



RUNNING START 2019

RUNNING START
HANDBOOK

ROCK VALLEY COLLEGE
EARLY COLLEGE
RVC-HSC@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. Rock Valley College Running Start was introduced in 2009, and 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 to attend RVC full-time during their junior/and or senior year.

- The Running Start 2-year Program is degree completion – High School Diploma and Associate’s degree completed simultaneously during their junior and senior year.
- The Running Start 1-year Program is non-degree completion – students are enrolled in one year of Rock Valley College credit courses their senior year.

College Tuition

The student’s high school district covers tuition expenses. Students will be attending RVC full-time, averaging 32-42 credit hours per year. Students are responsible for the cost of textbooks, supplies, and transportation (unless provided by the high school district). 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 (may vary based on District agreement)

- Strong academic standing in high school to guarantee high school graduation at completion of Running Start program.
- A minimum cumulative GPA of 3.0 in high school at the time of application.
- Must be in at least high school sophomore year to apply for the Running Start Program.
- Completed one year of Algebra, one year of Geometry (or Integrated Math 1 and Integrated Math 2) with a grade of “B” or higher in each course by the end of the sophomore year.
- Completed two years of English with a grade of “B” or higher in each course by the end of the sophomore year.
- Completed one year of Chemistry with a grade of “B” or higher by the end of the sophomore year.

II. Running Start Program Application

Students complete the Rock Valley College [Enrollment Information Form](#). The Enrollment Information Form will be submitted to the RVC Admissions Office. Students will receive a welcome letter with and an RVC ID number (this is not to be confused with official acceptance into the Running Start Program). Depending on the District agreements, students may apply for the Two-Year or One-Year Running Start programs.

- One-Year – offers seniors the opportunity to earn one year of college credit (one- year program is non-degree completion.)
- Two- Year – offers juniors degree completion with an Associate of Arts or Associate in Science.

III. Testing

Students complete the RVC ACCUPLACER placement tests for college-level reading, sentence skills, and math. Students may submit ACT or SAT scores for a possible waiver of the ACCUPLACER. Students must score the minimum subject scores below:

Reading – 70

English – 76

Elementary Algebra – 81

IV. Acceptance Packet - Accepted students will be mailed a Running Start Participation Agreement to complete and return.

- The Participation Agreement outlines program requirements, including attendance policies (students must follow the RVC academic calendar and the instructors' syllabus), academic conduct policies, and any other applicable college policies. Students will be held responsible for adhering to the contents of the Running Start Academic Conduct Policies and the RVC Student Handbook, available online at: www.rockvalleycollege.edu/studenthandbook.
- Students must provide a valid email address on the Running Start Student Information Sheet and Participation Agreement for future RVC technology account set-up.
- The required student and parent/guardian signatures on the Participation Agreement enable EC to share the student's academic record with the high school and parent/guardian. Signing the Agreement also allows student academic data to be utilized in reports to the state for presentations and publication.

What happens after acceptance?

Students will need to complete the following:

- I. **Set up technology accounts for Online Services, Eagle, and RVC Mail**
Students accepted into the program are required to set up their online Rock Valley College accounts. Students will need to provide a valid email address on the Running Start Student Information Sheet & Participation Agreement.
- II. Running Start students are expected to:
 - Set up their electronic accounts *preceding their summer course(s)*.
 - Begin checking RVC Mail for correspondence on a daily basis.
 - Set up their RVC Alerts; registered RVC students are allowed to sign up for the service. If you choose to, you may enter parents' or relatives' phone number(s) as part of the six phone numbers you are allowed to enter into the system.
- III. **Orientation**
 - Students will be required to attend an Orientation event prior to starting summer classes. Invitations will be sent through RVC Mail.
- IV. **STU 100 - *Planning for Success***
 - Students will be enrolled in this one credit hour course as a Running Start cohort during the summer preceding their fall semester enrollment. A grade of "C" or higher must be earned to continue in the program. No repeats allowed.
- V. **Advising and Communication**
In completing the Acceptance Packet students are asked to respond to questions that will assist with the course scheduling purposes. Scheduling is completed by the College. Students will receive schedules in April via their RVC Online Services (student) account.

