

Rappahannock Community College (RCC) at KGHS

Instructions for Dual Enrollment Process

Website: [CLICK HERE](#) to access the RCC online application

1.) Visit the website above to complete the online application. This is a 2-Step Application Process. **PLEASE READ** below for clarification.

- o Visit webpage, click APPLY NOW in the blue box.
- o Select CREATE ACCOUNT at the bottom and then submit the required information using a **personal email** address on that page.
- o **IMPORTANT** – Return to the application page to login and complete the online application.

2.) Sign and return the Parent/guardian [Consent Form](#) with the RCC student ID# included. [This is not the same as KGHS student ID#]

- o The RCC student ID# will appear upon the completion of the online application.
- o The RCC student ID# is required before your counselor will accept the DE Consent Form.
- o Consent form is linked above.

3.) Meet Placement Criteria. Criteria varies for each dual enrollment course. Each student's placement criteria will be reviewed upon submission of steps 1 & 2.

- o Students who do not meet the placement criteria will be required to take a placement test. Parents/Guardians will be notified via email by May 1st if their child is required to take the placement test.

4.) Submit payment for the Dual Enrollment course only after steps 1 - 3 are verified.

- o Parents/Guardians will be notified via email and/or phone call when DE payments will be accepted. Payments will only be accepted after this notification (not before).
- o We will accept checks made payable to KGHS or exact cash.

Dual Enrollment Deadlines
Application Deadline: March 28, 2024
DE Payment Deadline: May 17, 2024

Use [Transfervirginia.org](https://transfervirginia.org) to determine how DE courses may transfer to Virginia colleges.

*Dual Enrollment payments will not be accepted until all pieces of the application process are completed and confirmed by KGHS. No Exceptions!

** Scheduling conflicts and/or limited staff can affect the availability of DE Courses.

The King George County School Board provides for the reduction or waiver of fees for economically disadvantaged students and students whose families are experiencing economic hardship. To apply for a waiver, parents/guardians may contact the main office at their student's school.