

# Rock Valley College

## Running Start Handbook

Questions? Contact RVC Early College at [RVC-EC@rockvalleycollege.edu](mailto:RVC-EC@rockvalleycollege.edu).

### What is Running Start?

The Rock Valley College (RVC) Running Start program was modeled after a program created by the Washington State Legislature in 1990. The RVC program provides academically motivated juniors and seniors enrolled in public high schools an opportunity to take college courses at community colleges as part of their high school education. RVC Running Start was introduced in 2009. The first class graduated in 2011 with their high school diploma and an Associate of Arts or Associate in Science degree.

The RVC Running Start Program offers several benefits for qualified high school students who attend RVC full-time during their junior or senior year.

- The Running Start 2-year Program is for associate degree completion – High school diploma and associate's degree completed simultaneously during their junior and senior year.
- The Running Start 1-year Program is not for associate degree completion – students are enrolled in one year of Rock Valley College credit courses their senior year. They complete credits towards their associate's degree while completing their high school diploma.

The student's high school district may cover tuition expenses as agreed upon in each district's intergovernmental agreement. Students will be attending RVC full-time, averaging 32-36 credit hours per year. Students are responsible for the cost of textbooks, supplies, and transportation. Courses taken at Rock Valley College through Running Start must be college level (100 or above), and approved by the student's high school and RVC.

### Program Qualifications

#### I. Pre-selection Criteria:

High schools identify qualified students based on the district agreement with RVC and any additional district specific criteria. (May vary by district).

Strong academic standing in high school to guarantee high school graduation at completion of Running Start program.

1. A minimum cumulative GPA of 3.0 in high school at the time of application.
2. Must be in at least their high school sophomore year to apply for the Running Start Program.

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3. Completed one year of Algebra and one year of Geometry or Integrated Math 1 and Integrated Math 2 with a grade of "B" or higher in each semester of each course by the end of the sophomore year.
4. Completed two years of English with a grade of "B" or higher in each semester of each course by the end of the sophomore year.
5. Completed one year of Chemistry with a grade of "B" or higher in each semester by the end of the sophomore year.
6. Any additional high school district specific criteria.

## II. Running Start Program Application

The RVC Enrollment Form is available online at [RockValleyCollege.edu](http://RockValleyCollege.edu) (click Apply from the header). Completed applications will be submitted to RVC Admissions.

Once the application is processed, the Admissions Office will email out a "Welcome to Rock Valley College" letter. This letter provides the student with their RVC student ID number along with other school information they can use to set up their RVC account and password. The link to set up the account expires within 72 hours.

Please note – this is NOT an acceptance letter to the Running Start Program, and the email may appear in the Spam folder.

\*Students may apply for either the 1-year or 2-year program. Students should check with their high school district to verify specific programs offered by their district.

## III. Testing

Testing window is typically October 1st through December 1. See high school counselor for specific dates.

Students may complete RVC's ACCUPLACER test or submit SAT/ACT scores for possible waiver of placement testing. ACCUPLACER tests will be administered at the high school.

- College-level placement required in all areas (English, Advanced Algebra and Functions).
- Students have an opportunity to retest once per subject.
- ACCUPLACER test prep resources are available online: <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice>
- Minimum required ACCUPLACER test scores:
  - English: 250
  - Advanced Algebra and Functions: 220\*

\*Students who score between 220-239 will be limited in their degree and course choices

## IV. Welcome Packet

RVC Early College will mail packets to accepted students by the end of January

- Students must return required forms to RVC Early College by mid-February
- The Welcome Packet will include:

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1. A Welcome Letter inviting students to confirm their participation in the Running Start program.
2. The Participation Agreement. This document outlines expectations for the Running Start program, including a required summer course, attendance policies, and other Running Start Academic Conduct Policies. The student and a parent/guardian must sign the Participation Agreement. The signatures will also allow for RVC to share grades and information with the high school district and include the student's grades in statewide research reports and publications.
3. The Running Start Academic Conduct & Policies. Students will be held responsible for adhering to the contents of the Running Start Academic Conduct Policies and the **RVC Student Handbook** found at [RockValleyCollege.edu/\\_resources/files/rvc-student-handbook.pdf](http://RockValleyCollege.edu/_resources/files/rvc-student-handbook.pdf).
4. A New Student Information Sheet. Students will provide basic contact information and choose their "STU-100" course selection.
5. Information regarding Pre-Program Orientation.