What to Expect as a Running Start Student

Once you begin your RVC classes, you are considered a college student and will assume greater responsibility for your education and academic life. The faculty will expect the same level of classroom participation and quality of work from you as from adult college students.

I. Advising and Communication

Running Start students are expected to:

- Meet with your high school program counselor for high school graduation and semester schedules.
- Only add or drop classes with your high school program counselor.
- Meet with an RVC advisor for RVC graduation requirements.
- Respond to communication via RVC Mail and Eagle accounts on a daily basis.
- Keep all scheduled appointments.

II. Academic Content

Academic Challenges – Occasionally students struggle with college courses and no longer receive straight A's. Courses can be more challenging as classes do not meet for 5 days a week, they are a faster pace, preparing for courses is a bit different, students need to take full responsibility for their academics, students have to ask questions, etc. RVC provides assistance to students with their college classes.

- Courses chosen will meet both high school graduation requirements and college degree requirements - students will be advised as to which courses to take. The courses will be taught on the RVC campus.
- Course selection is approved by both RVC and the high school. Courses align in each academic area based on a course-sequencing process and working closely with the designated high school curriculum personnel. In addition, the curriculum for the Running Start Programs has been designed to prepare a student for transfer to a four-year college or university.
- Regularly scheduled meetings will occur regarding graduation requirements for the high schools and RVC to ensure that students are on track to not only take the correct courses but also to stay within the appropriate timeframe for completion.
- College course advising for the students will be handled by RVC Early College and academic advising staff and the high school program counselor. Every effort will be made to ensure that each student in the Running Start program is meeting their graduation requirements, RVC and high school graduation for the 2-year programs, high school graduation for the 1-year program.

III. 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 necessary 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.

Repeating a course, if necessary, will be discussed with a student on an individual basis. The tuition costs for both summer and repeated classes are at the expense of the student.

In the Running Start program, students take classes to complete high school graduation requirements 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.

- **English:** Students will take ENG 101: Composition I the first semester and ENG 103: Composition II the second semester. Students must earn a “C” or better.
- **High School Consumer Education:** If economics is an approved course substitute, students can enroll in an Economics class at RVC.
- **History:** Two semesters of U.S. History are required for the two-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 semester of math with at least 1 course being an IAI approved course.
- **Science:** Students will take a combination of Life Science and Physical Science courses with at least 1 of each being an approved IAI course.
- **STU 100- Planning for Success:** Must be taken in the summer before the first fall semester. Students must pass with a “C” or higher to remain in the program. No repeats allowed.

The academic day may begin at 7:30 a.m. and can run as late as 10:15 p.m. *Students’ RVC course schedules are not planned to accommodate an outside work schedule.* Students entering into the Running Start program will work with their high school program counselor to request any changes to their schedule.

*****Schedules will not be changed after RVC payment deadlines have passed.***

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 at www.rockvalleycollege.edu/studenthandbook. Adherence to all policies is essential and required to stay in the Running Start program.

V. Acts of Academic Dishonesty

Running Start students are expected to be familiar with Rock Valley College's policies, including academic dishonesty which can be found in the RVC Student Handbook at www.rockvalleycollege.edu/studenthandbook.

VI. Academic Probation

Students must meet and maintain the requirements as stated in the Running Start Academic Conduct Policies, included in the acceptance packet and in the back of this handbook. 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 be placed on academic probation for one semester. Students on academic probation will be required to develop an Individual Academic Recovery Plan (IARP). If the student fails to raise their GPA to 2.5 or higher after the probation semester, they may be dismissed from the program.

VII. Individual Academic Recovery Plan (IARP)

Running Start students who begin to feel challenged in a course need to see the Early College staff 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 final have received a grade of "D" or "F". Students will be required to develop an IARP which may include some of the following actions:

- Meeting with their faculty member during office hours to seek additional assistance.
- Arranging for an RVC tutor.
- Attending sessions in the Math Lab and/or Writing Center.
- Meeting with the Running Start Coordinator to determine if withdrawing from the course is the best option; student must commit to repeating the course (if required for degree completion) in the subsequent semester, including summer.
 - Running Start students are not allowed to drop below full-time status (12 credits).
 - Withdrawn courses ("W's) on your transcript may impact your acceptance at some four-year universities and your chances of receiving financial aid. If you are thinking about withdrawing from a class, discuss it with your high school counselor, parents/guardians, and the Running Start Coordinator.
- Informing the high school of the grade and the IARP to get back on track.
- Discussing returning to high school.

