

CONCURRENT ENROLLMENT FREQUENTLY ASKED QUESTIONS

NORCO
COLLEGE

WHAT IS CONCURRENT ENROLLMENT?

Norco College's High School Concurrent Enrollment (HSCE) program allows eligible high school students the opportunity to enroll in college classes without paying enrollment fees. The program is designed for students who would benefit from advanced scholastic or vocational coursework, are classified as highly gifted and/or talented, or are seeking other educational opportunities not otherwise available to them.

Enrollment into the program is open during the summer, fall, and spring terms. Students wishing to attend are required to submit the following documents by the published deadlines:

1. Norco College Online Application Confirmation Page
2. Completed High School Concurrent Enrollment (HSCE) School/Parent Approval Form
3. Official High School Transcripts
4. Exception Request Form for students under 16 or in the 9th or 10th grade

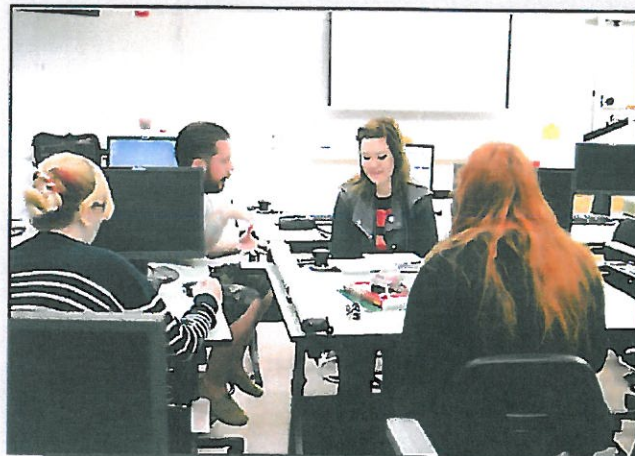
All approved high school concurrent enrollment students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Students enrolled in a Home Study Program must provide proof that the Home Study Program is registered with the state of California.

ELIGIBILITY REQUIREMENTS

To qualify for concurrent admission with Norco College, students must be at least 16 years of age or have completed 10th grade and be in good standing with a high school GPA of 3.0 or higher.

Students under 16 or who have not completed 10th grade must receive supplementary approval from the dean of Admissions & Records through an additional interview process. The interview and approval process in addition to the required documents must be completed and submitted by the application deadline to be eligible to attend Norco College.



ENROLLMENT LIMITATIONS

- HSCE students may enroll in a maximum of eight units in fall/spring and five units in summer.
- HSCE students are not permitted to enroll in any Kinesiology (KIN) courses.
- Norco College allows up to three HSCE students to be enrolled in a course. Once the limit has been reached, the instructor's authorization (signature) on a Norco College HSCE Add Card is required to enroll.
- HSCE students approved at Norco College may enroll into general courses offered at Riverside City College or Moreno Valley College in accordance with each college's high school concurrent enrollment policies and procedures.
- HSCE students approved at Riverside City College or Moreno Valley College may only enroll into Norco College classes in person.

Norco College
2001 Third Street
Norco California 92860
(951) 372-7000

www.norcocollege.edu/admissions

HIGH SCHOOL CONCURRENT ENROLLMENT 2017 – 2018

STEPS FOR ADMISSION

Complete these steps and submit all required documents for each term you wish to attend:

1. **Apply for admission and print confirmation page**
 - Go to www.norcocollege.edu and click APPLY NOW (right side).
2. **Complete the HSCE School/Parent Approval Form**
 - The form must be signed by you, a parent/guardian, and a principal or authorized designee at your high school.
3. **Obtain your official high school transcripts**
 - Transcripts must be in a sealed envelope, within 90 days of the issue date, and have school seal.
4. **Submit all documents to Norco College Admissions & Records**
 - The application confirmation page, official high school transcripts, and HSCE School/Parent Approval Form must be submitted in person by the posted deadline.
5. **Activate your student email**
 - You will only be notified of your approval status via your student email account, approximately one month before the term begins.
6. **Enroll in classes**
 - If approved, you can begin to enroll in classes on/after the first day of the term.
 - Review course offerings in the online Schedule of Classes noting dates, prerequisites, location and times of classes.
 - Register for classes online through WebAdvisor or in person with a valid photo ID at the A&R counter with a Norco College HSCE Add Card.
 - Add and Drop deadlines are strictly enforced.
7. **Pay fees**
 - High school students are not required to pay enrollment fees but are responsible for a health fee and a student services fee for every term attended.
 - Make payments online or in person.
 - Fee payment deadlines are strictly enforced.
8. **Purchase parking permit online through WebAdvisor**
9. **Get your free Norco College Photo ID Card**
 - After you've registered for classes, visit the Admissions & Records office to get your Norco College ID card. Another form of ID is required.
10. **Purchase Textbooks**
 - Print your class schedule and bring it to the bookstore or order your books online at www.norcocollegebookstore.com
11. **Attend classes & have a great semester!**
 - If enrolled in an online/hybrid class, go to: www.opencampus.com
 - Tip: Arrive early to find parking

Maximum Units: Fall/Spring: 8 • Summer: 5

**Additional enrollment restrictions apply.*

*Please visit our website for more information**

APPLICATION PERIODS

Summer 2017 March 1 - April 10

Fall 2017 April 1 - June 19

Spring 2018 October 1 - December 4

All high school students wishing to attend Norco College are required to submit the following documents by the published deadline for each term attended:

- ☐ Application Confirmation Page
- ☐ HSCE School/Parent Approval Form
- ☐ Official High School Transcripts (minimum 3.0 GPA required)
- ☐ Exception Request Form (for students under 16 or in the 9th or 10th grade)

RCCD STUDENT EMAIL

It is essential that you check your student email regularly for notification of approval for HSCE and other important information and updates, such as available courses, schedule changes, waitlist status, and more.

Directions: Go to mail.office365.com and sign in with your Norco College email address. If you are a first-time user, your default password is your initials (first letter capitalized) followed by your birthday in mmddyy format (ex: Js013194). If you are a returning user, your password has not changed.

Don't know your e-mail address? Go to the Main Menu of WebAdvisor and click "Learn Your RCCD e-mail Address" in the lower left-hand corner.

Forgot your password? You can only reset your password online through WebAdvisor. Log into WebAdvisor and click on "Student email Password Reset" in the upper left-hand corner.

Need more help? Go to www.norcocollege.edu and click on "Student e-mail" under Links for step-by-step instructions.

Email address: _____@student.rcc.edu
Password: _____

WEBADVISOR

WebAdvisor is your online gateway to services, information, and resources. Use WebAdvisor to search/register/drop classes, purchase parking permits, pay fees, view grades, and more.

Directions: Go to www.norcocollege.edu and click on WebAdvisor (right-side menu), then click Log In (top right tab).

Log-In Information:

Username: _____
*First letter of your first and last name followed by your seven-digit RCCD ID number (Example: js1234567)

Password: _____
*Default password is set to your six digit date of birth (Example: 060479)

Need Assistance?

Visit Admissions & Records with a photo ID or call (951) 372-7002
For more information, visit our website at www.norcocollege.edu