## What Happens After Acceptance?

We encourage students to set up their RVC account upon completion of the RVC enrollment form. There is an additional opportunity after confirming their participation in the program to set up their RVC account.

- **Set up technology account for access to Self Service, Eagle, and RVC Mail –** Students accepted into the program are required to set up their online Rock Valley College account. Students will need to provide a valid email address on the Running Start Student Information Sheet & Participation Agreement. The Early College office expects Running Start students to:
  1. Set up their electronic account no later than March 1.
  2. Begin checking RVC Mail for correspondence on a daily basis.
  3. Set up RVC Alerts; registered RVC students are encouraged to sign up for the service to receive alerts for weather, school closures, campus safety, and important deadlines. Up to six phone numbers can receive alerts.
- **Pre-Program Orientation –** Students will be required to attend a Pre-Program Orientation event in March. Parents and guardians are highly encouraged to attend. Information to confirm attendance will be emailed.
- **STU-100: Planning for Success –** Students will be enrolled in this required one credit hour, four-week course as a Running Start cohort during the summer preceding their fall semester enrollment. A grade of "B" or higher must be earned to continue in the program. Attendance is required for all class meeting dates. No repeats allowed.
- **Advising and Communication –** The New Student Information Sheet included in the Welcome Packet is used for course scheduling purposes. This will assist when scheduling takes place in March. Please note: classes are assigned the first year in the program.

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## What to Expect as a Running Start Student

Running Start students are considered college students: they will assume greater responsibility for their education and academic life. The faculty will expect the same level of classroom participation and quality of work from Running Start students as they do from adult college students.

### I. Advising and Communication

Running Start students are expected to:

- Meet with your high school counselor for high school graduation requirements and any required meetings.
- Only add or drop classes with your high school counselor and Early College Coordinator.
- Meet with an RVC Early College Coordinator for RVC graduation requirements.
- Respond to communication via RVC Mail and EAGLE accounts on a daily basis.
- Keep all scheduled appointments.

### II. Schedules

A minimum of 12 credit hours each fall and spring semester is required for students to maintain full-time student status. For students in the 2-year Running Start program, at least 16 credit hours are recommended each fall and spring. This will keep the students on track to graduate Rock Valley College with the required 64 completed credit hours in two years. Students who need to repeat a course will be addressed on an individual basis. Tuition costs for any repeated courses will be at the expense of the student.

In the Running Start program, courses fulfill requirements for both high school graduation as well as an Associate Degree. Most classes are also selected from the Illinois Articulation Initiative (IAI) for ease of transfer to a 4-year institution.

- **STU-100: Planning for Success:** This is a required RVC course for all Associate of Arts or Associate in Science degrees. Running Start students must complete the course during the summer before the first fall semester. Students must pass with a grade of "B" or higher to remain in the program. No repeats are allowed for this course.
- **English:** Students will take ENG 101: Composition I the first year and ENG 103: Composition II the second year. Students must earn a grade of "C" or higher in both courses.
- **High School Consumer Education:** Students may enroll in an Economics class at RVC if Economics is an approved high school course substitute.
- **History:** Two semesters of U.S. History are required for the 2-year Running Start program. Students will take HST 142: History of US to 1865 and HST 143: History of US Since 1865. (No sequence required.)
- **Math:** Students will take a minimum of 1 year of math with at least 1 course being part of the approved IAI General Education Core Curriculum.

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- **Science:** Students will take a combination of Life Science and Physical Science courses with at least 1 of each being part of the IAI General Education Core Curriculum.

RVC courses are scheduled at the main RVC campus between 7:30 a.m. – 10:15 p.m. Students' RVC course schedules are not planned to accommodate an outside work schedule. All courses will be scheduled by your Early College Coordinator. The permission of your high school counselor is required to add or drop courses, and appropriate schedule changes may only be made under extreme circumstances.

## III. Academic Content

A college course may give exposure to alternative viewpoints and may include material of an adult nature.