VIII. Class Drops/Withdrawals

A student may be dropped or be withdrawn from a class while in the Running Start program on a case by case basis. This action must be approved by the high school program counselor for any RVC schedule adjustments and/or discussions to return to the high school. *Withdrawing or dropping courses may impact your enrollment in the Running Start program and future financial aid eligibility.*

IX. Dismissal from the Program

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

- Failure to complete STU 100: Planning for Success in their first summer semester with a grade of “C” or higher. No repeat allowed.
- Failure to raise cumulative GPA to 2.5 after 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 high school district.
- Violation of any of the Acts of Academic Dishonesty.
- Receiving a failing grade in a required academic core and/or prerequisite course.

In addition, if a student feels the program is no longer right for him/her, then there is always the option to drop out of the program. The student will then be assimilated back into the high school curriculum.

X. 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, the Early College office, and their home high school district office.

XI. Orientation

Students and parents/guardians will attend a *required* Orientation session in May, prior to summer classes beginning.

XII. First Summer Semester

STU 100- Planning for Success

Students will be required to attend a Running Start cohort summer STU 100 course the summer prior to full-time student status. There are no exceptions to this summer requirement. Students must earn a “C” or better in this course to remain in the program. No repeat allowed.

- STU 100 - Planning for Success is designed to introduce and connect the students to the RVC community and to assist the students in the active development of academic and personal goals. Students will work with instructors to learn strategies for their transition into college and are responsible for building the skills needed for college success. Course discussions will include academic preparation, self-awareness, and RVC community resources.

XIII. Second year Running Start Students may enroll in summer classes.

Summer courses will be considered on an individual basis and the student will be responsible for tuition and fees.

XIV. Repeating Courses

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

- **Prerequisite courses:** if the student does not meet the pre-requisite 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 to be completed in the next semester. Alternatively, students may also 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 in some cases a “D”, and the course is not a pre-requisite to move on in a sequence of courses. In this case the student will pay the tuition and fees for the course.

XV. Online Courses

During the first semester of the Running Start program students will not be allowed to enroll in online courses. During the second semester students may only enroll in an online course with the recommendation of the high school program counselor. Students need to maintain full-time student status, enrolled in at least 12 credit hours. Students on academic probation are not allowed to take a class online.

XVI. Tested Credit

Only tested credit taken prior to being accepted into the Running Start program will be considered for credit in the Running Start program. The exception to Tested Credit would be for students wishing to earn credit for a foreign language. Tested credit (i.e. AP, CLEP) will be handled on a case-by-case basis according to the Rock Valley policy for AP or CLEP testing. Students will be required to request official test scores to be sent to the Rock Valley College records office. The student is responsible for the cost of the CLEP test.

Students who are interested in taking a foreign language class at Rock Valley College and have completed a year or two of the same language course in high school with a “B” or better may wish to waive the beginning language course (101) at RVC. To receive a pre-requisite waiver the student must request with their high school program counselor and submit appropriate transcripts showing completion of previous coursework.

High School requirements

Physical Education

The high school district may require students to take a Physical Education (PE) class each semester unless the district has a waiver or the student has a waiver for a sport. 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 Ed

Consumer Ed is coursework required by some of the high schools. Students must complete Consumer Ed 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.

Constitution Test

As a high school requirement, students will be informed by the high school the dates for taking the Constitution Test. Students are responsible for informing their RVC instructors if they will have to miss class. Missing any RVC class will be handled course by course, instructor by instructor, based on the syllabus for the course.

SAT Testing in High Schools

The high schools will notify students and the RVC Early College office of the test dates for the SAT & PSAT in the high school. The Early College office will communicate the dates to the RVC faculty. These tests are required of all high school juniors and are administered by the high school in the spring of the junior year. Students are responsible for informing their instructors if they will have to miss class. Missing any RVC class will be handled course by course, instructor by instructor, based on the syllabus for the course.

Family members of Running Start students

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.

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.

What's different from high school in the classroom?

