



STATE UNIVERSITY OF NEW YORK

ROCKLAND COMMUNITY COLLEGE HIGH SCHOOL PROGRAM CERTIFICATION FORM

Last Name _____ First Name _____

Social Security Number _____ Date of Birth _____

High School _____ Current Grade Level _____

Check One:

Course(s) will be taken at the high school _____

Course(s) will be taken on Rockland Community College Campus in Suffern or the Haverstraw Center _____

**PRINCIPAL CERTIFICATION & COURSE LIST REQUIRED
FOR COURSES TAKEN ON RCC'S CAMPUS OR AT THE HAVERSTRAW CENTER
SEE REVERSE SIDE OF THIS FORM**

TO BE COMPLETED BY THE STUDENT:

I have read, understood and agreed with the requirements, limitations and procedures of the Rockland Community College High School Program (RCCHSP). I also understand that registration in the RCCHSP will create a permanent academic history and transcript at Rockland Community College. I agree that RCC may release my transcript to my high school without my written permission until I have graduated from high school. I also understand and agree that RCC reserves the right to notify my parents and high school if I become involved in any incident requiring disciplinary action.

Student Signature _____

Date _____

TO BE COMPLETED BY THE PARENT OR GUARDIAN:

As the parent or guardian of the RCCHSP student, I too have read, understood and agreed with the requirements, limitations and procedures of the Rockland Community College High School Program (RCCHSP). I also understand and agree with the creation of a permanent academic history and transcript at RCC for my child, the release of my child's transcript to the high school until my child's graduation, and the right of the College to notify me if my child becomes involved in any incident requiring disciplinary action. I also understand that some courses may deal with adult content subject matter. Furthermore, I accept full responsibility for all tuition and fees that result from my child's registration in courses through the RCCHSP.

Parent or Guardian's Name *(Please Print)* _____

Parent or Guardian's Signature _____

Date _____

**ROCKLAND COMMUNITY COLLEGE
HIGH SCHOOL PROGRAM
CERTIFICATION FORM**

This side of the Certification Form is required **ONLY** if the student will be taking classes on the Rockland Community College Campus in Suffern, or at the Haverstraw Center.
This side is not required for students taking RCC courses at their high school.

TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL:

Student's Name _____ is a student in good academic and disciplinary standing at _____ High School.

Signature of High School Principal (or designee) _____ Date _____

TO BE COMPLETED BY THE STUDENT:

List any course(s) that you wish to take as part of the Rockland Community College High School Program

| COURSE TITLE | COURSE NUMBER | SEMESTER |
|---------------------|----------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

ROCKLAND COMMUNITY COLLEGE HIGH SCHOOL PROGRAM

Rockland Community College is one of the campuses of the State University of New York that has a college credit program for high school students to increase access to college level learning. The Rockland Community College High School Program (RCCHSP) is open to high school juniors and seniors. Students who have not completed their sophomore year may take courses under special circumstances.*

REQUIREMENTS AND LIMITATIONS

1. All students enrolling in RCCHSP must take the English assessment test and place into ENG 092, ENG101/098, or higher, except for students seeking to enroll in studio art, exercise and human performance (EHP) or math courses. Students who have completed 16 College credits in this program will be required to adhere to the College's English assessment and placement policy if they have not already done so.
2. All students seeking to register for Math courses must take the Math assessment test and place appropriately for the course they are seeking to take.
3. All students must meet prerequisites for all courses.
4. RCCHSP students may not register for developmental (credit equivalent) courses that are offered on RCC's main campus or at the Haverstraw Center.
5. Students other than high school seniors generally may take one course per semester. Additional courses require the permission of Admissions.
6. All students enrolled in RCCHSP are required to adhere to the academic policies of the College and the Student Code of Conduct.

**Students who have not completed their sophomore year (or its equivalent if home schooled) may only take courses under special circumstances after a satisfactory personal interview with the appropriate RCC Division Chair. Admissions will arrange for these interviews after the student has completed preliminary paperwork and successfully completed any required assessment tests.*

ROCKLAND COMMUNITY COLLEGE HIGH SCHOOL PROGRAM

REGISTRATION PROCEDURES

FOR COURSES OFFERED ON THE ROCKLAND COMMUNITY COLLEGE CAMPUS OR THE HAVERSTRAW CENTER

1. Bring the following items to Admissions:

- A high school transcript for verification of grade level completion.
- An RCCHSP Certification Form that has been completed on BOTH SIDES. This includes the signature of the student and the student's parent or guardian, the signature of your high school principal confirming that you are in good academic and disciplinary standing at your high school, and a list of the courses that you are interested in taking.
- A Student Data Sheet that has been completed by the student.

2. Admissions will determine if you will be required to take an assessment test depending on your course selection and the assessment test details provided under the REQUIREMENTS AND LIMITATIONS section of the RCCHSP.

- If you wish to request special accommodations for the assessment test, you must provide all documentation to Accessibility Services before taking the test.
- Take the test(s) at one of the published testing times following all of the rules for doing so.

3. After meeting all of the requirements for enrolling in the RCCHSP, Admissions will ask you to complete a Registration Form. These forms will be approved and you will register at the Records & Registration window.

4. Payment of tuition and fees will be done according to published deadlines.

FOR COURSES OFFERED IN THE HIGH SCHOOL

- 1. Contact your Guidance Counselor to determine the courses that Rockland Community College will be offering at your high school and the procedures that will be followed for assessment testing and acceptance into RCCHSP.**
- 2. Upon meeting both the high school and College requirements for enrolling in RCCHSP, the student and parent or guardian will be required to complete side 1 of the RCCHSP Certification Form, a Student Data Sheet and a Registration Form. Forms will be collected from the high school by the College's Admissions staff. Please note that Side 2 of the Certification Form is NOT required for students taking courses offered in the high school.**
- 3. Payment of tuition and fees will be done in the manner and timeframe explained at the time of registration.**