## IV. Academic Conduct Policies

All Running Start students at RVC are expected to demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom. All RVC policies can be viewed in the **RVC Student Handbook** found at <https://rockvalleycollege.smartcatalogiq.com/>. Adherence to all policies is essential and required to stay in the Running Start program.

## V. Family Educational Rights & Privacy Act (FERPA)

RVC is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA) which helps protect the privacy of student education records. Running Start students and their parents/guardians are required to sign off on this privacy so that the college can share information, **“By signature, student and parent/guardian agree to all of the requirements listed above and grant Rock Valley College officials permission to share information regarding student’s academic record (i.e. transcripts, grades, attendance) with: the articulated high school; the parent/guardian; for reports to the state; and for presentations and publication.”** Signatures are required on the Running Start Agreement form.

## VI. Emergency Notifications

Students are required to provide the Early College office with an emergency contact name and phone number in case RVC or the Early College office should need to contact a parent/guardian in an emergency situation.

## VII. Acts of Academic Dishonesty

Running Start students are expected to be familiar with Rock Valley College's policies, including Academic Dishonesty. These can be found in the **RVC Student Handbook** found at <https://rockvalleycollege.smartcatalogiq.com/>.

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## VIII. Academic Probation

Students must earn a cumulative grade point average (GPA) of 2.5 or higher and not receive a "D", "W" or "F" for a course, or they will be placed on Academic Probation for one semester and be required to develop an IARP. If during the probation semester students fail to raise their semester or cumulative GPA to 2.5 or higher **or** they earn a "D", "W" or "F", then they **will** be dismissed from the program and be returned to high school.

## IX. Individual Academic Recovery Plan (IARP)

Running Start students who struggle in a course need to meet with the Early College Coordinator as soon as possible to develop an Individual Academic Recovery Plan (IARP). In addition, Early College staff will reach out to students who by midterm and/or at final have received a grade of "D", "W" or "F". Students on probation will be required to develop an IARP which may include some of the following actions:

- Meet with faculty members during office hours to seek additional assistance.
- Arrange for an RVC tutor or attend sessions in the Math Lab and/or Writing Center.
- Meet with the Early College Coordinator to determine if withdrawing from the course is the best option. If a withdrawal is decided, the student must commit to repeating the course (if required for degree completion) in the subsequent semester, including the summer.
- Inform the high school of the grade and the IARP to get back on track.
- Discuss returning to high school.

## X. Class Drops/Withdrawals

A student may request to be dropped or withdrawn from a class while in the Running Start program on a case-by-case basis. This action must be approved by the District Counselor, as with any RVC schedule adjustments. Withdrawing or dropping courses may impact your enrollment in the Running Start program.

## XI. Dismissal from the Program

**All** Running Start students may be dismissed from the program as a result of any of the following:

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Failure to raise term or cumulative GPA to 2.5 or earn "D", "F", or "W" during the Academic Probation semester.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating school district.
- Violation of any of the **Code of Conduct policies and/or Academic Misconduct policies.**

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- If high school graduation and/or RVC graduation is in jeopardy. Dismissal is determined by the participating high school district in consultation with RVC.

In addition, students in their **first year** of Running Start may also be dismissed from the program as a result of any of the following:

- Earning a combination of three “D”, “F”, or “W” grades in a single semester.
- Earning two “F” grades in a single semester.
- Earning a semester or cumulative GPA less than 2.0.
- Needing to recover more than 7 credits by the end of the first year in the program.

## XII. Attendance Policy

Students are expected to attend **every** class meeting and arrive on time. There is no college policy permitting absences. Each faculty member will decide when and how absences affect grades. It is the responsibility of the student to adhere to the course syllabus. If a student needs to miss class, they must contact their instructor and their home high school office.

## XIII. Orientation

Students will be invited to attend a **required** Orientation session in August.

## XIV. Repeating Courses

The option to repeat a course will be considered on an individual basis and the student is responsible for tuition and fees.

- **Prerequisite courses:** If the student does not meet the prerequisite grade requirement to move on in the sequence, a repeat course may be required to remain in the Running Start program. The privilege to repeat a course is not guaranteed and will be evaluated on an individual basis. If recommended, students would only be allowed one repeat of the same course. The repeated course should be completed in the next semester. Students may be recommended to go back to high school.
- **“Cosmetic repeats”** are classes that a student wishes to repeat because they are not satisfied with the grade of a “C” or “B”, and the course is not a prerequisite to move on in a sequence of courses.

