Rappahannock Community College (RCC) at KGHS
Instructions for Dual Enrollment Process

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

BECOME A STUDENT AT RCC! CLICK TO APPLY!

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

- Visit webpage, click APPLY NOW in the blue box.
- Select CREATE ACCOUNT at the bottom and then submit the required information using a **personal email** address on that page.
- **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#]

- The RCC student ID# will appear upon the completion of the online application. The RCC student ID# is required *before* your counselor will accept the consent form.
- 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.

- Student 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.

- Due to Covid-19 alternative measures, most students will meet qualifications and will not need the placement test.

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

- Parents/Guardians will be notified via email and/or phone call when DE payments will be accepted. Payments will only by accepted after this notification (not before).

- We will accept checks made payable to KGHS or Exact Cash.

Dual Enrollment Deadlines

Application Deadline: March 31, 2023

DE Payment Deadline: May 19, 2023