

## **GUIDELINES FOR STUDENTS — INDIVIDUAL APPOINTMENT**

### **HIGH SCHOOL OPTION PROGRAM (HSOP)**

High School students receive a discount on RCSJ tuition. Discounted rate does not include textbooks. This discounted tuition may be applied to an unlimited number of college courses while students are still in high school, through the spring semester of the senior year. Tuition cost for all courses are \$75.00 per credit (e.g. 3 credit course = \$225).

### **SIGN ME UP—THREE EASY STEPS!**

1. Each new student must complete the **High School Option Participation Form** (HSOP) and return to their high school counseling department. Your counseling department will submit your completed High School Option Participation Form, preliminary high school transcript, and qualifying PSAT/ACT/SAT/PARCC/NJSLA scores via email to [designyourfuture@rcsj.edu](mailto:designyourfuture@rcsj.edu) or directly to your CCCR Advisor. HSOP students who have taken previous RCSJ courses through the HSOP program do not need to submit another form and can see “Step 3.”

**Form Submission Deadline:** RCSJ recommends that students submit their High School Option Participation Form a month prior to the start of the semester they are registering for. To view semester dates, please visit [RCSJ.edu/Courses/Gloucester](http://RCSJ.edu/Courses/Gloucester) and select your desired semester.

- The RCSJ Office of Admissions will email your RCSJ student ID number. If you do not receive an email please contact [admissions@rcsj.edu](mailto:admissions@rcsj.edu). RCSJ student ID numbers are required to schedule the Accuplacer at RCSJ (see Step 2).
  - It's recommended students download the application in Adobe Reader Acrobat in order for the student, parent, and counselor to electronically sign. If the school counselor has an issue submitting the electronic signature, counselors should send an email to [designyourfuture@rcsj.edu](mailto:designyourfuture@rcsj.edu) or directly to the CCCR Advisor that grants permission for the student to participate in HSOP (in lieu of a signature on the form). The school counselor should also attach the student's preliminary high school transcript and PSAT/ACT/SAT/PARCC/NJSLA scores (if applicable).
2. Prior to registering for classes, HSOP students must take the Accuplacer test or provide proof of exemption by satisfying RCSJ's college readiness criteria with the following exams: PSAT, ACT, SAT, PARCC, NJSLA. Visit [RCSJ.edu/gc/Testing](http://RCSJ.edu/gc/Testing) then select “Criteria Exemptions” on the left-hand side under “Placement Test.” RCSJ is also using multiple measures in lieu of the Accuplacer. If you've taken high school English III or IV and Algebra I & II, you may have a test exemption. Please have your counselor submit a copy of your high school transcript (Step 1) and move to “Step 3.” If exemption scores have been satisfied, please see “Step 1” for test score submission instructions then move to “Step 3.”

#### **If scheduling the Accuplacer with RCSJ:**

- Following “Step 1,” students will receive their student ID number (A#) to the email address provided on the High School Option Participation Form
- Once the student has their A number, they can schedule a placement test by visiting [RCSJ.edu/gc/Testing](http://RCSJ.edu/gc/Testing). The Accuplacer can be taken both remotely and on our Gloucester Campus.

#### **RCSJ—Gloucester Campus Testing Center**

[ssc@rcsj.edu](mailto:ssc@rcsj.edu)

Phone: 856-415-2268

Location: Student Services building

**Testing Deadline:** Testing must be completed prior to your scheduled appointment with a CCCR Advisor, see “Step 3.”

- *Deadlines only apply if participating in registration event.*
  - *The following statement applies to students without exemption scores: All RCSJ courses require Accuplacer Reading scores. ENG 101 requires Accuplacer Reading and Writing scores. Math courses require Accuplacer Reading and Math scores.*
3. Schedule an appointment with a CCCR Advisor to register for classes. Appointments are offered remotely at this time.
    - Choose a date/time for 2-3 business days after the testing date, but before the start of the semester you are registering for.
    - To make an appointment, please visit [RCSJ.edu/HSOP/Appointments](http://RCSJ.edu/HSOP/Appointments)
    - Click on “Make an Appointment” below the advisor's name your high school is listed under
    - The advisor will call the number provided at the scheduled time, unless the student indicates a preference for Zoom

To view course options, please visit [RCSJ.edu/gc/Courses](http://RCSJ.edu/gc/Courses) and select “Find a Course.”

For additional information, please visit [RCSJ.edu/DesignYourFuture](http://RCSJ.edu/DesignYourFuture)

856-415-2205 • [designyourfuture@rcsj.edu](mailto:designyourfuture@rcsj.edu)