## XV. Online Courses

Students are expected to be enrolled in face-to-face courses. In some cases, a student may be enrolled in an online course based on high school approval and recommendation of the Early College Coordinator.

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## XVI. Tested Credit

Only tested credit completed prior to acceptance into the Running Start program will be considered for the program. Tested credit pertains to test results from Advanced Placement (AP) and College Level Examination Program (CLEP) exams. The exception to tested credit is for students wishing to earn credit for a foreign language. Tested credit will be handled on a case-by-case basis according to the Rock Valley policy for AP or CLEP testing. Students are required to request official test scores to be sent to the Rock Valley College Records office. Students are responsible for the cost of the CLEP test.

Students who are interested in completing a foreign language class at RVC and have completed a year or two of the same language course in high school with a "B" or better, may waive the beginning language course (101) at RVC. To receive a prerequisite waiver, the student must speak with their high school counselor and submit appropriate transcripts showing completion of previous coursework.

## XVII. RVC Graduation Requirements and Procedures

Students must ensure that their coursework meets RVC degree requirements by regularly communicating with the Early College Coordinator. Every student planning to receive a degree from RVC is required to meet all degree requirements, receive a minimum GPA, and apply for graduation. Additional RVC graduation requirements and procedures can be found at: [RockValleyCollege.edu/academics/graduation](http://RockValleyCollege.edu/academics/graduation).

## XVIII. High School Graduation Requirements

Students are responsible for meeting with their District Counselor to ensure they are meeting high school graduation requirements.

- **Physical Education** – The high school district may require students to take a Physical Education (PE) class each semester, unless the district or the student has a PE waiver. A maximum of four different Fitness, Wellness & Sport (FWS) classes may be taken at Rock Valley College to count toward an Associate's Degree. The high school district will communicate with the RVC Early College office if there is a district-wide PE waiver.
- **Consumer Education** – Consumer Education is coursework required by some high schools. Students must complete Consumer Education prior to enrolling in the Running Start program, or make arrangements with the high school to complete prior to graduation. If a RVC Economics (ECO) class is an approved course substitution, students can enroll in an ECO class at Rock Valley.
- **Health** – Health is coursework required by some high schools. Students must complete Health prior to enrolling in the Running Start program, or make arrangements with the high school to complete prior to graduation.
- **Constitution Test** – As a high school requirement, students will be informed by the high school of the dates for taking the Constitution Test. Students are responsible for informing their RVC instructors if they will have to miss class.

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Missing any RVC class will be handled course-by-course, instructor-by-instructor, based on the syllabus for the course.

- **PSAT & ACT/SAT Testing in the High Schools** – The student's high school will notify the RVC Early College office of the test dates for the PSAT & ACT/SAT scheduled at the high school. The PSAT is optional and the ACT/SAT is required of all high school juniors. The tests are administered by the high school in the fall (PSAT) and spring (ACT/SAT) of the junior year. Students are responsible for informing their instructors as soon as possible if they need to miss class because the testing date interferes with their RVC class schedule. Missing any RVC class will be handled course-by-course, instructor-by-instructor, based on the syllabus for the course.

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## How is College Different from High School?

