

RCHS Admissions Checklist

Get Information

*Attend an Information Session

Dates: Nov. 6, 2008, 7–9 p.m., in Sabine Hall, Room S103
Jan. 31, 2009, 10 a.m.–noon, in Sabine Hall, Room S103
Feb. 21, 2009, 10 a.m.–noon, in Sabine Hall, Room S103

Parents are encouraged to attend one of our Information Sessions to gain “first hand” knowledge on this wonderful program, tour the campus, and to become acquainted with the RCCHS personnel.

To reserve a seat, call 972–761–6888 or e–mail the RCCHS staff at rchsinfo@dcccd.edu. Simply state your child’s name, current grade, and the information session date that you would like to attend. We highly recommend that both parent(s) and student attend.

Apply

Request an application packet by clicking [here](#). In your packet, you’ll receive the following items:

--RCCHS Application

Download at www.richlandcollege.dcccd.edu/rchs/RCHSApplication.pdf

--Richland College Application

Download at www.dcccd.edu/formspdf/admapp.pdf

Note: Fill out a Richland College (RLC) application. Because the student will be granted the opportunity to earn both a high school diploma and an associate’s degree, get ahead of the process by having this on file with the college.

--DCCCD Minor Student Emergency Form

Download at http://www.dcccd.edu/NR/rdonlyres/A910533A-8D00-41A6-BA63-52D1E1FE0430/0/minors_form_51602.pdf

You will also be required to submit the following documents:

- __Current official transcript from your high school or home school affiliation
- Immunization records
- __Attendance Report
- __Most recent TAKS scores or standardized test scores

☐ Hand-deliver or mail in application packet by March 2, 2009.

Hand-deliver materials to the RCHS office located in Crocket Hall, Room 179. Or, mail to:

Richland College
Attention: RCHS Applications
12800 Abrams Road
Dallas, Texas 75243

Get Assessed

☐ Take Accuplacer Examination

Sign-up is normally done the day the application packet is delivered to the RCHS office or during any of the Information Sessions. If you choose to mail in application packet, please call 972-761-6888 or e-mail us at rchsinfo@dcccd.edu at to set up your testing.

We highly recommended the student take a few days to prepare and study prior to the Accuplacer examination. Calculators are not allowed, so students are encouraged to practice without them. Please visit the following sites for study materials and practice tests:

- www.rlc.dcccd.edu/testcenter/accureview.pdf
- www.purplemath.com

- http://www.testpreview.com/accuplacer_practice.htm
- <http://cpts.accuplacer.com/docs/StudentGuide.html>

Meet with an Academic Advisor

- Fill out this [online appointment request form](#) to contact an advisor and set up a meeting time.

Attend Orientation and Complete Enrollment Packet

- Attend one of our orientation sessions. Dates TBA.

Receive Your Acceptance Letter

- Look for your acceptance letter in the mail.

Letters will be mailed out by March 13.

Note: If more than 200 students apply, a lottery will be held on March 7, 2008. More details will follow if this occurs.

- Submit your Acceptance Letter

Submit your acceptance letter indicating whether you have declined or accepted our offer to attend RCHS. Your letter may be faxed or delivered to the RCHS office. Please submit no later than the specified deadline. If not submitted by deadline, your acceptance letter will be voided and the available spot will be granted to the next student on the "Wait List."