

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.

V 5/21

### WHO CAN PARTICIPATE?

- High school students who:
- Are juniors or seniors
  - Are sophomores taking precalculus (This is the only grade level exception for CEP.)
  - 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
  - Take advantage of 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. Students choosing to attend other colleges must have an official academic transcript sent to that college. You can obtain your RVCC transcript by accessing [www.raritanval.edu/transcript](http://www.raritanval.edu/transcript). Transfer equivalence decisions are made by the receiving college. To find transfer information about course equivalencies from RVCC to New Jersey four-year colleges and universities, visit [www.njtransfer.org](http://www.njtransfer.org) or contact institution directly.

### 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 \$210 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.

### IMPORTANT INFORMATION

- Students will be registered as non-matriculated, part-time students.
- 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 K-12 Partnerships within two weeks of the start of the class.

### Questions about the Concurrent Enrollment Program?

Call: Office of K-12 Partnerships at 908-526-1200, Brenda Fisher ext. 8367, Joanne Travaglini ext. 8314 or Sandile Manzini ext. 8404



Keep this information for your records



## HOW TO ENROLL

**STEP 1** Contact your high school guidance counselor to determine the CEP courses being offered at your high school and the qualifications needed to enroll.

**STEP 2** **Obtain your Student ID (G-Number)**  
Complete the online application process below, using your personal email address, not your school email address. You will receive your Student ID (G-Number) via email in 48-72 hours. It will also arrive in 7-10 business days in the postal mail.

- [www.raritanval.edu/Apply](http://www.raritanval.edu/Apply)
- Select "**Early College Student - Taking college classes while in high school**".
- Click "**Apply Online**". Disregard any \$25 application fee request. This fee is waived for early college students.
- Select "**First Time User Account Creation**" and create login ID and PIN
- Application Type: Select "**High School Early Admit**" from dropdown menu and continue
- Complete all sections of the application and submit. The online application is completed 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 and it will automatically populate).**

**STEP 3** Fill out the Student/Parent Agreement Form (on back) and obtain parent/guardian and guidance counselor signatures. Complete a **Concurrent Enrollment Registration Form** with RVCC course info.

**STEP 4** Take the RVCC Placement Test if needed. Please wait 2 business days after completing the online application (Step 2 above) before testing. For information about RVCC's Testing Center and access to placement test preparation sample questions go to [www.raritanval.edu/testing](http://www.raritanval.edu/testing). A photo identification is required to take the placement test. If you are interested in taking an English or Mathematics course, you will need to take a placement test unless you meet an exemption below:

| SAT AFTER<br>MARCH 1, 2016               | ACT SCORE     | NJSLA  | PLACEMENT   |
|--|---------------|--|---|
| Evidence-Based<br>Reading Writing<br>450 | Reading<br>24 | English<br>Literacy Arts<br>Grade 10 or 11<br>4 or 5 | English 1   |
| Math<br>500–549                          | Math<br>22    | Algebra I<br>4 or 5                                  | A selection of Non Math Intensive College<br>Level Math courses (depending on major) or<br>Intermediate Algebra |
| Math<br>550                              | Math<br>23    | Algebra II<br>4 or 5                                 | Pre-Calculus, Statistics, or a selection of<br>other College Level Math courses (depending<br>on major)         |

**STEP 5** **After completing the Online Application**, (Step 2 above) **submit all of the following to your high school CEP coordinator:**

- ☐ CEP Student/Parent Agreement Form (on back)
- ☐ Completed CEP Registration Form
- ☐ Copy of your high school transcript (B-Average)
- ☐ Copy of exemption scores or RVCC Placement Test Scores if necessary
- ☐ \$210 payment per course (Check or Money Order made payable to **RVC College**). Payment by credit card can be made at: [www.raritanval.edu/paying-for-college/pay-tuition-now](http://www.raritanval.edu/paying-for-college/pay-tuition-now)  
Click on **Student Account payment** (2nd option) and submit payment confirmation with registration documents.

*"Taking concurrent enrollment while in high school helped reduce the number of credits I needed for my general degree requirements. Now, as a full-time college student, I am finding it more comfortable to adjust to the demands of college-level courses because I know what to expect. It has also allowed me to take more general requirements for my degree so that I can take classes that are relevant to my major sooner than later."*  
**H.C., Class of 2019, North Plainfield HS – Currently attending Fairleigh Dickinson University**



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, and have noted my G-Number on my CEP registration form.

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 or submit test exemption.
- 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 K-12 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 tuition and all documents as noted in Step 5 to your designated high school CEP coordinator.



CONCURRENT ENROLLMENT PROGRAM  
AN EARLY COLLEGE EXPERIENCE