High School	College
Teacher/ Student Contact – Contact closer & more frequent (5 days/week)	Teacher/ Student Contact – Faculty are available during office hours only (only a few hours a week) and by appointment to address students' concerns.
Competition/ Grades – Academic competition is not as strong; good grades can often be obtained	Competition/ Grades – Academic competition is much stronger; minimum effort may produce poor grades.
Status - Students establish a personal status in academic and social activities based on family and community factors.	Status – Students can build their status as they wish; high school status can be repeated or changed.
Counseling/ Dependence - Students can rely on parents, teachers, and counselors to help make decisions and give good advice. Students must abide by their parents' boundaries and	Counseling/ Dependence – Students rely on themselves; they see the results of making their own decisions. It is their responsibility to seek advice as needed. Students set their own restrictions.
Motivation - Students get stimulation to achieve or participate from parents, teachers, and counselors	Motivation - Students apply their own motivation to their work and activities as they wish.
Freedom – Students have limited freedom. Parents will often help students out of a crisis should one arise.	Freedom - Students have much more freedom. Students must accept responsibility for their own actions.
Distractions – There are distractions from school, but these are partially controlled by school and home.	Distractions – The opportunity for more distractions exists. Time management will become more important for students.
Value Judgments – Students often make value judgments based on parental values; thus, many of their value judgments are made for them.	Value Judgments – Students have the opportunity to see the world through their own eyes and develop their own opinions and values.
Assistance for Students w/Disabilities – Students with I.E.P or 504 Plan receive tutoring and study support as a service of their Plan.	Assistance for Students w/Disabilities – Tutoring DOES NOT fall under Disability Support Services and modifications/ accommodations are NOT transferred from the high school to college. Students with disabilities must initiate contact with Disability Support Services to discuss resources available to them or seek tutoring on their own.
Instructor Freedom – Teachers are given a set curriculum but may modify the curriculum and/ or pace of assignments; modify grading.	Instructor Freedom – Instructors are NOT required to teach material uniformly nor are they required to alter assignment grading or deadlines.

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## Differences Between High School and College for Students with Disabilities

Category	High School	College
Applicable Laws	<ul style="list-style-type: none"> <li>IDEA 2004 (Individuals with Disabilities Education Act)</li> <li>Section 504, Rehabilitation Act of 1973</li> <li>Intention of IDEA is educational <b>success</b></li> </ul>	<ul style="list-style-type: none"> <li>ADA (Americans with Disabilities Act of 1990, Title II)</li> <li>Section 504, Rehabilitation Act of 1973</li> <li>Intention of ADA is equal <b>access</b></li> </ul>
Documentation	<ul style="list-style-type: none"> <li>IEP (Individual Education Plan) and/or 504 Plan</li> <li>School district pays evaluation expenses</li> <li>Eligibility by IDEA category</li> </ul>	<ul style="list-style-type: none"> <li>Documentation must be current and relevant and must clearly explain the diagnosis, specific functional limitations, and demonstrate the need for specific accommodations</li> <li>Student pays evaluation expenses</li> </ul>
Student Role	<ul style="list-style-type: none"> <li>Student identified by the school</li> <li>Primary responsibility for arranging accommodations belongs to school</li> <li>Teachers approach you if they believe you need assistance</li> </ul>	<ul style="list-style-type: none"> <li>Student self identifies to the DSS office</li> <li>Student has primary responsibility for self-advocacy and arranging accommodations</li> <li>Professors expect students to seek help if needed</li> </ul>
Parental Role	<ul style="list-style-type: none"> <li>Parent has access to student records and can participate in accommodation process</li> <li>Parent advocates for student</li> </ul>	<ul style="list-style-type: none"> <li>Parent does not have access to student records without written consent from student</li> <li>Student advocates for self</li> </ul>
Instruction	<ul style="list-style-type: none"> <li>25-30 hours a week in the classroom</li> <li>Emphasis on in class learning is primary, while independent reading and study is limited.</li> <li>Learning is teacher focused</li> <li>Teachers may modify or alter curriculum and/or pace of assignments</li> <li>Reading assignments are short</li> <li>Teachers direct students step by step with frequent reminders</li> <li>Expectation of limited volume of writing while still learning writing process.</li> </ul>	<ul style="list-style-type: none"> <li>12-15 hours a week in the classroom</li> <li>Emphasis on independent reading and study time.</li> <li>Learning is student centered</li> <li>Instructors not required to modify design or alter assignment deadlines</li> <li>Substantial reading assignments and out of class research/study</li> <li>Expectation of frequent independent review of class notes, text and research</li> <li>Expectation of substantial volume of proficient writing</li> </ul>