Responsibility

Students are expected to meet course deadlines, be prepared for class, ask questions, and conduct themselves as responsible adults in accordance with the RVC *Student Code of Conduct*, the *Academic Honesty Standards and Procedures*, and any other applicable college policy. If you are having difficulty or want additional information, it is your responsibility to seek out the instructor or appropriate college personnel, usually outside of class time. Instructors keep office hours so that students may meet with them outside of class time or if they need additional help. Communication with your instructor early and often is recommended.

Class Attendance

It is your responsibility to be prepared for class and to meet all deadlines. Grades may be based on attendance and participation, and late work may not be accepted. If you must miss class, make arrangements to have your assignments turned in on time and to catch up on missed work. Additionally, instructors may drop students who fail to attend class on the first day of the semester.

Class Pace

The speed at which college classes are taught is much faster than in high school. For instance, a high school math class taught over one year is taught within 16 weeks at RVC. There is little time for faculty to stop and review lessons for students who missed class or don't understand assignments. Instructors keep office hours so that students may meet with them outside of class time or if they need additional help.

Homework / Syllabus

At the beginning of every semester, each of your instructors will give you a class syllabus that will outline the curriculum schedule. Typically, homework assignments and due dates will be detailed in each course syllabus. College classes generally demand two hours of homework for each hour in class. A three-credit class will have approximately 6 hours of homework each week. This may include assignments, researching paper topics, and/or group projects. Classroom time is not provided to complete homework assignments. Schedules may provide breaks between classes, which should be used to work on homework, read, and study. If you are having difficulty keeping up with assignments or understanding material, ask for help or visit your instructor during his or her office hours. *Free tutoring is also available on campus.*

Class Participation

Participation is an integral part of college, and most faculty will require you to participate in classroom discussions. Your classmates may range in age from 16 to 80 allowing for the expression of a variety of opinions and discussion of mature materials.

Registering for Classes: Planning and Class Selection

- Each semester, after the first summer and fall, students must schedule an appointment with the Early College Office and their high school program counselor to review your progress in the program and discuss courses that will meet your long term academic goals. Student can also schedule to meet with RVC Academic Advisors to learn more about their college degree requirements and opportunities. For RVC Academic Advising, please contact 815-921-4100 to schedule an appointment. The EC Running Start Coordinators will complete the registration process.
- Payment/bills: The high school district will be billed for the tuition for the Running Start students. Registration and billing are separate processes; when you receive a bill in the mail please hold on to it as it contains your semester schedule.
- Class Schedule: You may access your class schedule via **Online Services** at <http://www.rockvalleycollege.edu/myRVC>.

Online Services

Log in using a lower case “s” and your RVC student ID# and the password you created.

Example: s0123456; Rockford1

Viewing your final grades, changing your address and printing your class schedule is easy via Online Services. You can access these services at: <http://www.rockvalleycollege.edu/myRVC>.

RVC online SERVICES | LOG OUT | MAIN MENU | STUDENTS MENU

CURRENT STUDENTS - STUDENT MENU | Welcome Xayavong!

To view Important Dates, go to [Registration and Payment Dates](#)

1

2

LOG OUT | MAIN MENU | STUDENTS MENU

1.) User account

- + Update your home address
- + Change your password

2.) Academic Profile

- + Find your final grades
- + View your textbook list
- + View your Transcript
- + Request an Official Transcript

Finding Your Class

The following steps will help you locate your classroom:

- 1. Which Building?** Determine which building your class is in by looking at the building abbreviation. For example, if your class is in ERC 3455, it is in the Educational Resource Center. Below are abbreviations for all campus buildings.
- 2. Which Floor?** The first digit of the room number indicates the floor.

Take a walk around campus and locate your classrooms before the semester begins!

Building Abbreviations:

SC= Student Center
ERC= Educational Resource Center
CLI= Classroom Building 1
CLII= Classroom Building 2
JCSM=Jacobs Center for Science & Math
PEC= Physical Education Center
HSC= Health & Science Center

Grading System/Accessing Your Grades

Grade reports are not mailed Mid-semester progress reports of “S”, “D”, “F” or “W” are posted to a student’s online services account. Semester grades will be available 7-10 days after the official last day of the semester. You may access your grades via Online Services at:

<http://www.rockvalleycollege.edu/myRVC>.

