are no longer attending class. Failure to withdraw from a CEP course could result in an F grade. Refunds may be issued if notification is received within 2 (two) weeks of the start of the class.

Student Records

The Family Educational Rights and Privacy Act protects the privacy of educational records, and the sole right to review and inspect those records belongs to the student, regardless of age. By signing below, the student gives permission to RVCC representatives to release and/or discuss their education records with parents or legal guardian and high school representatives during participation in the Concurrent Enrollment Program.

Agreement

By signing below, we certify that all information provided on this form is complete and accurate. We have read and agree to abide by the above program requirements. We will acquaint ourselves with and abide by the student code of conduct and other policies governing the academic and social standards of Raritan Valley Community College.

Student Signature _____ Date _____

Parent /Guardian Signature _____ Date _____

I hereby recommend the above named student to participate in RVCC's Concurrent Enrollment Program.

Guidance Counselor Signature _____ Date _____

Return this completed form, the CEP course registration form, and tuition to your designated high school representative.

Transcript Order Information

Official Academic Transcripts are ordered online by following one of the methods detailed below. The Academic Transcripts can be issued to the student or to a third party. Transcript requests are normally processed within 5 business days of receipt; ***however, processing time may be longer during periods of peak registration or at the end of the semester.*** You will be notified by e-mail when your request(s) have been received and processed.

If picking-up a transcript in-person, a picture ID will be required. Individuals authorizing a third-party to pick-up a transcript on their behalf must write a letter authorizing the release of the transcript(s) to the individual picking-up the transcript and that individual will be asked for picture ID when picking-up the transcript.

HOW TO ORDER TRANSCRIPTS ONLINE THROUGH THE WEB AT www.getmytranscript.com*

- Go to www.getmytranscript.com & select Raritan Valley Community College
- To Order a Transcript - Click on the ORDER button
- Let Transcript Ordering walk you through placing your order.
 - You will be required to submit a signed consent form directly to the National Student Clearinghouse before your order will be processed.
 - You have the option of completing a paperless consent form through the web. Please follow instructions provided on the website.
 - You will be charged a \$5.00 transcript fee for each transcript ordered and a \$2.25 processing fee for each recipient - a credit card (MasterCard, Visa, American Express or Discover) is required to make payment.
- Check your e-mail for updates on the status of your transcript order.
- Visit www.getmytranscript.com to obtain real-time order status and history whenever you want.

** The Transcript Order Service is offered by the National Student Clearinghouse in cooperation with RARITAN VALLEY COMMUNITY COLLEGE. For more information on the National Student Clearinghouse, please visit www.nslc.org

HOW TO ORDER TRANSCRIPTS ONLINE THROUGH THE LION'S DEN (access to Lion's Den Required)

- Log into your [Lion's Den](#) Account
- Click on the Student Services Tab
- Click on the *Request Official Transcript* link in the Registration & Records Tools Channel
- Complete ALL Required Fields - name, social security number, date of birth and then press Login
- Select *Order an Official Transcript*, and follow the instructions to place your order
 - You will be required to submit a signed consent form directly to the National Student Clearinghouse before your order will be processed.
 - You have the option of completing a paperless consent form through the web. Please follow instructions provided on the website.
- You will be charged a \$5.00 transcript fee for each transcript ordered and a \$2.25 processing fee for each recipient - a credit card (MasterCard, Visa, American Express or Discover) is required to make payment.
- Check your e-mail for updates on the status of your transcript order, or you can view real-time order status and history by accessing the *View the Status* option.

****Please note that students with an active student account and a valid password may view their academic history and unofficial transcript by using [the Lion's Den](#).**