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Tests	<ul style="list-style-type: none"> <li>• IEP or 504 plan may include modifications to test format and/or grading</li> <li>• Testing is frequent and covers small quantity of material</li> <li>• Teachers often take time to remind you of due dates and assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Grading and test format changes are generally not available. Accommodations to HOW tests are given are available (extended time, reader, breaks w/o study)</li> <li>• Testing often infrequent, covers large amounts of material and may be cumulative.</li> <li>• Makeup tests frequently not an option</li> </ul>
Grades	<ul style="list-style-type: none"> <li>• Many assignments and tests are offered and no one assignment carries major course weight</li> <li>• Teachers frequently go over grades, due dates and expectations</li> </ul>	<ul style="list-style-type: none"> <li>• There may be very few assignments and each assignment may carry significant weight in the final grade.</li> <li>• Long term assignments common</li> <li>• Students expected to read, save and consult the course syllabus; Faculty give very little in the way of reminders.</li> </ul>
Study Responsibilities and Student Expectations	<ul style="list-style-type: none"> <li>• Tutoring and study support may be a service provided as part of an IEP or 504 plan</li> <li>• Time and assignments are structured by others.</li> <li>• Daily schedule generally follows a consistent routine.</li> <li>• Study expectations may be as little as 0-2 hours a week and is generally last-minute test preparation.</li> <li>• Students are not expected to learn or study information beyond what is covered in class and assigned.</li> <li>• Assimilation of information is generally provided by the teacher and often provided in a consolidated review or study guide</li> <li>• Function with tremendous structure, guidance and specific proscribed direction</li> </ul>	<ul style="list-style-type: none"> <li>• Tutoring DOES NOT fall under Disability Services. All students have a variety of academic tutoring opportunities available. Individual tutoring is not provided.</li> <li>• Students must manage their own time and complete assignments independently</li> <li>• Daily schedule is not consistent and may have large blocks of time with no classes/labs.</li> <li>• Study expectations are 2-3 hours outside of class for each hour spent in class.</li> <li>• Pursuit of inquiry and research is expected</li> <li>• Assimilation of information (notes, reading, research) is the student's responsibility</li> <li>• Function autonomously (independence and self-sufficiency expected)</li> </ul>

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## Course Registration

- Students must schedule an appointment with their District Counselor each semester to review their progress in the program and discuss courses that will meet their long-term academic goals. Students must also schedule an appointment with an Early College Coordinator each semester to learn about their college degree requirements and opportunities.
- For Running Start Advising, students will meet with their Early College Coordinator. The Early College Coordinator will complete the registration process for students.
- Course registration and billing are separate processes. In some cases, the high school district has agreed to cover the cost of tuition. The student's high school district will be billed for the tuition in the case that the district has agreed to cover it.
- Students may access their class schedules via **Self Service** at [RockValleyCollege.edu](http://RockValleyCollege.edu) (click MyRVC from the header).
- The student is responsible for paying tuition and fees for any summer or winterim classes or classes that are repeated for credit recovery. The student is also responsible for paying for textbooks, including e-texts, and course material fees. For e-texts, please check Self Service a month prior to the start of the semester to stay up to date with e-text fees. E-texts are billed directly to the student, and students can view their bills and make payments through Self Service. Please make sure that bills are paid by the due dates.

### Self Service

Students can access Self Service to view final grades, change their mailing address, print class schedules, view their unofficial transcript, order their official transcript and pay for e-texts or repeated coursework tuition.

Note: To log in, students should use a lower case "s" and their RVC student ID number, followed by the student-created password. (e.g. s0123456, Rockford1).

### Classroom Locations

When locating a classroom, students will need to know in which building and on which floor the room can be found. For a given classroom, the building name will be abbreviated and the first digit of the room number indicates the floor (e.g. if the class is located in "ERC 3455", it is in the Educational Resource Center, third floor). Campus maps and virtual tour may be found at [RockValleyCollege.edu](http://RockValleyCollege.edu).

### Campus Building Abbreviations

- SC = Student Center
- ERC = Educational Resource Center
- CLI = Classroom Building 1
- CLII = Classroom Building 2

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- JCSM = Jacobs Center for Science & Math
- PEC = Physical Education Center
- HSC = Health & Science Center
- WTC = Woodward Technology Center

## Grading System

Grade reports are not mailed. Reported grades are also not in Eagle. Mid-semester progress reports of "S", "D", F" or "W" are posted to a student's Self Service account. Semester grades will be available 7- 10 days after the official last day of the semester. Students may access their final grades via **Self Service** at [RockValleyCollege.edu](http://RockValleyCollege.edu) (click MyRVC from the header).