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	withdrew	N/
I	incomplete	N/
		^

N/A = Not applicable

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 an F (failing grade). This means that you do not receive credit for the course and it will not count toward your high school graduation requirements. An F grade will affect both your high school and college GPA.

YOUR GRADES WILL FOLLOW YOU FOREVER!! You are creating a college transcript that will follow you for the rest of your life. Most universities and graduate schools require that you submit transcripts from all colleges that you have previously attended when you apply for admission.

What's different from high school outside the classroom?

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 received at RVC will be a part of your permanent high school and college transcript.

College Calendar

College and high school calendars can be different. Spring breaks, winter breaks, and some holidays are often at different times. Running Start students must follow the RVC Academic Calendar located here: <http://www.rockvalleycollege.edu/Admission/academiccalendar.cfm>

Student Support Services

RVC offers a variety of student support services to you on campus including counseling, tutoring, and career advising. Please schedule an appointment with a Running Start Coordinator in the RVC Early College office at (815) 921-4080, if you would like to connect with a student support service.

Student Life

Clubs, guest speakers, and other extra-curricular activities may have more variety than in high school. Take advantage of the many activities and opportunities available at RVC. Check out <http://www.rockvalleycollege.edu/Life/> or OrgSync in MyRVC for the latest information, or stop by the Student Life Office on the first floor of the Student Center. Students should consider becoming active in the Running Start Club!

Campus Security

At RVC, the safety and well-being of students, faculty, and staff is important. A truly safe campus can only be achieved through the cooperation of everyone at Rock Valley College. The Rock Valley College Police Department is responsible for law enforcement, security, and emergency response at RVC. 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 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 on the Rock Valley College website: www.rockvalleycollege.edu.

RVC Graduation Requirements and Procedures

Always make sure that your RVC courses are meeting your RVC degree requirements (Associate of Arts or Associate of Science) by keeping in close contact with your high school program counselor. You will need to understand what your chosen Associate's degree requirements are, how you are progressing academically, and how courses apply to your RVC graduation. Every student planning to receive a degree from RVC is required to: meet all degree requirements, receive a minimum GPA, and apply for graduation.

**Applying for RVC graduation must be done during the spring semester deadline of senior year:
Spring graduation – Apply by March 1.**

Additional RVC graduation requirements and procedures can be found at <http://www.rockvalleycollege.edu/Admission/Registration/Graduation.cfm>

Tuition, Fees, and Other Expenses

Tuition and Fees

Tuition costs (including any fees) will be paid by the high school district, except for repeated courses.

Transportation

You are responsible for your own transportation, unless provided for by your high school district. 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.

Textbooks

While the school district covers the cost of education, the cost of textbooks is the responsibility of the families. There is no funding available for students requiring financial assistance to purchase textbooks. Textbooks may be purchased at the Rock Valley College Bookstore, lower level of the Student Center. You can find bookstore hours, look up required books, and order books online at their website: <http://rvc.bnccollege.com/>. The bookstore phone number is (815) 921-1680.

In order to avoid the long lines that occur during the first week of the semester, we recommend you purchase your required books before the semester begins. *****If you plan to seek alternative ways to purchase books be sure to search by the ISBN and not by book title and author.***

When you go to the on campus bookstore, bring your course schedule with you.

1. Locate Your Books by Subject

- Textbooks are arranged alphabetically by subject abbreviation.
- Subjects are typically abbreviated to the first three letters
English = ENG, History = HST, Spanish = SPN

2. Locate Your Books by Course Number

- Different instructors teaching the same class often choose different textbooks. Locate the precise books you need by course and section.

If the tag says **required** then you must have this book for the class. If the top says **recommended** then the instructor feels it is a good book to assist with the class but you are not required to have it.

RVC College ID

RVC issues IDs that contain your name and student ID number. With your ID, you will be able to check out books from the library, utilize on-line database resources, access the fitness equipment in the Fitness Lab, and show proof of student status for discounts at local and national stores, restaurants and entertainment venues. Running Start students will receive a RVC ID during Orientation. Students must have a photo identification card (either high school ID, state ID or driver's license) to receive a student ID. RVC ID cards are issued at the Information Desk located on the main floor of the Student Center.

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.

