If you’re not currently an ARC student, now is the time to begin planning for enrolling in spring classes. Reduced state funding has meant that many classes are in short supply. However, those who apply early and go through the required enrollment steps have the best chance of getting classes.

We suggest that you apply now as a student, and take care of your required assessment, orientation and counseling. That way, you’ll be able to move quickly when it’s your turn to register for classes.

### 9 steps for successful enrollment

**SEPTEMBER-OCTOBER 2011**

**Step 1 – Apply Online**
Students may apply by submitting an online application. Visit the ARC home page (www.arc.losrios.edu) and click on the “Application” link. Upon completing the application students will then be issued a Student ID number. In addition, students will receive information regarding how to complete the enrollment process.

**Step 2 – Get Your Student ID Number**
After students have successfully submitted their on-line application, allow up to 30 minutes for processing.
- **Step 1** – Return to the ARC home page at www.arc.losrios.edu and click the eServices/E-Learning link.
- **Step 2** – Click on the “Application” link. (If you are a continuing student, your Student ID number will remain the same.)

**Step 3 – Assessment**
All new students are required to complete the basic skills assessment tests in English or ESL, reading and mathematics. These tests assist counselors in determining appropriate course placement. The current test schedule is available online at www.arc.losrios.edu/Support_Services/Assessment.htm

**Step 4 – New Student Orientation**
After completing the ARC assessment, complete the New Student Orientation online at http://orientation.arc.losrios.edu or in person.

**Step 5 – Meet with a Counselor**
All students should meet with an ARC Counselor. After you have completed your ARC assessment (Step 3) and orientation (Step 4), you may contact the Counseling Center at (916) 484-8572 to schedule a counseling appointment.

In order to make the most of your counseling appointment, first-time students must complete assessments and orientation before meeting with a counselor and transfer students must have copies of their transcripts (unofficial transcripts work well for the initial appointment). After applying, you will be sent information on what to do next.

**Step 6 – Enrollment Appointment**
After completing the Steps 1-5, students will be assigned an appointment date and time to enroll online. You can check your appointment by logging into your eServices account, which is provided when you apply. You can enroll during your scheduled appointment or anytime afterward.

**Step 7 – Visit the Schedule of Classes**
On the ARC home page at www.arc.losrios.edu and click on the “Schedule of Classes” link. Click the “Spring 2012” link and then select “American River College.”

**Step 8 – Enroll in Classes**
You can register for classes online through eServices, or visit the ARC eServices Student Center (see map on p. 10). The eServices Center provides computer access and one-on-one support.

**Step 9 – Pay Enrollment Fees**
Payment of enrollment fees is due when you register, or you will be dropped. Payment by Visa or MasterCard may be made online. You may also pay by credit card, check, or cash at Business Services in the Administration Building. For current fees and a full explanation of the payment/drop deadlines, visit the ARC website (www.arc.losrios.edu) and click on the “Fees” button on the menu on the left side of the home page. At the time of this publication, fees were set at $36/unit, but are set by legislative action. Students will be billed for, and are required to pay, any increase in fees set by the Legislature.

**Continuing students**

Students who took classes this fall at any of the Los Rios Colleges, must complete the Supplemental Enrollment Form online when notified via their student iMail accounts. Registration date information will also be provided for steps 6-8, below.

**NOVEMBER-DECEMBER 2011**

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Students may apply by submitting an online application. Visit the ARC home page (www.arc.losrios.edu) and click on the “Application” link. Upon completing the application students will then be issued a Student ID number. In addition, students will receive information regarding how to complete the enrollment process.

**Step 2 – Get Your Student ID Number**
After students have successfully submitted their on-line application, allow up to 30 minutes for processing.
- **Step 1** – Return to the ARC home page at www.arc.losrios.edu and click the eServices/E-Learning link.
- **Step 2** – Click on the “Application” link. (If you are a continuing student, your Student ID number will remain the same.)

**Step 3 – Assessment**
All new students are required to complete the basic skills assessment tests in English or ESL, reading and mathematics. These tests assist counselors in determining appropriate course placement. The current test schedule is available online at www.arc.losrios.edu/Support_Services/Assessment.htm

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**American River College does not discriminate on the grounds of race or ethnicity, nationality, religion, gender, sex, age, color, sexual orientation, marital status, or physical or mental disability.**