### RVC Grading

Grade	Significance	Grade-Point Level
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdraw	N/A
I	Incomplete	N/A

Additional RVC grading policies are available in the RVC Course Catalog. Students who do not successfully complete a course, and do not officially withdraw from the course, will receive a failing grade of "F." A student receiving an "F" will not receive credit for the course and it will not count toward your high school graduation requirements. An F grade will affect both the high school and college GPA.

College-level grades are permanent on a student's academic record. Students are creating a college transcript that will follow them for the rest of their life. Most university and graduate school admissions offices require submission of transcripts from all previously attended colleges and universities.

## Other Campus Services

### Academic Records

Students successfully completing classes through the Running Start Program will receive both high school and college credit. At the end of each semester, RVC will send copies of Running Start students' college transcripts to their high school for placement on their school grade reports. Grades earned at RVC will be a part of students' permanent high school and college transcripts.

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## College Calendar

College and high school calendars can be different. Spring breaks, winter breaks, and some holidays may fall on different days. Running Start students must follow the RVC Academic Calendar located at [RockValleyCollege.edu/calendar](http://RockValleyCollege.edu/calendar).

## Student Support Services

Rock Valley College offers a variety of student support services on campus, including counseling, tutoring, and career advising. Students will learn more about these services in STU-100.

## Student Life

Running Start students may join campus clubs, attend guest speaker events, and participate in other extra-curricular activities. Students are encouraged to take advantage of the many activities and opportunities available at RVC. For more information, please visit [RockValleyCollege.edu/student-life](http://RockValleyCollege.edu/student-life).

## Physical Education Center (PEC) and Fitness Lab

The PEC is available to all RVC students enrolled in a minimum of 6 credit hours. Facilities include basketball and volleyball courts, a running/walking track, and a Cybex Premier Fitness Lab. The Fitness Lab contains both weight and cardiovascular exercise equipment. Locker rooms are available for day use. There is a fee to join the Fitness Lab.

## Campus Security

At RVC, the safety and well-being of students, faculty, and staff is important. The Rock Valley College Police Department is responsible for law enforcement, security, and emergency response on campus. The office is located in the Support Services Building (SSB) of the main campus and can be contacted by dialing (815) 654-4357 (H.E.L.P.) in emergency situations or (815) 921-4350 for non-emergency situations. All crimes occurring on campus should immediately be reported to the Rock Valley College Police Department. A complete copy of the Campus Security Report can be found at [RockValleyCollege.edu/campus-services/campus-police](http://RockValleyCollege.edu/campus-services/campus-police).

## Tuition, Fees, and Other Expenses

### Tuition and Fees

Tuition costs (including any fees) will be covered as outlined in each high school district's agreement. This does not include repeated courses or student self-elected winterim or summer courses.

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## Transportation

Students are responsible for their own transportation. Please consult your high school for their transportation policy. Several Rockford Mass Transit District buses serve RVC. Bus information is available at: [www.rmtd.org](http://www.rmtd.org).

## Textbooks

The cost of textbooks is the responsibility of the student. There is no financial assistance available for purchasing textbooks. Textbooks may be purchased at the Rock Valley College Bookstore, lower level of the Student Center. Bookstore hours, required book lists, and online book ordering is found on the RVC bookstore website: <https://rockvalleycollege.edu/campus-services/bookstore>. The bookstore phone number is (815) 921-1680

## Transferring to a Four-Year College

### Transferability of Running Start Credits

Many public and private colleges and universities in the state of Illinois will accept college-level credits from RVC in transfer. Students should check with out-of-state public and private colleges/universities regarding transferability of RVC credits. Acceptance of RVC credits is at the discretion of each institution.

Consult with the admissions office at each university or college you wish to attend to determine whether you will be considered a transfer student or a first-year student. Most colleges and universities will want you to apply as a first-year student with college credit. The individual university admissions office can provide the most current information on their policies.

## Official Transcripts

Colleges and universities can require students to submit official transcripts from all colleges they have attended with applications. Students can order official transcripts from Rock Valley College several ways: online, by fax, mail, or in person. Instructions are available at [RockValleyCollege.edu/academics/records/transcripts](https://RockValleyCollege.edu/academics/records/transcripts).

Transcript Request Forms are available at the Records and Registration office located on the second floor of the Student Center. Transcript requests take approximately 7 to 10 days to process.