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 academic dual credits in transfer. Students should check with out-of-state and private colleges/universities regarding transferability of Running Start 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 an incoming freshman. Determining transfer or freshman status is important for a variety of reasons including scholarships, deadlines, and housing. The individual university admissions office can provide the most current information based on the number of credits earned at the time of application.

Explore college majors and begin preparation

Use your Running Start coursework wisely and prepare as much as possible for potential college majors. Preparation is especially important if you plan to pursue a major that requires many prerequisite courses such as engineering or business. Explore requirements for majors at the college or university you plan to attend by searching their website, contacting admissions staff, and working with the transfer advisor.

Resources to explore college majors and requirements:

- **RVC Academic and Transfer Advising:** Links to websites of most colleges and universities in the State of Illinois as well as their course equivalency guides and specific admission requirements. Also includes transfer checklists and transfer guide samples to popular majors:
http://www.rockvalleycollege.edu/StudentServices/Advising_Counseling/index.cfm
- **RVC Career Services, Advising and Placement:** One-on-one career counseling, career testing, and major exploration workshops. Also, computer-based career exploration software and other resources to help with a job search:
<http://www.rockvalleycollege.edu/StudentServices/CareerServices/index.cfm>

Official Transcripts

Colleges and universities often 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
<http://www.rockvalleycollege.edu/Admission/Registration/Transcripts.cfm>.

A Transcript Request Form can be picked up 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.

Campus Resources & Support Services

[RunningStartHandbookFY19.docx](#)

Bookstore (815) 921-1680

<http://rvc.bncollege.com/>

Location: Student Center, lower level

Career Services, Advising & Placement (815) 921-4091

<http://www.rockvalleycollege.edu/StudentServices/CareerServices/index.cfm/>

Location: Student Center, second floor

Provides resources, tools and training in all areas of career development and exploration.

Computer Labs

<http://www.rockvalleycollege.edu/StudentServices/TechnologyServices/computerlabs.cfm>

Woodward Technology Center- Monday – Thursday: 8:00 a.m. -10:00 p.m.

Friday: 8:00 a.m. – 8:00 p.m. Saturday: 8:00 a.m. – 2:00 p.m.

Student Center, first floor-

Monday – Thursday: 8:00 a.m. – 7:00 p.m. Friday: 8:00 a.m. – 4:00 p.m.

Library Commons Lab -

Monday – Thursday: 8:00 a.m. – 7:00 p.m. Friday: 8:00 a.m. – 4:00 p.m.

ERC Computer Lab (Library) -

Monday - Thursday: 8:00 a.m. – 9:00 p.m. Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 8:00 a.m. – 1:00 p.m.

Disability Services

<https://www.rockvalleycollege.edu/StudentServices/DisabilityServices>

Location: Student Center lower level

Math Lab (815) 921-3525

http://www.rockvalleycollege.edu/Courses/Subjects/Math/MathLab.cfm?cssearch=142313_1

Location: JCSM, Room 0210

Free drop-in tutoring for all RVC students enrolled in math classes.

Public Safety (815) 921-4357

<http://www.rockvalleycollege.edu/About/RVCPD/>

Location: Support Services Building

Resources for first aid, security escorts and vehicle assistance. Where to go concerning your safety and security concerns at RVC.

Tutoring Center (815) 921-2370

<http://www.rockvalleycollege.edu/StudentServices/Tutoring>

Location: Student Center lower level

Rock Valley College's Tutoring Center provides support for the academic development and enrichment of students through **free** tutoring services provided by peer tutors.

Writing Center (815) 921-2370

<http://www.rockvalleycollege.edu/StudentServices/Tutoring/WritingCenter.cfm>

Location: Student Center, Lower Level, Tutoring Lab

The RVC Writing Center seeks to serve the Rock Valley College community by providing students and faculty alike with needed space, devoted time, and individualized attention necessary to promote an encouraging and productive writing climate, to develop and foster positive writing habits, and to effectively address the challenges and nurture the needs of student writers across the curriculum.

