

Frequently Asked Questions – High School Option Program (HSOP)

IS HSOP AVAILABLE ON RCSJ'S CUMBERLAND CAMPUS?

Yes. Students are to complete an online application for the Cumberland campus, RCSJ.edu/Apply/Cumberland. Students should select "Start a New High School Program" after they have created an online account. Once complete, students must contact CCCR Advisor, Shanice Ruiz, at sruiz4@rcsj.edu for further instruction.

DO HSOP STUDENTS HAVE TO SEE A CCCR ADVISOR FOR EVERY COURSE REGISTRATION?

Yes. HSOP students are not able to add/drop courses independently. Students should schedule an appointment to see their CCCR Advisor by visiting, RCSJ.edu/HSOP/Appointments. *Registration will not take place on campus at this time. Appointments will be conducted virtually until further notice.*

WHAT IS THE RCSJ PORTAL?

The Portal is the online system used by students to access course schedules, final grades, college email accounts and other important items. Students use their RCSJ-issued username and password to log in to the system. Once an HSOP Participation Form has been submitted to RCSJ's Admissions Office, usernames and passwords are issued to the student via email. Questions or concerns can be emailed to admissions@rcsj.edu. To log on, visit RCSJ.edu

WHAT IF I CANNOT LOG IN TO THE PORTAL?

Please contact RCSJ Technical Support at 856-415-2298 (option 2) or TS@rcsj.edu.

WHAT IS MY RCSJ EMAIL ACCOUNT?

Students are issued a college email account to use for correspondence with faculty and staff. To access email, students must log in to the Portal and click the "Email" icon.

DO I NEED A STUDENT PHOTO ID AND PARKING PERMIT?

Note: Photo IDs and parking permits for the 2021-2022 academic year will be optional due to COVID-19. All students are required to obtain an RCSJ-issued photo ID and parking permit (if parking on campus). To do so, students must take their student detail schedule to the Information Center (located in the Student Services building on the Gloucester campus) for photo ID and parking permit processing.

HOW DO I VIEW MY CLASS SCHEDULE?

Once registration has been processed by Student Records, students can log in to the RCSJ Portal to find their schedule under "Registration Tools." Select "View Current and Past Schedules" and then click again "View Current and Past Schedules." Enter the correct term and click the printer icon. Students should print this schedule for their records.

HOW DO I KNOW WHICH TEXTBOOK(S) I NEED?

Students are responsible for purchasing required textbooks. Students can use their printed schedule to find textbook information from the RCSJ college store on the RCSJ Gloucester Campus. Go to Campus Links on your portal page, select Bookstore then select Textbooks, and enter course details.

HOW DO I FIND OUT MY FINAL GRADE AT THE END OF THE SEMESTER?

Log in to the RCSJ Portal. In the center column, scroll to the "Graduation Tools" box near the bottom of the page. Click on "Unofficial Transcript" and then click Submit. You can also view My Grades on your Portal page.

HOW DO I REQUEST MY OFFICIAL RCSJ TRANSCRIPT?

Download a Transcript Request Form by visiting RCSJ.edu/gc/Transcripts or you can request a hard copy at RCSJ's Business Office, on our Gloucester campus.

WHAT IF MY COURSE GETS CANCELLED?

Courses are cancelled due to low enrollment. If a student's class is cancelled, students may register for another course by scheduling an appointment with their CCCR Advisor before the beginning of the semester.

HOW DO I VIEW AND PAY MY BILL?

Students can view and pay their bill online by logging into the RCSJ Portal and selecting "Term Bill" under the "View or Pay My Bill" heading. Payments can also be made in the Student Services building at our Gloucester Campus. HSOP tuition is \$75.00 per credit with no fees. Discount is applied automatically.

Please note: *If students do not see the HSOP discount applied to their account, or if they changed their schedule and need the bill adjusted, please contact the Business Office at 856-415-2226. Students must pay their bill by the payment due date, or they run the risk of being dropped from their course(s).*

CAN HSOP STUDENTS RECEIVE FINANCIAL AID?

No. HSOP students are unable to receive federal or state financial funding.

ARE THERE ANY SCHOLARSHIP OPPORTUNITIES FOR HSOP STUDENTS?

The Paul David Carr Scholarship awards one free course per fall and spring term to high school juniors and seniors who meet the scholarship criteria. Students are selected based upon residency and financial requirements. Students must be residents of Gloucester County. Students interested in being selected for this scholarship should contact their RCSJ Center for College and Career Readiness (CCCR) Advisor.

WHAT IF I DECIDE I NO LONGER WANT TO TAKE THE COURSE I REGISTERED FOR, OR WISH TO WITHDRAW FROM A COURSE?

Students are financially responsible for a course once the HSOP registration form is processed by the Records Office. If students no longer wish to take a course, or would like to make a change to their schedule, students should schedule an appointment with a CCCR advisor to drop or withdraw. **Appointments will NOT take place on campus at this time.** All scheduled appointments will be conducted virtually until further notice. Some schedule changes may be time sensitive. It's recommended that students email their CCCR Advisor with any schedule changes if it's nearing the beginning of the semester. To avoid owing a bill, courses should be dropped prior to the beginning of the semester. To check the drop and withdrawal dates visit, RCSJ.edu/gc/Courses.

Please note: Failure to attend class does not excuse your financial responsibility.