

Steps for Dual Enrollment

Step One: Meet with your High School Navigator or School Counselor to determine if Dual Enrollment is right for you

Dual enrollment courses are typically listed in the high school program of study made available before registration. Students should discuss interest in dual enrollment with their navigator or school counselor and obtain permission from the high school to enroll or take tuition courses through RCC.

Step Two: Complete the Virginia Community College System (VCCS) Online Application

Students must submit an application by the high school deadline. Apply at: https://www.apply.vccs.edu/applications/VCCS/apply.html?application_id=4093. Students enrolled at another VCCS college or at two colleges need a separate application for each college. Upon completion, students receive a 7-digit student ID and myRCC credentials.

Complete the Dual Enrollment Consent Form (Parent Signature) before enrollment:

https://docs.google.com/forms/d/1NbUaOPBgRDZFcR6mZzqw-keeVvmvYp5PIMK3XtdZ_X4/viewform?edit_requested=true

Step Three: myRCC and Multifactor Authentication (MFA)

Log into myRCC at <https://rcc.my.vccs.edu/> and change your temporary password. MFA instructions: <https://myvccs-support.vccs.edu/multi-factor-authentication/dual-enrollment>

Step Four: Demonstrate Readiness

Students must demonstrate readiness for each college-level credit bearing course in which they want to enroll through high school GPA, Virginia Placement Test (VPT), or qualifying PSAT, SAT, or ACT scores. High school students are not eligible to enroll in developmental or direct placement co-requisite English and Math courses.

Step Five: Submit the Tuition Payment (if required)

The high school collects dual enrollment tuition each semester. Students who miss payment deadlines may be dropped.

Step Six: Register

Registration is completed through the high school counseling office. Students must meet all prerequisite deadlines.

Step Seven: Complete the New Student Orientation

Visit www.college2success.com/rappahannock to access orientation resources and student success workshops.

Questions and Contact Information

Mrs. Danielle Norris, RCC Dual Enrollment Coordinator: dnorris@rappahannock.edu | 804-333-6744

Additional Dual Enrollment Information

Definitions for Dual enrollment in Policy:

<https://go.boarddocs.com/va/vccs/Board.nsf/goto?open&id=AVHKN752695B>

Dual Enrollment FAQs

<https://www.vccs.edu/high-school-dual-enrollment/-contacts>