Being a Successful Student: Tips for the First Day of Class

- The first day of classes you may feel excited and nervous. This is natural for returning as well as for new students. You are beginning work on an important goal. Take slow deep breaths if you start to feel stressed and enjoy your excitement and pride!
- Feel free to ask people in administrative offices how to find your classrooms, the food vendors, and your way to the library. Leave for campus a little early so you can arrive early. Get a good seat in the room (the closer to the teacher, the easier it is to concentrate) to ensure that you will not miss any important information.
- You may want to buy a big three-ring binder with tabs marking different sections for different classes.
- This way, you can keep all your paper for each class separate. Bring to class a notebook, paper, pens, pencils, and a calendar in which you can write down due dates. (Most teachers do not like it if you eat in class, so although you may want to bring some healthy snacks to eat throughout the day, try to eat between classes).
- You may want to purchase your books, bus pass, etc. *before* the first day of class to avoid lines. Keep your bookstore receipt in case there are changes and you need to return a book.
- On the first day of class the instructor will probably hand out a course syllabus which describes the course expectations, course assignments and due dates, when tests will be, and the instructor's contact information. **READ IT CAREFULLY!!** Ask questions if you do not understand any part of it. Questions may be asked during the class, before or after class, or during the instructor's office hours. Take note of the instructor's phone number and office hours.
- Write down the test dates and dates when major papers and projects are due in your calendar. Read your text and complete assignments by the due dates.
- Plan something nice for yourself (even something small) to celebrate the successful completion of your first day of classes!
- Try not to miss class. If an emergency arises, call the instructor before the class and explain why you will miss and when you will return. Get the phone number of a few other students in the class so you can share notes and ask each other questions about assignments. Consider forming a study group.
- Try to study on campus to prevent yourself from being distracted by other commitments.
- **Study every day** and take notes on what you are reading so you will have a summary to review before exams.

How to Prepare for Exams

Concentration and Memory

- As you read, say the words aloud. Talk to yourself saying things like, "What is the main idea? Let me write that down." The secret to this technique is that when you are calmly "talking yourself through" an assignment, do not distract yourself with panicky thoughts like "I'll never get through all this!"
- Break big chunks of material into smaller parts. When memorizing, don't try to learn more than three or four new pieces of information at a time. Take breaks in your memorizing, otherwise, you'll remember the first two things, the last two things, and forget the material in the middle.
- Repeat difficult information several times, write it down, and post it on your mirror,

on the refrigerator, etc.

- Color-code related information in your notes and in the textbook. Make lists of key ideas. Practice closing your eyes and visualizing the material.

Before an Exam

- Ask the instructor what the format of the test will be: How many multiple choice questions, how many essay questions, etc.
- Review course outline, notes, and text. Summarize key information on several sheets of paper, arranging material in small groups or lists. Make these summary sheets easy to read and recall by the use of spacing or colored highlights.
- Get enough sleep, eat a light healthy meal.

During an Exam

- Take a deep breath. Tell yourself, “What’s most important now is that I stay calm and read each question carefully.”
- Quickly jot down formulas, lists, things that you’ve memorized to use during the test but are afraid you might forget.
- Read directions and questions aloud under your breath (as described in the concentration and memory section).
- Don’t select the first multiple-choice item that sounds right. Often, there are several choices that are partially correct and another (the correct answer) that provides a fuller answer.
- Watch out for items that seem to come from the text or lectures but have been changed to be negative. For example, “three factors found to be unimportant in the development of the American West were....” Underline key words like: never, not, always, usually.
- If you get stuck, eliminate the answers you know are wrong, make a mark next to the item and move on.
- It’s better to go through a test once, carefully, than to rush through making errors in reading, just so you can “go over it again” making the same reading errors.
- Don’t leave any items blank. Narrow things down and guess if you must.

Essay Exams

- Be sure you do what is asked: define, list, compare, and contrast.
- Answer as directly and concisely as possible.
- Outline quickly the important facts and ideas you want to include in your answer.
- Write. First sentences explain what your main points are. Following sentences provide specific examples or details to support your main points. Conclusion shows how your body text supported your opening statements.
- If you run out of time, provide an outline rather than writing in full sentences.
- Be sure your handwriting is legible.

Remember

- Praise and encourage yourself.
- Pay attention to deadlines.
- Start studying early, study for short periods (30-45 minutes) and give yourself (3-5 minute) breaks.
- Try not to study for more than 2 hours at a stretch.
- Ask for help if you need it.
- Eat healthy foods.
- Get enough sleep!